

EDELWEISS PREPARATORY SCHOOL

600 Northmount Drive N.W. Calgary, Alberta T2K 3J5

www.epschool.ca epschool@telus.net

School Line: 403-282-4220 School Fax: 403-282-3991

2017/2018 SCHOOL YEAR

Registration Information & Policies



PRESCHOOL: age 3 by September 1st, 2017

PRESCHOOL 2 DAY PROGRAM 2 $\frac{1}{4}$ hrs

FEE: \$ 275/month

TUES/THURS 8:30 - 10:45 a.m. (up to 20 students 2 teachers)

TUES/THURS 8:45 - 11:00 a.m. (up to 20 students 2 teachers)

2 & 3 DAY JR.KINDERGARTEN: age 4 by Dec 31st, 2017

3 DAY JR. KINDERGARTEN PROGRAM 2 $\frac{1}{2}$ hrs

FEE: \$350/month

MON/WED/FRI 8:30 - 11:00 a.m. (20 students & 2 teachers)

MON/WED/FRI 8:45 - 11:15 a.m. (20 students & 2 teachers)

MON/WED/FRI noon - 2:30 p.m. (12 students & 1 teacher)

2 DAY JR. KINDERGARTEN PROGRAM 2 $\frac{1}{2}$ hrs

FEE: \$295/month

TUES/THURS noon - 2:30 p.m. (12 students & 1 teacher)

5 DAY JK/KINDERGARTEN PROGRAM: 4 and 5 year olds

FEE: \$550/month 2 $\frac{1}{2}$ hrs

MONDAY to FRIDAY 8:25 - 10:55 a.m. (12 students & 1 teacher)

MONDAY to FRIDAY 11:55 - 2:25 p.m. (12 students & 1 teacher)

Children should have attended our 2 or 3 day JK OR if they are coming from our preschool or another program by permission/consultation with Directors.

After completing our 5 day program, children may attend Grade 1 if they of age or may go to the Kindergarten at their elementary school. Our program covers Alberta Education K curriculum with enhancement and is longer hours.

We do not issue an Alberta Education Student ID number.

HOW TO REGISTER

To ensure a space for your child at Edelweiss Preparatory School, all of the following are required to be brought with you at the time of registration:

Please check off when complete:



- \$250 (non-refundable) registration & materials fee** per child given at the time of registration (cash or cheque postdated to Jan 16, 2017) If you already paid \$50 to be on the waitlist then the fee is \$200.
- Completed and signed registration form, child guidance form, personal information & consent form and parent responsibility & consent form.
- Completed and signed Authorization for Direct Debit and attached "VOID" cheque to cover the monthly tuition cost. Direct debit occurs on the first banking day of each month.
- An annual \$20 cheque payable to the CHCA (dated on the day you register) unless you produce a Cambrian Heights family community membership. The form is on the last page. Please attach your cheque to the CHCA form.
- A photo of your child's face -similar to the size of a passport photo attached to the registration form (please do not use glue)

****NOTE:** included in your registration/materials fee are all school supplies, field trips, special presentations, a snack bag, a tote bag and a set of Mabel's labels to use for uniform items, tote bag and snack containers. These items are given in September on the Open House day to all registered students.

EDELWEISS PREPARATORY SCHOOL POLICIES

ENTRANCE REQUIREMENTS

Edelweiss accepts all well mannered children who can toilet independently and can separate without excessive anxiety from their parent/caregiver. If a child has started our program and it is found to be that the child is not able to toilet independently or cannot separate without crying or does not listen to/respect his/her teachers, we will need to cancel your registration until such time as the child is ready. Since all children mature at varying rates emotionally or socially, some children are not ready for our program at age 3 or 4. If we determine that the child is not ready to separate from their parent or if the child's behaviour is having an affect on the class where the teachers are required to give too much one on one attention to the child, then the parents will be contacted to offer suggestions/resources for having the child attend an alternative program such as a parented program where the child can develop at their comfort level with parental guidance. Edelweiss requires a registering student to be able to understand English and be able to speak English in order to be able to feel comfortable in our program. Edelweiss does not register students that require an educational assistant or are PUF funded. Edelweiss may decline to accept a child into our program if it is felt we are not equipped appropriately or if we do not have the expertise to adequately provide a program for a particular child's needs.

