

For School Use ONLY:

New  Returning  
 Preschool  Kindergarten  
AB Ed ASN #: \_\_\_\_\_  
Code: \_\_\_\_\_

## Okotoks Montessori Preschool Registration Form 2024-2025



### Student Information

**Full Name:** \_\_\_\_\_  
*First Middle Last*

Student prefers to be called by: \_\_\_\_\_

Date of Birth (m/d/y): \_\_\_\_\_ My child will be \_\_\_\_\_ years old by Dec 31<sup>st</sup>, 2024

Siblings Names and age(s): \_\_\_\_\_

Does your child have a sibling or cousin in our program? Name: \_\_\_\_\_

Home Address (if rural, must use legal land description):

\_\_\_\_\_  
*Street Address/Rural Address*

\_\_\_\_\_  
*Town/City*

\_\_\_\_\_  
*Postal Code*

### Parent Information

**Mother's Name:** \_\_\_\_\_

Mother's Home Phone Number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Mother's Work Phone Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Mother's Email Address: \_\_\_\_\_

Same Home Address as child's?  or other: \_\_\_\_\_

**Father's Name:** \_\_\_\_\_

Father's Home Phone Number: \_\_\_\_\_ Cellphone: \_\_\_\_\_

Father's Work Phone Number: \_\_\_\_\_ Occupation: \_\_\_\_\_

Father's Email Address: \_\_\_\_\_

Same Home Address as child's?  or other: \_\_\_\_\_

**Custody:** Is there a Separation Agreement/Court Order/Access/Custody that pertains to schooling?

YES \_\_\_\_\_ NO \_\_\_\_\_ *If yes, please enclose documentation.*

### School Information

Was your child at a prior preschool? If so, where? \_\_\_\_\_

Has your child ever had formal assessments done? YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, please enclose documentation*

Was your child in a coded program at another school? YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, please enclose documentation.*

### Medical Information

Are your child's vaccinations up to date? YES \_\_\_\_\_ NO \_\_\_\_\_

*If no, please request and complete an Immunization form.*

Does your child have any allergies? YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, what are your child's allergies?* \_\_\_\_\_

Is an Epi-pen required? YES \_\_\_\_\_ NO \_\_\_\_\_

*If yes, please request and complete a Medication Record.*

Are there any other existing Medical Conditions? If yes, please detail below:

\_\_\_\_\_  
 Are there any physical/vision/hearing/speech concerns? *(We offer support/therapy services)*

\_\_\_\_\_  
 Are there any social/behavioural/emotional concerns? *(We offer support/therapy services)*

\_\_\_\_\_

# 2024/2025 Okotoks Montessori PRESCHOOL & KINDERGARTEN Fees

(updated December 21, 2023)

PLEASE CHOOSE FROM OPTIONS BELOW:

## PRESCHOOL PROGRAM (3 & 4 year old) HALF DAY OPTIONS

AM 8:30-11:30 am  PM 12:00 – 3:00 pm  Either AM or PM

<input type="checkbox"/> 3 days per week T/W/Th	\$200/month**
<input type="checkbox"/> 4 days per week M-Th	\$245/month**
<input type="checkbox"/> 5 days per week M-F	\$295/month**

## PRESCHOOL PROGRAM (3 & 4 year old) FULL DAY OPTIONS

8:30 am - 3:00 pm

<input type="checkbox"/> 3 days per week T/W/Th	\$380/month*
<input type="checkbox"/> 4 days per week M-Th	\$440/month*
<input type="checkbox"/> 5 days per week M-F	\$490/month*

## KINDERGARTEN PROGRAM (5 year old) HALF DAY OPTIONS

AM 8:30-11:30 am  PM 12:00 – 3:00 pm

5 days per week M-F	\$0/month Funded through Alberta Ed
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## KINDERGARTEN PROGRAM (5 year old) FULL DAY OPTIONS

