



2026 - 2027 Registration

☐ Toddler☐ Casa

1468 Commissioners Rd. W.
London, ON N6K 1E6
info@bywms.ca 519-657-8098

193 Homestead Cr.
London, ON N6G 2E6
info@nwms.ca 519-601-8098

Surname	First	Middle	Home Phone Number
Address			Postal Code
Date of Birth	Sex		
mm/dd/yyyy			

Mother		Father	
Surname	First	Surname	First
Employer		Employer	
Employer's Address		Employer's Address	
Postal Code		Postal Code	
Work #		Work #	
Cell #		Cell #	
email		email	

By providing your email address, you agree to receive newsletters and communications from Byron Woods/North Woods Montessori School.

Emergency/Release Contacts

The following are authorized to pick up my child (photo ID will be required to confirm identity before my child will be released).

	First Contact	Second Contact	Third Contact
Name			
Relationship			
Home #			
Work #			
Cell #			

Emergency contacts must be able to pick up children in the event of illness, emergency or school closures.

Admission Date		Discharge Date	
Schedule			
** Office use only **			

Health Information for _____

Immunization Records

Byron Woods/North Woods Montessori School require a copy of your child's immunization record to be on file before admittance to the programs.

An updated immunization record is required to be updated annually. Please inform the school every time your child receives a new vaccination.

If you have chosen not to immunize your child, a 'Statement of Medical Exemption' form or a 'Statement of Conscious or Religious Belief' form must be completed and provided to Byron Woods/North Woods. Please ensure to use the Child Care and Early Years Act form. These forms are available at the schools' office or on The Middlesex-London Health Unit website. Parents must attend an in-person education session provided by the Middlesex-London Health Unit prior to being granted a non-medical vaccine exemption.

Is your child immunized? ☐ Yes ☐ No

Allergy Information

Does your child have a life-threatening allergy (i.e. anaphylactic to peanuts, bee stings)?

☐ Yes ☐ No Anaphylactic allergy to: _____

If yes, an individualized plan for an anaphylactic allergy that includes emergency procedures must be developed between yourself and Byron Woods prior to your child's start date.

Does your child have asthma or any allergies that are not life-threatening (i.e. food, medication or environmental)?

Asthma ☐ Yes ☐ No Allergies ☐ Yes ☐ No

Please provide details, including allergy, symptoms of a reaction and treatment required.

Communicable Diseases

If your child has had any history of communicable diseases (i.e. chicken pox, measles), please list them below:

Additional Information

Please indicate any additional information that is relevant to your child's care (i.e. food restrictions, prone to colds, frequent wrist/elbow dislocation, history of communicable diseases, etc.):

Student's Health Card #

____ _

Student's Physician

Address

Phone #

Date

Parent/Guardian Signature/ Please print name also

Authorizations for _____

Photographs

Staff and parents frequently take photos and videos of school life and related activities. These images may be posted on school bulletin boards/class projects etc. or may appear on our website, our school social media sites, or other forms of school publications.

- ☐ I give my permission for my child's photo/video to be used in promotional material or on social media sites for Byron Woods and North Woods Montessori Schools. I understand that my child will not be identified by name.
- ☐ Do not use my child's photo/video in any promotional materials or social media sites for Byron Woods and North Woods Montessori Schools.

Class List Information

- ☐ I give permission for my name, email and home phone number to be shared with the families in my child's class.
- ☐ Do not share my name, email and home phone number with the families in my child's class.

School Excursions - Casa students only

All volunteers require a Police Vulnerable Sectors Check available from your city's police department.

- ☐ I agree to permit my child to participate in all field trips and activities, travelling by school bus.
- ☐ I do not wish my child to participate in any off-premise field trips and activities.

Rest Period

The Casa program does not offer a sleep time but a daily quiet/rest period is provided where children engage in quiet activities based on the child's needs. Resting mats and cots are readily available for all children if they are fatigued or unable to participate in the program(i.e.. falls asleep, ill).