CHANGES/CANCELLATION POLICY

90 Days written notice from the first of the month is required for cancellation from Preschool and Jr. Kindergarten. There are no refunds from cancellations after Jan 1st, 2017. The registration, materials, and CHCA fees are non-refundable and non-transferable. If a class is cancelled due to weather or an emergency event, the class cannot be made up. **There is a \$50 fee for switching/changing classes after June 1, 2017.**

METHOD OF PAYMENT

We require a VOID cheque for the monthly tuition payments using the attached form for Direct Debit payments. The school year runs September through June however, **one month's tuition is withdrawn in advance on June 1st, 2017 and then tuition fees are Sept 1, 2017 through to May 1st 2018 and the final payment for the school year is withdrawn on May 1st, 2018. No fees will be withdrawn on June 1, 2018 as one month was prepaid.** We do not accept postdated cheques for tuition unless you choose to pay in a lump sum for the year in advance. Registration/materials fees are payable by cheque or cash at the time of registration along with the materials fee cheque. There is a \$25 charge for all NSF cheques or bank debits. There is a \$20 fee for referral letters/forms per child per school if requested by parents when making applications to other school.

SNACKS

Parents are responsible to provide a nutritious **nut-free** snack along with a drink for their child for each class. Snacks are to be sent in the snack bag. Please use a reusable drink container that is labeled with your child's name on it. Edelweiss maintains a "no nut" and "no baking" policy which asks that children not bring any snacks that contain nuts due to the high occurrence of nut allergies in children.

MEDICATION:

We do not administer any medication to students. Exceptions are Epi-Pens / Inhalers / Antihistamines which will be administered as needed for first aid.

FIELD TRIPS

Preschool students go on 1 field trip, 3 day Jr. Kindergarten students go on 2 field trips and 5 day Jr. Kindergarten students go on 5 field trips. We rent a Chartered Bus for the field trips and ask parents to volunteer if they want to come along. Parents never drive other Edelweiss children for our field trips. Siblings are not allowed on field trips. All parents must sign a release for their child to attend field trips.

UNIFORMS

All Edelweiss students wear uniforms solely from Top Marks. Uniforms are not included in the tuition fees listed. Students must be dressed in their uniform to attend classes or field trips unless otherwise specified. Sometimes Colour days are held when students do not wear uniforms but wear their own clothes of a particular colour for a celebration. All uniforms are to be purchased exclusively from Top Marks www.topmarks.ca All uniforms are to be labeled with the child's name on each piece. Edelweiss is not responsible for lost or missing items. All uniforms should fit properly and be kept in clean and good repair. Girls can wear tights that are white or navy in colour. Shoes are your choice as long as they have non-marking soles. All shoes need to be labeled with your child's name on them. No flip flops are allowed. Please see Top Marks order forms in this package for further information.

COMMUNICATION

Communication between home and school is integral to a student's success. Information on classroom events, newsletters, calendars & changes in programming are sent to all parents on the email list. There is lots of information in these documents to help you follow your child's program and all the school events. Should classes be cancelled due to weather or an emergency, parents will be notified by email. EPS is not responsible if an email notification is not received. Please check email regularly for school updates. Progress reports are sent home in early March and end of June for 2 and 3 Day Jr K and 5 day JrK/K at the end of June for Preschool. Parent conferences are held twice a year for each class.

A BACK TO SCHOOL NEWSLETTER WILL BE EMAILED TO PARENTS IN JULY.

A PARENT HANDBOOK WILL BE EMAILED TO PARENTS IN AUGUST.

