

Registration Form: Language Enrichment

STUDENT INFORMATION

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Apt.

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Post Code/Zip

\_\_\_\_\_  
Telephone (home)

\_\_\_\_\_  
Email

\_\_\_\_\_  
Birthday

\_\_\_\_\_  
Gender

ACADEMIC INFORMATION

\_\_\_\_\_  
Grade

\_\_\_\_\_  
School attending

\_\_\_\_\_  
Teacher's Name

ALLERGIES/MEDICAL CONDITIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

GUARDIAN INFORMATION

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Telephone (home)

\_\_\_\_\_  
Tel (mobile)

\_\_\_\_\_  
Email

EMERGENCY CONTACT

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
Telephone (home)

\_\_\_\_\_  
Tel (mobile)

# Howlett Help

## POLICY & PROCEDURES

1. A child is registered once the registration is complete and the fees have been paid. Places will not be held until registration is complete.
2. All cheques returned because of Non-Sufficient Funds (NSF) will carry a \$25.00 service charge payable to **Howlett Academy**.
3. Please note that Howlett Help is not recognized as an educational institute whose tuition can be claimed by Revenue Canada on your Income Tax return. Should you attempt to claim this expense, and Revenue Canada allows or disallows it, Howlett Help is not at all responsible.
4. If a student will be absent from class, please call the school at (416) 921-7225 well in advance and leave a message. It is the responsibility of the parent to get the lessons or homework before the next class.
5. All materials provided by Howlett Help are to be handled respectfully and maintained in good condition. Some materials are loaned to the student and must be returned when requested. A fee will be charged for damaged or lost materials.
6. Please make sure an adult accompanies the child to the class, and is present to pick up at the end of the class. Parents/guardians will accept full responsibility for their child until his/her class begins and when it ends.
7. Children should eat before they come to class. A light snack will be provided.
8. Students are expected to dress appropriately for class. Clothing should be clean, neat and in good taste.

## DECLARATION OF GUARDIAN

I have read and agree to the policy and procedures. I have given complete and true information on this form.

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Signature of Guardian

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Date