

## MULBERRY WALDORF SCHOOL ENROLMENT INFORMATION PACKAGE

Mulberry Waldorf School, established in 1996, is an independent, community-based elementary school rooted in the ideals of Waldorf education. Our school is also a not-for-profit charitable organization. We are part of a global community of over 1,100 Waldorf Schools in 83 countries. Our school is accredited by the Association of Waldorf Schools of North America and the Waldorf Early Childhood Association of North America.

The Waldorf curriculum offers a developmentally appropriate, experiential, and academically rigorous approach to education. Arts and movement are integrated to enhance and enrich learning. We aim to cultivate freedom in thinking, healthy emotional development, compassion, and imagination – essential capacities for becoming active citizens of the world.

We invite you to get to know more about our school, educational philosophy, and curriculum by joining us for a tour or an open house. These events provide opportunities to engage with our teachers, experience our classrooms, and view examples of student work. We also offer parent talks and community events. Dates are listed on our website (<http://mulberrywaldorfschool.ca>).

This Enrolment Information Package is organized to address questions about

- Parent participation and community building (page 2).
- Program and age requirements as well as school hours (page 3).
- Tuition fees and extended care hours and fees (page 4).
- Enrolment and tuition information (pages 5 to 7).
- Enrolment process for new families and Morning Garden students (page 8).
- Enrolment process for all families (page 9).

***Enrolment for current Mulberry families begins Tuesday, February 18<sup>th</sup>.***

**EARLY ENROLMENT INCENTIVE – Current families with a child in Grade School are eligible for an early enrolment incentive of a \$200 tuition reduction (taken off last tuition payment) with completed enrolment forms, non-refundable deposit by February 28<sup>th</sup>, and all payment arrangements in place by May 15<sup>th</sup>.**

***Enrolment opens to new families beginning Monday March 2<sup>nd</sup>.***

We look forward to hearing from you in person, by phone at 613-542-0669, or by email at [administrator@mulberrywaldorfschool.ca](mailto:administrator@mulberrywaldorfschool.ca).

Peelu Hira  
Administrative Head

Lois Bulch  
Finance Officer

## PARENT PARTICIPATION AND COMMUNITY BUILDING

Mulberry began in 1993 as the vision of a small group of parents interested in the ideals of Waldorf Education. Our community-based school has flourished with the participation of many families who have offered diverse ideas, skills and experiences. Parents are an integral part of the fabric of the school and each family's participation is welcome and essential to the continued strength of our school community.

***Each family's commitment and involvement are crucial to the success of our school.***

**Enhance your child's classroom experience.** Parents are welcome to help with classroom set up and maintenance, work with the teacher to share a celebration or festival, share knowledge and experience in support of the class curriculum, etc.

**Strengthening the school's governance structure.** Parents and community members are welcome to join committees (e.g., Marketing, Community Development and Property) or the Board of Directors.

**Join an intentional and collaborative community.** Parents are welcome to all social events such as potlucks, festivals, Dads' socials, coffee mornings, class parent meetings and parent information events.

Parents often reflect on how their involvement provides a holistic contribution to their families' experience at the school. Getting involved is a great way to get to know other parents, teachers, staff and the wider community. Most importantly, our children sense the meaningfulness that comes with their parents' contribution to the school. To them it cultivates a sense of belonging that includes not just themselves, but their whole family.

## ANNUAL GIVING CAMPAIGN

The Board and Administration strive to keep tuition affordable. We continue to offer sibling discounts and tuition adjustment based on need and availability. As an independent school, Mulberry relies on tuition revenues to pay for 90% of our operating expenses including modest salaries for staff, mortgage payments for our school building, and materials, equipment and field trips for each class. However, tuition does not cover the full cost of operating a school. We rely on donations to pay for the remaining 10% of our budgeted expenses in order to operate.

***Each family is asked to make a donation to our Annual Giving Campaign.  
Charitable tax receipts are issued for all monetary donations over \$20.***

## PROGRAMS AND AGE REQUIREMENTS

<b>Parent &amp; Infant</b>	Children may be newborn to about 1 year. No older siblings please.
<b>Parent &amp; Child</b>	Children may be 1 – 3 years of age. Younger siblings welcome.
<b>Morning Garden Nursery</b>	We recommend that children are 3 by December 31 and be fully toilet-ready for September enrolment.
<b>Kindergarten (Clover and Meadow Gardens)</b>	We recommend that children are 4 by September 1. Children who turn 4 in the fall may be considered based on readiness.
<b>Grade One</b>	Children must be 6 by September 1 and show readiness for Grade One.
<b>Grades Two through Eight</b>	Children must have successfully completed the previous grade.