THE SCHOOL CALENDAR & UPDATED INFORMATION IS ON THE SCHOOL WEBSITE: www.epschool.ca

****PLEASE KEEP THE FIRST 4 PAGES OF THIS FORM FOR FUTURE REFERENCE****

EDELWEISS REGISTRATION FORM 2016/2017

*****PLEASE PRINT CLEARLY OR TYPE ON THIS FORM & COMPLETE EVERYTHING*****

Please specify **time** of class you are wanting to register for:

PRESCHOOL: 1st Choice of time: _____ 2nd Choice of time: _____ 3rd Choice of time: _____

2 DAY JK: NOON - 2:30 _____ **3 DAY JK:** 1st Choice of time: _____ 2nd Choice of time: _____

5 DAY PROGRAM: 8:25 AM or 11:55 AM: 1st Choice _____ 2nd Choice _____

Student's Name: _____
(first) (middle) (last)

What name does your child go by? _____ (ie. Sam or Samuel)

Is the name they go by how you want them to learn to print their name? _____

DOB: _____ Age on Sept 1/17: ___yrs & ___months Sex of student: Male Female
(Print Month/Day/Yr) Do you want us to celebrate your child's birthday at school Yes ___ No ___

Alberta Health Care Number _____

Father's Name: _____ Mother's Name: _____
(first) (last) (first) (last)

Child's Home Address: _____ Postal Code: _____

Does child live with both parents? ___ If not, with who _____

Parent Address (if different) _____

Mom's Email: _____ Home Phone: () _____
Dad's Email: _____ Mom's Cell () _____
Dad's Cell () _____

Please check email regularly for school updates.

Father's Work: _____
Company Name Address Phone Number

Mother's Work: _____
Company Name Address Phone Number

Persons other than parents authorized to pick up child: Please fill out name and relationship to child

1) Caregiver's name: _____ Caregiver's phone: _____

2) _____ 3) _____
name relationship to child name relationship to child

4) _____ 5) _____
name relationship to child name relationship to child

Alberta Children's Services requires an Emergency contact name, street address & phone number:

Emergency Contact (NOT a Parent) _____ Phone() _____

Complete street address of Emergency Contact Person (they must be in Calgary)

What are you hoping to find in our school for your child? _____

What would you like to see accomplished with your child over their time at Edelweiss? _____

****** Please print a photo of your child's face that clearly shows his/her face for identification purposes and attach it to the registration form. We need a small photo of just the face.**

Health History: You are required to fill in every field. Use N/A if there is nothing to report
Specify illnesses/medical problems, emotional concerns your child has had since birth?

List medication taken at home and any other relevant medical information (past or present conditions).

Has your child ever suffered a serious illness/injury/hospitalization? YES___ NO___ If Yes, specify _____

Has your child had any specialized evaluations? (eg speech) YES___ NO___ Pls specify _____

Has your child received any counseling therapy? YES___ NO___ Pls specify _____

Does your child have any allergies? YES ___ NO ___ Specify _____

Does your child have an:

Epi-Pen? YES___ NO___

Inhaler? YES ___ NO ___

Antihistamine? YES ___ NO___

If so, you will need to complete a Severe Allergy Alert Form available from the school office and provide the school with emergency medication to be kept at school. Please watch expiry dates on products.

Are all immunizations up to date? YES___ NO ___ If no, Please explain on reverse side

Does your child have speech/language problems? _____

Does your child have disturbed sleep? _____

Does your child have temper tantrums? _____

Does your child have aggressive behaviour? _____

Does your child have nervous habits? _____

Does your child have issues with focus or attention? _____

List words that describe your child's temperament _____

Developmental History:

Age walked _____ Age spoke words _____ Age spoke sentences _____ Age toilet trained _____

Do you anticipate that your child may experience separation anxiety? No _____ Yes _____

Your child will need to have successfully separated from you in another environment prior to attending Edelweiss. We no longer accept students if Edelweiss would be their first experience leaving a parent.

Reactions to new people/environments _____

Please provide us with information that will help with the transition from home to starting school including objects for security _____

Personal History:

List student's siblings names and their ages _____

Does the student have friends attending Edelweiss? _____

Has your child ever attended preschool? _____ Daycare ? _____ Day home? _____

If yes, please specify the name of the school and year(s) attended. _____

Will your child be registered at another program while attending EPS? _____

Languages spoken by Father _____ by Mother _____

Languages spoken by student _____ Places student has lived in _____

Does your child understand English completely? _____ Does your child speak age appropriate English? _____ Proficient English language skills are required for your child to attend Edelweiss.