Illness Policy

- ☐ I acknowledge that I have read and will adhere to Byron Woods and North Woods Montessori Schools' Illness Policy as outlined in the Parent Handbook which is part of my child's registration package.

Non-prescription Skin Products

All **non-prescription** items, which are not used for acute, symptomatic treatment, may be applied to my child, which I have supplied, in accordance with the manufacturer's instruction on the **original container** (i.e. sunscreen, hand sanitizer, lotions, diaper cream/ointment, lip balm, etc.).

Custody Arrangements (if applicable)

Are there custody arrangements pertaining to legal right of access to your child? ☐ Yes ☐ No

If 'Yes', please provide a copy of the appropriate legal documentation (i.e. court order)

Name(s) of custodial parent(s) _____

Name(s) of individuals prohibited from accessing/picking up your child _____

By signing below, you confirm your consent to all of the above statements.

Date

Parent/Guardian Signature

Authorizations for _____

School Policy Regarding Peanut/Nut Products And Other Allergies

We are committed to providing a safe environment for all our students. This is an extra challenge for us to help those children who have a life-threatening food, medical or environmental allergy. For some children, severe allergic reactions can be triggered not only by eating foods, but also by their touch and smell. This has implications for the whole school, not just individual classrooms.

Please ensure that your children have washed their hands and faces and brushed their teeth before coming to school. This will greatly decrease the chances of allergic reactions to the many foods with which our school population is concerned.

The hot lunch for the children is catered by The Chef's Hat. Children registered in the after school program will be provided with a peanut/nut free snack.

All parents have been asked to advise the school of any food, medical or environmental allergies of their children. This should be indicated on the registration forms.

Parents should not send any food items to school unless required for medical reasons.

The schools and parents of the children who have allergies thank you for your cooperation and understanding.

Release Indemnity

The Parent understands that in the event of illness or accident, the schools or its agents are hereby authorized to seek medical attention or to have the child taken to a hospital by ambulance for treatment by a qualified medical practitioner.

The Parent understands that young children, even under close supervision, will have occasional accidents.

I, the Parent, release, indemnify and hold the schools, its agents and its employees harmless of any and all claims, damages and other liabilities for injuries to my child which are not a direct result of negligence of the schools, its agents or employees.

Permission for Medical Treatment

In case of illness or accident, I permit the staff of Byron Woods/North Woods Montessori School to obtain the necessary medical treatment (administer first aid/CPR, administer EpiPen/Inhaler, transport to the hospital or urgent care facility by ambulance) for my child. I also agree to take financial responsibility for all charges associated with emergency care for my child.

By signing below, you confirm your consent to all of the above statements.

Parent Signature _____

Date _____

Authorizations for _____

Probation Period

Each child's enrolment is probationary for a period of four to six weeks from their first day of attendance. If at any time during this time the teacher or director feels that the child or family is not ready for the Montessori classroom/ Program, the school reserves the right to discontinue enrolment at their discretion. The parents will be informed and the balance of their tuition will be refunded.

Dismissal Policy

Byron Woods/ North Woods School reserve the right, at their sole discretion, to dismiss a student if the school is not capable of meeting the student's needs or if their conduct or the conduct of their parents is compromising the wellness and safety of the other students and staff. Recurrent aggressive behaviour including but not limited to hitting, biting, pushing, forceful pinching, ect. are all deemed dismissible actions. The parents will be informed and a refund of tuition will be discussed.

Deposit Policy

Admissions are accepted on a full academic-year basis only. Byron Woods/North Woods School reserves the right to approve or deny requests for early withdrawal or changes to enrollment on a case-by-case basis. Upon acceptance into the program, a non-refundable deposit is required. This deposit includes the administration fee, one time registration fee, activity fee, and one month's tuition. The deposit is due at the time of acceptance and secures your child's placement for the entire academic year. Tuition paid as part of the deposit will be applied to the final month of the academic year only and may not be applied to any alternative month. Once a child has been accepted, withdrawals during the academic year are not permitted except as outlined below.

