



Thank you for taking an interest in Northstar Montessori Schools!

We are committed to offer our students an individualized, comprehensive program to help them achieve full academic potential. Equally important, we help students recognize and attain virtues, inner-discipline, social graces and respect needed to develop into an independent, confident individual.

We have included important information regarding Northstar's philosophy, program, curriculum, daily schedules and tuition fee schedule.

We are a CCMA Accredited Member school, offering you a genuine Montessori program. If you wish to know more about CCMA, you can go online at www.ccma.ca/ccma

If you have further questions about Northstar Montessori School, please do not hesitate to contact us or leave a message and we will return your call as soon as possible. We look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Virginia Ramirez".

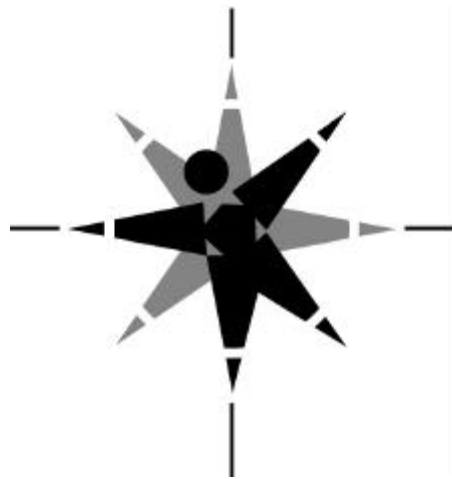
Virginia Ramirez
Principal
Director of Education

A handwritten signature in black ink, appearing to read "Sherry Gosal".

Sherry Gosal
Vice-Principal
Directress

Visit us at www.northstarmontessori.com

PARENT HANDBOOK



2008 – 2009

Guiding your child in the right direction!

NORTHSTAR MONTESSORI SCHOOL

Maria Montessori and the Northstar Montessori School Philosophy

Dr. Maria Montessori developed the Montessori method through her extensive work with children and her keen insight and observation skills. She understood that children instinctively use their hand to manipulate, absorb and thereby internalize their environment in the process of understanding the world and at the same time, constructing their minds. In response to this revolutionary understanding of how children learn, Maria Montessori developed a series of high quality sensorial learning materials, each one focusing on a particular task, operation, property or concept, and inviting exploration by the child. At Northstar Montessori School, we are devoted to offer a complete series of genuine Montessori learning materials, and we are proud of our commitment to offer a rich and varied program that remains true to the methods and precepts developed by the late Maria Montessori.



Maria Montessori also believed that the natural development of the child passes through periods of specific sensitivities. It is at these sensitive periods for language, order and refinement of the senses that the child absorbs with ease the most from their environment, hence the importance to provide them with a stimulating and fulfilling place to learn. At Northstar Montessori each child is given the freedom to choose activities that best suit his natural curiosity and which correspond to the developmental needs of his sensitive period for inner growth. The role of the directress is to respect each child's unique path of learning and growth, while inspiring them to take in hand materials and activities that will provide the experiences necessary to form a balanced individual. Our directresses are dedicated to guiding your child in the right direction!

As a core feature of the Montessori program, young children engage in meaningful real life activities such as Washing Tables, Tying Shoes, Sewing, Polishing, Sweeping Floors, and Care of Plants. The child is developing manual dexterity and muscular coordination and is moving toward independence. Accomplishing real and purposeful tasks helps to foster self-esteem and a sense of belonging within the child. The Montessori environment allows the child the opportunity for movement and exploration within limits. The happy balance of freedom to explore and to work within a prepared, orderly environment, filled with mind-engaging sensorial materials and activities, is the hallmark of the Montessori learning experience. The classroom is a non-competitive atmosphere that is designed to bring order to the daily impressions received by the child. There are opportunities for children to work independently, in small groups and the class as a whole. Ultimately, each child will feel satisfaction working at his own rate of progress.

When students enter the Elementary program they learn to work more independently, again at their own pace. They continue to work with the Montessori materials but in a more advanced level. Directresses engage the students in many subject areas and they independently study the topics further, through research and discovery.