How does your child spend his/her time outside of school? (eg. interests & other programs)

CHILD GUIDANCE FORM

Parents, please describe the Child Guidance (discipline) method you use with your child:

EDELWEISS CHILD GUIDANCE POLICY

The following Child Guidance Policy is required by Alberta Children's Services for all licensed facilities. Please read the child guidance policy for Edelweiss Preparatory School and sign your name below. Your signature will acknowledge that you are aware of the stated policy, and will signify your acceptance thereof. We expect the children to treat adults and their peers with respect and politeness. We encourage the children to find acceptable ways to handle conflicts/disagreements that may arise during class. When a child is engaging in inappropriate behavior (i.e. hitting, using inappropriate language, etc.) we would speak with the child; making him or her aware of the fact that the behaviour in which they are engaging is not appropriate. The child would then be redirected to another activity or area of the classroom. Our focus is redirection of behavior rather than time outs. If a child is consistently not adhering to our child guidance techniques, parents will be notified and if improvements in behaviour are not seen, our program will not be able to accommodate the child. The teachers at Edelweiss Preparatory School **do not** use any type of corporal punishment and shall not harm children nor participate in practices that are emotionally damaging, physically harmful, disrespectful, degrading, dangerous, exploitative, or intimidating to children. This principle has precedence over all others. Our school aims to provide the best and most positive environment in which children will be happy and thrive on the joy of learning through a combination of fun and educational activities.

X _____ X _____
Signature of Parent or Legal Guardian Date

PROTECTION OF PERSONAL INFORMATION AND CONSENT

Edelweiss has a commitment to protect your privacy. We understand and respect your privacy and strive to protect your personal information. I/we give Edelweiss Preparatory School permission to publish the following on the class list for my child's class. **Class lists are only issued to the class your child is in for the purpose of parents contacting one another.**

My/our names and child's names: YES NO Home phone # YES NO

Mom's Cell phone # YES NO Dad's Cell phone # YES NO

Mom's Email address: YES NO Dad's Email address: YES NO

Home Address: YES NO OR Neighbourhood: _____ YES NO

Edelweiss offers a fun experience for children and takes pictures for use in promotions that reflects this cheerful atmosphere. By registering at Edelweiss, the parent/guardian gives permission for the photos to be taken. If you do not want your child to participate in the photos, please notify the school administration.

X _____ X _____
Signature of a Parent or Legal Guardian Date

X _____ X _____
Name of Parent/Guardian (Please print clearly) Name of Student (Please print clearly)

**EDELWEISS PREPARATORY SCHOOL SOCIETY
PARENT'S RESPONSIBILITIES & CONSENT**

1. I will give the school 90 days written notice if I need to cancel my registration or pay the tuition fees in lieu of notice.
2. If my child catches an illness, I will keep my child at home for the well being of my child and the other children in the school and will contact the school if my child is going to be away for more than a week from school.
3. I will contact the school immediately if my child contracts any communicable disease.
4. I will not leave the school building until my child is in the care of his/her teachers.
5. I will pick up my child on time and will notify the school of any other individuals that are allowed to pick up my child. I understand that the individual picking up my child must be at least 18 years of age and that the school office must be notified in writing or by phone and in advance of the pick-up.
6. I will not send my child with snacks that contain nuts.
7. I will adhere to the uniform policy and purchase all my child's uniform pieces from Top Marks. I agree not to re-sell the uniform when my child is finished with it.
8. I will waive all claims against Edelweiss Preparatory School Ltd. and its Directors in excess of the liability insurance coverage carried by Edelweiss Preparatory School Ltd. in the case of injury/accident/death to my child while in the custody or control of Edelweiss Preparatory School Ltd.
9. I understand that neither Edelweiss Preparatory School Ltd. nor the Cambrian Heights Community Association will be responsible for any accident/incident involving the welfare of any child while traveling to and from the school prior to and after class times/school hours.
10. I hereby give permission for my child to accompany his/her class under the supervision of Edelweiss Preparatory School Ltd. teachers and parent volunteers on outings during the school year. This includes educational field trips with travel by school bus as well as outside activities adjacent to the Cambrian Heights Community Centre.
11. I agree that my child has permission to engage in all prescribed school activities.
12. I authorize the staff of Edelweiss Preparatory School Ltd. to take whatever emergency measures they deem necessary for the protection of my child while in their care.
13. I grant permission for Edelweiss Preparatory School Ltd. staff to perform any medical treatment that the school deems to be reasonably required by the student in the event of sudden illness or injury and to obtain, at my expense, any medical care, including emergency transportation and emergency treatment. I understand that this may be prior to contacting me and at my expense.
14. By registering with Edelweiss Preparatory School Ltd. I agree that Edelweiss Preparatory School Ltd. will not be held responsible for any accident, injury or loss, liability, damage or cost they may incur however caused and agree to release and hold harmless all instructors, staff, volunteers and sponsors from all claims or damages without limitation which may arise as a result of/or by reason of such accident or loss.

