



## MULBERRY WALDORF SCHOOL 2022-2023 ENROLMENT INFORMATION PACKAGE

**Thank you for your interest in Mulberry Waldorf School!**

We are an independent, community-based school rooted in the ideals of Waldorf education. Our school was established in 1996 and is a not-for-profit, charitable organization. We offer programs from birth to Grade Eight. Our school is accredited by both the Association of Waldorf Schools of North America and the Waldorf Early Childhood Association of North America. We are proud to be connected with the global community of over 1,100 Waldorf Schools in 83 countries.

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. Our graduates attend high schools around the Greater Kingston Area. Our alums have chosen post-secondary education in the Sciences, Engineering, Health Sciences, Social Sciences, and the Humanities, as well as work and volunteer opportunities in Canada and abroad.

We invite you to get to know more about our school, educational philosophy, and curriculum by contacting us for a personalized tour.

This Enrolment Information Package is organized to address questions about:

- Parent participation and our community
- Program and age requirements as well as school hours
- Tuition fees and extended care hours and fees
- Enrolment and financial information
- Enrolment process

***Enrolment for current Mulberry families begins Tuesday, February 22, 2022.***

***Enrolment opens to new families beginning Tuesday, March 1, 2022.***

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



## 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 for **over 25 years** with the participation of many families who have offered diverse ideas, skills and experiences.

**Your help is needed to ...**

**Enhance your child's classroom experience** by sharing a celebration or festival or bringing your knowledge and experience in support of the class curriculum.

**Support the school's governance structure** by joining a committee (e.g., Marketing, Community Development, Health and Safety, and Property).

**Build community** by participating in 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 build connections with 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.

Our Enrolment Agreements include a section on how each family can become involved.

## ANNUAL GIVING CAMPAIGN

**Did you know ...**

Mulberry relies on tuition revenues to pay for 90% of operating expenses including modest salaries for staff, mortgage payments for our school building, and materials, equipment, and field trips for each class. Donations are critical for the remaining 10% of our budgeted expenses!

The Board and Administration strive to operate the school while striving to keep tuition affordable. We continue to offer family rates and tuition adjustment based on need and availability.

***Each family's donation to our Annual Giving Campaign helps to sustain our independent school.  
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.
<b>Parent &amp; Child</b>	Children may be 1 – 3 years of age. Younger siblings welcome.
<b>Morning Garden Preschool</b>	Children must be 3 before September 1 and show readiness for an independent school experience (e.g., toilet independently, separate from parent, follow group activities).
<b>Kindergarten</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 1</b>	Children must be 6 by September 1 and show readiness for Grade 1.
<b>Grades 2 through 8</b>	Children must have successfully completed the previous grade.

## SCHOOL AND PROGRAM HOURS

<b>Morning Garden Preschool CORE program</b>	9:00 am – 12:00 pm, Monday – Wednesday, 3 morning core program 9:00 am – 12:00 pm, Thursday and Friday, 2 morning core program Spaces are available for 5 mornings. *Families interested in 4 days (Monday through Thursday) may contact the office to be added to a wait list. Children may be dropped off at 8:45 am in the Morning Garden yard with a teacher.
<b>Morning Garden Preschool afternoon care (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. *Our school may consider half day attendance to begin the school year. Please contact the office for further information. Children may be dropped off at 8:30 am in the yard with a teacher.
<b>Kindergarten Fridays care (optional)</b>	Enrolment is required for the optional Friday care program 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. Available with sufficient enrolment and staffing. Advance registration required. Before Care is not available for Morning Garden Preschool.
<b>After Care (optional)</b>	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

