

# Sunrise Montessori School

January 21, 2022

Dear Parents and Guardians,

## RE: ENROLLMENT FOR SCHOOL YEAR 2022-2023

**Re-enrollment for the 2022-2023 school year begins January 21, 2022.** Families currently at the school will be given priority on class spaces until February 28, 2022, after which new families will be offered spaces.

With this in mind, we would like to present our current families and any personal referrals with the first opportunity for enrollment for September 2022. We encourage parents to re-enroll promptly as spaces will not be reserved once a class has reached its intended teacher-student ratio.

Please find attached our 2022-2023 re-enrollment information and requirements.

Families are asked to review the tuition fee options that will best suit their needs and complete the returning portion of the re-enrollment package. To re-enroll, please ensure you have reviewed and complied with the following:

1. Please submit the first installment deposit towards each child's tuition for next year as confirmation. Cheques are to be dated February 28, 2022 and submitted with the balance of your child(ren)'s tuition in post-dated cheques.
2. Submit your re-enrollment forms, deposit and all post-dated cheques no later than February 28, 2022 to register your child/children to ensure they are given priority placement.
3. If there is another sibling joining any of our programs, parents have until February 28, 2022 to register the child to ensure they are given priority placement. A reduction from the tuition fees is offered to the 2<sup>nd</sup> sibling of 4%.
4. Please update any changes in home or e-mail address and contact phone numbers for our school records.
5. The attached page (page 2) must be submitted in order for the re-enrollment to be considered completed. Elementary students and respective parents must do the same.
6. You may meet with or contact Ms Grace to address any questions you may have. Kindly submit the re-enrollment application with all the required payments in a sealed envelope to the attention of Ms Grace Koo.
7. Please be informed that no refunds on the first installment deposit will be entertained for any withdrawals tendered in after June 30, 2022.

If you will not be enrolling your child(ren) at Sunrise Montessori for 2022-2023 school year, we ask that you complete the not returning bottom portion of the re-enrollment page and submit it to the office no later than Friday, February 28, 2022.

Again, thank you for your continued support.

Regards,

Grace Koo  
Principal

## Sunrise Montessori School Student Returning for the 2022-2023 School Year

I understand that in signing this contract for the upcoming 2022-2023 school year, I am agreeing to abide by the policies and procedures of Sunrise Montessori School, as outlined in the Parent Handbook, as well on the attached Re-enrollment & Fee Policies. I agree to submit all tuition fees, as and when due, all fees and extras payable in respect to my child's re-enrollment, according to the 2022-2023 Casa, Elementary, Toddler and Infant Fee Schedule (see attached). I understand that Sunrise Montessori has the authority and sole discretion to give up my child(ren)'s space if I fail to enroll and/or satisfy the February 28, 2022 re-enrollment priority deadline.

**Child's Name:** \_\_\_\_\_ **Parent's Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_ **E-mail** : \_\_\_\_\_

**Program Registered For:** ☐ Infant ☐ Toddler ☐ Pre-school ☐ Junior/Senior CASA ☐ Elementary  
☐ French Immersion (Pre-school) ☐ French Immersion (Junior/Senior CASA)

**Schedule:** ( ) Regular Program ( ) Extended Program

**Meal Plan:** ( ) Yes or ( ) No for Elementary Program only

**Activity Fee** ( ) Cad\$250 for Toddler and CASA Program

**Deposit Paid:**

Date	Cheque No:	Amount:

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

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Please complete this portion if your child is not returning for the 2022-2023 School Year.

**Child's Name** : \_\_\_\_\_

**Signature of Parent** : \_\_\_\_\_

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



## Sunrise Montessori School - Tuition Fee Schedule 2022-2023

### CASA (2.5 years old – 6 years old) (English Program)

5 full Days	Monday to Friday	8.30 a.m. – 3.30 p.m.	\$1200.00/month
5 Full Days (Extended.)	Monday to Friday	7.15 a.m. – 6.00 p.m.	\$1295.00/month

*Fee is inclusive of snacks, lunch and academic materials*

### CASA (2.5 years old – 6 years old) (French Immersion Program)

5 full Days	Monday to Friday	8.30 a.m. – 3.30 p.m.	\$1295.00/month
5 Full Days (Extended.)	Monday to Friday	7.15 a.m. – 6.00 p.m.	\$1395.00/month

*Fee is inclusive of snacks, lunch and academic materials*

### TODDLER (18 MONTHS – 2 ½ YEARS OLD)

5 full Days	Monday to Friday	8.30 a.m. – 3.30 p.m.	\$1380.00/month
5 Full Days (Extended.)	Monday to Friday	7.15 a.m. – 6.00 p.m.	\$1460.00/month

*Fee is inclusive of 5 meals a day (breakfast, 3 snacks and lunch)*

### INFANT (BIRTH – 18 MONTHS)

5 full Days	Monday to Friday	8.30 a.m. – 3.30 p.m.	\$1700.00/month
5 Full Days (Extended.)	Monday to Friday	7.15 a.m. – 6.00 p.m.	\$1800.00/month

*Fee is inclusive of 5 meals a day (breakfast, 3 snacks and lunch)*

### ELEMENTARY

5 full Days	Monday to Friday	8.30 a.m. – 3.30 p.m.	\$1150/month
5 Full Days (Extended.)	Monday to Friday	7.15 a.m. – 6.00 p.m.	\$1250/month

*Fee is inclusive of academic material fee. Meal plan is available at \$120 per month including snacks and lunch (optional)*

### TODDLER

**ACTIVITY FEE (In-house events\*, Year Book) - \$250 per year upon registration**

### CASA, JK/SK, ELEMENTARY

**ACTIVITY FEE (In-house events\*, Year Book) - \$250 per year upon registration**

- In-house Events refer to Magic Shows, Musical Performances, and others)

**REGISTRATION FEE: \$200 due upon registration (one time - non refundable) for new registrants only**

### Payment Options

#### Option 1

- Full Yearly payment due at time of enrollment
- With 4% discount
- One (1) full payment per year at the time of enrollment

#### Option 2

- Last month due at time of re-enrollment
  - Nine (9) post-dated cheques dated the 1<sup>st</sup> day of each month (CASA and ELEMENTARY program)
  - Eleven (11) post-dated cheques dated the 1<sup>st</sup> day of each month (INFANT and TODDLER program)
- Please Note: Enrollment is for the whole school year, NO refunds for illness, vacation time or school holidays.**