Aside from the Montessori program, we offer supplementary group activities in physical education, art and music, providing the opportunity to enrich the creative/imaginative horizon of a child's mind and to foster self-expression, communication and the spirit of working together.

Northstar Montessori has been a CCMA Accredited Member since 2001 and we will continue to maintain this accolade by following through on our Mission Statement. Northstar takes great pride in offering a true Montessori experience for your child from toddler up to grade 8. Welcome aboard!

ENROLLMENT AGREEMENT



THIS AGREEMENT is between Northstar Montessori School and the parent(s) or guardian(s) whose signature appears below.

Upon the signing of this Agreement, I/We agree to pay the school a \$100 registration fee, which is non-refundable. This only applies to new students and not returning students.

I/We also understand and agree that the child is enrolled for the entire school year and I/We are liable to pay for the entire tuition and deposits. All deposits are non-refundable as their purpose is to confirm your child's position in Northstar Montessori School for the full academic year. Please note, all required payments must be received by the school prior to enrollment in order to confirm placement for your child.

In addition to tuition fees, a separate fee for the before and after school programs will be needed. Please indicate below if your child requires these programs.

I/We have read the terms of enrollment for Northstar Montessori School and are in full agreement with the same. I/We have the obligation to pay the full year's tuition fees unconditionally, regardless of absence, transfer or withdrawal. All accounts must be paid in full before academic records will be released or transferred.

This Enrollment Agreement is binding for a period of one academic year.

Please check applicable boxes:

Payment plan chosen:

- A** Advance (due August 1st)
(applies to Primary & Elementary only)
- B** Monthly (August 1st til May 1st)

My child needs:

- Before School program
- After School program
- Both Before and After School program

Student Name (print): _____

Parent/Guardian(s) Signature: _____

Date: _____

**There will be a \$30 service charge for any cheques returned as NSF.
Late payments will incur an interest charge of 1.5% per month (18% per annum)**

MONTESSORI CURRICULUM OVERVIEW

T = Toddler PC = Pre-Casa P= Primary E= Elementary

This section applies to T, PC, P only

Practical Life Exercises

The Practical Life exercises include activities that involve the child in purposeful work that give a sense of accomplishment and pride while developing motor skills, coordination and proper work habits. This area of the class encourages social development with specific focus on Grace and Courtesy lessons, where the child is introduced to etiquette and positive mannerisms.

Sensorial Materials

Materials included in this area of the Montessori environment are geared to further develop and refine the senses through classification and isolation of characteristics. This area familiarizes the child to various geometric shapes and language that is explored further in the Elementary environment.

Language

Students are introduced to materials that encourage vocabulary enrichment, phonetic sound recognition and cursive letter formation. The Language curriculum includes prereading and prewriting presentations and follows the child through to “total reading”, i.e. reading with comprehension and with an understanding of Grammar and sentence structure.

Mathematics

The Math curriculum includes a variety of counting, number recognition as well as symbol and quantity matching exercises. Students progress to understanding mathematical concepts using concrete materials and eventually move onto abstract calculations.

Culture Subjects

This area of study introduces the child to Geography, History, Botany, Zoology and Science lessons. Students are again involved with vocabulary enriching materials that also create an awareness and appreciation for the physical world and all that it encompasses.

Creative Art

Students participate in various Art projects that reflect classroom themes, cultural celebrations and festive holidays. They are exposed to different art media, design and techniques. The goal is to create an appreciation for self-expression and individuality.

Music

Students are exposed to rhythm, songs, dance and movement. They explore composers, different music styles and the families of musical instruments.

This section applies to P only

French

Students explore the French language through participating in a variety of activities that include vocabulary lessons, songs and games.

Physical Education

The physical education program encourages sportsmanship, cooperation, learning the rules of various games, specific sport skills and teamwork. Through creative exercises and play, students learn to develop their motor skills as well as a positive attitude when doing challenging tasks. Students will also participate in Swimming lessons in the second term.

This section applies to E only

Arithmetic

Through self-discovery working with the Montessori materials the student will cover areas such as the four mathematical operations, fractions, decimals, geometry, measurement, and word problems. Geometry study will include angles, lines and their measurement. As they grasp the concepts the students will move into abstraction.

