



Date Rec'd _____

Strtng Date _____

Deposit _____

Cmpltn Date _____

Application for Admission

I hereby make application for the admission of the following child as a student in Ridley Orchard School. I agree to abide by all the terms and conditions outlined in the Procedures for Application and Admission and by the rules and regulations of the school and the resolutions and by-laws as outline in the Policies and Procedures and Parent Handbook. Ridley Orchard School is a community based Early Learning Enrichment facility licensed by the Ministry of Education.

Admission month: _____ **and year:** _____

Child's name: _____ male _____ female _____

Birth date: _____ Birth place: _____

Address: _____
street city postal code

Child's medication? _____ Child's allergies? _____ Epipen? yes ___ no ___

Sibling(s) name(s) and date of birth _____

List of person(s) authorized to pick-up child: _____

Parent 1 name: _____ **Address:** _____

Email: _____ Cell: _____

Occupation: _____ Business Address: _____ Tel: _____

Parent 2 name: _____ **Address:** _____

Email: _____ Cell: _____

Occupation: _____ Business Address: _____ Tel: _____

Physician's name: _____ **Address** _____ **Tel:** _____

Program:

___ Senior Kindergarten enrichment (5 years old as of starting year)

___ Junior Kindergarten enrichment (4 years old as of starting year)

___ Pre-kindergarten (3 years old as of starting month)

___ Pre-school (2 ½ years old as of starting month)

___ Toddler (1 ½ years old as of starting month)

Days and Duration:

___ 5-Day _____ full day or ___ ¾ day or ___ ½ day plus lunch or ___ ½ day

___ 4-Day (____, _____, _____, _____) _____ full day or ___ ¾ day or ___ ½ day plus lunch or ___ ½ day

___ 3-Day (M,W,F) _____ full day or ___ ¾ day or ___ ½ day plus lunch or ___ ½ day

___ 2-Day (T,Th) _____ full day or ___ ¾ day or ___ ½ day plus lunch or ___ ½ day

The undersigned acknowledges that all fees, once deposited, are non-refundable and non-transferable.

Parent Signature: _____ **Date:** _____



**RIDLEY
ORCHARD**
EST. 1996

Procedures for Application for Admission

Application with Deposit and Installment Payments

- Payments are payable to Ridley Orchard School.
- The Application for Admission form must be completed, signed and include the present-dated deposit and the 3 installment balance payments attached.
- The deposit is deducted from the school fees.
- The deposit must be present-dated and once deposited is non-refundable and non-transferable, no exceptions.
- The installment balance payments are due April 1st - August 1st - November 1st of admission year.
- The installment balance payments once deposited are non-refundable and non-transferable, no exceptions.
- The school fees are tax deductible, receipt issued.

Deadline for Application

- A 2-week (mid to end of October) priority re-admission with discounted school fees is given to returning students and siblings of present and former students.
- After this time all complete Applications for Admission are processed as they are received, on a first come first serve bases and at the regular school fee, no exceptions.

Acceptance

- Upon receipt of your completed Application for Admission, deposit and installment balance payments a Confirmation of Acceptance is emailed.
- Further information will follow and an orientation appointment will be arranged for June.

Waiting List

- If space is unavailable, applicant is placed on a wait-list.
- As soon as space becomes available, the applicant will be notified and registered.
- Should space not become available, the deposit and installment balance payments are returned.

Withdrawal

- If a child is withdrawn from the school, payments that have not been deposited will be returned upon receipt of written letter of intent and explanation for withdrawal.

Programs

- Toddler Program; students are 1½ years old as of starting month
- Pre-school Program; students are 2 ½ years old as of starting month
- Pre-kindergarten Program; students are 3 years old as of starting month
- Junior Kindergarten Enrichment Program; students are 4 years old as of starting year
- Senior Kindergarten Enrichment Program; students 5 years old as of starting year

Days and Hours

- 10-month school program from September through June.
- 2-month summer camp program July and August.
- **Full Days 9:00am-3:00pm**; all materials, enriched curriculum, enhanced and specialty programs, hot lunch and two snacks included.
- **¾ Days 9:00am-1:30pm**; all materials, enriched curriculum, enhanced and specialty programs, hot lunch and snack included.
- **½ Days Morning plus Lunch 9:00am-12:30pm**; all materials, enriched curriculum, enhanced programs, hot lunch and snack included.
- **½ Days Morning 9:00-11:30am**; all materials, enriched curriculum, enhanced programs and snack included.
- **Hot Lunch** hour 11:30 am – 12:30 pm.
- **4-day** program is M,T,W,Th or T,W,Th,F
- **3-day** program is M,W,F
- **2-day** program is T, Th
- School closed for Statutory Holidays, TDSB PA Days, 2 weeks Winter Break (December/January), and 1 week Spring Break (March).

Email sophie@ridleyorchard.ca for selected program, days and hours school fees.

The present-dated deposit and installment balance payments must be attached to the Application
