



JUNIPER EARLY LEARNING CENTER

202-2049 Highland Place, Juniper West, Kamloops, BC V2E 0A8
(250) 374-9565/ (250) 851-9345

Dear Parents:

Re: Fall 2021 Enrolment

It's that time of year again that we are pleased to offer re-enrolment for our current students and their siblings. Re-enrolment forms are due back by Monday, January 25, 2021.

Our Goal

Our goal is to help each child reach his or her full potential in all areas of life; socially, emotionally, physically, intellectually, and creatively. The carefully prepared environment at Juniper Early Learning Center provides an opportunity for individualized learning. In this environment, children grow and develop at their own rate, making use of the specialized Montessori materials to aid in their learning.

When enrolling your child please consider the following:

1. Montessori materials are carefully structured for a 3 year period: each individual year, although important in itself, is at the same time part of the whole (i.e. 3 year development) period, 3-6 years of age, 6-9 years of age, and 9-12 years of age.
2. For a child to benefit the greatest from the Montessori environment, we recommend a 5 day program.

Our Programs

- The Full Day Program will be available from 7:30 AM – 5:30 PM
- A three-hour AM Preschool Program (8:30-11:30 AM) and a two and a half hour PM (12:00-2:30 PM) Preschool Program is available.
- The Toddler Program will be available from 7:30 AM – 5:30 PM.
- The Before School Care Program will be available from 7:30 AM – 8:30AM.
- The After School Care Program will be available from 2:30 PM - 5:30 PM.

Structure of Enrolment for Fall 2021

Priority will be given to those students who are attending, **full time, 5 days per week**. If your child is registering for less than 5 days, **please note** that we are now only offering a **set 3 day program of Monday/Wednesday/Friday (OR) a set 2 day program of Tuesday/Thursday** if you do not want the 5 day program. **Priority will be given to people wanting full time**. The teachers will contact you if your first choice of days is not available.

*** We are unable to offer a variance of the registered days.**

If you have any questions regarding this enrolment structure, please speak to a teacher.

Enrolment

Enrolment will be secured upon receipt of the **Non-Refundable \$100.00 annual Re-enrolment/Enrolment fee for each program**. If you have more than 2 children registering, the maximum Enrolment fee per family will be \$250.00 **A void cheque/bank form for automatic withdrawal of monthly tuition, or a series of post-dated cheques, dated Sep. 1 through Aug. 1 is also required upon enrolment, unless you choose to pay cash each month. Please note: if you choose to pay cash each month, tuition is due on or before the 1st day of each month.** Please keep this in mind if the 1st falls on a weekend, or a day that your child does not usually attend.

Returning students and siblings of current students, must return completed registration, health, emergency card forms, and enrolment fees **before Friday, January 31st.**

Reduced Care In the Summer

Reduced care in the Toddler or Full Day Programs, will be considered for **ONE month only**, and is only offered **during the summer months**. Please note that a **'Hold Fee' of a half months tuition** will be required to hold your child's spot for the one month of the summer. This is a Holding Fee only, and your child will not be entitled to any care during that month. Hold fees will not be considered for any other months besides July OR August. **Please note that a one month written notice is required to take advantage of the Holding Fee.**

Sick Days/Absences/Family Holidays

We are unable to offer refunds on absences, sick days or family holidays. We close on all statutory holidays and for 1 week over Christmas holidays. Preschool runs from September to June and will be closed over Spring Break and Winter Break like the Public School system. **No rate adjustment on fees will apply.** Please see class calendar for specific dates of closures (will be provided during the first week of school). We will offer care for School Age Children during Spring Break, part of Winter Break, Summer and on Non-Instructional days for an extra charge.

Notice to Withdraw/Decrease Days of Care

One month notice (from the 1st day of the month) is required in order to request a **decrease in number of days care or withdrawal from a program.**

Each Program runs Independently

What this means, is that, if your child is aging out of a program, you must contact the Head Teacher of another program to register your child there. **For example:** if you have a child soon to be 3 years old, and they need to transition to the Full Day program from the Toddler program, you **must see the Head Teacher of the Full Day program to arrange for this.**

Unfortunately, we are not able to reserve spots in another program for children who are aging out of their current program part way through the contract year, but we will, certainly, do our very best to accommodate you and those needs.

