

AUTUMN HILL ACADEMY
REGISTRATION POLICIES CONTRACT – September 2020

REGISTRATION PROCEDURES

1. Acceptance at Autumn Hill Academy is conditional upon the completion and submission of the following:
 - All forms (Application for Enrolment, Registration Policies Contract, and Consent form).
 - An administration fee of \$200.00 (the administration fee is for new students only).
 - An immediate payment of a security deposit. This is equivalent to one month’s tuition which in turn acts as your child’s June 2021 monthly payment. The deposit must be made by cash or by email transfer sent to office@autumnhillacademy.ca. Cheques will not be accepted under any circumstances unless you are paying in full.
 - A void cheque for automatic payments.

AUTUMN HILL WILL NOT ACCEPT REGISTRATION UNLESS THE ABOVE ARE SUBMITTED AT THE TIME OF REGISTRATION, NO EXCEPTIONS WILL BE MADE. ONCE ALL DOCUMENTS ARE COMPLETED YOU WILL RECEIVE A CONFIRMATION EMAIL.

TAX RECEIPTS:

Tax receipts for Toddler to Senior Kindergarten are issued as “Child Care”, and tax receipts for Grade 1 to 3 are issued as “Tuition”. The receipts will also include any afterschool programs, where applicable. Tax receipts will be issued in February 2021, for payments received during the previous calendar year, not the school calendar year.

PROCEDURES & REFUND POLICY

1. **There are no refunds or credits given for a child’s absence for any reason, a child may not make up any days missed.**
2. Autumn Hill is closed for two weeks in December, two weeks in March and closes the third Friday in June. Fees are pro-rated from September to June.
3. A refund is given, with a minimum of 30 days *written* notice of the intended withdrawal date. A partial or total refund of unused tuition fees will be given, after 30 days, excluding the administration fee and security deposit.
4. There are no refunds after March 1, 2021.
5. There is a \$35.00 processing fee for all Non-Sufficient Funds (NSF) payments.
6. Autumn Hill reserves the right to terminate enrollment if an account is 30 days in arrears.
7. Children in the preschool program are considered not toilet trained if they are wearing a diaper or pull-up during any part of the day, parents will be billed on a monthly basis until the child is one-month accident free.
8. Late pick-ups (after 6 p.m.) will be charged \$1.00 per minute, per child, payable directly to the afterschool staff.
9. The Director reserves the right to terminate services at any time to pupils who fail to adhere to the Behavioural Policy outlined in the Parent Manual.
10. Within four weeks of commencing the program, the director reserves the right to dismiss any student who fails to adjust academically or behaviourally.
11. All parents are required to read the Parent Policy Manual and adhere to all policies within.

I have read Autumn Hill Academy’s Registration Policies Contract. I agree to accept the terms and conditions herein.

Parent/ Guardian Signature

Date

SEE OVER→

AUTUMN HILL ACADEMY – CONSENT FORM 2020/2021

Child's Name: _____ Program: _____

Parent/Guardian's Name: _____

DATED AT the Town of Concord in the Regional Municipality of York, this _____, day of _____, 20_____.

EMERGENCY CONSENT

It is the policy of Autumn Hill Academy Inc., to notify the parent/guardians, if their child is ill, has injury, or has a medical emergency. If the situation requires immediate medical intervention said parent/guardians gives consent for the staff to seek medical attention on their behalf.

I, authorize the aforementioned, to perform any, or all of the following:

1. Contact a physician.
2. Contact a dentist.
3. Take my child to the nearest emergency centre.
4. Summon an ambulance or other emergency vehicle.

Furthermore, if such an emergency should arise, I shall be notified as soon as possible. I also agree to assume responsibility for payment of any costs, incurred by the school, on behalf of my child, (e.g., ambulance fees, medical fees, transportation fees, etc.).

I also agree to release and indemnify Autumn Hill Academy, its Directors, Officers, Agents, and Employees from any and all claims for damages arising from any 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; provided Autumn Hill Academy, its Directors, Agents, and Employees act reasonably and responsibly in any and all situations.

Signature of Parent: _____.

GENERAL CONSENT

I authorize my child/children to participate in supervised neighborhood walks and fire drills, which take place off school property. Additional permission will be issued for all field trips.

Signature of Parent: _____.

ACKNOWLEDGEMENT AND CONSENT FOR PHOTOGRAPHS AND SCHOOL WORK

I authorize my child's photograph and schoolwork to be used for school purposes only; Autumn Hill Academy's website and on display within the school.

Signature of Parent: _____.