Language

Oral and written language expression is the focus of the elementary program. Students are involved in penmanship, journals, book reports, parts of speech, sentence analysis, spelling tests, poetry, speeches and projects throughout the year.

History

This area covers the Passage of time using materials that measure time such as the clock, present/past/future, days of the week, months of the year, historical events and people and Timelines. They also explore their own family history and Canadian History.

Geography

Geography introduces concepts such as Land Forms, Puzzle Maps of various Countries, Provinces, Capital cities, flags of all nations, Parts of the Mountain, Layers of the Earth, Solar System, etc. This area will also cover Human geography and students will discover the interdependencies of workers and professionals.

Zoology

Through various experiments and observations this area is the study of animals, their habitats, fundamental needs, external and internal construction, classification and characteristics of the animals of the world. They learn to appreciate the unique traits of living things and their value and purpose on Earth.

Botany

This is the study of plants, their parts, functions and needs. Students learn the importance of plants: trees, roots, flowers, seeds leaves, and stems, through scientific experiments and our role in ensuring that the environment is sustained for generations to come.

French

Students will continue to learn basic oral skills. They will also be introduced to the written language, using workbooks and learning the alphabet, parts of speech and common expressions as well as applying their knowledge to participate in conversation.

Music

Students will be introduced to reading and singing musical notes, rhythm and counts of various beats. Music History Famous Composers and Music around the world is also explored. They will also be introduced to musical instruments, such as the recorder, tone bars and the keyboard.

Computers and Technology

This subject will cover how to use the Internet, word processing skills, keyboarding skills, learning through different CD programs, and parts of the computers.

Creative Art

The students are given the opportunity to discover their creativity and express it through different types of media, different art techniques and design.

Physical Education

The physical education program encourages sportsmanship, cooperation, learning the rules of various games, specific sport skills and teamwork. This area will also cover Health and Nutrition. Students will also participate in Skating and Swimming lessons.

DAILY SCHEDULE

Toddler

7:00am	School Opens – Before school program for students who are registered
8:00am	Diaper Routine
8:45am – 9:00am	Arrival of students. Being on time is essential.
8:45am – 10:00am	Morning Montessori Program
9:00am	Morning Snack available
10:00am – 11:00am	Outdoor Activities
11:00am – 11:15am	Circle
11:15am – 12:00pm	Lunch
12:00pm – 2:00pm	Rest Period
2:15pm	Diaper Routine
2:00pm – 3:00pm	Afternoon Montessori Program
2:45pm	Afternoon Snack
3:00pm – 4:00pm	Outdoor Activities
3:45pm – 4:00pm	Students are dismissed during this fifteen minute interval
4:00pm – 6:00pm	After school program commences for students who are registered
6:00pm	School closes promptly at 6:00 p.m.

Pre-Casa

7:00am	School Opens – Before school program for students who are registered
8:00am	Diaper Routine
8:45am – 9:00am	Arrival of students. Being on time is essential.
8:30am – 9:30am	Outdoor Activities
9:30am	Morning Snack
9:30am – 11:15am	Morning Montessori Program
11:15am – 12:00pm	Lunch
12:00pm – 2:00pm	Rest Period
2:45pm	Diaper Routine
2:00pm – 3:00pm	Afternoon Montessori Program
2:45pm	Afternoon Snack
3:00pm – 4:00pm	Outdoor Activities
3:45pm – 4:00pm	Students are dismissed during this fifteen minute interval
4:00pm – 6:00pm	After school program commences for students who are registered
6:00pm	School closes promptly at 6:00 p.m.

Primary & Elementary

7:00am	School Opens – Before school program for students who are registered.
8:15am	Students are outside for recess.
8:45am	Arrival of students. Being on time is essential.
9:00am	All classrooms begin their Montessori programs promptly.
11:30am	Elementary has lunch
11:30am – 11:45am	Half-day students are dismissed during this fifteen-minute interval.
11:15am – 12:00pm	Full day primary students are outside for recess.
12:00pm – 1:00pm	Outdoor recess for Elementary
1:00pm	All classrooms continue with their Montessori programs.
3:45pm – 4:00pm	Students are dismissed during this fifteen-minute interval.
4:00pm – 4:45pm	Students are outside for recess.
3:45pm	After school program commences for students who are registered.
6:00pm	School will close promptly at 6:00 p.m.

