



How did you hear about us?

APPLICATION FORM

Parent(s) Name(s): _____

Phone: _____

Address: _____

City: _____ Postal Code: _____

Child's Name: _____

Child answers to: _____

Child's Date of Birth: _____

Parent's Email: _____

Child's Age: _____

Application for Classes Starting on: _____ Semester: _____

Classroom	Days Attending	Class Start Time	OFFICE USE ONLY
<input type="checkbox"/> Parent Participation Prep 20-30 mths old	M T W TH	11:00 am	Program tuition: _____ ÷ # of payments: _____ = \$ per payment: _____ Application Fee: _____ Security Deposit _____ Sibling Discount _____ Credits Applied _____ Total Fees: _____
<input type="checkbox"/> Jr Preschool 2 ½ - 3 ½ years old	M T W TH	9:00 am	
<input type="checkbox"/> Jr Preschool GE 2 ½ - 3 ½ years old	M T W TH	11:00 am	
<input type="checkbox"/> Preschool Program 3 - 4 years old	M T W TH F	9:00 am	
<input type="checkbox"/> Jr Kindergarten 4 - 5 years old	M T W TH F	1:00pm	
<input type="checkbox"/> HIL Program 4 -6 years old	M T W TH F	1:00 pm	
<input type="checkbox"/> Add On Specialty Class			
<input type="checkbox"/> After School Tutoring			

Method of Payment: **Cash** (payment must be received in full or accompany other postdated payment options)
 Interac e-Transfer to <admin@mywholeearth.ca>
 Cheque(s) (all cheques must be received with registration)
 Credit Card # _____ **Expiry Date:** ____/____ **CVV:** _____
 Credits Applied _____

Classroom
 Files
 Finance

- I understand that my one-time \$100 Family Application Fee is non-refundable.
- I understand that my \$200 Security Deposit is only refundable if there are no outstanding fees due.
- I have read and I understand My Whole Earth Academy's Illness, Withdrawal & Missed Class Policies.
- If I am paying by credit card, I agree to pay a 2.4% surcharges as a fee added to my tuition.

NOTES _____

Parent/Guardian Signature: _____

Date: _____

Academy Witness: _____

Date: _____



MY WHOLE EARTH ACADEMY

ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

**Due to Covid-19, some of our policies have been adjusted to accommodate the needs of our school, students, and families*

ILLNESS and MASK POLICY

Currently, MWEA is a Mask Preferred Space. This means that we strongly request that all adults and children over the age of 3 continue to wear masks in our classrooms. If you or your child require an exemption from this practice, please send an email to admin@mywholeearth.ca to advise that you prefer your child not wear a mask in class and the reasons why. Please note that anyone presenting with mild, cold-like symptoms will be asked to wear a mask in the classroom.

Children who are ill need to stay home to recover and to prevent their illness from spreading. Classes missed due to illness may be eligible for a courtesy make-up class. Please send an email to registrar@mywholeearth.ca to apply for make-up classes.

Children presenting with any of the following symptoms will be sent home immediately in accordance with VCH regulations:

- Fever
- Pus or bloody discharge from eyes, ears, or nose (clear fluid from nose may be excused for allergies and teething)
- Pus or bloody discharge from open wounds
- Vomiting
- Diarrhea
- Undiagnosed rashes
- Significant coughing or sustained sneezing

If anyone in your home is ill with Covid, or if you have guests who test positive for Covid within 5 days of their visit with you, your child must stay home for 3 days to monitor for symptoms.

Anyone discovered violating this restriction risks being immediately expelled from the school without compensation of any kind.

VOLUNTARILY MISSED CLASS POLICY

We recognize that vacations will sometimes conflict with classes, however, please understand that we do not offer refunds for your choice to miss classes. Exceptions may occur in extreme situations, which will require supporting documentation.

You may request a courtesy make-up class by sending an email request to registrar@mywholeearth.ca. Make-up classes for voluntarily missed classes are subject to the following:

- Sufficient class space. (Priority is given to those who missed their class due to illness.)
- No more than 1 make-up class will be granted in any given month, and
- Make-up classes must be used during your currently enrolled period.

PAYMENT COMMITMENTS and WITHDRAWALS

Once you have registered at My Whole Earth Academy and your application fee has been processed, you are financially committed for the upcoming Semester, or Summer Camp Week, in its entirety, regardless of absence or withdrawal.

Cancelling your registration with less than 1 month to the next semester may still result in fees owing for the following semester.

If you have registered for the full school year and withdraw early, you will be responsible for the difference in tuition fees after they are recalculated based on Semester rates.

Early withdrawal will result in forfeiture of your \$200 security deposit.

To notify us of your intention to withdraw your child, please complete the Withdrawal Form on the back of this Policy and submit it to your Teacher or scan it to registrar@mywholeearth.ca. Your notice is effective as of the date that the form is received.

We ask that you kindly provide 1 full months' notice before ending your time with us to allow Teachers time to support the separation of your child from the group and to compassionately manage the experience of the remaining children.

As noted above, you may still be responsible for fees, regardless of when you give notice.

When you have reached the end of your registered programs, with no fees outstanding, we will refund your \$200 Security Deposit, upon request. PLEASE NOTE: Our one-time, \$100 Family Application Fees are non-refundable.



MY WHOLE EARTH ACADEMY

WITHDRAWAL NOTIFICATION FORM

Date _____

Dear My Whole Earth Academy,

This is to notify you that I, _____, am withdrawing my child(ren),
_____, from all classes at My Whole Earth Academy, effective as of
_____.

Parent's Signature

Receiving My Whole Earth Academy Staff Member

For Office Use Only

- Notice provided 30 days prior to the next semester
- Notice provided with less than 30 days to the next semester.
- Notice provided 2 weeks prior to the next registered summer camp week.
- Notice provided with less than 2 weeks to the next summer camp week.

Receiving My Whole Earth Academy Staff Member