Oak Learners Program Enrolment & Registration 2019-2020

Registering for (select programs and terms):

Program Name	Term	Dates
Kindergarten Readiness	Spring 2020	-

Participant Information:

Participant's Full Name

Date of Birth

F

Sex

Address

Current School

City, Province

Postal Code

Current Grade

Parent Contact Information (For Participants Under 18)

Parent's/Guardian's Name

Parent's/Guardian's Name

Email

Email

Phone Number

Phone Number

Alternative Emergency Contacts (if needed):

Primary Emergency Contact

Secondary Emergency Contact

Phone Number

Phone Number

Medical / Health Information

Allergies/ Known Health Considerations

Treatment (ie. Epi Pen)

Medications

Health Card Number

No (Explain)

Immunizations Up to Date?

Family Doctor's Name Phone Number

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/ Guardian's Signature Date

Registration Agreement

I have read, understand and agree to the terms of registration and enrolment in programs at Oak Learners. I have read the Parent Handbook and agree to all policies and procedures applicable to the programs for which I am enrolled at Oak Learners.

Parent's/ Guardian's Signature Date

Office Use Only

Invoice Number
Paid
Method of Payment
Date of Payment

Payment & Policy Information

Participant Full Name:

Please initial all sections to verify that you have read and agree to our terms of registration.

Registration & Payment
The terms covered by the registration agreement will be considered in effect upon Oak Learners receiving payment or payment information for the holding of a class placement.
Informing a representative of Oak Learners of intent to re-register without complete registration and payment will not hold a student's placement.
Full payment must be received at the time of registration.
A $25.00 NSF fee is applied to a student account for each NSF cheque or declined payment.

Missed Lessons or Cancellations
If you will be missing a lesson, please call or email our office as soon as possible to notify us of your absence.
Private lessons cancelled by the student can be made up provided that a minimum of 24 hours notice is received by the instructor and the cancellation is due to good cause (ie. illness, family vacation).
Missed group classes are not eligible for make-up lessons or credits.

Missed group classes, Bridge the Gap, and semi-private lessons are not eligible for make-up lessons or credits.
Make-up classes are available for private lessons only (music or tutoring). Make-up classes must be scheduled in the same term as the missed lesson. Oak Learners will not guarantee the availability of a specific instructor for make-up lessons.

Cancellations or Change of Instruction
Oak Learners reserves the right to withdraw any course, or to change an instructor of any lesson, or to close any location at any time without notice or liability other than to refund tuition fees received for lessons cancelled due to such withdrawal or closing.

Termination
Registration in programs at Oak Learners are based on 10-week terms.
If you wish to withdraw your registration mid-term, written notice for 3 consecutive lessons is required to process the withdrawal and refund, if applicable. Tuition is payable for the duration of the 3-lesson period whether lessons are attended or not.

Personal Property
Oak Learners does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, purses, wallets, vehicles, etc.) lost, damaged or left unattended on school premises.

Photography Consent

For part of learning at our center, photographs will be taken to document our discoveries and experiences of the children. To protect the rights and privacy of the children in our programs, we need permission from the parent or legal guardian to take pictures of their child while attending programming by Oak Learners.

I give full permission for the staff at Oak Learners to take photographs of myself or my child while under the care at our programs. I also give permission for Oak Learners to use these pictures for promotional purposes outside the program premises.

Local Outings Consent

I give permission for my child to go on neighbourhood outings and field trips. I release Oak Learners and individuals from liability in case of accident during activities related to regular programming, provided outlined safety procedures have been taken.

Instruction

Oak Learners Student Intake Questionnaire

Goal Setting

What do you hope your child will achieve through enrolment at Oak Learners?

Goal 1:

Goal 2:

Other:

Learner's Profile

What are your child's areas of strength? (Academic, social/emotional, problem solving, physical, etc.)

What are your child's challenges? (Academic, social/emotional, problem solving, physical, etc.)

What does your child enjoy learning about on their own time?

What other extra-curricular activities in your child involved in?

What other professional services or academic support does your child receive?

Is there any other information you would like your child's teachers to be aware of?