<b>PARENT AND INFANT</b>	\$5 per class
<b>PARENT AND CHILD</b>	\$198 per 12 week session
<b>MORNING GARDEN PRESCHOOL – CORE programs</b> 3 mornings (Monday, Tuesday and Wednesday) 2 mornings (Thursday and Friday) <i>*includes morning meal</i>	\$5,627 \$3,751
<b>MORNING GARDEN PRESCHOOL – Afternoons are optional and must match morning programming</b> 3 full days (Monday, Tuesday and Wednesday) 2 full days (Thursday and Friday) <i>*includes morning meal, lunch, and afternoon snack</i>	\$9,945 \$6,630
<b>MORNING GARDEN PRESCHOOL – FULL WEEK OPTION - 5 full days</b> <i>*includes morning snack, lunch, and afternoon snack</i>	\$14,638
<b>KINDERGARTEN – CORE program</b> 4 full days (Monday – Thursday) <i>*includes morning snack, lunch, and afternoon snack</i>	\$12,189
<b>KINDERGARTEN – FULL WEEK OPTION – 5 full days</b> <i>*includes morning snack, lunch, and afternoon snack</i>	\$13,457
<b>GRADE SCHOOL</b> <b>Grades 5, 6, 7, 8 Tuition</b> <b>Music and Material Fees</b>  <b>Grades 1, 2, 3, 4 Tuition</b> <b>Music and Material Fees</b> <i>**larger field trips for upper years will involve additional costs to families</i>	\$11,907 \$400  \$11,907 \$150

***Please see next page for Family Rates and Tuition Adjustment***

## EXTENDED CARE FEES Available for KG through Grade 8

<b>Before Care for KG to Grade 8 (8:00 am – 8:40 am)</b>	\$215/day/year
<b>After Care for KG to Grade 8 (3:30 pm – 5:15 pm)</b>	\$350/day/year
<b><i>**late pickups will be billed at \$5 for every 5 minute increment thereafter</i></b>	

\*Extended Care is available only with sufficient enrolment and staffing. Advance registration is required for a minimum of three months is required.



## ENROLMENT AND FINANCIAL INFORMATION

### NON-REFUNDABLE DEPOSIT

**The non-refundable deposit is \$400 for one child or \$600 per family and 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. We continue to offer family rates and tuition adjustment based on need and availability.

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

To complete enrolment, your family will need:

1. Completed and signed Enrolment Agreement Forms
2. Non-refundable deposit
3. Commitment to pay \$500 per child July 1<sup>st</sup> and August 1<sup>st</sup>
4. Commitment to pay Music and materials fees for Grade School students dated July 1<sup>st</sup>
5. Commitment to pay remaining balance in full or in equal monthly installments due September 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.

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 20, 2022 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.



### **Family Rates**

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 does not apply to Extended Care programs.**

***\* Please note that the above sibling discounts are available only until May 15, 2022 in order for our school to establish a budget for the 2022-2023 school year. Sibling discounts received after this date 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 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 Forms and non-refundable deposit
2. Completed **Tuition Adjustment Form**
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 complete the enrolment process (please refer to page 9).*

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 tuition adjustment does not apply to Extended Care programs and may not be applied in conjunction with the family rate offer.**

***\* In order for our school to establish a budget for the 2022-2023 school year, enrolment applications received after May 15, 2022, requesting tuition adjustment will be considered only if funds are available and 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, 2022 and before March 1, 2023, one 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 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, one fully month's written notice and payment is required.

After March 1, 2023, 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 Application Form as well as copies of any additional health, educational and behavioural therapy reports
3. Admissions Interview
4. If admission is confirmed, families have one week to complete the enrolment process.

Please contact the office to book a personal tour.

Application Forms are available on our website and through the office. Parents are asked to submit the completed Form to the office. 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 Admissions 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.

We aim to notify parents of admission confirmation within two weeks of the interview. If admission is confirmed, parents have one week to complete the enrolment process.





## COMPLETING ENROLMENT FOR ALL FAMILIES

To complete enrolment, your family will need:

1. Completed and signed Enrolment Agreement Forms
2. Non-refundable deposit of \$400 per child or \$600 per family
3. Tuition Adjustment Form and NOAs if requesting tuition adjustment
4. Commitment to pay \$500 per child July 1<sup>st</sup> and August 1<sup>st</sup>
5. Commitment to pay Music and materials fees for Grade School students dated July 1<sup>st</sup>
6. Commitment to pay remaining balance in full or in equal monthly installments due September 1<sup>st</sup> through April 1<sup>st</sup>
7. Copy of the student's 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.***

***All existing families must have accounts in good standing in order to re-enrol.***

### 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.***