Withdrawal Policy

If a family wishes to withdraw a student prior to the end of the academic year, written notice is required. Tuition for the full academic term, from September through December AND January through June, remains payable regardless of the withdrawal date. Written notice for second term withdrawals (Jan – May) must be dated and submitted no later than thirty (30) days prior to December 31st at no risk of penalties. Following December 31, no interruptions to tuition payments will be permitted until the conclusion of the academic year (June 2027), except under unprecedented circumstances that will be discussed with the administration on individual cases. **The deposit, which is applied to the final month's tuition, is non-refundable under all circumstances.**

Fees & Tuition Policy

Tuition fees are non-refundable. No reimbursement or credit will be issued for absences or closures due to, but not limited to, emergency situations (such as power or water outages), staff shortages, disease outbreaks, illness, vacations, snow days, early withdrawal, parent-initiated schedule changes, government shutdowns, or any other reason.

Acceptance of Enrolment:

Once an offer of enrolment has been made, parents/guardians have one (1) week to return all required enrolment forms and submit the applicable fees outlined in this package to confirm their child's placement. Upon receipt of the completed forms and payments, this agreement becomes legally binding between the parent/guardian and the School. At this point, **the registration fee and deposit are non-refundable.**

By signing below, you confirm your consent to all of the above statements.

Parent Signature _____

Date _____

Fee Schedule 2026-27

Registration Fee (non-refundable) Each new application must be accompanied by a one time registration fee which will be non-refundable and only required for new students.	\$200.00
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Administration Fee (non-refundable) Each application must be accompanied by a administration fee of \$150 which will be non-refundable on acceptance of the registration. This fee goes towards the addition work put into registration each year	\$150.00
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Activity Fee for Casa students Annual activity fee to cover field trips, school events and busing for school excursions as well as a t-shirt for students who require one.	\$250.00
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Monthly Tuition Fees

Toddler 9:00 to 4:00 Monday to Friday, full day program (INCLUDES ALL SNACKS AND HOT LUNCH)	\$2,150.00
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Casa 9:00 to 3:30 Monday to Friday, full day program (INCLUDES ALL SNACKS AND HOT LUNCH)	\$2,000.00
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****Note**** Discount of 10% on lower tuition fees for the second child enrolled in the school for the same academic year. Discount of 20% for the third child.

Tuition fees are subject to increase from year to year

Deposit

A deposit equal to one month's tuition fee plus administration and one time registration fee must be submitted before acceptance to the school. The tuition portion of the deposit will be applied to the following June's payment. **This deposit is non-refundable.**

The operating costs for Byron Woods and North Woods Montessori Schools are covered solely by tuition fees and are not subsidized in any other way. Tuition fees cover administration costs, teacher salaries, hot lunches/snacks, school events, classroom materials and supplies, as well as maintenance for the buildings and playgrounds.

Fees for Extended Hours/Before and After School Care

Children should arrive at and depart from the school 10 minutes before and after regular school hours before incurring additional fees.

Monthly fees for Extended Hours

Extended morning for Toddler & Casa 8:00 to 9:00 am	\$130.00
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Extended afternoon <u>Toddler</u> 4:00 to 5:00 pm	\$130.00
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Toddlers registered for both extended periods.	\$245.00
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Extended afternoon <u>Casa</u> 3:30 to 4:30 pm	\$130.00
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3:30 to 5:00 pm	\$155.00
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Casa students registered for all three extended periods.	\$270.00
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❖ There is a late pick-up policy in effect of \$30 per child for any child picked up after the school's closing time of 5:00 pm. If you are running late, you are expected to call the school. Chronic lateness may result in your child being withdrawn from the program.

❖ If you need the extended before/after school program on an occasional basis, the rate is \$15.00 per hour and should be arranged through the school office as there are limited spaces available.

❖ Families will be invoiced at the end of the month and payment will be processed with the following month's tuition.

