

# Green Trails Montessori Daycare

## Enrolment Checklist



+1 250-616-4780

Infant & Toddler Centre: 132 Sharon place, Nanaimo, BC V9V1C5

3-5yrs old Centre: 103-10216, 128 St., Surrey, BC V3T2Z3

[greentrailsmontessori@gmail.com](mailto:greentrailsmontessori@gmail.com)

# Meet the Teachers Checklist

We are so excited to welcome your family to **Green Trails Montessori!**

To help your child transition smoothly and feel comfortable in their new environment, we invite you to **visit the centre with your child about one week before their first day.**

This visit is a wonderful opportunity to:

- Meet our caring teachers and caregivers
- Explore the classroom environment together
- Ask questions about daily routines or expectations
- Help your child begin feeling at home in their new Montessori community

We will schedule the visit at a time that's convenient for your family.

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## What to Bring to Your Meet & Greet Appointment

Please bring the following items and completed forms when you come to meet the teachers:

### Documents & Forms

- Completed **Parent Guide Form**
- Copy of your child's **Immunization Record**
- **Three recent photos of your child**
- Completed **Medical Form** (include care plan if applicable)
- **Sunscreen Permission Form**
- Date of your child's most recent **tetanus shot**

### Fees & Payments

- **Deposit** (as outlined in your enrollment package)
- **Postdated cheques** for 12 months of tuition payments

### Personal & Comfort Items

- **Extra set of clothes** (including undershirt, underwear, pants, socks, and shirt)
- **Indoor shoes** (comfortable and non-slip)
- **Muddy Buddy or weather-appropriate outdoor clothing**
- **Bedding for rest time** (fitted sheet, blanket, and a small comfort toy or "stuffy")
- **Emergency First Aid Kit** (please refer to St. John Ambulance or Red Cross for examples)

*Label all personal items clearly with your child's name to help us keep belongings safe and organized.*

# Scheduling & Payments Overview

Green Trails Montessori & Daycare provides a nurturing, structured environment for your child during the following hours:

## Operating Hours:

**8:00 AM – 5:00 PM**, Monday through Friday (inclusive)

Number of days per week: \_\_\_\_\_

Our program is designed to offer consistency and care throughout the week, ensuring your child feels supported and engaged every day.

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## Tuition Fees

It is agreed by both parties that tuition fees are payable on a **monthly basis**, due **in advance** on the **1st of each month**.

### Payment Details:

- Accepted forms: **Cheque, e-transfer, or cash.**
- Monthly tuition amount: \$ \_\_\_\_\_ **per month** (payable whether or not the child attends).
- **Six postdated cheques** are required at a time to secure ongoing enrollment.

*Tuition covers your child's spot in the program, maintaining staffing and resources to ensure consistent care.*

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## Deposits

A **deposit equal to two weeks of care (10 working days)** is required prior to your child's start date.

- Deposit amount: \$ \_\_\_\_\_
- This deposit will be **refunded upon withdrawal**, provided that a **minimum of one month's written notice** is given.
- If no notice is provided, the deposit and remaining balance will be applied toward the final month's fee.
- A **\$50.00 service charge** will apply for any **N.S.F. (Non-Sufficient Funds) cheque**.

*Your deposit secures your child's placement and ensures continuity of care.*

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# Referral Program Reminder

At Green Trails Montessori, our community thrives when families share their experiences with others.

If you've enjoyed connecting with our teachers and are excited for your child to begin this journey, we invite you to help other families discover the same warm, nurturing environment.

## How It Works

When you refer a new family who completes their registration and joins our program, you'll receive a **\$50 tuition credit** as our way of saying thank you.

## How to Participate

1. Let the new family mention your name when they reach out or register.
2. Once their enrollment is confirmed, your credit will be automatically applied to your next billing cycle.

There's **no limit** to the number of families you can refer — each successful enrollment earns you another \$50 credit!

*By sharing your positive experience, you're helping to grow a caring Montessori community where more children can learn, explore, and thrive.*

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You are almost there! Download the [Registration Forms Pack](#) to finish your child's registration with confidence.