



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"/> <b>Parent Participation Prep</b> 2 - 3 years old	M T W TH	9:00 am	Program tuition: _____ ÷ # of payments: _____ = \$ per payment: _____ Application Fee: _____ Security Deposit _____ Sibling Discount _____ Credits Applied _____ Total Fees: _____
<input type="checkbox"/> <b>Jr Preschool</b> 2 ½ - 3 years old	M T W TH	10:30 am	
<input type="checkbox"/> <b>Preschool Program</b> 3 - 4 years old	M T W TH F	9:00 am	
<input type="checkbox"/> <b>Jr Kindergarten</b> 4 - 5 years old	M T W TH F	1:00 pm	
<input type="checkbox"/> <b>HIL Program</b> 4 - 5 years old	M T W TH F	1:00pm	
<input type="checkbox"/> <b>Literacy Lunch</b> 3 - 5 years old	M T W TH F	12:00 pm	
<input type="checkbox"/> <b>Add On Specialty Class</b>			
<input type="checkbox"/> <b>After School Tutoring</b>			

**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% surcharge as a fee added to my tuition.

NOTES \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

Academy Witness: \_\_\_\_\_

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



# MY WHOLE EARTH ACADEMY

## ILLNESS, WITHDRAWAL & MISSED CLASS POLICIES

### ILLNESS and MASK POLICY

Currently, MWEA is a Mask Friendly Space. We will request that all adults and children over the age of 3 wear a mask while visiting our classrooms if they are presenting with mild, cold-like symptoms. Anyone who wishes to wear a mask, or have their child wear one, will be supported and respected. (Some of our Teachers continue to wear masks, as well.)

Please keep children who are ill at 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](mailto: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

### 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](mailto: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 Semester in its entirety, regardless of absence or withdrawal.

**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](mailto: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 program, 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.

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



## 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

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### 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