

MULBERRY WALDORF SCHOOL 2021-2022 ENROLMENT INFORMATION PACKAGE

Mulberry Waldorf School is an independent, community-based elementary school rooted in the ideals of Waldorf education. Our school was established in 1996 and 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 both 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 contacting us for a personalized tour. 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
- Program and age requirements as well as school hours
- Tuition fees and extended care hours and fees
- Enrolment and tuition information
- Enrolment process for new families and Morning Garden students
- Enrolment process for all families

Enrolment for current Mulberry families begins Tuesday, February 22nd.

Enrolment opens to new families beginning Monday March 1st.

We look forward to hearing from you in person, by phone at 613-542-0669, or by email at 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, 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. Tuition fees do 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

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| Parent & Infant | Children may be newborn to about 1 year. No older siblings please. |
| Parent & Child | Children may be 1 – 3 years of age. Younger siblings welcome. |
| Morning Garden Preschool | Children must be 3 before September 1 and show readiness for an independent school experience (e.g., toilet independently, separate from parent without extreme distress, follow group activities). |
| Kindergarten (Clover and Meadow Gardens) | We recommend that children are 4 by September 1. Children who turn 4 in the fall may be considered based on readiness. |
| Grade 1 | Children must be 6 by September 1 and show readiness for Grade 1. |
| Grades 2 through 8 | Children must have successfully completed the previous grade. |

SCHOOL AND PROGRAM HOURS

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| Morning Garden Preschool core program | 9:00 am – 12:00 pm, Monday – Wednesday, 3 day core program 9:00 am – 12:00 pm, Thursday and 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. |
| Morning Garden Preschool afternoons (optional) | 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). |
| Kindergarten core program | 8:40 am to 3:30 pm, Monday – Thursday, 4 full day core program. 8:40 am to 12:00 pm, Monday – Thursday, 4 half day program. Children may be dropped off at 8:30 am in the yard with a teacher. |
| Kindergarten Fridays (optional) | Enrolment is required. Friday option from 8:40 am – 3:30 pm |
| Grade School | 8:40 am – 3:30 pm, Monday – Friday Children may be dropped off at 8:30 am in the yard with a teacher. |
| Before Care (optional) | 8:00 am – 8:40 am, Monday – Friday. Available with sufficient enrolment and staffing. Advance registration required. Before Care is not available for Morning Garden Preschool. |
| After Care (optional) | 3:30 pm – 5:15 pm, Monday – Friday. Available with sufficient enrolment and staffing. Advance registration required. After Care is not available for Morning Garden Preschool. |

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

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| PARENT AND INFANT | No charge |
| PARENT AND CHILD | \$198 per 12 week session |
| MORNING GARDEN PRESCHOOL – core programs 3 morning program (Monday, Tuesday and Wednesday) 2 morning program (Thursday and Friday) <i>*includes morning meal</i> | \$5,205 \$3,505 |
| MORNING GARDEN PRESCHOOL – optional care afternoons Afternoon care options are 3 afternoons, 2 afternoons or 5 afternoons (matching morning programming) <i>*includes morning meal, lunch, and afternoon snack</i> | \$4,030 for 3 afternoons/year \$2,690 for 2 afternoons/year |
| MORNING GARDEN PRESCHOOL – 5 full days <i>*includes morning meal, lunch, and afternoon snack</i> | \$13,880 |
| KINDERGARTEN – core program 4 full days (Monday – Thursday) <i>*includes morning snack, lunch, and afternoon snack</i> 4 half days (Monday – Thursday) <i>*includes morning snack</i> <i>*the half day is available only with a minimum enrolment of 9 students by April 1st</i> | \$11,395 \$6,050 |
| KINDERGARTEN FRIDAY – optional care day <i>*includes morning snack, lunch, and afternoon snack</i> | \$1,140/year <i>*total cost for five days is \$12,535</i> |
| GRADE SCHOOL Grades 6,7,8 Grades 1,2,3,4,5 <i>**larger field trips for upper years will involve additional costs to families</i> | \$11,340 \$11,030 |

EXTENDED CARE

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| Before Care for KG to Grade 8 (8:00 am – 8:40 am) <i>*available only with sufficient enrolment and staffing, advance registration is required</i> | \$215/day/year |
| After Care for KG to Grade 8 (3:30 pm – 5:15 pm) <i>* available with sufficient enrolment and staffing and advance registration is required</i> <i>**late pickups will be billed at \$5 for every 5 minute increment thereafter</i> | \$350/day/year |
| Extended Care is available only with sufficient enrolment and staffing. Enrolment must be for the duration of the year. Any changes will incur a \$25.00 Administration Fee. We regret that, due to licensing requirements, Extended Care is not available for Morning Garden. | |

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 teachers, staff and purchasing programming materials.

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

All changes to registered programming after September 18, 2021 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, 2021 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 Preschool program offers an exceptional child to teacher ratio and we 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 Preschool afternoon programming).

**** Please note that the above sibling discounts are available only until May 15th in order for our school to establish a budget for the 2021-2022 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 Preschool afternoon programming).

**** Our school strives to establish a budget by May 15th for the 2021-2022 school year. Enrolment applications received after May 15th 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 4 weeks** of attendance for the Grade School and the **first 6 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 Preschool, Kindergarten, and Grades 1 through 8:

If a parent withdraws a student after July 1, 2021 and before March 1, 2022, 1 full month's written notice and payment is required.

For withdrawals from all core programming, Morning Garden Preschool afternoons, and Friday Kindergarten programming, amounts owing (if any) will be calculated based on our July 1st through April 1st 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, 1 month's written notice is required and the amount owing (if any) will be calculated to include a minimum of 5 months payment.

After March 1, 2022, 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 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
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 videoconferencing. 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 1 to 2 weeks. If admission is confirmed, parents have 1 week 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. 1 post-dated cheque for July 1st, 2021 or
 - b. 10 post-dated cheques for July 1, 2021 - April 1, 2022

*We hope to offer pre-authorized debit for tuition payments. We will communicate with families when this option is available.

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 Preschool 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.