SCHOOL POLICIES AND GUIDELINES

Arrival and Dismissal

Northstar offers a Pick-up and Drop-Off procedure. During arrival and dismissal times, there will be teachers available to assist with each child to take them out of the car as well as put them into the car at the end of the day. If parents need to come into the school, we ask that you park in a designated parking spot. Please contact the school if your child is to be picked up earlier so that teachers can have them ready. Also, if an alternate person is to pick up your child, notify the office in advance. First time visitors will be asked for photo identification for the safety of your child. School closes promptly at 6:00pm. In the event that parents arrive after 6:00pm, an additional \$1.00 every minute will be levied and payable directly to the teacher in charge.

Behaviour Management

At Northstar Montessori our goal is to help children develop inner discipline. We want students to understand and be responsible for their actions and the consequences that follow. We also believe in positive interactions and redirection when necessary. We work very hard to assist children in understanding virtues and the feelings of other people. If a child is being harmful, the child will be asked to work independently until the child is ready to work in a group setting. The staff works with the parents to maintain consistent expectations both in the home environment and within the school. Northstar also believes in zero tolerance specifically with the Elementary students. We expect students to abide by our policies, the Northstar Pledge and to adhere to proper uniform at all times.

Personal Items

Students are not permitted to bring any toys to school without permission from the staff. Only during show and tell will students be permitted to bring toys from home. We ask that parents avoid anything that is not age-appropriate or relevant with the theme of the week. The elementary students are permitted to bring toys to be used outside during recess. The school, however, will not be responsible for any lost or stolen items. All items should be clearly labelled with your child's name. Trading of toys or giving toys to friends will not be permitted at school.

Uniforms/Dress Code

Students are asked to wear weather-appropriate clothing throughout the school year. Layered clothing is best as it allows students to remove or add clothing items when needed. During the colder months, we ask that students refrain from wearing a scarf or any drawstrings from jackets, hoods etc. as it poses a choking hazard. A temperature of -20°C with the wind chill factor is the time when students are asked to stay inside. This is checked on the Weather Network on the Internet.

Toddler, PreCasa and Casa students do not have uniforms to be worn daily. These students are not permitted to wear anything that might cause distraction to other students on their clothing, shoes, jackets, knapsacks or hats. These include any 'superheroes' or any image that depicts signs of aggression or encourage competition. There are mandatory gym uniforms that consist of a school T-shirt and navy blue shorts, which are available for purchase in September. Other items available include baseball caps and hooded sweatshirts.

All of the elementary students must wear the school uniform, which are to be purchased only from InSchool Wear. They are to adhere to our uniform daily unless informed otherwise. These include a combination of short and long-sleeve polo, vests, sweaters, skirts/skorts, navy-blue dress pants, dress socks and non-marking dress shoes (black or navy). For gym, students must wear the Northstar t-shirt, the tracksuit, navy blue shorts, and indoor only gym shoes.

Extra-Curricular Activities

A variety of activities are offered throughout the year for after school clubs. All the clubs will be listed during the first newsletter in September and students are able to sign up in any club they wish on a first come-first served basis, provided that there are spaces available. We will always try to have the student admitted to at least one of the Clubs he/she chooses.

Reporting Duties

All Northstar staff members have a duty by law to report any information disclosed to them that indicates that a student may be in need of protection. Details of the legislation and definition of a “child in need of protection” are available at the front office.

Our reporting procedures are as follows: contact the local Children’s Aid Society, disclose the information that was given and then take direction from the agency.

Probationary Period

All students that are enrolled in the Primary program must be toilet trained before attending. We reserve the right to dismiss any student from Northstar Montessori School if he/she does not seem to be benefiting from the program and curriculum that we offer.

Progress Reports / Interviews

It is our intention within the reporting system to notify parents of individual achievements, as well as strengths and weaknesses, which are being demonstrated. To avoid misunderstandings, parents and teachers are encouraged to meet during scheduled interviews to discuss reports and plan ways to strengthen and enrich the child’s progress. It is through constant communication that jointly we may bring each child to attain full potential. If at any time parents have questions or concerns about programming or related school procedures, we encourage you to contact the classroom teachers without delay and to make an appointment. Teachers may be contacted by telephone or school email address.