## SCHOOL AND PROGRAM HOURS

<b>Morning Garden Nursery core program</b>	9:00 am – 12:00 pm, Monday – Wednesday 3 day core program 9:00 am – 12:00 pm, Thursday, Friday 2 day core program Spaces are available for 5 mornings. Children may be dropped off at 8:45 am in the Morning Garden yard with a teacher.
<b>Morning Garden Nursery Afternoons (optional)</b>	Monday – Friday, 12:00 pm – 3:30 pm Enrolment is required. Options for afternoon care are 3 afternoons, 2 afternoons or 5 afternoons (matching morning programming).
<b>Kindergarten core program</b>	8:40 am to 3:30 pm, Monday – Thursday 4 full day core program Children may be dropped off at 8:30 am in the yard with a teacher.
<b>Kindergarten Fridays (optional)</b>	Enrolment is required. Friday option from 8:40 am – 3:30 pm
<b>Grade School</b>	8:40 am – 3:30 pm, Monday – Friday Children may be dropped off at 8:30 am in the yard with a teacher.
<b>Before Care (optional)</b>	8:00 am – 8:40 am, Monday – Friday. Advance registration required. Before Care is not available for Morning Garden Nursery.
<b>After Care (optional)</b>	3:30 pm – 5:15 pm, Monday – Friday. Advance registration required. After Care is not available for Morning Garden Nursery.

## TUITION FEES (please see next page for sibling discount and tuition adjustment)

<b>PARENT AND INFANT</b>	No charge. No enrolment required.
<b>PARENT AND CHILD</b>	\$198 per 12 week session
<b>MORNING GARDEN NURSERY – core programs</b> 3 morning program (Monday, Tuesday and Wednesday) 2 morning program (Thursday and Friday) <i>*includes morning snack and lunch</i>	\$5,075 \$3,420
<b>MORNING GARDEN NURSERY – optional afternoons</b> Afternoon care options are 3 afternoons, 2 afternoons or 5 afternoons (matching morning programming) <i>*includes morning snack, lunch, and afternoon snack</i>	\$3,930 for 3 afternoons/year \$2,620 for 2 afternoons/year \$5,045 for 5 afternoons/year
<b>MORNING GARDEN NURSERY – five full days</b> <i>*includes morning snack, lunch, and afternoon snack</i>	\$13,540
<b>KINDERGARTEN – core program</b> 4 full days (Monday – Thursday) <i>*includes morning snack, lunch, and afternoon snack</i>	\$11,115
<b>KINDERGARTEN FRIDAY – optional day</b> <i>*includes morning snack, lunch, and afternoon snack</i>	\$1,110/year <i>*total cost for five days is \$12,225</i>
<b>GRADE SCHOOL</b> <b>Grades 5,6,7,8</b> <b>Grades 1,2,3,4</b> <i>*includes music instruction and field trips</i> <i>**larger field trips for upper years will involve additional costs to families</i>	\$11,060 \$10,760

## EXTENDED CARE

<b>Before Care for KG to Grade 8 (8:00 am – 8:40 am)</b> <i>*advance registration is appreciated</i>	\$8/morning \$215/day/year
<b>After Care for KG to Grade 8 (3:30 pm – 5:15 pm)</b> <i>*advance registration is required</i> <b>**late pickups will be billed at \$5 for every 5 minute increment thereafter.</b>	\$13/use \$350/day/year
<p>The cost of extended care for KG to Grade 8 is <b>discounted by approximately 30% ONLY</b> when registered for a minimum of <b>five full months</b>, beginning the first day of a month. Should any changes be required within a discounted period, each request will incur a \$25.00 Administration Fee. Payment is required in the form of post-dated cheques. <i>Registration for the entire year for one day of extended care offers enough of a discount that a child could miss approximately 11 of those days over and above Winter, March, and Summer breaks.</i></p> <p><b>We regret that, due to licensing requirements, Extended Care is not available for Morning Garden Nursery.</b></p>	

## ENROLMENT AND FINANCIAL INFORMATION

### NON-REFUNDABLE DEPOSIT

**The non-refundable deposit is \$400 for one child or \$600 per family.** The deposit holds a student's place in a program or class. **This deposit is applied to the tuition fees.** Current families must submit the non-refundable deposit upon registration **WITH** completed enrolment forms.

