



Registration Package

July 2023 – June 2024

Student Registration Form

July 2023 – June 2024

Office Use Only:
Grade:
ELC Program:
Start Date:

Student's Usual Surname	Usual First Name	Usual Middle Name
Legal Surname (if different)	Legal First Name	Legal Middle Name
<i>Please Select PROGRAM</i>	<input type="checkbox"/> I/T or <input type="checkbox"/> DAYCARE	<input type="checkbox"/> KINDERGARTEN or Grade <input type="text"/>

Street Address	City	Postal Code
Main Contact Email Address	Home Phone	
Birthdate (Day / Month / Year)	Birthplace (Country / Province)	Primary Language Spoken at Home

Gender: Male Female Other

Preferred Gender: Male Female Other

Last School Attended: Name and Location (City / Province)

Does the student have an IEP? Yes No

Student Resides with:

- Both parents
- Mother only
- Father only
- Other: _____

Student's Citizenship:

- Canadian Citizen
- International – work / study permit
- International-fee-paying
- Permanent Resident / Landed Immigrant
- Indigenous Ancestry
- Refugee 3 digit Code: ___ ___ ___

Parent / Guardian / Custody Info	<input type="checkbox"/> Continuing Custody Order (Agency)	<input type="checkbox"/> Court Order on File
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1.

Last Name	First Name	Relation to Student	
Home Phone	Cell Phone	Work Phone	E-Mail
Occupation			

If custody order:

- Joint Custody
- Sole Custody
- Access Only
- No Access

2.

Last Name	First Name	Relation to Student	
Home Phone	Cell Phone	Work Phone	E-Mail
Occupation			

If custody order:

- Joint Custody
- Sole Custody
- Access Only
- No Access

3.

Last Name	First Name	Relation to Student	
Home Phone	Cell Phone	Work Phone	E-Mail
Occupation			

- If custody order:
- Joint Custody
 - Sole Custody
 - Access Only
 - No Access

Emergency Contact (First Name & Surname)	Relation to Student	Phone Numbers
1.		Home:
		Cell:
		Work:
2.		Home:
		Cell:
		Work:
3.		Home:
		Cell:
		Work:

Health Information / Medical Concerns:	
Is this condition life threatening? <input type="checkbox"/> Yes <input type="checkbox"/> No	Care Card #:
Doctor's Name:	Immunization up to date? <input type="checkbox"/> Yes <input type="checkbox"/> No
Phone:	

Other relevant family or student information (e.g. agreements or challenges):

Please provide copies of the following:

Student Documentation (Canadian)	Student Documentation (Permanent Residents/Refugees)
<input type="checkbox"/> Birth certificate or Certificate of citizenship <input type="checkbox"/> Court order <input type="checkbox"/> Secure Certificate of Indian Status (Status Card) <input type="checkbox"/> Immunization Record	<input type="checkbox"/> Copy of student visa/permit <input type="checkbox"/> Immigration Canada documents <input type="checkbox"/> Passport <input type="checkbox"/> Immunization Record
Canadian Parents' Citizenship or Parents' Citizenship (Permanent Residents / Refugees)	
One parent / guardian must show 1 of the following: <input type="checkbox"/> Canadian Birth Certificate <input type="checkbox"/> Canadian Passport <input type="checkbox"/> Canadian Citizenship Card <input type="checkbox"/> Secure Certificate of Indian Status (Status Card) <input type="checkbox"/> Pre-Authorized Debit (PAD) Form	One parent / guardian must show 1 of the following: <input type="checkbox"/> Copy of parent work visa/permit <input type="checkbox"/> Landed permanent resident's card <input type="checkbox"/> Refugee documents from Immigration Canada <input type="checkbox"/> Pre-Authorized Debit (PAD) Form

