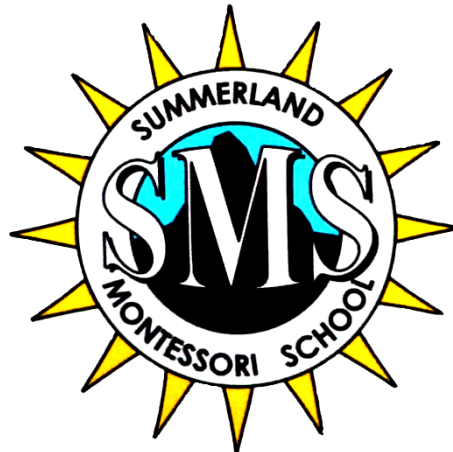


Summerland Montessori School
Nurturing the Joy of Discovery and the Love of Learning

Junior Kindergarten to Grade 5

PARENT & STUDENT HANDBOOK



10317 Prairie Valley, Box 603
Summerland, British Columbia
V0H 1Z0
250- 494-7266
Fax: 250- 494-7286

smsoffice@shaw.ca
smsheadofschool@shaw.ca

www.summerlandmontessori.com

Sponsored by the South Okanagan Montessori School Society

September 2023 – June 2024

*This then is the first duty of an educator: To stir up life but leave it free to develop.
Maria Montessori*

*Learning the right answers will get a child through school. Learning how to become a
life-long independent learner will take her anywhere!*

Mission Statement

The Summerland Montessori School (SMS) incorporates Montessori philosophy and current best teaching practices to create our unique school character. There is a greater emphasis on Montessori philosophy and practice in the younger grades (Junior Kindergarten to Grade 3). As the students mature and master key concepts, more traditional teaching is encouraged to help prepare students for their future educational career.

Goals and Objectives

The main objective of the SMS is to provide a carefully planned, stimulating environment which will help children to develop within themselves the attitudes, habits, skills and ideas essential for a lifetime of independent, creative thinking and learning.

The SMS believes in educating the whole child by supporting emotional, social, academic, physical and moral development of each student. We offer daily physical education, daily enhanced French instruction, exposure to music, and the arts. We also encourage our students to mature into community-minded citizens.

The goals for the students are:

- To develop a positive attitude toward learning
- To build excellent study habits for a lifetime of learning
- To develop inner discipline, a sense of order and self-motivation
- To develop a conscience that will help the child become a contributing member the global community.

Organizational Structure

The South Okanagan Montessori School Society administers the Summerland Montessori School. The South Okanagan Montessori School Society is a not-for-profit registered charity operated by a Board of Directors. The Board is comprised of volunteer members of the school, and greater community, and is elected by its membership each year at the Annual General Meeting held in the fall.

The Board is responsible for the overall administration of the society and its programs. The Board abides by the Society's Constitution, a copy of which is available from the Board Secretary or Head of School.

The Head of School is responsible for the planning and implementation of the school program and the day-to-day operation of the classrooms.

Our staff includes elementary teachers (Grade JK – Gr 5), our full-time French instructor, educational assistants, and a part-time administrative assistant.

Kindergarten and Grade 1 must have reached 5 and 6 years of age, respectively, by December 31st of the year of enrollment. Government funding regulations require that parents supply the school with their child's birth certificate for proof of age and documentation that one parent is a Canadian citizen. Independent schools do not receive government grants for students whose parents are not Canadian citizens, landed immigrants or permanent residents; therefore, such students will be charged additional tuition.

Junior Kindergarten children have the following enrollment option:

- 3 full days (Tue/Wed/Thu) **4 years old by Dec. 31st**

Kindergarten

- Full days Monday through Friday.

Grades 1-5 must attend full time.

Upon enrollment there is a one-month probation period. A student whose conduct is in conflict with the character of the school may be subject to dismissal. The Head of School, in consultation with the Board of Directors, will make any decision regarding dismissal.

