

**Merton Home & School Association
Pre-K Registration
2010– 2011**

The cost for the program is as follows:

7:57 am to 2:15 pm: \$250.00 a month

Fees are to be paid as follows:

- \$250.00 non-refundable registration fee paid upon registration;
- 10 post-dated cheques of \$250.00 dated from August 15, 2010 to May 15, 2011;
- \$16.00 Home & School membership fee (per family) (based on 2009-2010 school year, may be subject to change) post-dated August 15, 2010;
- \$65.00 Resale/ Supplies fee (based on 2009-2010 school year, may be subject to change) post-dated August 15, 2010.

(All cheques above are made payable to Merton Home & School Association)

Please bring the following photocopies when you register:

1. Birth Certificate
2. Medicare card
3. Vaccination record
4. Parent Social Insurance number (for Releve 24 purposes)

For additional information, please call:

Merton Home & School Association Office
Attention: Fernanda DiNezza (514) 481-2033

MERTON HOME AND SCHOOL ASSOCIATION

PRE-K REGISTRATION

IMPORTANT NOTICE - PLEASE READ BEFORE SIGNING

(effective 2010-2011)

- 1) The Pre-K program is designed for children who are **4 years old by December 31st**. **At the discretion of the educator only**, there may be exceptions for those who are younger and deemed mature enough. Each child under the age of 4 must spend a few hours with the educator for an evaluation, in June preceding the new school year. Evaluations will be ongoing to determine how well the child is adapting to the program.
- 2) Every child must be able to adapt well to the program. They must be able to work independently and not require constant individual attention, since this program is not designed for special needs children. **If it becomes evident that a child cannot fully adapt, the Pre-K committee reserves the right to ask that the child not continue in the program. In such a case, a refund will be provided for the remaining months of the contract.**
- 3) In order to be accepted and to continue in the Pre-K program, every child must be fully toilet trained and be able to articulate or express the need to go to the bathroom him/herself. **No child in diapers will be accepted.**
- 4) In addition to the non-refundable registration fees, the payment schedule is the 15th day of every month, beginning in August and continuing through the month of May. If a cheque is returned from our financial institution due to non-sufficient funds (NSF), full payment is required within two (2) working days of notification of non-payment. In addition, a non-refundable \$25.00 administration fee for bank charges incurred will be levied. Failure to keep up with the payment schedule will result in the immediate cancellation of the child's attendance in the Pre-K program.
- 5) If a cheque is returned from our financial institution due to non-sufficient funds (NSF) for two (2) consecutive months, the Pre-K committee reserves the right to require all future monthly payments be remitted in cash/certified cheque or credit card. Failure to make the cash/certified cheque or credit card payments will result in the immediate cancellation of the child's registration and attendance in the Pre-K program.
- 6) In order to process the Pre-K registration form, it must be accompanied by the non-refundable registration cheque and all post-dated cheques for the term.
- 7) A one month penalty is applied for early withdrawal from the Pre-K program. A written notification of intention to withdraw from the Pre-K program must be given to the Committee Chairperson **ONE** month prior to the termination of the contract.

This notice forms an integral part of the Pre-K package and a condition of acceptance in the Pre-K program.

I, having read the terms of this document, and hereby understand and agree to all the above conditions.

Signature of Parent/ Guardian

Date

Child's Name

PRE-K CHEQUE REGISTER

Student Name: _____

Please write your child's name and program on back of the cheques. Cheques are to be made payable to MERTON HOME & SCHOOL ASSOCIATION.

Cheque #	Date	\$ Amount
_____	Registration Fee	\$ 250.00
_____	Aug. 15, 2010	\$ 250.00
_____	Sept. 15, 2010	\$ 250.00
_____	Oct. 15, 2010	\$ 250.00
_____	Nov. 15, 2010	\$ 250.00
_____	Dec. 15, 2010	\$ 250.00
_____	Jan. 15, 2011	\$ 250.00
_____	Feb. 15, 2011	\$ 250.00
_____	Mar. 15, 2011	\$ 250.00
_____	Apr. 15, 2011	\$ 250.00
_____	May 15, 2011	\$ 250.00
	Yearly Total	\$2750.00

All students are responsible for paying the **membership fee to Merton Home & School Association**. The annual membership fee is paid once a year for the family and enables your child to participate in parent-sponsored activities. The Resale/Supplies fee paid to Merton School is for consumable goods, such as paper supplies and agendas.

_____ (Membership fee)	Aug. 15, 2010	\$ 16.00
_____ (Resale/Supplies)	Aug. 15, 2010	\$ 65.00

FIELD TRIPS AND OUTINGS MERTON PRE-K 2010-2011

Release form :

This general release is intended to cover short outings to nearby parks and stores. Parents will be notified in advance as to the date, time, place and method of transportation for each field trip. Parents have the option to keep their child home from a field trip at any time.

I hereby authorize (student's name) _____ to go on any field trips or outings that Merton Pre-K may plan for the school year 2010-2011. I will not hold the Home & School Association and / or Merton School responsible for any accident that may occur during this time.

___ I allow my child to participate

___ I do not allow my child to participate

(Parent / Guardian Signature)

(Date)

Waiver form 2010- 2011 Emergency Medical Treatment :

___ I, _____, hereby **give** permission for my child, _____, to receive appropriate medical treatment in case of injury or illness occurring during or on the way to or from Merton School.

___ I, _____, hereby **do not give** permission for my child, _____, to receive appropriate medical treatment in case of injury or illness occurring during or on the way to or from Merton School.