If your child will continue with us for the 2021/2022 year, please ensure that your re-enrolment forms have been submitted by the deadline or remaining spaces will be given to those on our waitlist and to those of the general public as of February 1, 2021.

Back to School

A reminder that school will begin on Tuesday, September 7th and a 2021/2022 school calendar and parent handbook will be given to you at the commencement of our school year in September.

Gradual Entry

A gradual entry for the first few days of school is very helpful in ensuring that our students experience a gentle positive entry into the classroom environment as well as affording each child personal attention with the teacher, other children, and the classroom routine.

For our Preschool Program, we will be notifying you in August to let you know of the times that your child will be attending during the first week of school as we implement our “Gradual Entry Program”. Typically, the classes are divided in half, with each group attending one hour only on the first few days.

For our Full Day Program and Toddler Program, if you would like to have your child attend for a shorter period of time each day during the first few days of classes, please speak with a teacher.

A Note to the Parents

Please send the following items labelled with your child’s name to school with your child:

- ◆ A labelled cup (Preschool Program)
- ◆ A comfortable pair of “inside” shoes, i.e. slippers, canvas shoes, etc. (Preschool, Toddler, Full Day)
- ◆ A small blanket for rest time (Full Day and Toddler Program)
- ◆ A box of Kleenex (Preschool, Toddler, Full Day)

We will be holding a Parent Orientation evening during the first couple of weeks of classes. Date and time to be announced.

Once again, we would like to thank you for your interest and support in our school and mostly for your wonderful children.

Holly, Holly-Ann, Lin, Daniela, Grace, YounNam, Sarah, Sydne, Pyper, Lisa, Kaitlyn, Wendy, Clara, Lu, and Livia



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2021-2022 FEE SCHEDULE AGREEMENT

Student: _____

Date to begin classes: _____

Ending date _____

The fees for the 2021-2022 school year are:

Full Day Program- Year Round Program

Full Day Program

7:30 a.m. – 5:00 p.m.

5 classes a week - \$850.00 per month

\$750.00 (Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

3 classes a week (Mon/Wed/Fri) - \$655.00 per month, \$595.00 (Reduced amount after Government Funding)

Must be enrolled before 15th of the month

2 classes a week (Tues/Thurs) - \$485.00 per month, \$445.00 (Reduced amount after Government Funding)

Must be enrolled before 15th of the month

Preschool Programs- September through June

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

5 classes a week - \$350.00 per month

(Monday – Friday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

5 classes a week - \$325.00 per month

(Monday - Friday)

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

3 classes a week - \$325.00 per month

(Monday/Wednesday/Friday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

3 classes a week - \$300.00 per month

(Monday/Wednesday/Friday)

AM Class

8:30 a.m. – 11:30 am. (3 hours per day)

2 classes a week - \$300.00 per month

(Tuesday/Thursday)

PM Class

12:00 pm. – 2:30 p.m. (2.5 hours per day)

2 classes a week - \$275.00 per month

(Tuesday/Thursday)

Toddler Program (18-30 Months)-Year Round Program

7:30 a.m. – 5:30 p.m.

5 classes a week- \$1200.00 per month (Monday – Friday)

\$850.00(Reduced amount after Government Funding) **Must be enrolled before 15th of the month**

3 classes a week (Mon/Wed/Fri) - \$805.00 per month, \$595.00 (Reduced amount after Government Funding)

Must be enrolled before 15th of the month

2 classes a week (Tues/Thurs) - \$575.00 per month, \$435.00 (Reduced amount after Government Funding)