Policies and Procedures

Arrival and Dismissal

AM	8:00	School opens
	8:30	Instruction begins
	10:00 -10:30	Snack/recess
PM	11:50- 12:20	Recess
	12:20- 12:45	Lunch
	3:00	Class dismissed
	3:15	School closed

Attendance and Punctuality

Regular attendance and punctuality are mandatory for the following reasons:

- To maintain consistent work habits and continuous progress for your child
- To minimize classroom disruptions for children and teachers
- To meet the Ministry for Education's requirements for minimum hours of instruction
- To receive our full provincial funding (which is based upon number of hours of actual attendance with the exception of sick days).

If students are habitually late, staff and the Head of School will work with parents to address the issue.

If your child will be late or is unable to attend, please inform the school prior to 8:15 a.m. of that day that your child will be absent.

Birthdays and Classroom Celebrations

As in other schools, birthday parties and exchanges of gifts are to take place outside the school setting. Unless an entire class is being invited, birthday invitations need to be handed out discretely.

Students are invited to participate in many celebrations throughout the year including but not limited to: Thanksgiving, Halloween, Christmas, Valentine's Day, St. Patrick's Day and Easter. Families are encouraged to participate and share their cultural celebrations with the children. Please arrange specifics with the Head of School or classroom teacher.

Bathroom Routines

All students must be able to use the washroom independently before joining any school program.

Clothing/Dress Code

The students are required to wear neat, tidy clothing in good repair. Clothing must always cover midriff and lower back.

Students are required to have a spare set of labeled clothing and appropriate accessories (mitts, hats, sunscreen etc.) at the school at all times. Outdoor footwear must be removed upon entering the school and clean indoor footwear is required.

Communication

Communication between student, parent, and staff is critical for the success of the student and school. The SMS is committed to creating an atmosphere of trust and open communication. To achieve this goal, we:

- Send home a Parent Notice each Thursday via email
- Post sign-up sheets for upcoming activities
- Send home yearly swimming, professional development, and holiday schedules
- Maintain a school Facebook page
- Notes in child's planner/monthly newsletter

Student Evaluation and Parent/Teacher Conferences

Student evaluations are issued 3 times per year in November, March, and June.

Parent and Teacher conferences are held in December and April to coincide with the issuing of student evaluations. Parents are encouraged to attend to discuss their child's progress. Parents are welcome to seek a teacher's help or input regarding their child's progress at **any** time during the year.

Conflict Resolution

There are times where problems will arise within our school community. In order to maintain the trust and integrity of school and home relationships the following procedures will apply.

1. Concerns will initially be addressed with the teacher involved.
2. If the concern or problem is not satisfactorily addressed, then the parent or student should contact the Head of School.
3. If the problem or concern has still not been dealt with satisfactorily, the parent or student may contact the Board of Directors directly.
4. If the problem or concern involves a policy or financial matter, then the student or parent may contact the Board of Directors directly.

Child Abuse and Neglect

Any concern regarding child abuse and neglect that the staff of the SMS has about a child will be reported to the Ministry of Children and Family Development. If a child is believed to be in immediate danger, the police will be contacted as well.

Staff will reference *The BC Handbook for Action on Child Abuse and Neglect* in regard to what constitutes abuse, how to recognize abuse, how to respond when children disclose abuse, and how to report abuse or neglect concerns.

A copy of *The BC Handbook for Action on Child Abuse and Neglect* is available at the SMS office.

Discipline

In the SMS classroom children are respected, listened to, and trusted. The classroom and curriculum is created to foster the development of inner discipline by allowing students to work to their abilities and allowing them to use materials without interference from others. This method of instruction reduces the incidence of problem behaviour and the corresponding need for discipline.

Regardless, there will occasionally be the need for discipline. Student's feelings will always be respected while working through any discipline issues.

The teacher and student will address minor misbehaviour that interferes with the orderly educational process in the school. The teacher will first try to redirect the child's behaviour. After repeated misdemeanors the teacher will contact the parent and, together with the student, they will work towards resolving the discipline issue. The teacher will also contact the Head of School who will document the concerns. Examples of minor misbehaviour include disrupting the classroom, rudeness to peers or teachers, abusive language, use of inappropriately loud voice or failing to finish work.

