

# Contract for Re-enrollment 2018/2019

## Family Information

(Please make corrections as needed, beside the information given below)

A place is being held for your child(ren) pending:

- the return of this form, signed & received by Wednesday, February 28, 2018
- a non-refundable deposit of \$250 per student, to a maximum of \$500 per family (to be applied to your 2018/2019 tuition fees)
- the receipt of post-dated cheques or completed "Direct Debit" form
- the satisfactory standing of your financial account with the school

**Section A** - All families are requested to complete this section and return form.

- We WILL BE returning our child(ren) to the class(es) offered for the year 2018/2019.

We hereby declare that we understand our financial obligations to the school as outlined on the reverse side of this contract.

- We WILL NOT be continuing in the class(es) offered for the year 2018/2019.

Initials

**Section B** - To be completed by Early Childhood families.

My child will be returning for:

- Preschool:  5 mornings  5 full days extended (to 6pm)  
 5 full days
- Kindergarten:  5 mornings  5 full days extended (to 6pm)  
 5 full days

**Section C** - To be completed by all families who intend to return.

Fee Payments\*:

Please check the payment plan you wish to use.

- PLAN A - FULL payment due June 1/18 (1.5% discount if paid by May 1/18).  
 PLAN B - TWO payments due June 1/18 and December 1/18  
 PLAN C - TEN payments due June 1/18 through March 1/19  
 Please continue DIRECT DEBIT

**Section D** - To be completed by all families who require additional services.

- Full Bus Service  Half Bus Service  
 After School Care (3:25 to 6:00 pm)

Please indicate days required:

- Monday  Tuesday  Wednesday  Thursday  Friday

## Tuition Policy

As an independent not for profit school, our main source of revenue is tuition. Due to this our school requires assurances that tuition funds will be received. Thus Halton Waldorf School requires a written contract (enrollment agreement) with the parent(s) or guardian for each student enrolled.

The school has developed a plan whereby tuition may be paid in installments. The school must be assured that it will receive ALL the tuition due regardless of the method of payment and regardless of whether the student is withdrawn from the school before the end of the school year. It is important to realize this is a legally enforceable contracted arrangement you are entering.

Any known or suspected behavioural or developmental challenges which might affect the School's ability to meet the student's needs must be communicated to the School at the time of application.

## Financial Obligations and Terms of Enrollment

- a) Students enrolled in the Halton Waldorf School are registered for the contract period of one year. Parents/Guardians are responsible for the entire year's tuition, except in the conditions outlined below:
- (i) Probationary period for new students entering the Halton Waldorf School, and for all grade one students, is one school term. Parents of a student who is asked to leave the school then or during the course of the school year will have the balance of their tuition payment returned to them. This relief will not apply to parents who have failed to comply with the disclosure requirements.
- (ii) See withdrawal policy below.
- b) Parents are responsible for informing the finance office of any anticipated difficulties.
- c) If a family's account becomes overdue, a monthly 1% interest charge will apply (12% annually).
- d) A charge of \$25 will be applied for any cheque or automatic debit that is returned to the school by your financial institution.
- e) Children will not be permitted to attend if accounts are not in good standing.

## Exceptional Circumstances Withdrawal and Refund Policy

If written notice of withdrawal is received:

- After August 15, 2018 but on or before October 16, 2018 then 25% of annual tuition fee is payable. \$350 application fee is non-refundable.
- After October 17, 2018 but on or before January 7, 2019, then 50% of annual tuition fee is payable. \$350 application fee is non-refundable.
- After January 7, 2019, then 100% of the annual tuition fee is payable. \$350 application fee is non-refundable.

When children enroll in the Halton Waldorf School, a place is held for the full school year. No adjustment in tuition fees will be made for short term absences. Families must notify the enrollment office in writing of their intent to withdraw prior to the student's last day of attendance. Tuition refund claims are calculated based on the student's last day of attendance. However, if the enrollment office is notified of a withdrawal after the student's last day of attendance, tuition charges will continue until notice is received.

I have read and agree to the *Withdrawal Policy*: \_\_\_\_\_

(please read and sign on reverse)

# Enrollment Agreement

In order to make your child's experience at HWS positive and successful we kindly ask you to familiarize yourself with the following. HWS asks all parents to be committed to supporting the pedagogical work of the teachers and encourages them to become actively involved in the community and the learning environment of their child. This document sets out certain important points of co-operation which we ask you to read, consider and sign.

## Educational Support

The faculty requires your co-operation on the following points:

1. To attend mandatory class meetings and parent-teacher interviews.
2. To uphold the school rules (listed in the Parent Handbook).
3. To notify the School Office and Class Teacher of any absences from school.
4. To ensure that any absence will fall within the definition of authorized absence.
5. To understand that the school reserves the right to reconsider a family's continued presence at the school in the event of:
  - When, in the view of the faculty, the school is unable to meet the educational or social/emotional needs of a student.
  - Lack of parental support of the teachers' work that risks the progress and healthy development of the student. For example, persistent non-attendance at class meetings, non-support of homework, persistent lateness and/or unacceptable levels of absence, disregard of school rules, persistent non-compliance with recommendations, withdrawal of a student from a class the school offers.
6. To divulge all information relevant to the student's education and to understand that where a student displays possible learning difficulties, the faculty may request an assessment to be carried out. Where a student's needs are considered more than the school is normally able to offer, to understand that it would be the parents' responsibility to arrange and meet the cost of extra lessons.
7. To understand that Grades One to Three are a continuous social and academic unit and to make a commitment to this unit.
8. To understand the birthdate policy of the school and the underlying reasons. Students should be 6 years old by September 1 in order to start Grade 1. Particular attention will be given to students born in July and August to ensure that they are truly ready for Grade 1. Grade placement for older students follows the same guidelines, though each student is looked at on an individual basis.

## Use of Photographs and Student's Work

Unless we have indicated to the contrary below, in signing this document we acknowledge that HWS may use our student's photograph or pictures of his or her school work in any external marketing materials (advertisements, brochures, HWS website). HWS will not use the student's name.

- We agree that HWS can share photos with our child in them, within HWS.
- We do NOT authorize HWS to use our child(ren)'s photograph in any external marketing materials or within HWS.

## Organizational Support

As a condition of enrollment, parents understand that a minimum of parent involvement is required to support your child's education and class environment. We require your cooperation on the following points:

1. To ensure family representation at two General Parent Meetings.
2. To understand that the school's smooth functioning is largely due to the voluntary help of the parent body. Parents are expected to participate in the organization of at least one school event or join one committee (Christmas Fair, Mayfair, Golf Tournament, Grandparent Festival, etc.) throughout the year, in addition to committing to work two shifts per family at the Christmas Fair and Mayfair festivals.
3. Waldorf Schools are conscious of keeping tuition affordable without jeopardizing the operation of the school. As in most independent schools, tuition income does not cover all expenses. The gap between tuition income and full cost to educate a student is funded primarily through individual donations. During the Annual Donation drive each family is asked to participate at the level they are able. All donations over \$25 receive a tax receipt.
4. To observe any school rules regarding use of school premises or school property.
5. To understand and follow procedures and policies as outlined in the parent handbook.

Please sign and return to the school office.

We understand and accept the above stated Financial Obligations and Terms of Enrollment.

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s) Date

\_\_\_\_\_  
Signature of Parent(s) or Guardian(s) Date

\_\_\_\_\_  
Signature of School Official Date