****Note**** Discount of 10% for the second child and 20% for the third child enrolled in all three extended periods.

Authorizations for _____

	Casa 9:00 - 3:30	Toddler 9:00 - 4:00 10 Month ☐ 12 Month ☐
Monthly Tuition Fee	\$2,000 (INCLUDES ALL SNACKS AND HOT LUNCH)	\$2,150 (INCLUDES ALL SNACKS AND HOT LUNCH)
Extended Program Fee(s)	☐ 8:00 – 9:00 \$130 ☐ 3:30 - 4:30 \$130 ☐ 3:30 - 5:00 \$155 ☐ all three extended periods \$270	☐ 8:00 – 9:00 \$130 ☐ 4:00 - 5:00 \$130 ☐ both extended periods \$245
Total Monthly Fee	\$ _____ (monthly tuition \$2,000 plus extended fees)	\$ _____ (monthly tuition \$2,150 plus extended fees)
Registration Fee (for new students only)	\$200 (one-time fee for new students only)	\$200 (one-time fee for new students only)
Administration Fee (non-refundable)	\$150.00	\$150.00
Activity Fee (Includes school t-shirt if required)	\$250.00	
Total Deposit (Tuition applied to June 2027 and non-refundable)	\$ _____ (total of tuition + extended + registration fee + admin fee + activity fee)	\$ _____ (total of tuition + extended fee + registration fee + admin fee)
	Casa program operates from Sept. to June with the option of Summer Program	Toddler program operates from Sept. to June or August. Please choose 10 or 12 month.
	Pre-authorized payment <u>OR</u> post-dated cheque for June. 1, 2026 to be applied to the June 2027 fee, payable to: Byron Woods Montessori School <u>or</u> North Woods Montessori School.	
Tuition Fees - New students will incur a one-time registration fee of \$200. - Tuition fees are due in full on the first day of each month. Returned/NSF payments, late payments and/or requests to defer tuition fees will incur a service charge starting at \$40.00. Subsequent returned payments are subject to a higher rated service charge. - Late fees incurred due to early drop-off or late pick-up will be processed with the tuition payments.		

Casa and Toddler fees are eligible for the Federal Childcare tax deduction

Income tax receipts are to be issued to _____.

By signing below, you confirm your consent to all of the above statements.

Date _____	Parent/Guardian Signature _____
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Authorizations for _____

Byron Woods and North Woods Montessori Schools offer our families the option of paying their monthly tuition electronically by pre-authorized payments. You still have the option of paying by post-dated cheques or cash if you wish.

Please indicate your payment method and return with your child's registration package.

June 2027 prepayment

- ☐ I have attached a cheque, payable to Byron Woods Montessori School or North Woods Montessori School, to be **deposited on June. 1, 2026 for the non-refundable deposit** of \$_____. I have included tuition, before/after school program fees, admin fee of \$150, one time registration fee of \$200, and activity fee of \$250 (please note the activity fee is for Casa students only).

OR

- ☐ I authorize the **non-refundable deposit** of \$_____ to be withdrawn from my bank account **on June. 1, 2026** using the banking information provided below. I have included tuition, before/after school program fees, admin fee of \$150, one time registration fee of \$200, and activity fee of \$250 (please note the activity fee is for Casa students only).

Monthly Payments

- ☐ I authorize my 2026-27 monthly tuition (and before/after school program fees, if needed) of \$_____ to be withdrawn from my bank account on the first of each month.

OR

- ☐ I will pay my monthly tuition (and before/after school program fees, if needed) of \$_____ by the attached postdated cheques dated for the first of each month.

Late fees incurred due to early drop-off or late pick-up will be invoiced and processed with the tuition payments.

By signing below, you confirm your consent to all of the above statements.

Date

Signature/ Please print name also

If you opt to have your payments debited electronically, payments will be debited on the first of each month. If the first of the month falls on a weekend or holiday, the payment will be debited on the next business day.