Major misbehaviour is repeated behaviour that demonstrates the willful intent to hurt self or others, to damage property and purposeful defiance or cheating. The parent will be notified of the offending behaviour and the issue will be addressed within 24 hours. The student, parent and teacher will develop a "corrective action plan" which will indicate what rule was broken, how the student will correct his or her behaviour and make amends, and the time frame within which improvement must be observed. The student, parent and teacher will sign the agreement.

If all other avenues have been exhausted, a student may be asked to withdraw from the program or may not be allowed to return under the recommendation of the teaching staff, the Head of School, and the Board of Directors.

Bullying

SOMSS recognizes the rights of students to be provided with a safe, caring, and orderly school environment. It is the responsibility of staff, working together with parents, to ensure that students are educated about acceptable behaviour and provided with timely intervention in the event that unacceptable behaviour has taken place.

SOMSS is committed to protecting students' physical safety, helping them make social connections, and fostering inclusiveness. SMS will provide students with protection from all forms of bullying regardless of their gender, race, culture, religion, sexual orientation, or gender identity.

Students are expected to exhibit acceptable behaviour while at school, at a school-related activity, or in other circumstances where engaging in the activity will have an impact on the school environment.

Acceptable Behaviour

Students will be instructed, in a way that takes into account their age and maturity, as to what is acceptable behaviour. Acceptable behaviour is being kind and respectful to all other students, and dealing with conflicts appropriately.

Unacceptable Behaviour

Unacceptable behaviour is any behaviour that is intentionally trying to hurt another person, physically, emotionally, or socially. Unacceptable behaviour includes bullying, cyberbullying, harassment, intimidation, threats, and violence.

Emergency Preparedness

Earthquake, fire drills and lockdowns are practiced regularly. Emergency evacuation plans are posted at each exit in the school. Parents are encouraged to make themselves familiar with the exit routes and meeting places.

Field Trips

Field trips are organized as an enhancement to the curriculum at the discretion of the teacher and Head of School. Field trips fall into two categories: local community field trips and out-of-community field trips. The procedures for each can be different.

Local community field trips include the library, swimming, skating, museum and other local Summerland attractions. Parents are made aware of the details and schedules of these field trips and do not require a signed permission slip. A signed permission slip will be held in the student's file to allow them to walk to destinations within Summerland.

Examples of out-of-community field trips include: Vernon Science Centre, Apex Mountain Resort, Kelowna Museum and the Symphony. Consent forms with details of the trip, including estimated time of departure and arrival, as well as a liability waiver are sent home prior to the outing. If a child is unable to participate in a school field trip it is the responsibility of the parent to arrange for alternate care for that day.

Parents are welcomed and encouraged to participate in field trips, and we often require drivers. Please speak with the Head of School regarding appropriate auto insurance and safety regulations.

Health Care

Parents are required to inform the school if their child has, or has come in contact with, a communicable disease such as, but not limited to, the flu, measles, chicken pox, or whooping cough. The school cannot admit a child who is apparently ill. If your child shows symptoms of illness while at school, the parent or designated emergency contact will be notified and requested to remove the child immediately.

All students must be able to use toileting facilities independently. The SMS does not have appropriate diapering spaces or staff designated for that role.

It is critical that parents provide the school with accurate and updated emergency contact numbers.

Items on Loan from the School

Musical instruments, CD's, books, videos and other materials may occasionally be loaned to a student. The student is responsible for the safe return of the borrowed item or the purchase of a replacement of a lost or damaged item.

Items from Home

Books and other educational materials that may be of interest to the students are welcomed in the classroom as "show and tell" items. Video games and electronic devices are not allowed. The Summerland Montessori School is a "weapon-free" zone (for example no toy guns, swords, sticks etc.). Please ensure that all materials are clearly labeled with the owner's name.

Lost and Found

Parents are requested to **label all the student's belongings** such as school shirts, hats, mitts, scarves, swimsuits, skates etc. to ensure that they are returned to the owner. All lost items are placed in the lost and found box. These items are donated during certain times of the year.

