



## 2025 Enrollment

**ENROLLMENT FEE (DUE UPON REGISTRATION)** \$200 (new students only)

**NON-REFUNDABLE DEPOSIT (DUE UPON REGISTRATION)** One month's tuition required upon registration to be applied against the child's last month at Treetops.

### HALF DAY PROGRAM – MORNING OR AFTERNOON

- **AGES** 2.5 - 5 YEARS OLD
- **CLASS TIME**
  - Morning 8:30-11:30 (3 hours)
  - Afternoon 12:00-3:00 (3 hours)
- **TUITION** (Per month. Last month due upon registration)
  - **2.5-3 Years or 30-36 Months Old Child**
    - 5 HALF DAYS - **\$451.50** (\$924 Regular Tuition Fee – (less) \$472.50 Government Subsidy)
    - 4 HALF DAYS - **\$344.00** (\$704 Regular Tuition Fee – (less) \$360 Government Subsidy)
  - **3–5-Year-Old Child**
    - 5 HALF DAYS - **\$421.05** (\$707.28 Regular Tuition Fee – (less) \$286.23 Government Subsidy)
    - 4 HALF DAYS - **\$320.80** (\$538.88 Regular Tuition Fee – (less) \$218.08 Government Subsidy)
- **Lunch Club** – Extend your child's morning class stay until 12:00pm - **\$10 per day (morning students only)**

### FULL DAY PROGRAM

- **AGES** 4 YEARS OLD (or mature/non-napping 3-year-olds)
- **CLASS TIME** 8:30-3:00 (6.5 HOURS)
- **TUITION** (Per month. Last month due upon registration)
  - 5 FULL DAYS - **\$842.10** (\$1414.35 Regular Tuition Fee – (less) \$572.25 Government Subsidy)
  - 4 FULL DAYS - **\$641.60** (1077.60 Regular Tuition Fee – (less) \$436 Government Subsidy)

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**TREETOPS MONTESSORI**  
1525 TAYLOR WAY, WEST VANCOUVER, BC, V7S 1N5  
TREETOPSMONTESSORIPRESCHOOL.COM  
604-925-2414

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# APPLICATION FOR ADMISSION

## Family Information

I am applying for admission of \_\_\_\_\_ as a student for the academic year \_\_\_\_\_

for \_\_\_\_\_ days a week in the morning \_\_\_\_\_ afternoon \_\_\_\_\_ or full day \_\_\_\_\_ class.

I would like to add on lunch club for \$10 a day \_\_\_\_\_

My preferred days of the week are \_\_\_\_\_

Date of birth (mm/dd/yyyy): \_\_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_

Home address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Parent/Guardian's full name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Place of business, address and contact information: \_\_\_\_\_

Parent/Guardian's full name: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Place of business, address and contact information: \_\_\_\_\_

Siblings (name/age): \_\_\_\_\_

## Medical Information

Allergies/Dietary Restrictions: \_\_\_\_\_

Medical Conditions: \_\_\_\_\_

Special needs or challenges (physical, emotional, behavioural): \_\_\_\_\_

## Photo Permission

Do you give permission for Treetops Montessori to document your child's journey via photo and video to be shared in student/parent only communications: Yes\_\_\_\_ No \_\_\_\_

Do you give permission for Treetops to share photos that may include your child on the school's social media page: (Facebook/Instagram): Yes\_\_\_\_ No \_\_\_\_

## ENROLLMENT AGREEMENT

This agreement is between Treetops Montessori Preschool and the parent or guardian whose signature appears below. The parties hereto accept the following terms and conditions governing the child's enrollment at the school.

