# Community Classrooms:
# Student Registration Form

Community Classrooms are Pivot Point's small classroom teaching environments, tailored for students with unique learning needs. The following registration form outlines the various requirements of the registration process, and references many other important documents which answer many important questions about how this service works… and which also become part of the registration package. As such, it is very important that parents read all related materials referenced here prior to finishing and submitting this registration form. Please **CHECK OFF** each Step to indicate that you have completed each required action below:

☑️ **\*Re-Registration:** **Please check this box ONLY IF** your student is already a Community Classrooms student and you wish to "Re-Register" for another school term or year with us. Note that most sections of this form need to be completed again EACH YEAR unless stated on each section below. If we already have that information on file for your family and student, please confirm that no changes have occurred to your information OR use this form to request changes.

☑️ **STEP 1:** **I have completed the following required documents to RETURN:** The following documents must be completed and returned before a student's registration in a Pivot Point Community Classroom can be confirmed. *This step is required each year:*

a. Complete and sign… this *Community Classroom Student Registration form.*

b. Complete and sign a *Pivot Point Service Agreement* listing tuition contribution requirements for the full year or half school year tuition. Note that the parent signing the Service Agreement must have read all pages of Pivot Point's Terms and Conditions of service. Note that parents may use BC Autism Funding to cover all or most of this tuition.

c. Complete and sign… a *Request To Pay Service Provider form* (if the parent is using BC Autism Funding towards a portion of the social skill development via a Community Classroom). This can be discussed with Pivot Point's Client Services Manager when doing the planning at the end of this form.

d. Complete and sign… *Post-dated cheques* for the Parent Contribution amount for each term, payable to "Pivot Point Learning Centres Inc." dated for September 1st and/or February 1st of the school term you are registering for. Alternatively, you may arrange for E-transfer or other forms of payments with our Client Services Manager. Please note, this amount may change based on various other factors (such as amount of Autism Funding remaining available for the year). Our Client Service Manager will connect with you to provide support in determining the correct Parent Contribution amount as well as to discuss other funding options potentially available to you.

e. Complete and sign… *Consent forms* authorizing Pivot Point to share student file access with TLA teaching staff, AFB, and potentially others (i.e.: Variety Club or any other alternate funding agencies) that Pivot Point may need to be in contact with throughout the school year on behalf of your student. A TLA form will also be included below which confirms parental knowledge and willingness to participate with our designated TLA teacher in the development of your student's IEP.

f. Complete and sign… *Authorization to add guests to CareWebs file*: This form needs to list the names, email addresses, and cell phone numbers of each person (and their role/position title related to the student) who should be added to the student's CareWebs file. This may

include family members or even other service providers outside of Pivot Point who you want to let participate in your student's success throughout the year.

☐ **STEP 2:** **I have read the following required documents:** The following documents must be read and understood as part of the student's registration in a Pivot Point Community Classroom. *This step is required each year:*

a. Acknowledgement of *risks*: I have read… **Pivot Point's general terms and conditions (and description of risks)** which describe and address most of the common settings and risks associated with working with children and youth in community settings close to the Community Classroom. At Pivot point, "community outings" are off-site breaks (such as lunch) and local activities (such as physical activity or walking to a library) that are a routine aspect of many instructional weeks throughout the term. As such, parents signing a Pivot Point Service Agreement have acknowledged these common risks and authorize their child to participate in the Community Classrooms program as well as common community outings.

b. Authorizing *field trips*: I understand that… parents must be fully informed of and consent to each "field trip" (i.e., a Community Outing to a specific location intended for instructional and/or social purposes, and/or for a length of time that will account for more than 45 minutes of regular classroom / instructional time during a normal teaching day. Field trips "take the classroom" outside and off site.

c. Authorizing *pick-ups* from school: I understand that… Step 4 of this form lets parents list each person authorized to pick-up a student from School. Each authorized pick-up person will be added as an emergency contact listed on the student file in CareWebs; note that they will *not* have access to the student file unless authorized in writing by the parent/guardians. Please ensure each authorized pick-up person has valid ID for the first several visits.

d. Handling cancellations and illness: I have read… **Pivot Point's "Sick Client & Cancellation Policy"** as described in the document called, "Descriptions and Conditions of Service Delivery" (of our Service Agreement terms and conditions). I understand that these rules apply to students attending Community Classrooms, and as such, I will make my best efforts to notify teaching staff of any change in schedule "THE DAY BEFORE", or if a child appears to be sick and unlikely to attend school tomorrow.