### TUITION AND PROGRAM PAYMENT POLICIES

As an independent school and not-for-profit, charitable organization, Mulberry relies solely on tuition revenues and donations to meet all operating and capital expenses. Tuition revenues fund 90% of our operating and capital costs, which include very modest salaries for our dedicated and experienced staff, mortgage and maintenance payments for our building, and tuition assistance for those who apply and qualify each year.

Our school strives to keep tuition fees affordable. Prior to the beginning of a fiscal year, we commit to contracts with staff and purchasing programming materials.

Upon registration, we require that families commit to paying the balance of their tuition either in full by July 1<sup>st</sup> **OR** in monthly installments from July 1<sup>st</sup> through April 1<sup>st</sup>. If enrolment is after July 1<sup>st</sup>, the monthly payments will be adjusted to reflect our July 1<sup>st</sup> through April 1<sup>st</sup> standard payment schedule.

**EARLY ENROLMENT INCENTIVE – Current families with a child in Grade School are eligible for an early enrolment incentive of a \$200 tuition reduction (taken off last tuition payment) with completed enrolment forms, non-refundable deposit by February 28<sup>th</sup>, and all payment arrangements in place by May 15<sup>th</sup>.**

All changes to registered programming after September 18, 2020 will incur an Administration Fee of \$25.00.

For information on withdrawals, please see ***Withdrawal and Refund Policy*** section on following page.

### **Administration Fees**

A \$25.00 fee will be levied for all NSF cheques.

Any changes to programming after September 18, 2020 will incur an Administration Fee of \$25.00.

We strive to meet requests for letters, forms or record completion within 5 to 7 business days unless otherwise notified. Each request will incur a minimum Administration Fee of \$25.00.

### **Sibling Discount**

Mulberry Waldorf School offers a 20% sibling discount on tuition for a second child and a 50% sibling tuition discount for the third child and each subsequent child for Kindergarten through Grade 8.

Exception: The Morning Garden Nursery program offers an exceptional child to teacher ratio and we are able to offer a **maximum overall discount of 20%**.

**Please note that the sibling discount applies only to core programming.** It does not apply to Extended Care programs (Before Care, After Care, Friday Kindergarten programming, and Morning Garden Nursery afternoon programming).

***\* Please note that the above sibling discounts are available only until May 15<sup>th</sup> in order for our school to establish a budget for the 2020-2021 school year. Enrolment applications received after this date requiring sibling discounts will be reduced to 10% for the second child and 25% for the third and each subsequent child.***

### **Tuition Adjustment**

Mulberry Waldorf School offers tuition adjustment to families based on demonstrated financial need and family income, as well as the number of families applying for adjustment. To apply, please submit the following upon registration

1. Completed Enrolment Application (enrolment forms and non-refundable deposit);
2. Completed **Tuition Adjustment Form** (instead of post-dated cheques);
3. All parents' Notice of Assessments from the previous tax year.

*The school will notify parents of **tuition adjustment** as soon as possible. After receiving notification, parents have a one-week period of time to arrange for the balance of payment.*

**Please note that tuition adjustment applies only to core programming.** It does not apply to Extended Care programs (Before Care, After Care, Friday Kindergarten programming, and Morning Garden Nursery afternoon programming).

***\* Our school strives to establish a budget by May 15<sup>th</sup> for the 2020-2021 school year. Enrolment applications received after May 15<sup>th</sup> requesting tuition adjustment will be considered only if funds are available to a maximum of 10%.***

## PROBATIONARY PERIOD POLICY

For children new to a program, the **first four weeks** of attendance for the Grade School and the **first six weeks** of attendance for the Early Childhood are a probationary period. This can be extended, in writing, at the discretion of the Faculty. During the probationary period the family will have the opportunity to become familiar with the school, and the Faculty will be able to observe the student's needs and abilities. If a student's needs cannot be met by our program and our staff, we will meet with the parents to share observations and discuss options. The school reserves the right to discharge a student if we are unable to meet the student's needs.

## WITHDRAWAL AND REFUND POLICY

### Morning Garden Nursery, Kindergarten, and Grades One through Eight:

If a parent withdraws a student after July 1, 2020 and before March 1, 2021, one full month's written notice and payment is required.

For withdrawals from all core programming, Morning Garden Nursery afternoons, and Friday Kindergarten programming, amounts owing (if any) will be calculated based on our July 1<sup>st</sup> through April 1<sup>st</sup> standard schedule less the non-refundable deposit. A \$25 Administration Fee will be applied.