Parent Participation

Parent participation is essential to the success of the school and there are many ways which parents can become involved in the school community.

All parents are encouraged to join the South Okanagan Montessori School Society at the Annual General Meeting.

Each fall the school hosts a parent meeting. Attendance is strongly encouraged. At this meeting the following positions are filled and committees are formed.

Fundraising Committee

The fundraising committee is responsible for arranging events that raise funds for school projects.

Maintenance Committee

The maintenance committee is responsible for the general upkeep of the school. Volunteer work can include putting up shelves, painting, yard work or changing light bulbs.

Hot Lunch Committee

The Hot Lunch Committee is responsible for menu selection, cooking, and cleanup after the meal on Fridays, as well as baking commitments where required for fundraising events.

Parents in the Classroom

Parents are welcome to visit and observe the classroom. The school advocates parent participation in the delivery of curriculum. Parents can give presentations on unit appropriate material, engage children in activities that lend support to the unit and share special or unique talents and expertise with the students and teachers.

If a parent has a concern about any classroom practice it should be addressed with the teacher or Head of School in private.

Snacks and Lunch

Children are encouraged to bring nutritionally balanced lunches and snacks in reusable, environmentally friendly packaging. Junk food and candy are strongly discouraged. Lunches are eaten under the supervision of the classroom teacher or lunch hour monitor.

School Closures

The SMS observes all provincial holidays, Christmas, spring and summer breaks, and professional development days throughout the year. The school schedule is emailed to parents during the back to school process.

Vacation

The Head of School must be notified at least one month in advance if students will be absent for an extended period of time. This allows the teachers enough time to prepare units for the student to take with them.

Tuition, Fees, Volunteer Requirements

- **For returning students**, September's first tuition installment (dated for February 10, 2023), the and the first payment of the Supplies & Activities fee (post-dated for July 25, 2023) must be submitted no later than February 10, 2023 These payments are non-refundable. Early confirmation from returning students is essential for the effective operation of the forthcoming year.
- **For new students:** Upon registration, a \$200.00 Acceptance Fee (for new families only) is required. September's tuition and the first payment of the Supplies & Activities Fee (postdated for June 23, 2023) must accompany the acceptance fee and enrollment forms. These payments are non-refundable. A student is not deemed enrolled until all registration requirements, including payment of tuition and fees have been fulfilled.

Supplies and Activities Fee

For Junior Kindergarten 3-day program the Supplies/Activities Fee is \$400 for the school year. For Kindergarten – Gr 5 the Supplies/Activities Fee is \$500 for the school year.

This fee covers the cost of all school supplies, field trips such, swimming, skating, bowling, and a class photo.

If you are enrolling for the first time; Your Supplies and Activities fee also includes your first SMS t-shirt.

Once a student is enrolled, a position is reserved for the entire year. The school's operating budget is dependent on the income received from tuition. Therefore, the school cannot consider reducing fees for absence or withdrawal from the program unless written notification is received a minimum of 90 days prior to withdrawal **(in all cases September's tuition fee and the 1st half of the Supplies & Activities fee are non-refundable deposits).**

Parents are strongly encouraged to attend a Summerland Montessori School Community Meeting held in September to receive an orientation to the school and the non-profit Society that operates it.

Volunteer Hours

Parent support is essential to the fiscally responsible operation of the school and therefore parents are required to either volunteer as per the list below or can contribute \$20/hour to the Society in lieu of volunteering.

Volunteer activities are many and can include driving on field trips, cleaning toys, laundry, helping with the reading program, hot lunches, and many more. Volunteer opportunities are posted throughout the year. Volunteer hours not fulfilled will be billed at the end of the school year.

Grade Level	Volunteer Hour Requirements/ Tuition Payment
Junior Kindergarten	Option 1: 0 hours= \$540 Option 2: 20 hours = \$499
Kindergarten	Option 1: 0 hours= \$450 Option 2: 30 hours= \$400
Grade 1-5	Option 1: 0 hours= \$400 Option 2: 30 hours= \$350

Bursaries

As part of our commitment to providing an affordable education option to families, we have an extensive bursary program to help lower-income families with the cost of tuition. If you would like to apply for a bursary, please contact the office for an application form. The completed form will be reviewed by the Head of School, who will then meet with you to discuss available options.

