

## STUDENT REGISTRATION FORM 2017 – 2018

Date: \_\_\_\_\_ Parent file #: \_\_\_\_\_

### GENERAL INFORMATION

Father's Name:	Cell Phone: Bus Phone:	Mother's Name:	Cell Phone: Bus Phone:
Email:		Email:	
Street address:		City:	Postal Code:
		Prov:	Home Phone:
Emergency Contact Name:	Cell Phone: Bus Phone:	Does your child have a health problem that we should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No. If yes, please explain:	

### STUDENTS INFORMATION

1 <sup>st</sup> Student First Name:	Birth date: (d/m/y) / /	Age:	Health Card #:	Gender <input type="checkbox"/> M <input type="checkbox"/> F
2 <sup>nd</sup> Student First Name:	Birth date: (d/m/y) / /	Age:	Health Card #:	Gender <input type="checkbox"/> M <input type="checkbox"/> F
3 <sup>rd</sup> Student First Name:	Birth date: (d/m/y) / /	Age:	Health Card #:	Gender <input type="checkbox"/> M <input type="checkbox"/> F
4 <sup>th</sup> Student First Name:	Birth date: (d/m/y) / /	Age:	Health Card #:	Gender <input type="checkbox"/> M <input type="checkbox"/> F

### FEES & PAYMENTS

Total number of students:	Payment method: (Filled by school admin)
Registration Fees: \$80 X = \$ Early Reg ( )	
School Fees: \$300 X = \$	
Total Fees: \$	

**Instructions:**

1. Registration fees: **\$80** for each student non-refundable, due on the day of registration
2. School fees: **\$300** for each student per year, paid as follows: (Cash payment is accepted)
  - a. Cheque (50%) post-dated on 5-Sep-2017
  - b. Cheque (50%) post-dated on 20-Dec-2017
3. All cheques to be received at the day of registration.
4. Cheques are payable to: **ALROWAD CANADIAN SCHOOLS**
5. Provide the **parent file #** in the cheque memo.

**ACKNOWLEDGEMENT:** By signing below, I acknowledge that I have read and understood the registration process document and I agree to comply and follow the regulations of ALROWAD Canadian Schools.

Parent / Guardian Name:	Signature:	Date:
School Admin Name:	Signature:	Date:

### REGISTRATION PROCESS

To complete the registration process:

1. Fill the registration form completely and bring it in the registration day
2. Bring the student Health Card for photocopy
3. Bring the registration and school fees on the day of registration
4. Fees and payments:
  - a. Registration fees: **\$80** for each student non-refundable, due on the day of registration.
  - b. School fees: **\$300** for each student per year, paid as follows:
    - Cheque (50%) post-dated on 5-Sep-2017
    - Cheque (50%) post-dated on 20-Dec-2017
  - c. All cheques to be received at the day of registration. (Cash payment is accepted)
  - d. Cheques are payable to: **ALROWAD CANADIAN SCHOOLS**
  - e. Provide the **parent file #** in the cheque memo. (Will provided at registration day)
  - f. In the case of a cheque bouncing for any reason, the parent/guardian will be responsible for the **\$20** bouncing fee
5. In the case of the parent's/guardian's withdrawal of a student from school:
  - a. If the student attended ANY classes from the first semester, 50% of school fees will be refundable upon parent/guardian request before cheque due date
  - b. If the student attended ANY classes from the second semester, NO fees will be returned
  - c. Registration fees are NOT refundable at any time