Child's medicare card number

Hospital Card # and Name (if available)

(Parent / Guardian Signature)

(Date)

MERTON SCHOOL PRE-K FORM

Child's first name: _____

Last Name: _____

Home address: _____
Street Apt City Postal Code

Birthdate: _____

Sex: _____

Language spoken at home: _____

Child resides with: both parents __; mother only __; father only __; other __

Names and ages of siblings: _____

Others living at home: _____

Any pets: _____

Has your child ever been babysat or attended daycare or nursery? Where?

Special interests of your child:

How does she/he get along with peers? _____

How does your child react when left in the care of others?

Does your child have difficulties with:

Toileting _____

Eating _____

Habits _____

Fears _____

Sight _____

Co-ordination _____

Speech _____

Other _____

Are there any special concerns that you would like to bring to our attention i.e. physical disability, recent separation or divorce etc.:

What do you hope your child will gain from his or her pre-school experience?

What is his or her favourite activity?: _____

*******IMPORTANT***** Does your child suffer from respiratory problems and or any allergies ***** Specify*******

Medication given:

Signature: _____

PRE-K EMERGENCY FORM

Child's Name: _____

Address: _____

Phone #: _____

Medicare #: _____

Mother or Guardian Name: _____

Address (if different from child): _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

Father or Guardian Name: _____

Address (if different from child): _____

Home Phone #: _____

Work Phone #: _____

Cell Phone #: _____

EMERGENCY NAMES AND NUMBERS

1. Name: _____

Daytime phone #: _____

2. Name: _____

Daytime phone #: _____

ALLERGIES AND OR MEDICAL CONDITIONS: _____

Space below for any information you would like me to know about your child.

MERTON HOME & SCHOOL ASSOCIATION
INVOICE AND COLLECTION POLICY

Invoices:

The After-school Program (ASA) invoices the hours used for the month in the following method. A tally of the hours used for the present month will be billed to the parents / guardians the first week of the next month. This means that you will receive an invoice with the usage of hours that have been spent in after-school for services rendered. Backpack mail is sent on Tuesdays and as we expect payment no later than the 5 days outlined in the collection policy below, payment in full is required by the following Tuesday.

Collection Policy (June 2009)

The Home and School has approved the following steps. These are the minimum guidelines. They only come into effect after failure to get a response, or by not abiding by payment plan set within the committee and an individual. **Home & School reserves the right to refuse admission for any difficult payers.**

Steps to follow:

- A. Pay upon receipt of bill. Note that the bills are for services rendered. **A grace period of 5 school days will be granted.**
- B. If **A** is not complied with, then a reminder notice will be sent home with the child as a courtesy, **3 school days.**
- C. Failure to comply with **A & B** will result in an **automatic suspension from all Home and School activities (daycare, enrichment, etc.)** Individual notices will be given to those families involved for payment arrangements to be made. When payment has been received **including the \$5.00 Administration fee**, the child will be allowed back into ASA.
- D. The Treasurer will contact those families whose accounts are not in good standing (those who have not abided the previous steps).
- E. If payment has not been made, a collection agency or equivalent will be used.

Collection of NSF / Bank Charges:

1. Cheque will be given to sub-committee to ask for replacement.
2. Person will be advised that the bank returned their payment and they have 3 school days to send in the amount including a supplemental \$25.00 service charge.
3. Failure to send in the payment, without advising the Treasurer in writing, will result in suspension of child from program at parent expense, until payment is made.
4. The Home & School reserves the right to request cash payments only.

Pre-Payment for June Bill:

A pre-payment for June bill will be added to the April invoice. An amount will be calculated according to the usage of daycare per each family. Necessary credits or debits will be reviewed in June.

DISCIPLINE POLICY

The discipline policy of the school is based on the premise that personal freedom is accompanied by the responsibility to respect the freedom of others. Common courtesy, good manners and mutual respect are expected towards peers, teachers, staff, lunch monitors and others. The development of self-discipline in each of our pupils is an important aspect of our discipline policy. Discipline is meaningful when it is self-imposed or self-controlled.

In order for any policy to be effective, it is necessary that the school have the support and co-operation of parents. In the attempt to ensure the safety and security of our pupils, a number of rules have been developed.

These rules also apply to all outside and after school activities.

- a) Fighting is not permitted. Students are encouraged to settle their differences through peaceful means. **Any student involved in fighting a second time or more may be suspended from school depending on circumstances.**
- b) Throwing snowballs or ice is not allowed as this can result in injuries to others. **Any student throwing snowballs risks being suspended.**
- c) Contact sports that involve tackling are prohibited as is the use of hard balls that may cause bodily injuries and broken windows.
- d) Rudeness, foul language and name calling are not acceptable. No matter what the situation, politeness should predominate.
- e) Pride in our school is encouraged. Our building and school yard should be maintained in as clean a state as possible. Writing on walls and littering are unacceptable.
- f) Gum chewing is prohibited on school grounds.

Pupils are expected to observe the school rules. Students who disregard a rule may be given an incident report to take home, required to write a note of explanation for their actions, to stay after school, or be given an extra assignment to complete, etc.

In general, the day-to-day discipline is handled by the school. When a serious problem occurs or repeated warnings have had little effect, parents are notified and requested to meet with the school personnel to discuss the problem. In some situations the school administration may feel that suspension is warranted and may act accordingly. It is through co-operation between the home and the school that such situations are avoided.