Must be enrolled before 15th of the month

ENROLMENT FEE/ RE-ENROLMENT FEE

A \$100.00 non-refundable, annual, enrolment fee is required at the time of enrolment for All Programs. (Maximum \$250 per family). The fee confirms that you have made a firm decision, to have your child enrolled with us, and guarantees your commitment for the 12 month term, September 1 to August 31 (10 months for Preschool – Sep 1 to June 30). **Enrolment fees are due upon registration. All enrolment fees are factored into the overall operational expenses involved in the running our schools and are subject to change.**

FEE PAYMENTS

Monthly *Tuition Fees are due on or before the 1st of day of each month.* Please submit a void cheque or a form from your banking institution, at the time of enrolment, if you would like to arrange for automatic withdrawal from your account on the 1st of each month. If you would like to pay by cheque, please include a series of post-dated cheques (dated for the 1st of each month) for the full term of the contract. Post-dated cheques must be included with your enrolment package if you are choosing this option. (A \$40.00 fee will be charged on all N.S.F. transactions). If you choose to pay by cash, payment must be made *on or before the 1st day of each month.* Should the school be closed for any days, other than those dates listed on the school calendar, parents will receive a pro-rated fee for the days of the school's closure.

***Tuition Fees are subject to change within this contract.** In order to keep tuition as low as possible, Juniper Early Learning Center has opted into the Provincial Government's Child Care Fee Reduction Initiative. This has allowed us to keep our fees lower than the majority of other Childcare provider, however, it means that we must follow the government's fiscal year of April 1 through March 30, when it comes to fee changes. For this reason, changes in fees could occur within the contract.

*A **late fee** of \$25.00 will be added to unpaid bills on the **2nd of the month.**

* **Submission of void cheque authorizing the school to set up a pre-authorized debit.**

***For families requiring reduced care in the Toddler, Full Day or School Age, Programs during the summer months, a holding fee of ½ month tuition will apply. This holding fee guarantees your child's spot when you return to the program in the following month. Please note that you may only use the holding fee for ONE MONTH of the summer, and you will not be entitled to**

any care for your child during that month. Holding fees will not be considered for any other months. Please note that a one month written notice is required in order to change the payment information in our online system.

***We are unable to offer refunds on absences, sick days or family holidays.** We close all classrooms on all statutory holidays and for one week over Christmas break. Our Pre School class also closes over Spring Break. No rate adjustment on fees will apply. Please see class calendar for specific dates of closures (will be provided during early in September).

What do I do if my child has to switch from the Toddler program to the Full Day Program part way through the contract?

You may register your child for the months until he/she turns 3 years old, however, please keep in mind that **Each Program runs Independantly**, which means that, if your child is aging out of a program, you must contact the Head Teacher of another program to register your child there. *For example:* if you have a child soon to be 3 years old, and they need to transition to the Full Day program from the Toddler program, you **must see the Head Teacher of the Full Day program to arrange for this.**

Unfortunately, we are not able to reserve spots in another program for children who are aging out of their current program, but we will, certainly, do our very best to accommodate you and those needs.

WITHDRAWALS

If for some reason your child needs to be withdrawn from the school, one month written notice is required on the 1st day of the prior month. We require payment for the next month if your child is abruptly withdrawn. One month notice is also required for changes made within the program (ie Preschool program-changing from 5 days to 3 days.) We strive to be fair and seek your co-operation if this event should arise for you.

All children who enter the Juniper Early Learning Center Full Day Program, Preschool Program, and Toddler Program are on a probationary basis. The health and safety of all children and staff members may require the withdrawal of any child whose behaviour is determined to endanger him/herself, other children, or staff members. A child may also be dismissed if the child's needs are not being met by the program. In such cases, fees will be pro-rated and the remainder of the monthly fees will be returned to the parents.