If a parent withdraws a student from extended care programming that has been calculated at a prepaid rate, one month's written notice is required and the amount owing (if any) will be calculated to include a minimum of five months payment.

After March 1, 2021, no refund will be given.

If Mulberry Waldorf School asks a child to withdraw after the start of school, any future dated tuition cheques will be returned.

### Parent and Child programs:

If a parent withdraws after the start of the session, fees for the number of weeks attended are due and payable.

## ENROLMENT PROCESS

### FOR NEW FAMILIES AND MORNING GARDEN STUDENTS

Our enrolment process provides time for parents to get to know our school as well as the Waldorf educational philosophy and curriculum. It is also important for our Faculty to have a full picture of the student in an effort to determine whether we can meet their needs while continuing to meet the needs of the children currently enrolled in the class. The process involves the following steps:

1. Tour of the school;
2. Completed Pre-Interview Form as well as copies of any additional health, educational and behavioural therapy reports;
3. Interview;
4. Admission review by the Faculty;
5. Communication of admission review; and,
6. If admission is confirmed, families have one week to complete the enrolment process.

Please contact the office to book a personal tour.

Pre-Interview Forms are available on our website and through the office. Parents are asked to submit the completed Form to the office. This holds a student's placement in a program or class. We ask that parents also share any potential or existing health, educational or behavioural concerns, as well as any progress reports and/or assessments (e.g., reports from previous schools and any psycho-educational, speech language therapy, occupational therapy, physiotherapy assessments). Sharing this information is essential to create a full picture of the student to determine whether we can meet their needs while continuing to meet the needs of the children currently enrolled in the class.

The interview is an opportunity for the parents and student to meet Faculty members and allows the Faculty members to observe the student's readiness for the program. For families not able to travel to Kingston, the interview may be conducted by telephone or video-conferencing. Based on the interview, observations, and information shared, the Faculty will determine whether the needs of the student can be met within our programs.

The office will communicate the results of the admission review, usually within one to two weeks. If admission is confirmed, parents have a one-week period of time to complete the enrolment process.



## FOR ALL FAMILIES: Complete Enrolment Forms and Submit Payment

Applications will **not** be accepted from any family whose account from prior years is not up to date.

A complete Enrolment Application confirms the student's placement in a program or grade and consists of:

1. Completed Emergency Contact Form
2. Completed Permissions and Releases Form
3. Signed Code of Conduct (Grade School) and Agreement to Seek External Support Forms
4. Non-refundable deposit of \$400 per child or \$600 per family
5. **Completed Tuition Adjustment Form and NOAs if requesting tuition adjustment**
6. After receipt of quote from Finance Officer, parents commit to pay the balance of tuition:
  - a. One post-dated cheque for July 1st, 2020 or
  - b. Ten post-dated cheques for July 1, 2020 - April 1, 2021
6. Provide a copy of the up to date immunization record or applicable "Statement of Conscience or Religious Belief" Affidavit. **Parents must bring the original copy to Kingston, Frontenac and Lennox & Addington (KFL&A) Public Health (see below).**

**All required forms and commitment to pay must be on file before children may attend school.**

## Immunization Record or "Statement of Conscience or Religious Belief" Affidavit

Mulberry Waldorf School abides by the Ontario Ministry of Health and Long-Term Care *Immunization of School Pupils Act* and the Ministry of Education *Child Care and Early Years Act* requirements as they pertain to immunization. The *Immunization of School Pupils Act* requires that all children and adolescents attending primary or secondary school in Ontario be up to date for certain routine childhood immunizations (the requirements depend on the age of the child and align with the Publicly Funded Immunization Schedule for Ontario), unless they have a valid medical exemption or religious or conscience belief exemption on file at their local public health unit. The *Immunization of School Pupils Act* provides an opportunity for parents of children in Kindergarten and above to obtain a valid exemption if they are opposed to following the recommendations in the Publicly Funded Immunization Schedule for Ontario. In this case, parents must fill out the Ministry of Health and Long-Term Care's "Statement of Conscience or Religious Belief, Immunization of School Pupils Act". The Ministry of Education's *Child Care and Early Years Act* provides an opportunity for parents of children in Morning Garden Nursery to obtain a valid exemption if they are opposed to following the recommendations in the Publicly Funded Immunization Schedule for Ontario. In this case, parents must fill out the Ministry of Education's *Child Care and Early Years Act's* "Statement of Conscience or Religious Belief".

**Parents must provide the office and KFL&A Public Health with any immunization updates.**