Sibling Discounts

SMS is please to support families with more than one child to ensure that we remain an affordable option for all families. When the tuition discount is applied it will always be to the oldest child(ren) enrolled. Families with two children enrolled will be offered a 50% discount on the older child's tuition, assuming the older child is in Kindergarten to Grade 5.

Sibling Discount	
1st Child (enrolled in Daycare [5 days], Junior Kindergarten, & Kindergarten)	All other siblings (enrolled in 1-5)
Regular tuition	50% discount on tuition

**Summerland Montessori School
2023/2024 Tuition Schedule**

Junior Kindergarten

Schedule	Grade	A. Monthly Payments	B. 3 equal payments (2% discount)	C. Lump sum payment (5% discount)
Option 1: Tuesday/Wednesday/Thursday (S&A Fee-\$200x2) <i>0 volunteer hours</i>	Junior Kindergarten (4 years)	\$540	\$1584.00	\$4590.00
Option 2: Discounted tuition Tuesday/Wednesday/Thursday (S&A Fee-\$200x2) <i>30 volunteer hours</i>	Junior Kindergarten (4 years)	\$499	\$1464.00	\$4241.00

Kindergarten

Schedule	Grade	A. Monthly Payments	B. 3 equal payments (2% discount)	C. Lump sum payment (5% discount)
Option 1: Monday through Friday (S&A Fee-\$500) <i>0 volunteer hours</i>	Full-time Kindergarten	\$450	\$1320.00	\$3825.00
Option 2: Discounted tuition Monday through Friday (S&A Fee-\$500) <i>30 volunteer hours</i>	Full-time Kindergarten	\$400	\$1173.00	\$3400.00

Grade 1 -5

Schedule	Grade	A. Monthly Payments	B. 3 equal payments (2% discount)	C. Lump sum payment (5% discount)
Option 1: Monday through Friday (S&A Fee-\$500) <i>0 volunteer hours</i>	Gr. 1-5	\$400	\$1173.00	\$3400.00
Option 2: Discounted tuition Monday through Friday (S&A Fee-\$500) <i>30 volunteer hours</i>	Gr. 1-5	\$350	\$1027.00	\$2975.00

****Fees are subject to change each school year.**

All payment options have factored in the first month tuition deposit paid upon re-registration.

A. For monthly tuition, please provide post-dated cheques for the 25th of each month, beginning **September 25th, 2023 and ending May 25, 2024.**

B. For the three equal payment options, please submit post-dated cheques for **August 25, 2023, November 25, 2023, and February 25th, 2024.**

C. For the lump sum payment, please submit a post-dated cheque for **June 23, 2023.**

*If you would like to pay by methods other than cheque, please note that the due dates for payments are the same.

Deposit is non-refundable.

LATE and NSF PAYMENTS: Late and NSF payments will result in a \$20.00 service charge per incident. In order to efficiently handle NSF and Late payments all families will be asked to put a credit card on file.

ACCEPTANCE FEE FOR NEW STUDENTS: A \$200.00, one time per family Acceptance Fee is due as part of the registration package (for new families only). This is a non-refundable fee.

Please make cheques made payable to the South Okanagan Montessori School Society (SOMSS).

Method of Payment: If you do not provide postdated cheques. Please select your preference of method of payment. *Please note due dates are outline above.*

<input type="checkbox"/> Etransfer	<input type="checkbox"/> Credit Card Please see credit card authorization form below.	<input type="checkbox"/> Cash
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Summerland Montessori School