Please Indicate which program you are registering for:

- My child will attend the **Fall 2021 FULL DAY PROGRAM 7:30 AM–5:30 PM 5 days per week**
- My child will attend the **Fall 2021 THREE DAY PROGRAM 7:30 AM–5:30 PM (Mon/Wed/Fri)**
- My child will attend the **Fall 2021 TWO DAY PROGRAM 7:30 AM–5:30 PM (Tues/Thurs)**

- My child will attend the **Fall 2021 TODDLER PROGRAM 7:30 AM–5:30 PM 5 days per week**
- My child will attend the **Fall 2021 TODDLER PROGRAM 7:30 AM–5:30 PM (Mon/Wed/Fri)**
- My child will attend the **Fall 2021 TODDLER PROGRAM 7:30 AM–5:30 PM (Tues/Thurs)**

- My child will attend **Fall 2021 AM PRESCHOOL CLASS 5 days per week**
A.M. class: 8:30-11:30 a.m.
- My child will attend the **Fall 2021 PM PRESCHOOL CLASS 5 days per week**
P.M. class: 12:00- 2:30 p.m.
- My child will attend the **Fall 2021 AM PRESCHOOL CLASS 3 days per week**
A.M. class: 8:30-11:30 p.m. (Mon/Wed/Fri)
- My child will attend the **Fall 2021 PM PRESCHOOL CLASS 3 days per week**
P.M. class: 12:00- 2:30 p.m. (Mon/Wed/Fri)
- My child will attend the **Fall 2021 AM PRESCHOOL CLASS 2 days per week**
A.M. class: 8:30-11:30 p.m. (Tues/Thurs)
- My child will attend the **Fall 2021 PM PRESCHOOL CLASS 2 days per week**
P.M. class: 12:00- 2:30 p.m. (Tues/Thurs)

Enrolment fee and one of the following (EFT or Post Dated Cheques) must be included with Registration Package, unless you will be paying Tuition by Cash on/or before the 1st each month.

Enrolment Fee \$100/child (\$100/child to family max. \$250) Cash (or)
 Cheque# _____

Please choose your Mode of Payment for Tuition:

I choose to pay Tuition by **Electronic Fund Transfer (EFT)** (choose one) → Void Cheque # _____
→ Bank Form _____

(OR)

I choose to pay Tuition by **Post Dated Cheques Received** (list cheque numbers) _____ (check here)
Sep _____ Oct _____ Nov _____ Dec _____ Jan _____ Feb _____ Mar _____ Apr _____
May _____ Jun _____ July _____ Aug _____

(cheques dated for the 1st of each month ending June 1, 2022 for Preschool)

(cheques dated for the 1st of each month ending August 1, 2022 for Toddler/Full Day)

* any unused cheques will be returned to you upon request

(OR)

I choose to pay Tuition by **Cash (on/before the 1st day of each month)** _____ (check here)

Parents/Guardians have read the enclosed information and agree with all conditions set out in this contract as stated.

Parents/Guardian's signature

Date

Staff Signature

Date

For Re-Enrolment Students only

Please update any important information that may have changed recently (ie. New mailing address, new email or phone numbers, new allergies/medical conditions etc.)

If you are New to the Center please complete the Registration Forms as well. Thank You!



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REGISTRATION FORM

Child's Name _____ F _____ M _____ Birthdate _____

Address _____ Home Telephone No. _____

City _____ Postal Code _____

Email Address: _____

Mother's Name _____ Cellphone Number: _____

Place of Business _____ Telephone No. _____

Address _____

Father's Name _____ Cellphone Number: _____

Place of Business _____ Telephone No. _____

Address _____

Please name two people that could be called in an emergency, if parents cannot be reached

1st Name _____ Address _____

Relationship _____ Telephone No. _____

2nd Name _____ Address _____

Relationship _____ Telephone No. _____

STUDENT INFORMATION

Describe previous preschool experiences _____

Would you tell us a little about your child?

a) Physical abilities, interests _____

b) personality characteristics – shy, outgoing, any fears? _____

c) Is there anything else you can think of that would help us to know and understand your child better?

Other children in the family?

| Name | Age | Sex M/F |
|-------|-----|---------|
| <hr/> | | |
| <hr/> | | |
| <hr/> | | |
| <hr/> | | |

Do you have any specific academic or social goals in mind for you child during their preschool years?