Your child will be receiving written progress reports twice a year, at the end of January and June. Parent Interviews will follow within the week. The school will be closed for the students on the dates of the interviews. Throughout the school year, parents are always welcome to observe the classrooms at any time. Please consult with the teachers or office for arrangements.

Student Evaluation for Elementary Students

Students who enter our Elementary program will be tested annually once they reach Level 3 (which is Grade 3 age) and up. The form of testing used is the CTBS (Canadian Tests of Basic Skills). It is a form of standardized testing, which covers a broad range of subject areas and indicates what your child’s actual level is at the time of testing. These tests are conducted during the beginning of the second term and are used mainly to help the staff confirm the level of each student and ensure that the staff is covering all areas necessary to help in the student’s development.

Birthdays

Birthdays are celebrated within the classroom. Northstar respectfully requests parents who wish to have their child’s birthday celebrated at school to provide the class with a healthy snack. Cakes are not permitted, as the allergy conditions within the school can be quite severe. If you intend to provide a snack, please speak to your child’s teacher in detail as to what is allowed and appropriate. Your cooperation is appreciated.

Information Nights

Throughout the year the faculty will offer information sessions to introduce parents in the Montessori curriculum in the form of Open Houses or Curriculum Nights. We encourage parents to attend these informative evenings, as it will give insight to how the Montessori materials are used and the purpose behind them. Through learning, parents can interact with their children about what materials they have used, assist them when needed and possibly adopt some of the concepts within their home. Further details will be available closer to the scheduled dates of these events.

Parent Involvement

An open invitation is extended to all of our parents to volunteer during our school functions. Parent volunteers are valuable assistants to both staff and students. If you are interested in being a parent volunteer, please notify your child's teacher prior to the event. All parents who wish to volunteer must provide Northstar Montessori with a Criminal Reference Check that will be kept on file.

Each year we also form a Parent Committee that organizes and plans special events, functions and fundraisers. We welcome parents to participate and to help build a strong school community.

Please note: Parent volunteers are needed and appreciated. However, we ask you to remember that when volunteering the parent volunteer is to help all students. Procedures and routines will be explained to each parent volunteer on the day of the event.

Emergency Closures

Notification of school closures due to severe weather conditions will be broadcasted on the following radio stations: 680 News Radio, 98.1 CHFI FM, and 1010 AM CFRB.

The announcement will be made between 6:30am and 8:00am. The school answering machine will also indicate if the school is closed that day.

Security / Visitors

To ensure the security of the students, all entrances will have a video camera and pass lock to permit staff, students, parents and visitors. Do not enter premises other than the main entrance located on the East side of the building. The building will also have night lights to ensure that visibility is maintained.

To maintain the safety and security of our students and staff, loitering in the hallways is not prohibited. The office must be aware of persons entering the school premises. All visitors must report to the office to sign-in and obtain a visitor's pass. Parents wishing to observe their child after 9:15am, must also sign-in at the front office and obtain a visitor's pass.

Confidentiality and Privacy

All of the information requested to complete each student's file is solely used for school purposes and the staff of Northstar Montessori does not share private information with other parents and visitors unless requested by law.

MEDICAL / EMERGENCY INFORMATION

Communicable Disease – During the year, it is sometimes necessary to contact parents and have them take their child home because he is ill or is suspected of having a communicable disease. If your child complains of feeling ill before school, we request that he/she stays home.

