

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 important documents which not only answer MANY important questions about how services work, but also become part of the registration package. As such, it is very important that parents read all related materials prior to completing this registration form.

Returning Students: We recognize that we already have much of the information for our returning students (i.e., students who are currently or previously attending Community Classrooms). As such, parents of returning students may simply check the “ *Already on file*” box.



STEP 1: Required documents: The following completed documents are required before a student's registration in a Pivot Point Community Classroom can be confirmed:

- a. Complete and sign this **Community Classroom Student Registration form**.
- b. A signed **Pivot Point Service Agreement**, listing tuition contribution requirements for the full year (\$7000) or half school year (\$3500). 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's Autism Funding to cover all or most of this tuition.
- c. Acknowledgement of **risks**: Note that Pivot Point's general terms and conditions (and description of risks) describe and address most of the common setting and risks associated with working with children and youth in community settings close to the Community Classroom. For us, “community outings” are off-site breaks (such as lunch) and local activities (such as physical activity or walking to a library) that are a more 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.
- d. Authorizing **field trips**: 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.
- e. Authorizing **pick-ups** from school: Step 4 of this form will let parents list each person authorized to pick-up the student from School. Each authorized pick-up person will be added as an emergency contact listed on the student file... though 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.
- f. **Sick student policy**: 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) apply to students attending Community Classrooms. As such, all parents will make their best efforts to notify teachings staff “THE DAY BEFORE” of any change in schedule, or if a child appears to be sick and unlikely to attend school the following day.
- g. A signed **Request To Pay Service Provider form** (if the parent is using Autism Funding towards a portion of the social skill development via a Community Classroom).

- h. **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. 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.
- i. **Consent forms** authorizing Pivot Point to share student file access with the Teacher on record through your Distributed Learning School, AFB, and potentially others (ie: Variety Club or any other alternate funding agencies) that Pivot Point may need to be in contact with throughout the school year. Most Distributed Learning School include a form with their registration package that confirms the parent’s willingness to participate with the designated DL teachers in developing the IEP.
- j. **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 have participate in your student’s success throughout the year.



STEP 2: Registration with Pivot Point and Enrollment with a Distributed Learning

School:

- a. In addition to “registering” to be a student in Pivot Point’s Community Classroom, parents must ALSO “enroll” their child as a student at a Distributed Learning School. This step is absolutely essential, as it is the only way that your student can become officially enrolled in a school recognized by the Ministry of Education. Pivot Point cannot do this for parents or students, and parents must enroll by going online the the website of one of several different Distributed Learning Schools (please reach out to Pivot Point if you are unsure about which Distributed Learning School is right for you) and finding their "Admissions" page. There are critical time deadlines by which this MUST be done, as the Province will not make any exceptions.
- b. On the enrollment form with your Distributed Learning School, parents MUST identify that they are "registered for instruction through Pivot Point’s Community Classrooms", as this will help the Distributed Learning School 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 New Classroom sites: May 30th

Fall registration with PP deadline: June 15th

Fall enrollment with a Distributed Learning School deadline: June 30th

Fall classes start: First Monday, AFTER labour day, September.

SPRING (February to June):

*Note: Spring Registration for New Classroom sites: Oct 31st

Spring registration with PP deadline: Nov 15th

Spring enrollment with a Distributed Learning School deadline: Nov 30th
 Spring classes start: First Monday in February.

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 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 your Distributed Learning School as the school on record. Parents must contact their Distributed Learning School 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. Refunds BEFORE the program of study begins: 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. Refunds AFTER the program of study starts: (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 3: Complete the following Student Profile

Today’s date:	
Student’s name (Firstname Lastname):	
Is student already a client at Pivot Point?	If yes, CaseCode =
Student lives in which city?	<input type="checkbox"/> <i>Already on file</i>
Student hopes to attend a Community Classroom in which city?	<input type="checkbox"/> <i>Already on file</i>
Student is registering for which term:	[] fall classes, OR [] spring classes, OR [] or both/full year.
Student is entering grade level:	
Intended Distributed Learning School:	
Student ability to travel (in case of nearby pod availability but not the first choice for location):	[] We can/will consider nearby classrooms [] We cannot travel to another classroom



STEP 4: Complete the following Parent & Authorized Pick-up contact information:

Parent/Guardian Name (printed Firstname Lastname)	Best daytime & cell phone numbers <small>(Required)</small>	email address <small>(Required)</small>	Lives with student? (Y or N)	Emerg. contact? (Y or N)
#1. (Primary Contact Parent)	Day: Cell: <small>(Required)</small>			
#2.	Day: Cell: <small>(Required)</small>			
#3	Day: Cell: <small>(Required)</small>			

Additional comments regarding Parents/Guardians:

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

Authorized Pick-Up Name (printed Firstname Lastname)	Best daytime & cell phone numbers <small>(Required)</small>	email address <small>(Required)</small>	Lives with student? (Y or N)

Additional comments regarding authorized Pick-ups:



STEP 5: Read and sign the Parent Commitment section below:

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 “cut off 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:

Regional Manager Signature

Date signed:



STEP 6: Tuition Funding Plan:

Parents should NOT fill this out now. 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 following 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 CC:
1.			
2.			
3.			
4.			
5.			
Totals:			\$

Date "Tuition Funding Plan" discussed:

Date "Tuition Funding Plan" finalized:

Plan finalized by (Name):



STEP 7: Setting up for success-what to expect:

Before classes begin: There are lots of things to do in the month before classes start! The Teacher on Record via the Distributed Learning School will meet with Pivot Point teaching staff and each parent and student to build a good overview of the student's learning history and current needs. An IEP is drafted by this Teacher on Record, and reviewed with parents and Pivot Point teaching 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 does (eg, Professional Development days, Spring Break, Stat Holidays, Christmas Break). Please plan ahead and make the necessary arrangements for your child.

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