Spirit of Math schools

Student's Last Name: _____

FAMILY REGISTRATION FORM

PLEASE PRINT CLEARLY

STUDENT'S FIRST NAME	BIRTH DATE	DAY SCHOOL & GRADE FOR SEPTEMBER 2010	for office use only: SMS CLASS	for office use only: START DATE
NEW STUDENT ☐ OR SMS GRADE COMPLETED 2009-10____	DD/MM/YY			
NEW STUDENT ☐ OR SMS GRADE COMPLETED 2009-10____	DD/MM/YY			
NEW STUDENT ☐ OR SMS GRADE COMPLETED 2009-10____	DD/MM/YY			

ADDRESS: _____

_____

CITY: _____

POSTAL CODE: _____

FATHER'S NAME (first & last):	HOME PHONE:
MOTHER'S NAME (first & last):	CELL PHONE:
EMAIL (important):	FAX:
EMERGENCY CONTACT NAME:	FATHER'S WORK #:
EMERGENCY PHONE #:	MOTHER'S WORK #:

ALLERGIES/MEDICAL CONDITIONS: _____

_____

I give permission for our child/children to be photographed or videotaped for use in Spirit of Math Schools' promotional materials.

YES_____NO_____
initial initial

By signing below, I am indicating that I have read the Spirit of Math Policies and Procedures on the reverse side of the Family Registration Form and agree to adhere to to these Policies and Procedures outlined. I give Spirit of Math Schools permission to photograph or videotape my child/children for internal training purposes. Furthermore, I acknowledge that, should I withdraw my child from Spirit of Math classes, only post-dated cheques for subsequent sessions will be returned - **no partial refunds. (see Registration Policy #4).**

Parent/Guardian: _____ Date: _____

PLEASE COMPLETE PAYMENT INFORMATION

(INDICATED AMOUNTS ARE FOR 1.5 HOUR CLASSES; PLEASE SEE TUITION SCHEDULE FOR 2 HOUR CLASSES)

Payment Dates:	Registration Fee $25/Family	August 23, 2010 ($320 for one child; $576 for two children)	October 25, 2010 ($320 for one child; $576 for two children)	December 27, 2010 ($400 for one child; $720 for two children)	March 14, 2011 ($520 for one child; $936 for two children)
Amount Paid					
Cheque #/Cash					
Receipt # (SMS Office use only)					

for office use:

Interviewed By: _____ Date: _____ ☐ Approved for Grade: _____

To promote cooperation, inspire confidence and release the genius in every child.

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POLICIES & PROCEDURES

REGISTRATION

1. A registration is deemed complete and students are enrolled with Spirit of Math Schools once the registration form and all registration fees and post-dated cheques per student are submitted and approved by administration. Places will not be held in classes until registration is complete.
2. Although every effort will be made to accommodate students, SMS reserves the right to cancel a class due to insufficient enrolment.
3. One trial class per student may be allowed prior to registration, at the discretion of your campus director. Contact your campus office for information.
4. The withdrawal procedure does not allow for partial refunds for a session. Should you have to withdraw from the program, please advise your campus before the next payment date and your post-dated cheques will be returned to you.
5. Priority is given to students who have completed the year with Spirit of Math. Students who have withdrawn before the end of a previous year will be required to wait until the beginning of the new student registration period before registering.
6. All tuition cheques returned to the office "Non-Sufficient Funds" will carry a $50.00 service charge paid to Spirit of Math Schools Inc. A two week grace period will be granted to make arrangements for the replacement cheque to be received at the office. After this time, an administrative fee of 2.5% per month will be added to the amount for each month the fee is outstanding.
7. Requests that require additional administrative processing may be subject to a handling fee.

ATTENDANCE

1. Classes that are regularly scheduled on Mondays and fall on a holiday will continue as regularly scheduled. These include Labour Day, Thanksgiving Day, Family Day (in Ontario), Easter Monday and Victoria Day.
2. Should a winter storm occur on a class day, it will be the student's and/or parent's responsibility to call the office or check the website for information regarding classes. Spirit of Math classes will continue on snow days, but if a condition severe enough to close the school occurs, the students are welcome to attend another class of the same grade later that week or pick up any missed work from the office.
3. Switching to another regularly scheduled class in the same week due to a missed class is discouraged as this affects group work. However, we will accommodate unforeseen conflicts by permitting two (2) free make-up classes per year. All make-up classes must be approved by your campus. Any additional make-up classes will be subject to the regular tuition per class. In addition, at the discretion of the Office, one (1) free permanent switch per year to another class will be permitted; additional permanent switches will be subject to a $75 fee. Teachers cannot approve class changes. If the requested class is full, the student will be unable to substitute or sit at the side of the class without participating.
4. If a student is absent from class due to illness or other circumstances, it is the responsibility of the student and/or parents to obtain any missed lessons or homework from the school. Teachers and staff will not fax handouts to students, but can email non-printable PDF versions for reference.

STUDENT/PARENT RESPONSIBILITIES

1. Spirit of Math Schools Inc. personnel cannot assume responsibility for students who leave the campus after instruction or who arrive before their classes. It is the parents' responsibility to accompany their child to and from the campus. Parents will accept full responsibility for their child until his/her class begins and when it ends.
2. STUDENT DRESS CODE: Students are expected to dress appropriately for school. Clothing should be modest and in good taste and should not include, for example, such inappropriate attire as pyjamas, short shorts, muscle shirts, half shirts, mini skirts, tank tops, and tee-shirts with inappropriate 'messages'.
3. Students and Parents must have read the Student/Parent Expectations Form in this package.

*** Please note that Spirit of Math Schools is not recognized as an educational institute whose tuition can be claimed with Revenue Canada on your Income Tax Return. Should you attempt to claim this expense, and Revenue Canada allows or disallows it, Spirit of Math is not at all responsible.

PRIVACY POLICY

1. Spirit of Math Schools Inc. collects information about your family to provide the best and most appropriate care for your child. This information is also used for statistical analysis to develop programs required for the future.
2. Your information (including email address) is retained to enable us to communicate with you if we have new information that may be of interest to you.
3. All personal family information is processed and stored in a secure location with access controls.
4. Spirit of Math Schools Inc. will not sell or rent your family information to any person or organization. Information is only given to those directly involved in providing a service to your child, or as required by law. Registration forms are destroyed following each school year.

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