1. The parent or guardian agrees to enroll his or her son/daughter (name of child) \_\_\_\_\_ for the \_\_\_\_\_ school year
2. Both parent(s) or guardian(s) and child agree to follow and adhere to the policies, rules and regulations of Treetops Montessori as outlined in the policy and terms of enrollment. Refusal to comply places in jeopardy the child's placement within the school.
3. The parent or guardian agrees to pay the tuition and all fees for the program in which his or her child is enrolled, in accordance with the published schedule of tuition and fees for the above academic year.
4. The parent or guardian understands and agrees that the child is enrolled for the entire school year (ending in June), and that the parent is liable for the entire year's tuition and fees upon the signing of this agreement.
5. The parent or guardian further agrees that the enrollment fee and deposit are non-refundable.
6. Treetops Montessori agrees that the tuition may be paid in one of the following manners:
  - a. One lump sum payment on or before Aug 1<sup>st</sup> of the intended school year.  
Insert amount of lump sum payment (\$200\* + (10 months of tuition)): \_\_\_\_\_
  - b. The enrollment fee and deposit in one initial payment followed by a monthly installment plan beginning the first month of enrollment.  
Insert initial payment amount (\$200 + Last Month Deposit): \_\_\_\_\_  
Insert monthly tuition payment amount: \_\_\_\_\_

**\*Enrollment fee applies to new students only**

7. The parent or guardian agrees that if payment is not made in accordance with this agreement, the school shall have the right to refuse to admit the child to class.
8. This agreement is for one year only and is not binding until returned by the contracting parent or guardian with the required deposit and countersigned by Treetops Montessori Preschool.
9. Upon signing this agreement, the parent or guardian agrees to pay the application fee of \$200 and the agreed upon tuition schedule outlined above.

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Treetops Montessori Signature: \_\_\_\_\_

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# POLICIES AND TERMS OF ENROLLMENT

## Discipline Policy

At Treetops we understand that it is important to have a healthy attitude towards mistakes. If a child is acting out in a way that is inappropriate or could cause harm to others, Treetops teachers will apply discipline methods, which guide the child to inner self-control, using techniques in which the child's dignity is maintained.

Through the establishment of clear and consistent limits that the child will clearly understand and the positive reinforcement of these limits, the child will develop appropriate problem-solving skills. The child will not under any circumstances be subjected to emotional abuse, deprived of necessities (food, rest, toilet) or be isolated from others without supervision.

## Fee Policy and Terms of Enrollment

The school agrees that the tuition may be paid in one of the following manners

1. One lump sum payment on or before Aug 1st of the intended school year
2. A monthly installment plan beginning the first month of the intended school year

The enrollment fee and tuition deposit are due upon registration

The enrollment fee and deposit are non-refundable if the child is registered but does not attend the school

Cheques are no longer accepted as a form of payment

In order to withdraw a child from our program, parents must provide a written and signed notice of withdrawal two full calendar months in advance. If this notice is not provided, two full calendar months tuition payment must be provided

Withdrawal after April 1st will not be refunded

Deductions are not allowed for voluntary or involuntary absences (school holidays, sickness, family holidays, etc.)

Special Circumstances: In the event of a situation beyond our control (fire, flood, earthquake, pandemic etc.) where the school must be closed for a period longer than one month, your tuition that was prepaid or due for the following month, will be refunded to you or not collected if the school does not reopen. Tuition paid for the initial month when the event occurs along with the last month deposit will not be refunded.

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

Treetops Montessori Signature: \_\_\_\_\_

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# CHILD RELEASE FORM

I hereby give permission to my child for Treetops Montessori to release my child after school to the following persons:

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relation to Child: \_\_\_\_\_

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Relationship to Child: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

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## FIELD TRIPS – PERMISSION SLIP

Please be assured that we will inform you of the specific details when field trips are determined.

I hereby give permission for my child: \_\_\_\_\_ to attend field trips arranged by Treetops Montessori.

In the event of an emergency while on the field trip, I can be contacted at\*: \_\_\_\_\_

\*If you cannot be reached, we will contact your emergency contacts listed on page 6 of the enrollment form

In the event of an emergency, please take my child to the nearest medical facility.

Date: \_\_\_\_\_

Name of Parent or Guardian: \_\_\_\_\_

Signature: \_\_\_\_\_

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