I hereby acknowledge that I am the parent or legal guardian of the student. I have fully read and understand all parts of this document prior to signing it and have signed it freely and voluntarily.

Signed this _____ day of _____, 20____ at the City of Calgary in the Province of Alberta
(month) (year)

X _____ Signature of Parent or Legal Guardian	X _____ Name of Student
X _____ Name of Parent or Guardian (Please print clearly)	X _____ Witness' Name and Signature

Updated form on Sept _____ 2017 Parent's Signature: _____

Updated form on Jan _____ 2018 Parent's Signature: _____

Authorization for Direct Debit for 2017/2018

I _____ (parent name), authorize Edelweiss Preparatory School Ltd. to debit my/our bank account for monthly tuition fees for _____ (student name), during the period of June 1, 2017 and September 1st to May 1st, 2018.

If I incur late fees (\$20 as per the school policy) for picking up my child late, I understand they will be added to the monthly tuition.

The tuition is deducted on a monthly basis in the amount of \$ _____. The account we authorize to be withdrawn from is indicated by my "VOID" cheque stapled below. I agree that if my debit becomes NSF, I will be charged an additional \$25 fee. I understand that I am required to give 90 days notice to cancel and if my child does not attend during those 90 days, I am responsible to pay the tuition. I understand that there are no refunds after Jan 1st, 2018. In other words, if I cancel I am still responsible to pay for tuition from January to the end of the school year as spaces are hard to fill during these months with new students.

PLEASE STAPLE A VOID CHEQUE HERE



This agreement will remain in effect until the end of the time period indicated above or until 90 days written notice from the first of the month for cancellation is received by the school or until the account is paid in full.

X _____ X _____ X _____
Parent(s) Name - Please print Parent(s) Signature Date

I first became aware of Edelweiss Preparatory School through:

Friend Sign Calgary's Child Community Newsletter EPS website

Other: _____

Please specify

=====

FOR OFFICE USE ONLY:

Registration/Materials fee paid: Cheque Cash

Wait List Fee applied to Reg Fee _____

Community Association \$20 fee paid: Cheque Cash

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP

Please attach a \$20 cheque payable to the CHCA or cash

CAMBRIAN HEIGHTS COMMUNITY ASSOCIATION MEMBERSHIP FORM IS REQUIRED TO REGISTER YOUR CHILD AT EDELWEISS PREPARATORY SCHOOL

Parent's Name: _____
(First Name) (Last Name)

Address: _____ Postal Code: _____

Phone: () _____ Email: _____

Yes, I am interested in receiving news of community events & meetings by email.

Yes, I am interested in volunteering for community events.

\$15 Family Membership (only for Cambrian Heights residents)

OR

\$20 Associate Membership (for all other communities)

PLEASE STAPLE A \$20 CHEQUE PAYABLE TO: CHCA
OR CASH



Dear Parents of Edelweiss Preparatory School,

Top Marks is proud to be the uniform supplier for **Edelweiss Preparatory School**. We assure you that we are committed to serving you to the best of our ability.

The following is designed to provide you with an overview of the ordering process with Top Marks. We ask for your cooperation in submitting orders by the deadline date indicated on the enclosed order form. Receiving your order by the deadline date will provide us with the ability to serve you as efficiently as possible.

FITTING DATES (BY APPOINTMENT ONLY)

Edelweiss Preparatory School invites you to attend the fitting sessions noted below.