☐ **STEP 3:** **I understand when and how to Enroll with TLA:** *This step is required each year:*

a. In addition to "registering" to be a student in Pivot Point's Community Classroom, parents must ALSO "enroll" their child as a student TLA. This step is absolutely essential, as it is the only way that TLA can become the official school on record with the Province of BC. Pivot Point cannot do this for parents or students, and parents must enroll by going to schoolathome.ca and clicking their "Admissions" link. There are critical time deadlines which parents MUST follow, as the Province / Ministry of Education will not make any exceptions.

b. On TLA's online enrollment form, under "additional information", parents should identify that they are "registered for instruction through Pivot Point's Community Classrooms", as this will help TLA to better understand the support and teaching structure needed for your student.

**Important dates for Enrollment, Registration, and class starts:**

FALL (September to January):
                \*Note:  Fall Registration deadline for <u>New Classroom sites</u>: May 30th
                           Fall registration with PP deadline: June 15th
                           Fall enrollment with TLA deadline: June 30th
                           Fall classes start:  First Monday, AFTER Labour day, September.

SPRING (February to June):
                \*Note:  Spring Registration for <u>New Classroom sites</u>: Oct 31st
                           Spring registration with PP deadline: Nov 15th
                           Spring enrollment with TLA deadline: Nov 30th
                           Spring classes start: First Monday in February.

☐   **STEP 4:**  **I understand the commitment I am making to other families:** *This step is required each year:*

**Commitment to the class:** Building a successful *Community Classroom* takes team effort. Students and parents rely on Pivot Point and our teaching staff to create a great learning environment for the coming school year, and our teachers rely on having students registered so we can run the class for the term or year. As such, we all need to commit to each other, together, to make each school term work! Cancelling your registration could jeopardize the class for other students.

**Cancelling Registration & Tuition Refund Policy:** A student may be withdrawn from receiving instruction through Pivot Point's *Community Classroom* by providing written notice to Pivot Point (via email or regular mail). This cancellation & withdrawal does not apply to the enrollment in TLA as the school on record. Parents must contact TLA directly to review their cancellation policies, which are consistent with Pivot Point's, but which further include dates beyond which no change in enrollment can occur until the following term.

    a.  <u>Refunds BEFORE the program of study begins:</u> If written notice of withdrawal is received by Pivot Point 7 days or MORE before the stated first day of class / instruction, Pivot Point will retain $175 of the tuition per term as a cancellation and file processing fee, or $350 per term if notice is received less than 7 days before the first day of class / instruction.
    b.  <u>Refunds AFTER the program of study starts:</u> (a) If written notice of withdrawal is received by Pivot Point AFTER the first day of class / instruction, Pivot Point will retain $500 plus an additional $600 for each full or partial month of instruction provided, as a cancellation, processing, and staff discharging fee.

☐ **STEP 5: I have completed my Student's Profile for the coming year or term:** *This step is required each year:*

| | |
|---|---|
| Today's date: | |
| Student's name (FirstName LastName): | |
| Is student already a client at Pivot Point? | Yes          If yes, CaseCode = <br> No |
| Student lives in which city? | |
| (RETURNING STUDENTS ONLY)    Student previously attended which Community Classroom? | Name or City: |
| Student hopes to attend a Community Classroom in which city? ("First Choice") | |
| Student is registering for which term: | Fall classes (Sept – Jan 31st), OR <br> Spring classes (Feb – June 30th), OR <br> Full year (Both fall & spring). |
| Student is entering grade level: | |
| Student ability to travel (in case there is availability in a nearby classroom that is not your first choice for location): | We can/will consider nearby classrooms <br> We cannot travel to another classroom |
| Additional comments regarding your student: | |