10317 Prairie Valley Road Box 603
Summerland BC
Phone: 250-494-7266 Fax: 250-494-7286
smsoffice@shaw.ca

Place Photo
Here

Student Registration Form

Start Date: _____

Withdraw Date: _____

Student Name: _____

First

Middle

Last

Date of Birth: _____ Age: _____ Gender: _____ Height: _____ Weight: _____

Hair colour: _____ Eye colour: _____ Distinguishing features: _____

Place of Birth: _____ Grade Applied for: _____ For JK please choose: M-F T/W/Th

Parent/Guardian's Name: _____

Mailing Address: _____

Day Phone: _____ Alt Phone: _____

Email: _____ Employer Name: _____

Canadian Citizen: _____ Landed Immigrant: _____ Visitor to Canada: _____

Parent/Guardian's Name: _____

Street and Mailing Address: _____

Day Phone: _____ Alt Phone: _____

Email: _____

Employer's Name: _____ Employer Telephone: _____

Canadian Citizen: _____ Landed Immigrant: _____ Visitor to Canada: _____

Child Resides With: Both Parents: _____ Mother: _____ Father: _____ Guardian: _____

Is there a custody agreement in place? _____

If yes, the school **must** have a copy of the custody agreement on file in order to legally enforce it.

Other children in the family:

Name	Age
_____	_____
_____	_____
_____	_____

Languages spoken at home: _____

Is the child a status First Nations person? _____

ACADEMIC RECORD

Please list the last three (3) schools that your child has attended.

	Name of School	Location	Grade	Teacher
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Please attach your child's year-end report cards for the past 3 years to this document.

HEALTH RECORD

Health Care Number: _____

Physician's Name: _____ Telephone: _____

Dentist's Name: _____ Telephone: _____

State any relevant medical information about your child that the school would need to be aware of. For example, any illness, medical disability, special dietary needs and or taking medications. Please put N/A if not applicable.

Does your child have any allergies or sensitivities? If yes, please list allergy and treatment.

- My child's immunizations are up to date. I will provide the school with a copy. _____
- My child is not immunized. I am a conscientious objector. _____

Parent/Guardian Signature

Date

EMERGENCY CONTACT INFORMATION

Person(s) to contact in case of emergency:

EMERGENCY CONTACT(S) INFORMATION		
First Contact:	Phone #	Relationship:
Second Contact:	Phone #	Relationship:
Third Contact:	Phone #	Relationship:
Name:	Phone #	Relationship:

PERSONS AUTHORIZED TO PICK UP CHILD		
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:
Name:	Phone #	Relationship:

I hereby give the above-named people permission to remove my child from the school.

Parent Signature

Date

Record of any person who is **NOT** permitted access to the child and/or who is **NOT** authorized to pick the child-up from the program.

PERSONS UNAUTHORIZED TO PICK UP CHILD	
Name of Unauthorized Person:	Relationship:
Name of Unauthorized Person:	Relationship:
Name of Unauthorized Person:	Relationship:

Signature of Authorized Parent/Guardian: _____ Date: _____

It is Summerland Montessori School policy to notify a parent when a child is ill or in need of medical attention. Occasionally we are unable to contact parents and we need to get immediate help for the child. Our procedure is to have the child taken to the nearest emergency service by ambulance. The ambulance fee is the responsibility of the parent.

If an ambulance is not available, staff of the Summerland Montessori School will transport the child.

I hereby give permission to the Summerland Montessori School to make necessary transportation arrangements for my child, _____, who has become ill or injured.

Parent/Guardian Signature

Date

I consent to having photographs and work samples of my child and used by the Summerland Montessori School in newsletters, on Facebook, on our website, and other promotional material.

Parent/Guardian Signature

Date

The school prepares a family phone list to be used in emergencies and school closures. If you **DO NOT** want your phone number included, please sign below.

I DO NOT want to be included on a family phone list.

Parent/Guardian Signature

Date

I hereby certify that this information is complete and accurate to the best of my knowledge. Any changes, will be given to the school during the year. This includes: address, contact names and numbers, legal and medical conditions.

Parent/Guardian Signature

Date

Please provide copy of Birth Certificate and/or Landed Immigrant paperwork, Immunization Records, and two copies of picture upon registration. Missing documentation will result in file not considered complete.

Appendix A

Status of Parent/Guardian (Admission to Canada and Residency) – Form A

(If parents are deceased, use Form B)

To be completed and signed by a parent or legal (court-appointed) guardian. (If legal guardian, attach copy of court order appointing you as legal guardian).

