



Public Speaking Program Registration Form

Student Name (Last, First) _____

Student DOB (D/M/Y) _____ Grade (as of Sept) _____ Session (circle one) Novice Intermediate

Address _____

1) Parent/Guardian Name _____

home phone _____ cell phone _____ email _____

2) Parent/Guardian Name (Last, First) _____

home phone _____ cell phone _____ email _____

1) Emergency Contact: Name (Last, First) _____ relationship _____

home phone _____ cell phone _____

_____ (initial) I give permission for my child (the registrant) to be videotaped or photographed for the purpose of Quills and Quotes promotion, advertising, education or training.

_____ (initial) I **DO NOT** give permission for my child (the registrant) to be videotaped or photographed for the purpose of Quills and Quotes promotion, advertising, education or training.

I have read, understood and agreed to the Quills and Quotes policies attached to this form and found on the website:
www.quillsandquotes.ca/policies

I understand that my deposit is non-refundable, and each payment is non-refundable once the payment date is passed. I may withdraw my child (the Registrant) prior to the next payment date for a full refund of the upcoming payment. All withdrawals must be in writing to admin@quillsandquotes.ca

I understand that I am responsible for escorting my child to and from the Quills and Quotes class and I am responsible for my child before and after the designated class time.

In the event of an injury or illness involving my child (the registrant), if immediate contact by Quills and Quotes with a designated contact cannot be made, I hereby authorize and grant permission to Quills and Quotes staff to secure proper medical treatment for the Registrant. I agree not to hold Quills and Quotes responsible for any costs or injury arising out of an emergency.

Please complete this form and attach two cheques payable to Quills and Quotes (\$100 upon registration, \$800 for Sept 1st and \$512.50 for Jan 1st), write your child's first and last name on each cheque and mail to:
Quills and Quotes, 10 Rosewood Avenue, Mississauga, ON, L5G 3H9

Parent Signature

Print Name

Date

You will receive an e-mail confirmation of your child's registration. Please contact the office if you do not receive this confirmation within 7 days.



Quills and Quotes Policies

How do I register for Quills and Quotes? There are 2 steps to registration:

- 1) Contact Quills and Quotes to book an entrance interview to determine the level of the program best suited for your child.
- 2) Print, complete and sign the **registration form and policy form** available on the Quills and Quotes website and mail or drop off the completed form along with 3 cheques: \$100 deposit, \$800 for Sept 1st, \$512.50 for Jan 1st, payable to Quills and Quotes, to our head office: 10 Rosewood Drive, Mississauga, ON, L5G 3H9

Registration will be confirmed via e-mail within 7 days. Please note that there will be a \$20 administration fee applied to all returned cheques. Families are encouraged to register early, as classes fill up quickly.

What if I wish to withdraw from the program? Will I receive my money back, or a partial refund?

Once a child is registered in the program the deposit cannot be returned. However, any postdated cheque that is dated after the withdrawal date will be returned in full. Once the cheque date is passed, no refund can be given for that cheque. A written request to withdraw from the program must be sent to admin@quillsandquotes.ca.

What if my child misses a class?

Unfortunately, to keep class sizes small, there are no make-up classes. However, all missed handouts will be provided.

Is it possible for my child's class to be cancelled?

Yes, if there is insufficient enrollment for a class, the class may be cancelled. A full refund of all cheques, including the deposit, will be given.

Is there any before or aftercare provided?

Unfortunately, there is no provision for care before or after the scheduled class time. Parents are fully responsible for their children before and after the scheduled time for the class.

What if my child finds the class too easy or too difficult, can they be moved to an alternate level?

In general, the assessment considers all your child's strengths and needs, and placement is done accordingly. Also, each teacher can individualize the curriculum to ensure your child is challenged appropriately.

Can my child bring snacks to class?

We ask that no snacks or drinks (except for water) are brought into the classroom, but if a snack is medically necessary, please discuss this with the administration. Also, we cannot guarantee a completely nut-free environment during our program.

Administering medication:

Quills and Quotes will not administer any medication, except in the event a child requires emergency medication in response to a life-threatening condition. However, Quills and Quotes may refuse to undertake responsibility for administering medications or procedures, for which the staff does not have the expertise to administer. If your child requires an epi-pen, please fill out the required forms from the administration.

Inclement weather and closures:

Classes will be cancelled in the event of inclement weather. Closure information will be posted on the Google Classroom. Parents will not be reimbursed for cancellations due to weather conditions, but every effort will be made to make up the information missed.

Safety:

While Quills and Quotes staff will make every reasonable effort to minimize exposure to risks associated with each Registrant's participation in the program, I acknowledge that unforeseen risks cannot be predicted or avoided and hereby release and discharge Quills and Quotes staff, directors and volunteers from any and all liability from damages, injury or death to any person or property connected with participation in the Quills and Quotes program.

Privacy:

Quills and Quotes is a corporation incorporated under the laws of Ontario, with its office located at 10 Rosewood Avenue, Mississauga, ON, L5G 3H9. The protection of your personal information is essential to Quills and Quotes. Quills and Quotes complies with the federal Personal Information Protection and Electronic Documents Act (PIPEDA), as well as with the applicable provincial privacy legislation.

Parent Signature

Print Name

Date