8:30 am - 3:00 pm

3 FULL days, 2 half days per week, Tues/Wed/Thur FULL ***Mon & Fri Half day preference: <input type="checkbox"/> AM <input type="checkbox"/> PM	\$310/month*
4 FULL days per week, ***1 half day FRIDAY <input type="checkbox"/> AM <input type="checkbox"/> PM	\$400/month*
<input type="checkbox"/> 5 days per week M-F	\$450/month*

\*\*\* please note AM and PM half day placement will be determined by the school

## BEFORE AND AFTER SCHOOL CARE AGES 3-6 OPTIONS

BEFORE CARE 7:30 – 8:30 am

<input type="checkbox"/> 3 days per week	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th	\$70/month*
<input type="checkbox"/> 4 or 5 days per week	<input type="checkbox"/> M-Th <input type="checkbox"/> M-F	\$80/month*

AFTER CARE 3:00 – 5:30 pm

<input type="checkbox"/> 3 days per week	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th	\$160/month*
<input type="checkbox"/> 4 or 5 days per week	<input type="checkbox"/> M-Th <input type="checkbox"/> M-F	\$180/month*

## BEFORE AND AFTER CARE EXTENDED DAY 7:30 am – 5:30 pm

<input type="checkbox"/> 3 days per week	<input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> Th	\$210/month*
<input type="checkbox"/> 4 or 5 days per week	<input type="checkbox"/> M-Th <input type="checkbox"/> M-F	\$250/month*

### Registration fee (non-refundable):

3 year old NEW: \$100  
 3 year old RETURNING OR NEW SIBLING: \$70  
 4 year old NEW: \$100  
 4 year old RETURNING OR NEW SIBLING: \$70  
 5 year old KINDERGARTEN: \$250

### Additional SCHOOL INFO:

- We operate as a school and are open from late August to June each year. Our yearly school calendar follows the Foothills School Division and Christ the Redeemer School Division for school closures: Winter Break, Family week and Easter week.
- Students must be turning 3, 4 or 5 years old by December 31, 2023.
- All students must be potty-trained.
- We offer specialized supports for special needs, ie. Speech/OT, with PUF or MM programming through Alberta Ed
- Kindergarten students need to be registered by September 30<sup>th</sup> to be fully funded by Alberta Ed
- Our program is ideally based on a 3 year cycle, when students join us at 3 or 4 years old, we have fully prepared them for our funded Kindergarten program in their following year as a 5 year old.
- Preschool reporting periods are twice a year, and Kindergarten reporting periods are three times a year.
- Half day placement is based on providing evenness, as much as possible, between morning and afternoon programming, as well as having the 3 age groups appropriately placed.  
**Please indicate your first preference.**
- Full day students will be offered optional hot lunch options 2x a week.

### SUBSIDY INFO

All fees include Alberta Government's Affordability Grant.

\*Further reductions of fees may be available through Alberta Government SUBSIDY, reductions from \$106-\$225 per month based on full time (100 hours per month) or part time (less than 100 hours per month). To qualify parents must provide proof of income (line 15000 of income tax return) for <\$90,000 SINGLE PARENT or <\$180,000 for COMBINED FAMILY INCOME. Please search **Alberta Childcare Subsidy** for further information and to apply. It is the parents' obligation to secure subsidy and provide proof for further fee reduction.

\*\*Half day Preschool programs are considered part time (less than 100 hours per month) and are prorated based on hours, ie. 60 hours is 60% of full time rate.

