













FOR NEW STUDENTS ONLY

ACADEMIC HISTORY

Name of current school:

Address: City: Postal Code:

Telephone: Email: Fax:

Name of Last Teacher: Name of Principal:

Please list names and addresses of any other previous schools (3 maximum):

1.

2.

3.

Has the student been enrolled in any special program, example: gifted, French immersion, special education? Please describe and provide dates:

Has the student ever been on an IEP (Individual Education Plan) YES NO

Has the student been through an IPRC (Identification, Placement, and Review Committee) review? YES NO If yes, please attach any recommendations.

Does the student have any special learning, behavioural or physical difficulties? We ask the following in order to better know and care for your child. YES NO

Please describe:

Has the student ever been suspended or expelled from any school? YES NO

If yes, please explain

PLEASE SIGN BELOW TO CONFIRM THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT

Parent's or Guardian's Signature: Date:

HOW DID YOU HEAR ABOUT TOWN CENTRE PRIVATE SCHOOLS?

Form with columns for SOCIAL MEDIA, REFERRALS, and WEBSITES, each with checkboxes and a text box for 'Other, please indicate:'.



# TOWN CENTRE PRIVATE SCHOOLS®



IB World  
School

## SCHOOL YEAR AND/OR SUMMER CAMP TERMS OF CONTRACT FOR PRE-SCHOOL STUDENTS

### General Terms

1. The terms of this contract (the "Contract") apply for the school year in which the student is enrolled at Town Centre Private Schools (the "School") and the subsequent Summer Camp program should the student enroll.
2. All pre-school students must be at least 18 months old. Supplies for diaper changes must be provided. Teachers will notify parents if supplies are inadequate. If there are no supplies for a student, they will not be able to attend until their supplies have been replenished.
3. Any student who becomes toilet trained during the school year will remain with their current class. Mid-year transfers will not be allowed. Students who are enrolling for Preparatory or Senior Preparatory classes must be toilet trained.
4. Should a student who is enrolled in the school year enroll in the School's summer camp held in the months of July and August, immediately following the current school year, then the student information, terms of contract, waivers, and code of conduct will be carried over for summer camp only. Should a student who enrolls for the summer camp enroll for the subsequent school year, then all the student information, terms of contract, waivers, and code of conduct will pertain to the subsequent school year only.
5. A student will not be accepted into the School unless the new enrolment form has been completed in full and signed. All required tuition and fees as outlined in the current school year's payment schedule including the prepaid tuition for June, Ontario Health Card number or proof of health insurance, must accompany the enrolment form. New students must provide a copy of their birth certificate, proof of citizenship status and immunization documentation, as well as, the above referenced requirements. A student is considered accepted into the School only upon a confirmation form being issued by the School.
6. It is the responsibility of parents/guardians to ensure that their child's immunization record is up to date. In the event that the York Region Health Services Department issues an order of suspension, in which your child is suspended, the School is required to comply with such an order. Where the York Region Health Services Department issues such an order, **there will be no refunds whatsoever with respect to fees for a student who has been suspended.** In addition, where there is an order or directive issued by a government authority or agency that results in students not being able to participate in the School program, there will be no refunds whatsoever with respect to fees for such students.
7. **Parents/Guardians hereby acknowledge that the School is not free of allergens. I/We understand that my child may inadvertently come into contact with a substance he/she may be allergic to and that such contact may cause an allergic reaction. I understand that there are certain risks of allergen contact that are inherent in a school setting.**
8. There is a late pick up charge which is applied at the rate of \$1.00 per minute after 6:30 p.m. or at any time that staff has to remain beyond established hours to care for a student due to a late pick up. Charges will be levied against parents who are late for 12:00 noon pick up.
9. The School reserves the right to accept or reject this application and also to expel a student at any time.
10. The School reserves the right to request that a student undergo physical and or psychological examinations if such a request by the School is deemed to be in the best interest of the student.
11. **Operations**
  - a) The School reserves the right to make such rules and regulations in its operation as it deems appropriate and it is a condition of acceptance that these rules and regulations be observed.
  - b) **Remote Learning:** Parents and Guardians hereby acknowledge and agree that the School reserves the right to use synchronous ("Real-Time") and asynchronous online learning ("Remote Learning"), temporarily or indefinitely as part of the whole class instruction, in smaller groups of students, and or in a one-on-one context for the school year. Students who participate in Remote Learning are still obligated to adhere to all School rules including the Code of Conduct.
  - c) **Cancellation of In-Person Activities and Programs:** Parents and Guardians hereby acknowledge and agree that the School reserves the right at its sole discretion to suspend and or all in-person activities and programs, and the School further reserves the right to change its educational delivery model throughout the school year pursuant to guidance and directives from the Ministry of Health or the local Public Health Unit. The School shall continue to provide Remote Learning, subject to Section 10 (d) Force Majeure). Parents and Guardians further acknowledge and agree notwithstanding that they are signing this Contract during the COVID-19 crisis, all parties under this Contract will continue to comply with the terms of this Contract. For greater clarity, in the event that the School is required to close its physical locations and facilities and/or students are prohibited from returning to the campus of the School during the school year pursuant to the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020 S.O. 2020, c. 17* and its regulations; or pursuant to an order made by the Government of Ontario declaring an emergency under section 7.0.1(1) of the *Emergency Management and Civil Protection Act, RSO 1990, c E9*; or pursuant to COVID-19 outbreak measures, Parents/Guardians will continue to comply with their obligations under this Contract including their obligations to pay fees pursuant to Section 2.



