



ABACUS MONTESSORI & PRIVATE SCHOOL

1 Credit Union Dr. Toronto, Ont. M4A 2S6

Tel: 416 494 4650 - www.abacusmontessori.ca

ADMISSION FORM

Name of the child _____

Date of birth _____

Home address: _____

Telephone: _____

Mother's name _____

Work Address _____

Work number _____

Cell number _____

Father's name _____

Work address _____

Work number _____

Cell number _____

Email address _____

Birth order of your child: Only child, oldest, youngest, middle child

Does your child have any special needs? Yes/No

Is your child fluent in English? Yes/No

Intended start for the child: _____

Grade to which the child is to be admitted: _____

Name of the School and grade last attended: _____

Address and Phone Number of Previous School: _____

Start Date: _____ Discharge date: _____

List some activities that the family does together:

Describe some personality traits of your child:

EMERGENCY INFORMATION

Name of family physician _____

Address and Telephone _____

Health Card number _____

Food allergies/restrictions _____

Any prevailing medical condition _____

Is the child on any medication? Yes/No

Has the child undergone any assessment from a specialist? If yes, please attach detailed report

Name of emergency contact person _____

Relationship to the child _____

Telephone: _____ Cell number: _____

Name of emergency contact person _____

Relationship to the child _____

Telephone _____ Cell number _____

I hereby declare that all the information regarding my child is correct. I have read and understood the Parent's handbook particularly the school's policies towards persons responsible for the child's pick- up and drop-off. I understand that such persons must show a photo ID to the staff and that I must submit a letter authorizing such an individual to drop-off or pick up my child. I understand that the responsibility for making such arrangements is solely mine.

Signature of parent _____ Date _____

REGISTRATION POLICIES AND PROCEDURES

The first step to registering to our program is to fill in the registration form and submit it the office along with the non-refundable registration fee of \$100.00 per family. This fee is non-refundable and the cheque has to be dated the same day as on the registration form.

Upon acceptance to Abacus, you would be required to submit the admission form as well as the Emergency Information form for your child along with tuition fees paid by ten post-dated cheques. These cheques have to be dated 1st of every month and have to be sent in prior to your child's first day at school.

Tuition fee will be pro-rated for children enrolling during the school year.

Cheques are payable to **Abacus Montessori & Private School** and the child's name must be clearly printed on the front of each cheque.

There is a \$30.00 fee for NSF or returned cheques and an additional charge of \$30.00 for fees not paid by post-dated cheques.

RECEIPTS

A tax receipt for tuition fees received by December 31st will be issued in February of the following year.

DISCOUNTS

There is a 5% discount for fees paid in full as a single payment before the child attends school and only if he/she is enrolled from September to June and is applicable only when he/she is enrolled for at least four full days.

There is also a 10% discount on fees paid in full for a sibling when the younger one enrolls in the program for the full academic year provided that he/she attends a minimum of four full days.

REFUND POLICY

There are no "make-up" days at Abacus for any child who is absent from school.

Children travelling for a long period of time risk losing their spot if they have not notified the school in writing and paid the full fees. If a stop payment is made on fees for those months that the child will not be attending, then there is no guarantee that there will be space to accommodate the child when he/she returns. If the child will be attending half a month only, fees for the entire month will be charged.