(Lawfully Admitted into Canada)

1. I am (please X one):

- A Canadian citizen (if not born in Canada, please attach a photocopy of citizenship paper/card)
- A Permanent Resident (landed immigrant) (attach photocopy of landed immigrant status paper or PR card)
- Lawfully admitted into Canada under the Immigration and Refugee Protection Act (Canada) with one of the following document (please mark the appropriate box below and attach photocopy of document):
 - Admission as a refugee or refugee claimant
 - Valid student permit for two or more year (or issued for one year but anticipated to be renewed for one or more additional years.
 - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
- A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, preclearance officer, consular office or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other – Document description: (must be cleared with Citizenship and Immigration Canada)

(Residency in British Columbia)

2. I am a resident of British Columbia (please X one):

- Yes Residency address: _____

- No I am not a resident of British Columbia

Confirming signatures:

3. Parent/Legal Guardian's name: _____

Parent/Legal Guardian's signature: _____

Date: _____



CREDIT CARD AUTHORIZATION FORM

*I/we, _____ hereby authorize **South Okanagan Montessori School Society**, to make charges in the event of outstanding fees or NSF fees (I understand there will be a \$20.00 fee added to any NSF charges) to my Credit Card. I fully understand the payment is non-refundable.*

Client's Full Name: _____

Phone: _____

Email: _____

Credit card Type: Visa _____ MasterCard _____ (Only Visa and MasterCard are accepted)

Credit card Number _____ Expiration Date _____

Last three digits on the back of the credit card _____

Cardholder's Name (as it appears on credit card):

Card Holder's Billing Address including postal code (where credit card statements are sent):

Cardholder's Signature: _____

Date: _____

The South Okanagan Montessori School Society will keep all documents in a locked filing cabinet and all credit card information will be returned upon withdrawal of the student, provided all accounts are up to date.

Summerland Montessori School Tuition Agreement

THIS AGREEMENT, constitutes a contract between the South Okanagan Montessori School Society, which operates Summerland Montessori School, and the parents or guardians whose signatures appear below. As used in this agreement: “You”, “Your” or “Yours” refers to the person who signs the Tuition Agreement. “SMS”, “We”, “Us”, or “Our” refers to Summerland Montessori School.

- I. **STUDENT PLACEMENT:** By Signing this Agreement, you are requesting a place for _____ in grade ____ for the school year beginning in September, 2023.
- II. **TUITION & FEE PAYMENTS:** You agree to pay the following:
- A. A one- time Acceptance Fee of \$200.00 due when tuition agreement is submitted (*new families only*).
 - B. For **Grade 1-5**; the first installment of September’s tuition is due by February 10st, 2023 or upon enrollment. Non refundable
 - C. For Kindergarten; the first month’s tuition is due by February 10th, 2023 or upon enrollment.
For **new families**; the first month’s tuition is due upon receipt of contract and is **nonrefundable**.
 - D. The Supplies and Activities Fee of \$500 per year for K – Gr 5, is due at the time of enrolment in either one lump sum payment on July 25, 2023 or 1 payment of \$250 due June 23, 2023 and one payment of \$ 250 due January 25, 2024.
The S/A fee for 3 day JK is \$400 with the same payment dates as K – Gr 5, installment of \$ 200 each . (This is a non-refundable fee).
 - E. Please check the Tuition Payment Plan you prefer. See attached tuition scale and payment plans.
 - **Option A** - Tuition to be paid in nine equal installments, beginning September 25, 2023 and ending May 25, 2024
 - **Option B** - 3 equal payments to be paid with postdated cheques for August 25, 2023, November 25th, 2023 and February 25th, 2024.
 - ***Option C** – 2023/2024 Full balance to be paid on or postdated cheque for June 23, 2023. All Families must have a credit card on file, in the event of NSF cheques. All NSF cheques are subject to a \$20.00 NSF fee.