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☑ **STEP 6:** **I have completed the following Parent/Guardians & Authorized Pick-up contact information:** *This step is required for the FIRST year and may be used to update information on file for any year after that:*

| Parent/Guardians Names:<br>(printed Firstname Lastname) | Best daytime &<br>cell phone #<br>(Required) | Email address<br>(Required) | Lives<br>with<br>student | Emerg.<br>contact |
|---|---|---|---|---|
| #1.     (Primary Contact Parent) | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No | Yes<br><br>No |
| #2.     (Other Parent / Guardian) | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No | Yes<br><br>No |
| #3.     (Other Parent / Guardian) | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No | Yes<br><br>No |
| #4.     (Other Parent / Guardian) | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No | Yes<br><br>No |

Additional comments regarding Parents/Guardians:

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**In addition to the Parent/Guardian's listed above, complete the following section to designate each additional adult you authorize to Pick-up your student after school.**

| Authorized Pick-Up Names: (printed Firstname Lastname) | Best daytime & cell phone # (Required) | Email address (Required) | Lives with student |
|---|---|---|---|
| | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No |
| | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No |
| | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No |
| | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No |
| | Day phone #:<br><br>Cell phone #: (Required) | Email address (Required) | Yes<br><br>No |

Additional comments regarding authorized Pick-ups:

☐ **STEP 7:** **I have read the following topics related to "Setting up for success & what to expect":** *This step is required each year:*

**Before classes begin:** There are a lot of things to do in the month before classes start! The TLA and Pivot Point teachers meet with each parent and student to build a good overview of the student's learning history and current needs. An IEP is drafted by the teachers, and reviewed with parents and Pivot Point staff. Most parents bring their student to the class for a short, fun, and friendly orientation. Instructional supplies are recommended and purchased. And any behavioural or safety needs are identified and plans developed.

**First week of classes:** Each full day Community Classroom runs from 9:00 am till 2:30 pm, Monday through Friday. Note that students with smaller classes of 1 or 2 students will schedule their instructional time with their Pivot Point teacher during the meetings in the month before classes start.

Depending on the size of each class, and the needs of each student, it may be best for some students to have a gradual entry through the first week of class. This option will be discussed with parents in the meetings in the month before classes start.

**Drop off and pick up times:** Students may be dropped off at the start of class no earlier than 8:45 each morning, and need to be picked up after school no later than 2:45. Parents not able to meet these maximums of "15 minutes before, and 15 minutes after" may need to make alternate plans at an additional cost.

**Non-Instructional days throughout the school year:** Pivot Point Community Classrooms observe all of the same non-instructional days and school closures as your local school district (e.g., Professional Development days, Winter Break, Snow days, Spring Break, Stat Holidays, etc.). Please plan ahead and make the necessary arrangements for your student.

**Renewal for next term:** Parents wishing to re-register and enroll for the NEXT term, may do so as early as 15 days after the first day of class for any current term.

☐ **STEP 8:** **I will create a "Tuition Funding Plan" on the phone with Pivot Point's Client Services Manager:** *This step is required each year:*

| Best days of the week to call: | Best time of day to call: | Comments: |
|---|---|---|
| | | |
| | | |
| | | |

❏   **STEP 9:**   **I have read and signed the Parent Commitment section below:** *This step is required each year:*

By signing this agreement and submitting the required documents listed above, I am hereby REGISTERING my child into Pivot Point's "*Community Classroom*" for the term(s) specified above. I recognize that without a sufficient number of students being registered by Pivot Point's "cutoff date" there is a potential for my intended Community Classroom to not open for the desired term. As such, I will do everything in my power to uphold this registration.

_____     _____
Primary Contact Parent/Guardian Signature          Date signed:

❏   **STEP 10:**   **I will submit this form in one of the following ways:** *This step is required each year:*

Print, Sign, and give to my local Regional Manager or Community Classroom Teacher.

Sign digitally (or Print, Sign, Scan) and Email to CommunityClassrooms@PivotPoint.ca

***Parents should NOT fill out the rest of this section***.

Once this *Community Classroom: Student Registration Form* has been signed and returned to Pivot Point, our Client Services Manager will contact the Primary Parent listed above to refine the plan for this section. Once our Head Office has contacted you in person, the following section will be completed and a copy of the form will be returned to you, as our Tuition Funding Plan for the specified term or year.

| Contribution Name: | Start Date: End Date: | Number of Months: | Total Amount Assigned to Class: |
|---|---|---|---|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| Totals: | | | $ |

Comments:




Date "Tuition Funding Plan" discussed:

Date "Tuition Funding Plan" finalized:

Plan finalized by (Name):