



STUDENT'S LAST NAME: _____

Family Account Number: _____ **for office use only**

FAMILY IN-PERSON REGISTRATION FORM 2020 - 2021

For returning Spirit of Math students, please register online at: sirs.spiritofmath.com
For sibling registration, please contact your campus for further assistance.

Please print clearly & complete all sections

Copy of report card(s) attached

for office use only

Student's First Name	Date of Birth	Gender	September 2020		SoM Class	Start Lesson #
			Day School Name	Grade		

PRIMARY CONTACT (First & Last):	MOBILE NUMBER:	E-MAIL:	OCCUPATION:
SECONDARY CONTACT (First & Last):	MOBILE NUMBER:	E-MAIL:	OCCUPATION:
HOME PHONE NUMBER:	EMERGENCY CONTACT NAME (MUST BE DIFFERENT FROM ABOVE CONTACTS):		EMERGENCY CONTACT NUMBER:

Street Address: _____

City: _____ Province: _____ Postal Code: _____

Allergies/Medical/Learning Differences: _____

How did you hear about Spirit of Math Schools?

- Referral Social Media Flyer
 From School Print Media Advertisement
 Online Search Radio / TV Posters/Billboards/Digital screens
 Email Contest Other

I agree to receive Spirit of Math® Schools Inc. and its affiliates emails containing newsletter, news, updates and promotions regarding Spirit of Math events, products and campus information.
I can withdraw my consent at any time. (Please refer to our Privacy Policy or contact us for more details.) **Please Initial:**

I acknowledge that, should I withdraw my child from Spirit of Math classes, it must be done in accordance with SoM withdrawal policy (see Registration Policy #4). **Please initial:** I also acknowledge that I am only entitled to a certain number of free make-up classes and free permanent transfers, depending on grade of registration, per student, per school year. After this, charges will apply (see Attendance Policy #3). **Please initial:** I give Spirit of Math permission to photograph or videotape my child/children for internal training and promotional purposes. **Please initial:**

By signing below, I am indicating that I have read the Spirit of Math Policies and Procedures and agree to adhere to these Policies and Procedures as outlined on the back of this form.

Parent/Guardian: _____ **Date:** _____

PLEASE COMPLETE PAYMENT INFORMATION

(The tuition for grades Kindergarten to grade 8 are listed below; please refer to tuition schedule for the 2-hour classes)

Select Preferred Payment Method: Credit Card Pre-Authorized Debt HigherEdPoints Cash/Cheque

AMOUNT	ANNUAL FAMILY REGISTRATION FEE \$25*1	AUG 17, 2020	OCT 19, 2020	DEC 14, 2020	MARCH 12, 2021
PRE-REGISTRATION UNTIL AUGUST 31, 2020					
One Child		512.82 CAD	512.82 CAD	641.03 CAD	833.33 CAD
Two Children		923.08 CAD	923.08 CAD	1,153.85 CAD	1,500 CAD
Cheque # / Cash					
Receipt # (SoM Office use only)					
REGISTRATION 2020/2021 - STARTING SEPT. 1, 2020					
One Child		523.08 CAD	523.08 CAD	653.85 CAD	850 CAD
Two Children		941.54 CAD	941.54 CAD	1,176.92 CAD	1,530 CAD
Cheque # / Cash					
Receipt # (SoM Office use only)					

*Annual family registration fee is per family per program and must be paid separately from tuition fee

for office use only

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

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POLICIES & PROCEDURES

Your signature signifies your full acceptance of all policies and procedures listed below

REGISTRATION

1. A registration is deemed complete and students are enrolled with Spirit of Math 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, Spirit of Math reserves the right to cancel a class due to insufficient enrollment.
3. One trial class per new student may be allowed prior to registration. Contact your campus office for information.
4. The withdrawal procedure does not allow for partial refunds for a payment session. Should you need to withdraw from the program, please advise your campus **5 business days prior to the next payment**. Your post-dated cheques will be returned to you, or any other balances owed if another form of payment is used. Withdrawal requests which come in after the payment date, but before the first class of the session will be subject to a **\$25** administration fee.
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 as "Non-Sufficient Funds" will carry a **\$25** 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 the two-week grace period, if cheques have not been replaced the student will not be allowed in class.

ATTENDANCE

1. Classes that are regularly scheduled and fall on a holiday will continue as regularly scheduled. These include Labour Day, Thanksgiving Day, February Holiday, Easter Monday and Victoria Day, etc.
2. Should severe weather conditions 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 these days, but if conditions are severe enough to close the school, the affected students are welcome to attend, at no extra cost, another class of the same grade later that week or pick up any missed homework from the office.
3. Switching to another regularly scheduled class in the same week due to a missed class is discouraged as this affects the child's learning. However, we will accommodate unforeseen conflicts by permitting a certain number of free make-up classes and free permanent switch(es) (please refer to the following chart). All make-up classes must be approved by your campus director. Teachers cannot approve class changes. If the requested class is full, the student and/or parent will be unable to do a makeup or transfer to that class. This includes sitting at the back of the class and not participating.

Grade	Free make-up classes permitted	Free permanent switches permitted	
K - 6	2	1	<ul style="list-style-type: none"> • Free make-up classes and permanent switches between K-8 can be shared within a family. • Any additional make-up classes will be subject to a \$65 fee per class. • Any additional permanent switches will be subject to a \$75 fee per transfer. • Trail class out of period will be subject to \$65 fee. <p><small>The above policy only applies to the current school year</small></p>
7 - 8	3	1	
9 and up	Unlimited	Unlimited	

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 cannot fax or email handouts to students.

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. Parents and guardians are to accompany **grade K - 4 students** to their classroom when dropping off before class, and picking up after class.
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 t-shirts with inappropriate 'messages'.
3. Students and Parents must read the Student/Parent Expectations Form in the Start Up Package.
4. Spirit of Math is a challenging program and the class can not slow down for students who are struggling with the class work. If a student or parent is not keeping up with the expectations, they will be put on probation and it is up to the student and parent to ensure they are keeping to the guidelines of the agreement.

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.