- d) **Force Majeure:** Parents and Guardians hereby acknowledge and agree that the School reserves the right at its sole discretion to suspend the obligations under this Contract for a period of time that a condition of Force Majeure exists. “**Force Majeure**” means an act of God, strike, lock-out, act of public enemy, war, blockade, pandemic, and civil disturbance, or other causes beyond reasonable control of the School, such as to make Remote Learning impossible or impracticable as determined solely by the School. The School shall immediately notify Parents/Guardians of any suspension due to a Force Majeure event. The Parents/Guardians and the School agree to use their best efforts to eliminate the effects of the Force Majeure event and to resume performance of the Contract as soon as possible after the Force Majeure event ceases. The School is not liable for any costs incurred by the Parents/Guardians due to delays or non-performance of obligations pursuant to this Section 10(d).
12. Students who are expelled from any division of Town Centre Private Schools cannot re-register with the School and cannot register for the Summer Camp program.
13. The School reserves the right to change fees, discounts and / or method of payment at anytime.
14. With all methods of payment, the June fee is due at the time of registration or enrollment. There are no refunds on the June pre- paid fee for any reason, nor is the June fee deductible from any other fee.
15. All new applicants must pay a one time \$300.00 registration fee per family which is not refundable for any reason.
16. An activity fee is required from all new and re-registering applicants and is due upon enrollment. This fee is applied to yearbooks, trips and other activities during the school year. The activity fee is non-refundable for any reason including withdrawal from the School. Should a student enroll at the School during the school year, the activity fee will be prorated accordingly.
17. **There are no refunds for mid-month withdrawals, and no refunds for holidays, sick days, or days missed for any reason, throughout the school year.**
18. All payments will be processed the first of each month without exception. No payments will be held over until a future date for any reason whatsoever. A \$50.00 late fee will automatically be charged for any monthly payments received after the first of any month.
19. The student's full name and grade he or she will be attending must be written on the back of each and every cheque.
20. A charge of \$50.00 will be levied against all declined credit card payments, N.S.F. cheques or any payment returned for any reason whatsoever.
21. Should fees remain outstanding five (5) days after the due date, i.e. the first (1st) day of the month, the School reserves the right to suspend or expel a student immediately and take whatever action it deems necessary to collect such overdue accounts.
22. **Withdrawal Procedure:** Written notice of a student's withdrawal from the School must be received one (1) month prior to the intended date of withdrawal. There will be no refund or transfer of the registration fee, activity fee and or the June prepaid fee; however, the balance of the fees will be refunded from either (i) one (1) month after written notice of a student's withdrawal from the School has been received; or (ii) the date of the student's withdrawal, whichever is later, to the end of the school year (calculated on the basis of the number of full months remaining in the school year).
23. **International Students:** International students who are successfully admitted to the School must live with either their parent(s) or guardian(s). Students must have health insurance coverage.
24. **Summer Camp**
- (a) The Summer Camp programs are held during the months of July and August. Specific dates for the programs are contained on the Summer Camp Registration Forms. The School observes the Canada Day holiday in July and the Civic Holiday in August and therefore there will be no programs on those days. Specifically, there will be no refunds or changes in fees for those weeks.
- (b) The Summer Camp program fees are due upon registration. **These fees are non-transferable and non-refundable for any program.** Once paid, there will be no refund of the Summer Camp program fees whatsoever, including but not limited to a student's withdrawal from the program for any reason. All Summer Camp classes offered are subject to change and or cancellation at any time, and are offered subject to sufficient enrolment, as determined by the School. Should the School decide to cancel a program due to low enrolment, all fees paid to date shall be fully refunded without interest or penalty.