Region of Peel Public Health gives the Principal the authority to exclude children who are suffering or are suspected of suffering from a communicable disease. The period of exclusion that we follow are as follows:

TYPE OF ILLNESS	PERIOD OF EXCLUSION
Chicken Pox	Contagious from 1 to 2 days before onset of rash and up to 5 days after – should return when child feels well enough to participate normally in all activities
Fifth Disease	Contagious before onset of rash and probably not contagious after onset of rash – hand washing is important
Hand, Foot, Mouth Disease	Blisters may occur for 7 to 10 days on palms, fingers and soles of feet. Hand washing is important – once diagnosed by physician, the child can return if well enough to participate in all activities
Head Lice	Children are excluded until treated and nits are removed from hair
Influenza	Contagious for 3 to 5 days from onset of symptoms, up to 7 days in young children
German Measles	Contagious for about 1 week before and at least 4 days after onset of rash – exclude child and re-admit on 8 th day from onset of rash
Measles	Exclude child and re-admit on the 5 th day after the appearance of rash, if child is well enough to participate
Mumps	Re-admit 9 days after onset of swollen glands or once swollen glands have returned to normal size, whichever is the shorter time frame
Pink Eye	Exclude child if there is <u>pus-like</u> discharge from eye(s) until at least 24 hours after the first dose of antibiotic treatment
Strept Throat / Scarlet Fever	May return after 24 hours of antibiotic therapy and if well enough to participate
Whooping Cough	Re-admit 5 days after starting antibiotic treatment or after 3 weeks have passed since onset of cough (no antibiotic treatment)

If the family doctor feels that the preceding periods of exclusion is not necessary, then it will be required that the doctor write a certificate to this effect.

Bill 142 - Immunization of School Pupils Act (1983) is now being implemented by the Region of Peel Public Health Department. The Act legislates that all pupils in school be fully immunized against Measles, Mumps, Rubella (German Measles), Diphtheria, Tetanus and Polio. Pupils without up to date immunization cannot be admitted to the school.

ADMINISTERING MEDICATION

The school is not permitted to administer any over the counter medication that is not specifically prescribed to the child.

Before a staff member is able to administer any prescribed medication, the following procedures must be followed:

- ~ provide details in the enrollment form or fill out a Medication form
- authorize your consent with your signature
- release medication only to the class teacher (or teacher in charge)
- the medication must be in the original bottle and labeled with the student's name

NOTE: The staff members have the right to refuse any child who appears to be sick upon arrival at school. Parents and/or emergency contacts will be contacted if a child's condition worsens during the day.

GUIDELINES FOR THE CONTENT OF LUNCHES AND SNACKS BROUGHT TO SCHOOL

All lunches brought to school must meet Canada's Food Guide Requirements.

Each lunch should contain a sandwich, juice or milk, vegetable sticks, and a piece of fruit.

The sandwich can be replaced with a hot meal, such as spaghetti, ravioli, soup, etc. that can be in a thermos to keep it warm. A roll, a piece of bread or crackers should accompany the hot meal. We offer to reheat food but the parents are aware and have given us permission to do so on their child's behalf.

Our school is a nut-free environment due to severe nut allergies. We ask that no peanut nor any other nut products be brought to school at any time including products that are made from peanut oil. All the teachers are aware of all food allergies and will maintain a close supervision of what each student eats at school.

If a lunch was accidentally forgotten, there will be a supply of emergency food in the kitchen for that child and the cost will be incurred by the parents.

It is the school's responsibility to ensure that each student has a full nutritionally - balanced lunch and we will inform the parents if we feel that the lunch is lacking in any way.

The Ministry also requires that all lunches are brought to school in insulated lunch packs and contain an ice pack in it to keep any food from spoiling. They also require that each lunch bag be labelled with the student's name.

PLEASE FILL OUT AND SUBMIT WITH FORMS:

Student Name: _____	Class: _____	Date: _____
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LUNCH AND STORAGE CONTENT

I/We have read the guidelines for storage and content of lunches that are to be brought to school as well as the requirement of labelling the lunch bag and its contents for my child, and I/We will follow it without hesitation.

Signature of Parent(s) / Guardian(s): _____

CONSENT FORM FOR FIELD TRIPS

I hereby consent to let my child, to be taken out of the school for periodic, well-supervised field trips. A copy of field trips will be sent home and will be posted on our bulletin board a week before the date of the event.

Also, if I cannot be immediately contacted, I consent for my child to be given the necessary care should an emergency arise resulting from an accident or illness while he/she is in the care of Northstar Montessori School. I understand that the school will continue to contact me to discuss details of the emergency and any medical expenses incurred for such treatment are my responsibility.

