



ENROLMENT

Pre-Enrolment Procedures

Requests will be followed up with a meeting between administration and parent(s)/guardian. A tour of the facility and an introductory registration package discussion will take place. Parents are encouraged to review the paperwork at home and revisit with the prospective student. Registration of child/children follows with payment of the registration fee. Parents are expected to reregister each year as commitment to the upcoming academic year and as a means of ensuring that all our requested information is up to date. An annual reregistration fee applies. (See Registration Form)

Confirmation of Enrolment

A letter will be forwarded confirming enrolment prior to the start date. The confirmation package will include:

- ❖ A letter of acceptance
- ❖ Ministry of Health forms
- ❖ Uniform order information - as applicable
- ❖ Information for website access and directions to necessary tabs

Introduction of New Children in Class

A Meet the Teacher Evening is scheduled each Aug./Sept. prior to start date inviting new students and parents to join the staff for an information/question session. For students registering after the September start date, classroom visits are encouraged. Discussion with administration will take place to determine appropriate visitation based on the age of the child. New students are encouraged to visit the classroom before the start date. For younger students (≤ 3), a couple of short pre-start visits are suggested.

Pick-up Policies

Students will only be released to parents\guardians we have met. Other relatives or friends may only collect children with written authorization from the parent. In the event of an emergency, a child may be released with verbal authorization. Other relatives and friends collecting the children will have photo identification checked before the child is released.