**25. Miscellaneous Contractual Terms**

- a) **Non-Waiver:** Neither the failure nor any delay on the part of the School to exercise any right, remedy, power or privilege under this Contract shall operate as a waiver thereof, nor shall any single or partial exercise of any right, remedy, power or privilege preclude any other or further exercise of the same or any other right, remedy, power or privilege, nor shall any waiver of any right, remedy, power or privilege with respect to any occurrence be construed as a waiver of such right, remedy, power or privilege with respect to any other occurrence. No waiver shall be effective unless it is in writing and is signed by the party asserted to have granted such waiver.
- b) **Amendment:** No amendment, supplement, restatement or termination of any term of this Contract, save and except for the amendments to policies, guidelines, rules and schedules of the School, shall be binding upon the parties unless it is in writing and signed by the parties.
- c) **Severability:** In the event that any part of any provision of this Contract may prove to be illegal or unenforceable the other provisions of this Contract and the remainder of the provision in question shall continue in full force and effect.
- d) **Governing Law and Jurisdiction:** This Contract shall be interpreted and governed by the laws of the Province of Ontario. The parties attorn to the exclusive jurisdiction of the courts of the Province of Ontario and all courts competent to hear appeals therefrom.

**26. Method of Payment:**

- Option A.** One (1) payment per year, due at registration, with a 2% discount.
- Option B. (International Students Only)** Two (2) equal payments per year, one due at registration and one postdated to October 1st, with a 1% discount.
- Option C.** Ten (10) equal monthly payments per year, one June deposit payment due at registration and 9 postdated payments due at the first of each month, September 1st through to May 1st. The total number of payments will be pro-rated for students who register after the start of the school year.

4% DISCOUNTS ARE OFFERED FOR EACH ADDITIONAL CHILD OF THE SAME FAMILY. THE ADDITIONAL CHILD (CHILDREN) MUST BE OF THE SAME PARENTS. THE DISCOUNT WILL BE APPLIED TO THE LESSOR OF THE STUDENT FEES PAID. MULTIPLE DISCOUNTS ARE NOT OFFERED UNDER ANY CIRCUMSTANCES.

***JUNE'S FEES ARE NOT REFUNDABLE, TRANSFERABLE OR DEDUCTIBLE.***

**I have read and understood the terms of contract, the methods of payment, and the policies of the School as outlined in the *Student and Parent Handbook* and the *Student Code of Conduct* and I hereby agree to all the terms and conditions stated therein.**

Parent's Full Name

Parent's Signature  
(Please type)

Date

**OFFICE USE ONLY:**

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Signature of Principal, Vice-Principal, Administrator



# TOWN CENTRE PRIVATE SCHOOLS®



**IB World  
School**

## WAIVER AND CONSENT

Student's Full Name: \_\_\_\_\_ (the "Student")

During the school year and / or summer camp program, Town Centre Private Schools (the "School") may capture, take, record various photographs, images, recordings of the Student which may include the Student's image, voice, likeness, and name (the "Recordings") to document daily classroom activities, trips, performances, events, and special activities.

I consent that the Recordings may be used for internal school purposes, such as bulletin board displays, yearbooks, school bulletins and in the parent application. The School may also use such Recordings online, including, but not limited to the School's website, e-newsletters, social media platforms such as Facebook, Instagram, Twitter, YouTube, and LinkedIn, as well as for external promotional, advertising and / or public relations purposes which can include but are not limited to brochures, posters, signs, television and print advertisements (the "Materials").

The Student hereby acknowledges and consent that the School uses, reproduces, communicates, distributes the Recordings (which includes the Student's name, image, voice, and likeness) for the various purposes listed herein. The consent and authorization herein are granted irrevocably, free of charge and in perpetuity, without any limitation as to time or territory.

I acknowledge and confirm that the School will be the sole and exclusive owner of all right, title and interest in and to the Recordings and Materials, including all copyright and other intellectual property rights therein. To this end, I agree to assign and hereby assign to the School any and all right, title and interest I have or may have in and to the Recordings and Materials. Further, I hereby irrevocably waive any and all moral rights I have or may have in such Recordings and Materials.

I hereby forever release and discharge the School from all claims that may arise out of or in connection with the use and/or distribution of such Recordings and Materials, notably in connection with applicable legislation such as privacy laws.