Parent / Guardian Signature

Date

Enrollment Contract

July 2023 – June 2024

Student's Usual Surname

Usual First Name

Usual Middle Name

General Terms

1. The terms of this contract apply for each year in which the student is enrolled in Murrayville Academy and Early Learning Centre.
2. Registrations will not be processed until this Enrollment Contract has been completed in full and signed. The registration form and all fees and a Pre-Authorized Debit (PAD) Agreement with a VOID cheque for the full year must accompany this Enrollment Contract. A new child is considered accepted into the school only upon confirmation from the School.
3. There are no refunds for holidays, sick days, or any days missed for any other reason throughout the school year. School closure dates are taken into consideration when calculating yearly tuition fees for our programs. Due to unforeseen severe weather conditions, i.e. snow days, the school may be closed for safety reasons and tuition will not be refunded. The Langley Public and Independent School closures will be taken into consideration by the Principal before a decision is made by 7am of the day.
4. Once a child is enrolled, a position is reserved for the entire year and Murrayville Academy cannot reduce or remit fees for absence. If there are extenuating circumstances (i.e. the family has to relocate or move) **WRITTEN NOTIFICATION AND A MINIMUM OF 60 DAYS (2 months)** is required to be considered for withdrawal. Notice must be given in writing before the 1st of the month. Should a child be withdrawn without sufficient notice for any reason, two month's tuitions shall be kept by the school. No refunds after April 30th, 2024.
5. A charge of \$45 will be levied against the first NSF cheque or a payment returned by the bank.
6. The School reserves the right to accept or reject this application and to expel a student at any time. **A SIX WEEK probation period is in effect for new students.**
7. The educational model at our School is based on a two-way partnership. It requires an investment of trust, cooperation, time and energy in support of each child's education both at home and at school. Further, parents are expected to actively participate in the life of the school, including scheduled conferences, class and school meetings and to positively promote the school in the community at large. All families are expected to carefully read the School's Parent Handbook and agree to support and promote the School's programs and policies.
8. Enrollment in the Murrayville Academy and Early Learning Centre does not guarantee continuing enrollment. The Academy's primary objective is to find the right match between student, family and school. As each year progresses, the Academy's will continue to monitor each child's progress and his or her family's support for the Academy's policies, programs and ideals. Should it become clear that our school has proven not to be an appropriate match with either the student or the student's family, the Academy will communicate its decision not to invite the student to re-enroll for the following year during the re-enrollment period.
9. Should it be necessary to place this contract or any other debt due to the Academy by the undersigned with a collection agency or lawyer, parents will pay all court costs and reasonable collection/legal fees, plus interest at a rate of 15% on the outstanding balance.
10. The Academy, or any agent acting on its behalf, will secure and provide medical and dental attention that may be necessary during a period when a parent cannot be contacted by telephone. The financial responsibility for any and all emergency medical/dental expenses incurred on behalf of the student will be assumed by the parent.

I have read and understand the terms of this contract, the methods of payment, and the policies of the Academy and I hereby agree to all the terms and conditions stated therein.

Parent's/Guardian's Name: _____ Parent's Signature: _____ Date: _____

Administration signature: _____ Name of Family Representative to the Society: _____

Important Information #1

July 2023 – June 2024

Student's Usual Surname

Usual First Name

Usual Middle Name

CANCELLATION POLICY

Once a student has registered, a position is reserved for the entire year. The Murrayville Academy and ELC make decisions and budgets based on your commitment to remain for the entire year. Where there are extenuating circumstances (such as moving out of the area), these situations will be considered on a case-by-case basis.

If there are extenuating circumstances (i.e. the family has to relocate or move) **WRITTEN NOTIFICATION AND A MINIMUM OF 60 DAYS (2 months)** is required to be considered for withdrawal. Notice must be given in writing before the 1st of the month. Should a child be withdrawn without sufficient notice for any reason, two month's tuitions shall be kept by the school. No refunds will be made after April 30th, 2024.

Parent/Guardian Initial: _____

CLOSURES

Due to unforeseen severe weather conditions, i.e. snow days, the school may be closed for safety reasons and tuition will not be refunded. The Langley Public and Independent School closures will be taken into consideration by the Principal before a decision is made by 7am of the day. Please see the Parent Handbook for more information.

1. ELC

a) Infant/Toddler Program: Statutory holidays and days between Christmas to New Year's Day.

b) 3-5 Year Old Daycare (7:30am – 5:30pm & 8:30am – 3:30pm): Statutory holidays, Christmas to New Year's Day.

2. ELEMENTARY

Kindergarten and Elementary Program: Professional Development Days, Collaboration Days, Statutory Holidays, Winter Break, Spring Break and July and August.

Murrayville Academy considers the Langley School District academic calendar in determining instructional and non-instructional days. The BC Ministry of Independent Schools mandates 850 instructional hours. Murrayville Academy exceeds the required number of hours of instruction. Non-instructional days include Provincial and District Professional Development Days, Collaboration Days, Design and Report Card Preparation Days, School Improvement Days, and Parent-Teacher Conference Days.

Parent/Guardian Initial: _____

PARENT VOLUNTEER FEE

At the time of registration or re-registration families must agree to two automatic withdrawals each in the amount of \$250.00 dated Jan. 1, 2024 and April 1, 2024. Once 20 volunteer hours have been completed the fees will not be withdrawn. Please consider joining the Parent Support Group and Volunteer Board of Directors. If the hours are not completed, the fees will be cashed. If you are unable to perform the 20 hours required, you can provide one cheque in the amount of \$500 post-dated for September 1, 2023.