WEDNESDAY	APRIL 19th, 2017	3:00pm - 7:00pm
THURSDAY	APRIL 20th, 2017	3:00pm - 7:00pm

The fitting sessions **FOR ALL STUDENTS** will be conducted **BY APPOINTMENT ONLY**.

Fitting sessions provide you with the ability to have your child fitted **and** complete your order form. You may book your appointment using one of the following options:

- Online through our web based appointment system (see attached for instructions)
- By calling our Customer Service department at **1-800-667-7105** (Monday to Friday, 7:00am – 3:00pm MST) or by sending an email to **info@topmarks.ca**

ALTERNATIVE ORDERING METHODS

Should you be unable to attend the fitting sessions above, additional options for placing your order are:

- Completing the enclosed order form and submitting it by mail or fax to 1-855-344-5350.
- Via email by listing the styles you wish to purchase, size, colour, quantity and the name of the school. Please also include your name, address, telephone number and credit card number for payment.
- On-line via Top Marks web site at www.topmarks.ca. (Your school code is **EDE01**)

Unfortunately, we do not accept any orders over the phone.

DELIVERY AND PAYMENT PROCEDURES

For each order placed prior to June 1, 2017, a 25% deposit is required which can be paid by Visa, MasterCard or personal cheque. **Please note that cash deposits must not be mailed.** Regretfully, we will be unable to process any order which is received without a form of payment. **Orders submitted subsequent to June 1, 2017 will be charged in full.**

SHIPPING DETAILS

- Your order will be shipped to your home via Canada Post.
- Canada Post will notify you via email with a tracking number once your order is shipped. You must provide an email address on the order form in order to take advantage of this feature.
- If your deposit was paid by Visa or Master Card, the balance owing will be charged to the same card just prior to shipping.
- If your deposit was paid by personal cheque, we ask that you provide us with an additional post-dated cheque dated June 1, 2017 for the remaining balance. Please note that orders paid by cheque are held for 15 working days, for cheque clearance. Alternatively, you can provide a credit card for the balance.
- If you are not at home to receive your insured delivery, Canada Post will leave a notice card that your package is available for pick-up. The notice card will list the address of the local postal outlet where the parcel is being held. Parcels that are unclaimed within 7 days are returned to Top Marks at a cost of \$8.00, which will be charged to you upon re-shipping.

EXCHANGES

Enclosed with all shipments are instructions on how to proceed with an exchange (if necessary).

Should you have any further questions, please do not hesitate to contact our Customer Service Department at 1-800-667-7105 (Monday to Friday, 7:00am – 3:00pm MST) or you can refer to our online <Frequently Asked Questions> directly from our web site at www.topmarks.ca.

Sincerely,

TOP MARKS

Instructions for Booking Appointments Online

For families who wish to book online, please visit our website at www.topmarks.ca and click “Online Orders”. In order to book an appointment, you must first create a family profile. Please note that if you have already created an on-line profile, simply login to the system and skip directly to # 3.

1. Enter **EDE01** as your school specific password.
2. Complete the registration form.
3. Under the section titled “Appointments”, click “Book Now”.
4. For each child that requires an appointment, please select from the drop down menu whether they are a new student or returning student and click “Verify Availability”
5. Select your desired appointment time and click “Book Now” directly below.

Should you require any assistance during the process, or simply wish to book an appointment by phone, please do not hesitate to contact our customer service department at **1-800-667-7105** (Monday to Friday, 7:00am – 3:00pm MST).

Sincerely,

TOP MARKS

5760 Ferrier Street, Montreal, Quebec H4P 1M7
Tel: (514) 344-5454 Toll Free: 1-800-667-7105 Fax: (514) 344-5350 Toll Free Fax: 1-855-344-5350
E-mail: info@topmarks.ca Website: www.topmarks.ca

EDELWEISS UNIFORM REQUIREMENTS

MINIMUM MANDATORY REQUIREMENT FOR ALL NEW STUDENTS (PARENTS MAY PURCHASE ADDITIONAL ITEMS IF DESIRED)

BOYS

2 TOPS- 1 mock neck with $\frac{3}{4}$ sleeves (\$18.50), 1 short sleeve polo shirt (\$24.00)

2 BOTTOMS- rugby pant (\$27.00 ea.)

1 VEST- (\$42.00)

1 CARDIGAN- (\$53.00)

TOTAL: \$191.50 before tax.