Parents / Guardians are required to sign this waiver as all students may be photographed throughout the school year for internal use. However, should parents / guardians wish their child to be excluded from advertising and social media use, they may come to the school office and complete a form to confirm that exclusion.

\_\_\_\_\_  
Parents /Guardian Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name



# TOWN CENTRE PRIVATE SCHOOLS®



**IB World School**

## Consent of Parent(s) / Guardian(s)

I / We hereby warrant and acknowledge, that the information for \_\_\_\_\_ is complete and accurate to the best of my/our knowledge. I/We also agree to provide to the School, in a timely manner, any changes regarding my/our child's information.

I/We understand and agree that, in the event of a medical emergency, a medical practitioner and/or a teacher, Principal or other Town Centre Private Schools' (the "School") employee can authorize emergency medical care for the above named student. In the case of a medical emergency, I/We authorize the School to provide any medical personnel with the basic health information contained in the enrolment form.

I/We authorize the School to provide the above named student with routine first aid, including parental/guardian authorized medication including, but not limited to, the administration of epinephrine (epi-pen) and/or asthma inhaler, and in the event of an emergency, to provide, administer, obtain and/or authorize the necessary medical treatment until such time as I/We can be reached to authorize such further care. It is understood that in the event of a serious medical problem or emergency, every effort will be made to contact the parent(s)/guardian(s). It is understood that this consent shall remain in effect for the current school year and the Summer Camp program, should my child enrol in that program.

**I/we, hereby acknowledge that the School is not free of allergens. I/We understand that my child may inadvertently come into contact with a substance he/she may be allergic to and that such contact may cause an allergic reaction. I understand that there are certain risks of allergen contact that are inherent in a school setting.**

I/We also agree to release and indemnify the School, its Director, Officers, Agents and Employees from any and all claims for damages arising from any illness, injury, or otherwise related actions to my child as a result of any accident, illness, injury or for any other reason arising from participation in any school activities.

Parent's Full Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_

## Permission to Go on Outings

I/We give permission for the above named student to participate and travel to and from, all sports related activities and in or out of school events during the school year.

Parent's Full Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_



## IMMUNIZATION PROGRAM – QUESTIONNAIRE

\* Please review both sides of this questionnaire before taking any action. \*

Dear

Parent/Guardian: \_\_\_\_\_ Phone–Home: \_\_\_\_\_ Work: \_\_\_\_\_

To the Parent/Guardian of: \_\_\_\_\_ Ontario Health Card #: \_\_\_\_\_

Name of Student \_\_\_\_\_ Class \_\_\_\_\_

Address \_\_\_\_\_ Birth Date: (Year/Month/Day) \_\_\_\_\_

Sex: M  F

City/Province \_\_\_\_\_ School: Town Centre Private Schools

Postal Code \_\_\_\_\_ No: 905-474-3434

All name and address information is provided to York Region Community and Health Services by your child's school. If the above information is incorrect, **please contact your child's school** to have the information corrected on the School Board's computer system.

According to the *Immunization of School Pupils Act*, Public Health Departments are required to have proof of immunization for all students under 18 years of age attending Ontario schools against **diphtheria, tetanus, polio, measles, mumps and rubella**. Immunization against measles, mumps and rubella should be given after the 1st birthday.

**The recorded immunizations with York Region Community and Health Services for this student are:**

Vaccine	DTap-IPV-Hib - Diphtheria, Tetanus, Pertussis, Polio, Haemophilus influenza type b	Pneu-C-13 Pneumococcal Conjugate 13	Rot-1 - Rotavirus	Men-C-C - Meningococcal Conjugate C	MMR - Measles, Mumps, Rubella, Varicella	Var - Varicella	MMRV - Measles, Mumps, Rubella, Varicella	Tdap-IPV - Tetanus, Diphtheria- ria, Pertussis, Polio	HB - Hepatitis B	Men-C-ACYW - Meningococcal Conjugate, ACYW- 135	HPV 4 - Human Papillomavirus	Tdap - Tetanus, diphtheria, pertussis
Dates Given (yy/mm/dd)												

**IMPORTANT**

**Attach a copy of your child's complete immunization record from birth (copy of the yellow immunization card) or update any vaccines received not shown in this chart.**

This record shows that we do not have dates for the following vaccines:

Information on outstanding vaccines may be recorded below. If your child has not received these vaccinations, please make an appointment with your doctor and take this form and your child's immunization record with you to be updated.		
vaccine(s) given:	date given:	doctor's name and telephone number:

Return this form to: \_\_\_\_\_ by: \_\_\_\_\_

**THIS STUDENT MAY BE SUSPENDED FROM SCHOOL IF YOU DO NOT COMPLETE AND RETURN THIS FORM**

The information provided or attached to this form is being collected and will be used by the local health unit for the purpose of the Medical Officer of Health, maintaining an immunization record on the above-named student and to take appropriate action to prevent certain vaccine preventable diseases in the health unit. This information may be disclosed to the Ministry or other health units for the purpose of the prevention of vaccine preventable diseases. For further details about this collection, you can contact York Region Health Connection 1-800-361-5653 (TTY 1-866-512-6228) or email AccessYork@york.ca



# TOWN CENTRE PRIVATE SCHOOLS® PARENTAL CONSENT FOR TRANSFER OF SCHOOL RECORDS



**IB World  
School**

In accordance with the Ontario Student Record (OSR) Guidelines published by the Ministry of Education and the provisions of the Municipal Freedom of Information and Protection of Privacy Act, TOWN CENTRE PRIVATE SCHOOLS requires consent from the parent or guardian to request student records. Please sign below.

I hereby consent to the transfer of student records and evaluations for:

Surname	First Name	Date of Birth (DD/MM/YYYY)	Grade Enrolling In
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to be transferred to: TOWN CENTRE PRIVATE SCHOOLS

From (Name of School:) \_\_\_\_\_

Address of Current School: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

School Email Address: \_\_\_\_\_

Parent's or Guardian's Printed Name

Parent's or Guardian's Signature

Date \_\_\_\_\_

## ONTARIO STUDENT RECORD REQUEST FORM

Dear Sir or Madam:

Please forward the O.S.R. and helpful medical information for the above referenced student:

The O.S.R. is to be sent to the following address:

**Town Centre Private Schools  
155 Clayton Drive  
Markham, Ontario  
L3R 7P3**

We hereby agree to accept responsibility for the record and to use, maintain, transfer and dispose of the record in accordance with the guidelines for the Ontario Student Record System.

Registrar Office



# TOWN CENTRE PRIVATE SCHOOLS®



**IB World  
School**

## CREDIT CARD PAYMENT AUTHORIZATION FORM

Student's Surname: \_\_\_\_\_ First Name \_\_\_\_\_

DD/MM/YYYY \_\_\_\_\_

Please indicate which credit card will be used: Visa  Master Card

Choose one of the following options:

**Option A: Single Payment:**

I hereby authorize Town Centre Montessori Private Schools to use the credit card information below to process a one-time payment in the amount of \$ \_\_\_\_\_ for my child's tuition and/or other payment related to their academic programming.

**Option B: Monthly Payments**

I hereby authorize Town Centre Montessori Private Schools to use the credit card information below to process:

\_\_\_\_\_ current payment in the amount of \$ \_\_\_\_\_ and/or;

\_\_\_\_\_ monthly payments in the amount of \$ \_\_\_\_\_;

for my child's tuition or other payment related to their academic programming. Charges to my account will be processed on the first of the month starting \_\_\_\_\_ and ending \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiry: \_\_\_\_\_

Name on Card: \_\_\_\_\_ CVV# \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Card Holder Telephone Number: \_\_\_\_\_

Card Holder Email Address: \_\_\_\_\_

Pre-authorized payment through the chosen credit card will be the monthly payment option. All credit information will be processed in a secure and confidential manner and in accordance with the School's privacy policy.

**An additional payment of \$50 will be applied to declined pre-authorized credit card payments as set out in the School's Terms of Contract.**



# FOR OFFICE USE ONLY

INTERVIEWER: \_\_\_\_\_ DATE OF INTERVIEW: \_\_\_\_\_

NAME OF STUDENT: \_\_\_\_\_ AGE: \_\_\_\_\_

- APPLYING FOR: TODDLER   
 PRE-CASA   
 CASA   
 PREPATORY   
 SENIOR PREPATORY

## CHECK LIST:

### Method of Payment

- Cash   
 Cheque (s)   
 Credit Card   
 Debit Card

### Student Documentation Requirements:

- Birth Certificate   
 Immunization   
 Health Card/Other Insurance   
 Landed Immigrant Papers   
 Study Permit/ Visitor Visa

## PAYMENT DETAILS:

Registration Fee <input type="checkbox"/>	Activity Fee <input type="checkbox"/>	Monthly <input type="checkbox"/>	Annually (Paid in Full) <input type="checkbox"/>
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### Details

Payment(s)

### Outstanding Payment Details