Please complete the following and **attach a void cheque or bank information form**:

Name of Financial Institution: _____

Account Information:

--	--	--	--	--	--

Transit #

--	--	--

Bank #

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Account #

Office Use

Information from the Middlesex-London Health Unit's Vaccine Preventable Disease Team

To Families of Newly Registered Children,

Welcome to licensed child care! The Middlesex-London Health Unit partners with this centre to help protect your child's health and ensure their immunizations are up to date. Centres in Ontario follow the *Child Care and Early Years Act* and part of this law states that children who attend child care must be immunized against specific diseases. **Children attending centres must have an up-to-date immunization record on file with the Health Unit AND with the centre.**

This letter will help you make sure your child has received all of the mandatory immunizations and explains how to submit your child's immunization record to the Health Unit AND the child care centre.

Children require the following vaccines to attend licensed child care:

- Tetanus, Diphtheria, Pertussis, Polio, Hib – given at 2, 4, 6 and 18 months old
- Measles, Mumps, Rubella – given at 12 months old
- Meningococcal-C Conjugate – given at 12 months old
- Pneumococcal Conjugate 13 ("Prevnar") – given at 2, 4 and 12 months old
- Varicella (chickenpox) – given at 15 months old

How to Submit your Child's Record to the Health Unit

1. Guardians can submit their child's immunizations to the Middlesex-London Health Unit securely using the online immunization reporting tool:

Instructions for the immunization reporting tool:

- Visit <https://www.healthunit.com/immunization-records>
- You will need your child's valid Ontario Health Card and the postal code registered to the card.
- Follow the instructions on the screen to enter the vaccines your child has received along with the date they received them.
- Always upload a picture of the record.
- Print the record or save it on your computer at home.
- Keep track of your PIN to log-in again in the future to add vaccines and download your child's record from your computer or mobile device.
- If your child does not have an Ontario Health Card or you have any difficulties, please call the Health Unit for assistance.



health@mlhu.on.ca

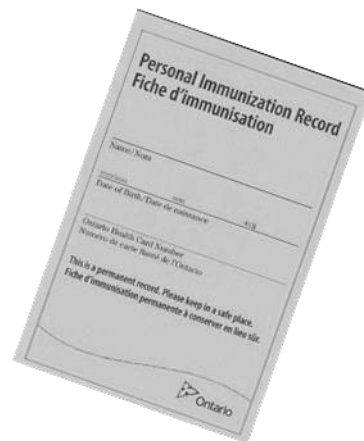
www.healthunit.com

London Office
110-355 Wellington St. | London, ON | N6A 3N7
tel: (519) 663-5317 fax: (519) 663-9581

Strathroy Office
51 Front St. E | Strathroy, ON | N7G 1Y5
tel: (519) 245-3230

Benefits of using the online immunization reporting tool:

- Provides a central place for guardians to update and print their child's immunization record.
- Records won't be lost if your doctor moves or retires.
- It is the same reporting tool that you will need to use when your child is in elementary and secondary school. You can update the record as your child receives other vaccines in the future.
- If you move, your child's record will move to their new school and public health unit anywhere in Ontario.
- If you have other children, you can submit immunization information for them using the reporting tool as well. If your other children are in school, some of their records may already be in the system. You can check their record to make sure it is complete and correct.



2. Guardians can submit their child's immunization records to the Middlesex-London Health Unit by mail or in-person:

- 355 Wellington St, Suite 110 (Citi Plaza)
London ON, N6A 3N7
(Monday to Friday 8:30am to 4:30pm)

Please call the Health Unit if you have questions, if you need help using the online immunization reporting tool, or require an alternate method of submitting records to the Health Unit.



Don't forget to give a copy of your child's immunization record to the child care centre!

Children may be exempt from mandatory immunizations for medical or for conscience or religious belief reasons. Visit <https://www.healthunit.com/immunization-babies-and-preschoolchildren> and <https://www.healthunit.com/vaccine-exemptions> for more information.

Thank you,

Vaccine Preventable Disease Team, Middlesex-London Health Unit 519-663-5317

health@mlhu.on.ca

London Office
110-355 Wellington St. | London, ON | N6A 3N7
tel: (519) 663-5317 fax: (519) 663-9581

www.healthunit.com

Strathroy Office
51 Front St. E | Strathroy, ON | N7G 1Y5
tel: (519) 245-3230