### SCHOOL REGULATIONS

1. This school year 2017/2018 will be in **West Credit SS (Saturday) and Woodlands SS (Sunday)** (Select one)
2. ALROWAD Canadian Schools will not be held responsible for any injury to any student on or off the school premises.
3. ALROWAD Canadian Schools is not liable for any property damage or personal injury, which may arise during the transportation of the student to and from the school by the parents/guardians or a third party.
4. ALROWAD Canadian Schools is not responsible for any property damage, content damage or personal injury, which might be caused by student actions. Parents/Guardians will be held fully responsible for the outcomes of such actions.
5. ALROWAD Canadian Schools reserve the right to dismiss and/or not to extend the privilege of re-enrolment to the student if ALROWAD Canadian Schools conclude that the student or the parent/guardian makes actions that contradicts with Islamic principles or school code of conduct. No fees of any kind will be returned once student is dismissed.
6. An academic evaluation will be conducted to the students for appropriate grade-level during the first two weeks of the school year. That grade-level cannot be changed after it has been decided, so please be aware of this from the first day. We do this to best benefit the students.
7. There will be no dress code enforced during classes, however, students and staff are encouraged to observe the Islamic code of dress. Moreover, all girls from age 10 years old and above should wear head cover (Hijab) at school premises.
8. Parents/Guardians must drop and pickup students on time. Students should be dropped at the main school entrance at 10:20am sharp. Temporary parking not allowed at the main entrance. Students' pickup must be from the main entrance immediately at the end of the school day at 2:40pm.
9. Please be advised that there will be a \$20.00 charge per half hour (30 min) for all students picked up after classes (after 3:00pm) Minimum charges are \$20.00. Note that school premises will be closed at 3:00pm, so the late-pickup students will be escorted outside school buildings.

10. Parents/Guardians are not allowed to communicate with the teachers during the class time.
11. Healthy Food for Healthy Body: Parents/Guardians are encouraged to provide their children with suitable snacks and drinks for the long school day. Light snacks can be purchased for a nominal fee.
12. In case of weather emergencies, students may be dismissed early if deemed necessary. Phone calls will be made to the parents/guardians using the Parent Calling Lists. In the case of snowstorms, parents/guardians should stay tuned to local news stations or to check our web site for latest news on school cancellation.
13. We expect parents/guardians to inform the school of any allergy or medical condition their child might have.
14. Dhuhhr Prayer will be performed in a group/Jama'a; all students will be supervised to attend and fulfill this duty.
15. If a student becomes ill while at school, parents/guardians must pick the child up or arrange for transportation. Sick students need to stay at home until recovered.
16. Only non-marking shoes are allowed inside school premises.
17. If your child must take prescribed medication at school, we require a permission form signed by the parent/guardian. Staff can only administer routine prescribed medication when a written permission submitted to the school by the parent/guardian.
18. No cellphones, electronics, iPods, mp3 players nor headphones allowed during the classes. If a student is found using either, it will be taken away and will be returned to parent/guardian at end of school day.

#### ACKNOWLEDGEMENT & CONSENT

1. I acknowledge that I have read and understood the description of ALROWAD Canadian Schools and have had all of my questions answered to my satisfaction and that I am aware of the programs which my child will be participating in as a student of ALROWAD Canadian Schools.
2. I understand and agree that the school will not be responsible for anything that may happen as a result of false information given or information withheld at the time of enrolment and any such false information may lead to my child's dismissal from the school.
3. I hereby grant permission for my child to use all of the play equipment and to participate in all school activities.
4. I hereby grant permission for my child/children to be included in any pictures and/or video connected with the school publications, school program and promotion of the school in private or public media.
5. I understand that ALROWAD Canadian Schools will send me announcements, information and publications on my email address(es) and/or phone number(s) I provided.
6. I have read, understood and agree to comply and follow the regulations of ALROWAD Canadian Schools.
7. I acknowledge that in case of emergency, my child/children may require medical attention and I hereby give consent to the staff of ALROWAD Canadian Schools to seek medical aid until a parent/guardian can be informed. The school will take precautions to ensure the safety of students, however, I hereby acknowledge that parents/guardians are fully responsible for the safety of their children who are registered in the school.

*"I further release, remise, and discharge ALROWAD Canadian Schools, its administrators, directors, officers and teachers and their respective heirs, executors, successors, and assigns, of and from all claims, demands, damages, actions or causes of action arising or to arise by reason of the child's participation in the classes, activities and programs of ALROWAD Canadian Schools as aforesaid, and from all claims and demands whatsoever in law or in equity which I, my heirs, executors, administrators, successors or assigns can or shall or may have for or by reason of the child's participation in the classes, activities and programs of ALROWAD Canadian Schools"*

Parent / Guardian Name:

Signature:

Date:

Parent File #: