



## Wise Owl Montessori Childcare Inc.

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PART/FULL TIME CHILDCARE ☎ GROUP DAYCARE  
BEFORE/AFTERSCHOOL CARE

# ENROLLMENT CONTRACT TERMS & CONDITIONS

## WISEOWL® MONTESSORI CHILDCARE INC.

I/we, the undersigned herewith agree and accept the following Enrollment Contract Terms and Conditions and, have duly and accurately completed and signed applicable Registration Forms:

1. **WISE OWL MONTESSORI CHILDCARE INC.,** (hereinafter "**WISEOWL®**") will provide care and education for my child, namely:

\_\_\_\_\_, starting from \_\_\_\_\_ for services as described on the Registration Form.

2. The parent/guardian (s) will pay **WISEOWL®** \$\_\_\_\_\_ per month in the form of post-dated checks, payable on the first day of each month for the entire school year.

a. All New and/or Renewal Contracts are subject to an Annual Supply Fee of \$75.00 payable at the time of signing this Contract or Renewal thereof. To reserve and secure the spot for your returning child for the \_\_\_\_\_ school year, please return this renewal contract duly signed with all post-dated checks, prior to April 15, \_\_\_\_\_. Please note that as per Section 2/b herein below, we require payment in full for the first month of "Reserved Registration" whereas any cancellation after 15 April of each year, will be non-refundable.

b. **Any NEW registration may be completed at any time, however;**

- Any "Reserved Registration", ie; **WISEOWL®** providing reasonable guarantees to reserve space for a child for a commencement date in excess of 30 days ahead, must be accompanied by post-dated checks as above in Section 2/a and a check (non-refundable) payable to **WISEOWL®** upon signing, in the amount equal to one month of service fee, which fee will be applied towards the first month of child care services.

- In the event a new registration may also involve an Application for Subsidy under the Ministry of Child and Family Development, **WISEOWL®** requires a one month Security Deposit, payable upon signing, whereas such Security Deposit will be refunded upon contract termination and it may be withheld by **WISEOWL®** upon any payment delinquency thereof.

3. To withdraw a child from the program, **WISEOWL®** requires one month (30 days) written prior notice. Failing to receive notification in due course, one month of applicable service fee will be charged. Vacancies which may occur after April 1<sup>st</sup> are very difficult to replenish and therefore, any withdrawal after 1<sup>st</sup> of April, will be charged for the remaining of the school year (ie. up to 30 June).

4. Parents with children subject to Government Subsidy Program Approval must enroll and compensate **WISEOWL®** as per Section 2 above, until approval and subsequent subsidy payment is received, upon which all applicable refunds will be issued within 72 hrs, save, a one month service will be withheld until termination.
5. All NSF checks without any regard for the reason, will be charged \$40.00 Bank Dishonor Fee and \$50.00 Administration Fee, payable to **WISEOWL®** within two days upon notification and unless service fees are paid in full, your child may be dismissed immediately, solely at **WISEOWL®** discretion and without further notice.
6. Late fees of \$10.00 per family per occurrence will be charged if your child is not picked up within fifteen minutes of closing and thereafter, every additional minute of late pickup will be charged at \$1.00 per minute.
7. Each child will be enrolled subject to 30 days probation whereas **WISEOWL®**, at its sole discretion, may terminate contract without further notice.
8. I/we shall deliver our child directly to you and agree not to take our child without advising you, prior to departure and only by those guardians, previously authorized.
9. To pay all applicable fees, whether or not my/our child attends school, inclusive any absence due to illness or holiday, and herewith acknowledge that any such absence will not be exempt from payments. It is herewith acknowledged that all **WISEOWL®** fees are based on pro-rated over ten/twelve months, whichever may apply, therefore all Statutory Holidays and/or Pro-D Days are incorporated and therefore, no discounts will be considered for Christmas and/or Spring breaks, if/when it may apply. Any vacations and/or holidays may be taken by us, will NOT qualify for any discounts and/or reduction in **WISEOWL®** Program Fees, which terms are acknowledged herewith.
10. To keep my/our child home and away from school if there is any question and/or sign of illness and required to notify the school immediately, with full disclosure pertaining to the nature of the child's illness.
11. I/we herewith grant you our permission if required and necessary, to call a physician or an ambulance in case of accident or illness when neither parent (s) can be immediately available and/or reached for permission.
12. In the event my/our child needs to have medication administered, the medication will be *given directly to you, with written instructions and a **Permission Form signed by us*** and we will never send medication with our child.
13. You are herewith authorized to use Fraser Health and/or Vancouver Coastal Health Services, if and when required.
14. To give permission for teachers at **WISEOWL®** to take photographs of my child during class time. These photographs will be used for bulletin board displays and the school album. **WISEOWL®** herewith warrants that any photographs and/or videos taken at its premises will be taken for the sole use by **WISEOWL®** and will not be transferred, sold and/or distributed to third parties, without your prior permission.
15. **WISEOWL®** reserves the right to request the withdrawal of a child if the school decides it is best for the interest of the child and/or **WISEOWL®**.

16. To notify WISEOWL® in writing and in advance if any person other than the undersigned is picking up my child.

17. Further to Section 2 above and in reference to “school year”, please be advised that our School Year is; 01 September to 30 June of each calendar year save, certain location where WISEOWL® provides year around services.

**PARENT/GUARDIAN**

**Date:** \_\_\_\_\_ *Please Print First/Last Name* \_\_\_\_\_ *Signature* \_\_\_\_\_

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I, Mariana Stiasny and/or WISEOWL® appointed manager, on behalf of WISEOWL®, herewith advise that I/we confirm your Enrollment and the receipt of your Supply Fee, post-dated checks and are pleased to advise that your child, namely:

\_\_\_\_\_, herewith reserved for admission to the school, commencing \_\_\_\_\_.

**Date:** \_\_\_\_\_ *First/Last Name* \_\_\_\_\_ *Manager Signature* \_\_\_\_\_