Parent/Guardian Initial: _____

Important Information #2

July 2023 – June 2024

Student's Usual Surname

Usual First Name

Usual Middle Name

SCHOOL POLICIES

Your signature below confirms that you, as a parent or guardian, have read and understand all of the school policies and agree to support and promote all programs and policies. Policies can be accessed in our Parent Handbook that is provided to all families upon registration.

Guardian Initial: _____

WEST COAST MONTESSORI SOCIETY

Murrayville Academy and Early Learning Centre is governed by the West Coast Montessori Society which selects a volunteer Board of Directors to oversee operations. Final authority for the Society is vested in it's volunteer Board of Directors. They are responsible for setting the policies and vision implemented in the school through the staff and administration.

The West Coast Montessori Society Board is held accountable by following established accounting principles and audits, meeting the requirements for the Independent School Branch of the BC Ministry of Education, working with the Fraser Health Authority and remaining inspired by the Reggio Emilio and Montessori Philosophies.

- a) Membership in the Society: Each family with one or more child enrolled in the School is eligible to be a member of the Society. Each such family, by signing this Contract, will be considered to have applied for membership in the Society and, upon acceptance by the directors of the Society, will be a member. Family membership in the Society confers the right to attend the Annual General Meeting (and any other members' meeting) of the Society and to exercise one vote on behalf of the family (regardless of how many children are enrolled in the School) at that meeting.
- b) Membership fee: An annual membership fee of \$100.00 is withdrawn on July 1st yearly.
- c) Constitution and By-Laws: A copy of the Constitution and By-laws of the Society is available upon request. Please review the By-laws for important information about your rights as members of the Society and the right to vote at the Annual General meeting.

Consent Form

July 2023 – June 2024

Student's Usual Surname

Usual First Name

Usual Middle Name

Local Outings Consent

Children/students go on various outings during their enrollment at Murrayville Academy and Early Learning Centre. Students will walk and/or be transported by the school bus. All children/students are adequately supervised on these outings by the teachers and parent volunteers. I/we also consent to having my child to take walking trips with his/her class, within a 2km radius of our school. (Example of possible walking trip: Porter Park, Elementary Playground, Murrayville Library, Derek Doubleday Park, Murrayville Hall, Denny Ross Park).

Yes No Parent/Guardian Initial: _____

Photograph Publishing Consent

Throughout the school year photographs are taken of various student activities. By signing below, I/we hereby irrevocably consent to and authorize the use or reproduction by West Coast Montessori Society doing business as Murrayville Academy and Early Learning Centre of any and all photographs and/or other reproduction or likeness of the student's person or characteristics (reproductions) which have been secured by or for West Coast Montessori Society doing business as Murrayville Academy and Early Learning Centre, for the limited purposes of school newsletters, local newspapers, the school website, school parent app, Instagram, Facebook and promotional materials, without compensation to the student. All reproductions shall become the property of West Coast Montessori Society doing business as Murrayville Academy and Early Learning Centre, solely and completely.

Yes No Parent/Guardian Initial: _____

Personal Information provided to our Parent Support Group Consent

I/We consent to having my personal telephone number and email provided to Murrayville Academy and Early Learning Centre Parent Support Group for the purpose of parent volunteer work.

Yes No Parent/Guardian Initial: _____

Technology Waiver (Elementary Students Only)

I/We consent to my child may be accessing technology for educational purposes. I understand that due to the nature of some online technologies being hosted world-wide, it is possible that my child's personal information including name, school and email may be stored on premises outside Canada. I am aware that in such cases, Privacy Laws of the country hosting the data may apply. I give consent to my child using such online technologies in the manner prescribed in the Murrayville Academy Policy. I have read this policy in the Parent Handbook.

Yes No Parent/Guardian Initial: _____

Legal Residency of Parent – Form

July 2023 – June 2024

Student's Usual Surname

Usual First Name

Usual Middle Name

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

1. I am (please check one):

Canadian citizen (please attach photocopy of birth certificate, passport or citizenship paper/card of one parent).

A landed immigrant (attach photocopy of landed immigrant status paper).

Lawfully admitted to Canada under one of the following documents cleared with Immigration Canada. (please check the appropriate box and attach a copy of the document).

Admission as a refugee claimant

A person claiming refugee status who has a letter of no objection

Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for additional years)

Employment authorization (working 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 as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)

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

Yes, my residency address is:

Street Name and Number: _____

City and Province: _____

Postal Code: _____

No, I am not a resident of British Columbia

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____