GIRLS

2 TOPS- 1 mock neck with $\frac{3}{4}$ sleeves (\$18.50), 1 blouse (\$24.00)

1 TUNIC- (\$50.00), 1 MODESTY SHORT (to be worn under the tunic) (\$13.00)

1 BOTTOM – 1 skort \$27 OR 1 unisex rugby pant (\$27.00)

1 VEST- (\$42.00)

1 CARDIGAN- (\$53.00)

TOTAL: \$227.50 before tax



STUDENT'S FAMILY NAME:		STUDENT'S GIVEN NAME:	
ADDRESS:	APT.#	Home Phone # ()	
CITY:	Postal Code:	Day Phone # ()	
SHIP TO:	Postal Code:	Already a Customer? <input type="checkbox"/> No <input type="checkbox"/> Yes #	
e-mail:			

DELIVERY CANNOT BE GUARANTEED BEFORE THE START OF SCHOOL IF THE ORDER IS RECEIVED AFTER MAY 31, 2017.

ORDERS CAN BE FAXED, MAILED, E-MAILED OR PLACED ON LINE
 WEBSITE: WWW.TOPMARKS.CA - SCHOOL PASSWORD - EDE01

EDELWEISS PREPARATORY SCHOOL

DESCRIPTION	JUNIOR SIZE	STYLE / COLOUR	SIZE	QTY	PRICE	TOTAL
SHORT SLEEVE POLO SHIRT- crested	2-3-JXXS-JXS-JS-JM-JL-JXL	1006-J/1/12-WHITE			\$24.00	
GIRLS SHORT SLEEVE BLOUSE- crested	3-JXXS-JXS-JS-JM-JL-JXL	1054-J/1/12-WHITE			\$24.00	
MOCK NECK with 3/4 SLEEVES-crested	3-JXXS-JXS-JS-JM-JL-JXL	1056-J/1/12-WHITE			\$18.50	
V-NECK SLEEVELESS VEST- crested	3-JXXS-JXS-JS-JM-JL-JXL	2004-J/1/12-NAVY			\$42.00	
BUTTON FRONT CARDIGAN- crested	3-JXXS-JXS-JS-JM-JL-JXL	2045-J/1/12-NAVY			\$53.00	
GIRLS BOX PLEAT TUNIC- crested	3-4-5-6-6X-7-8-10	3022-J3/14-DK/NAVY			\$50.00	
GIRLS MODESTY SHORT (worn under tunic)	JXS-JXS-JS-JM-JL-JXL	671Y-J/1/12-BLACK			\$13.00	
GIRLS SKORT - elastic back	2-3-4-5-6-6X-7-8-10	3035-J3/14-NAVY			\$27.00	
BERMUDA SHORTS	2-3-4-5-6-6X-7-8-10	5014-J3/14-NAVY			\$26.50	
RUGBY PANT	2-3-JXXS-JXS-JS-JM-JL-JXL	5018-J/1/12-NAVY			\$27.00	
GIRLS KNEE SOCKS	4-6 / 6-8 / 7-9	SO-GRL-SG-NAVY			\$6.00	
BOYS ANKLE SOCKS	4-6 / 6-8 / 8-10	SO-BOY-SB-NAVY			\$6.00	
GIRLS TIGHTS	(2-4/4-6) or (JS-JM) or (JL-JXL)	TIGHTS-GT/JS-NAVY			\$12.50	
HAIR ACCESSORIES (OPTIONAL)						
HEADBAND (TWO TONE- NAVY/WHITE)		HBRAD2-OS-NVY/WH			\$14.50	
SWEETHEART CLIP- NAVY		CLPSH-OS-NAVY			\$14.50	
LOOPED BOW HEADBAND- NAVY		BOWLH-OS-NAVY			\$16.50	
LOOPED BOW ELASTIC SET-NAVY		BOWLE-OS-NAVY			\$16.50	

Payment:

CASH:

Credit Card Number: _____ Expire date: _____

Month / Y Y

Cardholder Name: _____

Signature: _____

ORDERS PAID BY CHEQUE WILL BE HELD FOR 16 WORKING DAYS

A 25% DEPOSIT MUST ACCOMPANY YOUR ORDER. ORDERS ARE ACCEPTED BY FAX/EMAIL WHEN DEPOSITS ARE PAID BY VISA OR MASTERCARD. ORDERS RECEIVED AFTER JUNE 1, 2017 WILL BE CHARGED IN FULL

TOP MARKS
 5760 FERRIER STREET, MONTREAL, QC, H4P 1M7
 Telephone : (514) 344-5454 - Fax: (514) 344-5350
 Toll Free: Telephone : 1-800-667-7105 - Fax: 1-855-344-5350
 E-Mail: info@topmarks.ca

PURCHASE TOTAL	
SHIPPING	+ \$ 9.00
SUB TOTAL	=
TAX: 5 %	+
TOTAL	=
26 % DEPOSIT or PAYMENT IN FULL	→

EDELWEISS PREPARATORY SCHOOL

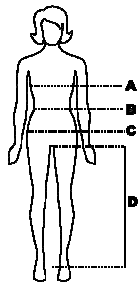
UNSURE OF A SIZE? HERE'S HELP

TO ENSURE A GREAT FIT, MEASURE YOUR CHILD CAREFULLY.
KEEP TAPE FIRM BUT NOT TIGHT. TOP MARKS MAKES ALLOWANCES FOR YOUR CHILD'S
GROWTH BETWEEN APRIL AND SEPTEMBER.

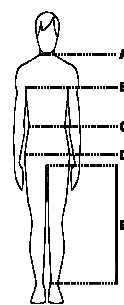
- HEIGHT:** STAND WITHOUT SHOES AGAINST THE WALL - MEASURE FROM TOP OF HEAD TO FLOOR.
CHEST: MEASURE AROUND FULLEST PART OF CHEST.
WAIST: MEASURE AROUND THE NARROWEST PART OF WAIST.
HIPS: MEASURE AROUND THE FULLEST PART OF HIPS.
INSEAM: LAY PANTS OF A FAVOURABLE LENGTH ON A FLAT SURFACE - MEASURE ALONG INSEAM FROM CROTCH TO BOTTOM OF LEG.

MY CHILD'S MEASUREMENTS (IN INCHES) ARE:

AGE:	
FEMALE:	
HEIGHT:	
WEIGHT:	
CHEST:A	
WAIST:B	
HIPS:C	
INSEAM:D	



AGE:	
MALE:	
HEIGHT:	
WEIGHT:	
NECK:A	
CHEST:B	
WAIST:C	
HIPS:D	
INSEAM:E	



REGARDING WAIST : C
MEASURE AROUND WAIST
(MAYBE LOWER) - WHERE
YOU NORMALLY WEAR
YOUR PANTS OR SKIRT.

JUNIOR SIZES

	XXS			
SIZE	2	3	4	5
HEIGHT	32-34	35-38	39	42
CHEST	20	22	23	23
WAIST	18	20	20-1/2	21
HIPS	19 1/2	21-1/2	22	22-1/2
INSEAM	15	16	17	18

	JXS		JS		JM		JL		JXL	
SIZE	6	6X	7	8	10	12	14	16	18	20
HEIGHT	43	45	47	49	51	54	57	59	60	61
CHEST	23	24	24	25	26	27	29	31	32	33
WAIST	21	22	22	23	24	25	26	27	28	29
HIPS	23	24	25	26	27	29	31	33	35	26
INSEAM	19	20	22	24	26	27	28	29	30	30

GIRLS SOCKS

SHOE SIZE	1-7	7-13	1-5
SOCK SIZE	4-6	6-8	7-9

BOYS SOCKS

SHOE SIZE	1-7	7-13	1-6
SOCK SIZE	4-6	6-8	8-10

GIRLS TIGHTS

SIZE	HEIGHT	WEIGHT
GIRLS (2-4 / 4-6)	36-44 IN	25-50 LBS
GIRLS (S / M)	43-48 IN	50-75 LBS
GIRLS (L / XL)	48-58 IN	75-90 LBS