Signature of Parent(s) / Guardian(s): _____

PHOTOGRAPH / VIDEO WAIVER

From time to time, Northstar Montessori would like to include a picture for use in advertisements. Please sign below if you do not have any objections having your child's picture or video taken of them.

I hereby consent to have my/our child, to have his/her picture taken and/or video to be used for advertisements or promotional materials.

Signature of Parent(s) / Guardian(s): _____

REGISTRATION CHECKLIST

Please find below a registration checklist to ensure that you have completed all of the necessary requirements to enroll your child at Northstar Montessori School.

The following are forms to be filled out:

- Application for Admission Form (1pg)
- Enrollment Form (2pgs)
- Enrollment Agreement Form (1pg)
- Payment Authorization Forms (3pgs)
- Lunch and Storage Content Form
- Consent Form for Field Trips
- Photography/Videography Waiver

The following are to be included with above forms:

- 2 copies of child's Immunization Records
- Deposit (\$500 half-day \$1000 full-day)
- Registration Fee (\$100)
- Void cheque for use with Pre-Authorized Forms

REMINDER:

The deposit and registration fees are both non-refundable once it has been received and accepted by an admin staff.

APPLICATION FOR ADMISSION



Student's Name: _____

Phone: _____

Address: _____

D.O.B: _____

City/Postal Code: _____

Gender: _____

Application for: (check applicable boxes)

- Toddler Morning
- Toddler Full Day
- Primary Morning
- Primary Afternoon
- Primary Full Day

- Pre-Casa Morning
- Pre-Casa Full Day
- Elementary
- Before School Program
- After School Program

Parent Information:

Father's Name: _____

Cell Phone: _____

Home Address: _____

Home Phone: _____

City/Postal Code: _____

Work Address: _____

Work Phone: _____

City/Postal Code: _____

Extension: _____

Email Address: _____

Mother's Name: _____

Cell Phone: _____

Home Address: _____

Home Phone: _____

City/Postal Code: _____

Work Address: _____

Work Phone: _____

City/Postal Code: _____

Extension: _____

Email Address: _____

Siblings:

Name: _____

D.O.B: _____

Name: _____

D.O.B: _____

Name: _____

D.O.B: _____

ENROLLMENT FORM



Student's Name: _____ Phone: _____

Address: _____ D.O.B: _____

City/Postal Code: _____ Gender: _____

Student lives with: mother father both other (please specify) _____

Father's Name: _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

City/Postal Code: _____

Work Address: _____ Work Phone: _____

City/Postal Code: _____ Extension: _____

Email Address: _____

Mother's Name: _____ Cell Phone: _____

Home Address: _____ Home Phone: _____

City/Postal Code: _____

Work Address: _____ Work Phone: _____

City/Postal Code: _____ Extension: _____

Email Address: _____

Alternate Emergency Contacts (other than parents):

1. Name: _____ Phone: _____ Relation: _____

2. Name: _____ Phone: _____ Relation: _____

Adults to whom child may be released (other than parents):

1. Name: _____ Phone: _____ Relation: _____

2. Name: _____ Phone: _____ Relation: _____

3. Name: _____ Phone: _____ Relation: _____

4. Name: _____ Phone: _____ Relation: _____

Pediatrician or Family Doctor:

Name: _____ Health Card Number: _____

Address: _____ Phone: _____

City/Postal Code: _____

ENROLLMENT FORM



Special Instructions Regarding Diet, Rest or Exercise:

Previous Communicable Disease:

_____	Date: _____
_____	Date: _____
_____	Date: _____

Previous Illness or Injury:

Type: _____	Date: _____
Type: _____	Date: _____

Special Medical Conditions:

Special Written Instructions for Diet / Medication:

Record of Immunization:

Please submit a photocopy of Record of Immunization

OR

Date: _____	Diphtheria	Date: _____	Tetanus
Date: _____	Rubella	Date: _____	Measles
Date: _____	Pertusis	Date: _____	Pollo
Date: _____	Mumps	Date: _____	TB Skin Test & Results

Date Admitted: _____ Signature of Father: _____

Date Withdrawn: _____ Signature of Mother: _____

Date: _____ Signature of Physician: _____