HEALTH

Child: _____ Sex: _____ Birthdate: _____
Home Phone Number: _____ Address: _____
Father's Name: _____
Business Phone: _____ Cellphone Number: _____
Mother's Name: _____
Business Phone: _____ Cellphone Number: _____
Doctor's Name: _____ Phone Number: _____
Care Card Number: _____

Emergency Contact Persons (Other than Parents)

Name Address Phone Number

Name Address Phone Number

1. General State of Health _____
2. Any allergies? _____
Is the child subject to: **Yes or No**
Colds _____ Bronchitis _____ Sore throats _____ Urine infection _____
Hay fever _____ Bleeding nose _____ Ear infection _____
Convulsions _____ Skin conditions _____ Asthma _____
3. Is your child on any medication? _____
4. Is your child on any diet restrictions? (If different from allergies) _____

5. Any Physical/Learning concerns? _____
6. Any vision, hearing or speech concerns? _____

7. Any social/behavioral/emotional concerns? _____

8. Is child independent at using the toilet? _____
9. Does your child have any particular fears such as loud noises, costumes, uniformed people, dogs? _____
10. Other medical problems? _____
11. Are your child's immunization records up to date according to BC immunization standards?
_____ Yes _____ No

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Photograph Permission

Please note: Our school requires a photograph of your child for our records, prior to their enrolment.

I give permission for my child, _____, to be photographed. I understand that these photographs will be used for my child's records and may be used for classroom displays, projects, school website and the school's official social networking page.

Parent/guardian Signature: _____

Date: _____

Child Release

I understand that the school staff will not release my child, _____ to any authorized individual if they are intoxicated or are displaying any erratic behavior, making them unable to adequately care for my child and potentially jeopardizing their health _____ and _____ safety.

Parent/guardian signature: _____

Date: _____

AUTHORIZATION FORM

Child's Name: _____

Pick-up and Transportation

Other than the signing parent, **only** the following persons have the authorization to pick-up and transport my child:

1. _____
2. _____
3. _____

Not authorized to pick-up my child

1. _____
2. _____
3. _____

Field Trips

I give permission for my child to take part in "walking field trips" near the school, whether preplanned or spontaneous. I understand that I will be notified of all Field Trips that require transportation. I understand that I will be responsible for transporting my child to and from field trip locations away from the school and in so doing, give permission for my child to attend.

Signature of Parent or Guardian

In case of illness or medical emergency, I understand the following:

- I cannot send my child to school when he/she is ill.
- I give the staff permission to call a doctor or ambulance in case of emergency.
- No medication will be given without the written consent of child's parent or guardian.
- Medication is to be provided in the original labeled container.
- When giving prescribed medication, the date, time and amount of medication will be recorded and initialed.
- If my child becomes sick at school, I agree to have her/him picked up as soon as possible

Signature of Parent or Guardian

EMERGENCY CONSENT CARD

Name: _____ Sex: M F Birthdate: _____

Address: _____ Home Number: _____

Height: _____ Weight: _____ Eye Color: _____ Hair Color: _____

Mother's Name: _____ Cel #: _____ Work # _____

Father's Name: _____ Cel #: _____ Work # _____

Alternate Contact: _____ Best phone #: _____

Name: _____ Cel #: _____ Work # _____

Name: _____ Cel #: _____ Work # _____

Child's Doctor: _____ Phone #: _____

Child's Dentist: _____ Phone #: _____

Allergies/Medication: _____

Most Recent Tetanus Shot: _____ MMR: _____

(Side 1)

Child's Name: _____ Medical #: _____

It is the Facility's policy to notify the parent when a child is ill or require medical attention. If we are unable to contact the Parents and the child needs immediate medical help, a parental consent is necessary for the facility staff to take appropriate actions on behalf of the child. Your consent will accompany the child to the emergency center.

I authorize the staff of Juniper Early Learning Center to call a physician, take my child to the nearest emergency centre or summons an ambulance for emergency medical aid through the person(s) in attendance feel such services are required and I cannot be contacted by phone. If such emergency should arise, I shall be notified as soon as possible. I agree that any cost incurred for such services shall be the sole responsibility of myself.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

(Side 2)