CANCELLATIONS: When you sign and return this contract, you agree to pay all tuition and fees for the full academic year. In the event that the student named in Section I does not attend, withdraws from the school, or is dismissed by SMS before the end of school year in accordance with established school policies, you remain obligated for the full contract amount. You shall be responsible for, in addition to tuition fees, and charges referred to elsewhere herein, all cost, reasonable attorney’s fees and other expenses which we may incur in the enforcement of this contract.

Once a student is enrolled, a position is reserved for the entire year. The school’s operating budget is dependent on the income received from tuition. Therefore, the school cannot consider reducing fees for absence or withdrawal from the program unless written notification is received a minimum of **90 days** prior to withdrawal.

III. **RULES & REGULATIONS:** You agree to abide by the policies and procedures of SMS as set forth in the Parent & Students Handbook, as amended from time to time, and understand that the school may dismiss students who do not abide by said rules and regulations. The school reserves the right to dismiss any student whose conduct, or whose parents’ or sponsors’ conduct, is determined by the Head of School, in consultation with the Board, to be disruptive or detrimental to the learning process and environment at SMS. You agree that the student named in Section I may take part in all the school activities, including sports, and may take part in any school-sponsored trip. You also grant permission for SMS to publish photographs that include your child. You must give written notice if you want to restrict such activities or use of photographs.

IV. **MISCELLANEOUS CHARGES:** These charges may be billed separately but are under the same obligations and regulations as stated above.

Execution of this contract on your part does not guarantee a place in any class for the above named student. Class places will be determined by date of receipt of contracts and available places.

BILLING ADDRESS: _____

I HAVE CAREFULLY READ THE TERMS OF THIS AGREEMENT

_____ Date: _____

PHONE NUMBER: _____

_____ Date: _____

SIGNATURES OF PARENTS OR GUARDIANS FINANCIALLY RESPONSIBLE.

IMPORTANT: This agreement and proper payment must be received by SMS by:

Accepted by SMS – Head of School

This contract must be signed and returned to SOMSS with applicable fees to: Summerland Montessori School, Box 603 10317 Prairie Valley Road, Summerland BC V0H 1Z0



**Summerland Montessori School
General Permission form**

2023-2024 School Year

Dear Parent/ Guardians,

This is a General Permission Form to allow all students of the South Okanagan Montessori School Society, to attend Field Trips and PE within the Summerland area. There will be individual permission forms sent home for Field Trips outside the Summerland area.

If you have any questions or concerns please contact Shandel Larsson at 250-494-7266 or smsheadofschool@shaw.ca.

Accidents can be the result of the nature of the activity and can occur with or without any fault on either the part of the student, or the school board or its employees or agents or the facility where the activity is taking place. By allowing your child to participate in this activity you are accepting the risk of an accident occurring and agree that this activity, as described above, is suitable for your child.

The school does not provide any accidental death, disability, dismemberment or medical expenses insurance on behalf of students.

I give _____ permission to attend all Field Trips and PE within the Summerland City limits. I understand that my child may be exposed to certain risks while participating in this activity. Accidents and injuries may occur.

Signature of Parent/Guardian

Printed Name of Parent/Guardian

Date

Emergency Number and Contact Name

Summerland Montessori School

REGISTRATION CHECKLIST

- Completed registration form (includes appendices and agreements)
- Copy of birth certificate
- Copy of immunization record
- Two pictures (face-on)
- Family Acceptance Fee
- First month tuition
- Payment options #1, #2, or #3 cheque(s) attached
- Supply & Activity Fee cheques

Student Emergency Information Form



Personal Information	
First name	
Last name	
Birthday Date	
Gender	
Hair Colour/Eye Colour	
Distinguishing Features	
Parent's Name	
Home address	
City/Province/Postal Code	
Home phone	
Cellular phone	
Work Number	
Medical Information	
Doctor's name	
Phone number	
Care Card #	
Medical conditions	
Allergies	
Current medications	
Emergency Information	
Emergency contact's name	
Relationship	
Signature:	I hereby give permission to the staff of SOMSS to make necessary transportation arrangements for my above mentioned child who has become ill or injured.
Start Date and End Date:	