# Payment Agreement

## Parents agree to pay Okotoks Montessori the following fees:

- School tuition runs on a 10 month school calendar year, September to June, and the same monthly payment is applied each month, regardless of school holidays and breaks. We follow the same school calendar as the Foothills School Division and Christ the Redeemer School Division, including school closures for Winter Break, Family week and Easter week and PD Days. A yearly school calendar is provided each year.
- The non-refundable PRESCHOOL and/or KINDERGARTEN DEPOSIT is to be paid by ETRANSFER to [admin@okotoksmontessori.com](mailto:admin@okotoksmontessori.com) upon registration.
- Please Note: The deposit fee is not applied to the first month of Preschool or Kindergarten. This deposit is required in order to hold a place for your child and goes towards direct preparation into your child's school year.
- School tuition 1) can be paid monthly, or 2) if in a one time payment (monthly rate x 10 months), the one time payment can be made via etransfer or by cheque.
- Monthly tuition fees are to be paid via automatic PAD (pre-authorized debit) or Cash on the 1<sup>st</sup> of every month. THERE ARE NO ETRANSFERS for MONTHLY FEES, ONLY ONE TIME PAYMENTS.
- Parents that apply for subsidy are required to pay the regular monthly tuition fee while waiting for approval. Reimbursements and adjusted payments will occur after we receive subsidy approval from the Government of Alberta.
- If for some reason your child needs to be withdrawn from Okotoks Montessori, we require 30 days written notice. We expect payment for the month if your child is abruptly withdrawn from the school. We strive to be fair and seek your co-operation if this event should ever arise for you.
- We are unable to adjust any fees. No portion of the fees paid will be refunded or cancelled in the event of a student's absence.
- NSF transactions will be charged a \$40.00 fee.
- Students can be withheld from school for failure to pay school fees.
- If you go away internationally for a month, you must pay for the month(s) missed to hold your child's spot in our program. Please tell us well in advance of your departure.
- I have read the information above and I understand the fees and payments.

\_\_\_\_\_  
**Parent Signature**

**Dated:** \_\_\_\_\_, 2024

**Illness:** I cannot send my child to Preschool or Kindergarten when he/she is ill. I will adhere to the school health policies. I give the staff permission to call an ambulance in the event of an emergency. I give the staff permission to administer first aid at the staff's discretion. If my child becomes ill during class I agree to have him/her picked up **IMMEDIATELY**, by parents or my emergency contact.

\_\_\_\_\_  
**Parent Signature**

**Dated:** \_\_\_\_\_, 2024

**Field Trips:** I give permission for my child to take part in gross motor play including nature time in the grassed area attached to Okotoks Montessori, behind the school, as well as walking to the Hunter's Gate Park and/or the Lion's Park. The children will be supervised as per child care licensing ratio regulations.

I release **Okotoks Montessori** from any liability or responsibility as long as they act responsibly. I understand that I will be notified of all other field trips that require transportation with an offsite form to be completed.

\_\_\_\_\_  
**Parent Signature**

**Dated:** \_\_\_\_\_, 2024

**Picture Consent Form (optional):** During the school term we have many fun and exciting learning activities. We like to document these activities by photographing the students. These pictures are used for slide shows and for year-end Kindergarten graduation projects. Under NO circumstances will your child's picture be posted on any social media or website without your permission.

**I give permission** that my child's picture may be used for slide shows, or for school projects from time to time.

**I do not give permission** that my child's picture may be used for slide shows, or for school projects from time to time.

\_\_\_\_\_  
**Parent Signature**

**Dated:** \_\_\_\_\_, 2024

I enclose my contact information below for the purpose of a PARENT CONTACT LIST to be distributed amongst Montessori Parents for play dates and birthday party invitation mailings. This list may not be used for solicitation of any type.

**Please note, every parent participates in this! It is a handy contact list for parents to connect with each other.**

_____ Student Name	_____ Parent Name(s)
_____ Mailing Address	_____ Postal Code
_____ Email address(es):	
_____ Main Contact Phone Number ( <i>cell is suggested for texting, etc.</i> )	

I understand I will receive confirmation of my child's registration placement within 14 days of submitting the registration form and registration fee.

**How did you hear about our School?**

\_\_\_\_\_

**Thank you for choosing Okotoks Montessori Preschool & Kindergarten!**

**FOR SCHOOL USE ONLY**

**Registration Fee Received:** \$ \_\_\_\_\_ **Date Received:** \_\_\_\_\_

**Date of Enrolment:** \_\_\_\_\_ **Date of Program Exit:** \_\_\_\_\_

**Record of Attendance:** Absences \_\_\_\_\_ Days Attended \_\_\_\_\_