



## MULBERRY WALDORF SCHOOL 2023-2024 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 in 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 Monday, February 27, 2023.***

***Enrolment opens to new families beginning Monday, March 6, 2023.***

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 involvement of many families who have shared their diverse ideas, skills and experiences.

**We look forward to each parent's involvement in one or more of these areas:**

- **Supporting the school's governance structure** by joining a Standing Committee of the Board (Finance, Marketing, Property, Community Development, and Health and Safety). These committees meet monthly for 1.5 hours and require approximately 2-3 hours of work outside of meeting hours.
- **Supporting enriching school events**, such as May Fair, Winter Fair, bake sales, and candle dipping. These events require support with set-up, decorations, food serving, baking, running silent auctions and fundraisers, assisting with crafts, and clean-up. Time commitment is between 1-10 hours.
- **Enhancing our physical space** by signing up for weekend work bees, which are typically held 3 times a year and run for 3-4 hours each.
- **Building community** by participating in social events such as coffee mornings, class parent meetings, and parent information events.
- **Contributing to the improvement of our school inclusion** by joining the IDEA (Inclusion, Diversity, Equity and Accessibility) Working Group. This group meets monthly for 1.5 hours and require approximately 2-3 hours of work outside of meeting hours.
- **Enhancing your child's classroom experience** by sharing a celebration or festival that your family celebrates, bringing your knowledge and experience in support of the class curriculum, volunteering to support literacy and/or numeracy, acting as parent representative or volunteering for class walk and field trips.
- **Sharing your passion (e.g., gardening, leading a book club) or expertise (e.g., fundraising, knitting).**

Parents often reflect on how their involvement provides a holistic contribution to their families' experience at the school. Getting involved builds 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 operating expenses including modest salaries for staff, mortgage payments for our school building, and materials, equipment, and field trips for each class. As an independent school, donations to the Annual Giving Campaign are critical in helping to cover any budget deficits and major capital expenditures.

The Board and Administration strive to balance affordable tuition fees with the school's financial sustainability. We strive to make our school financially accessible by offering family rates and tuition adjustment based on financial need.

***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 are welcome.
<b>Morning Garden Preschool</b>	Morning Garden is a gentle introduction to an independent school experience for 3- and 4-year-olds. 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).  Children who turn 3 in the Fall and show readiness for an independent school experience may be considered for January enrolment, based on space availability.
<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 for Kindergarten (e.g., developing independence with self-care, separate from parent, engage in a full-day of programming, participate in play with peers).  *Our school may consider half day attendance to begin the school year. Please contact the office for further information.
<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

<p><b>Morning Garden Preschool CORE program</b></p>	<p>9:00 am – 12:00 pm, Monday – Wednesday, 3 morning core program</p> <p>9:00 am – 12:00 pm, Thursday and Friday, 2 morning core program</p> <p>Spaces are available for 5 mornings.</p> <p>Children may be dropped off at 8:45 am in the Morning Garden yard with a teacher.</p> <p>*Families interested in 4 days (Monday through Thursday) may contact the office to be added to a wait list.</p>
<p><b>Morning Garden Preschool OPTIONAL afternoon care</b></p>	<p>Monday – Friday, 12:00 pm – 3:30 pm</p> <p>Families enrolling for afternoon care must match morning programming (3 afternoons, 2 afternoons or 5 afternoons and indicate this on the Enrolment Agreement.</p>
<p><b>Kindergarten CORE program</b></p>	<p>8:40 am to 3:30 pm, Monday – Thursday, 4 full day core program</p> <p>Children may be dropped off at 8:30 am in the yard with a teacher.</p> <p>*Our school may consider half day attendance to begin the school year. Please contact the office for further information.</p>
<p><b>Kindergarten OPTIONAL Fridays care</b></p>	<p>Families choosing the optional Friday care program from 8:40 am – 3:30 pm should indicate this on the Enrolment Agreement.</p>
<p><b>Grade School</b></p>	<p>8:40 am – 3:30 pm, Monday – Friday</p> <p>Children may be dropped off at 8:30 am in the yard with a teacher.</p>
<p><b>Before Care (optional)</b></p>	<p>8:00 am – 8:40 am, Monday – Friday. Available with sufficient enrolment and staffing.</p> <p>Advance registration required. Before Care is not available for Morning Garden Preschool.</p>
<p><b>After Care (optional)</b></p>	<p>3:30 pm – 5:15 pm, Monday – Friday. Available with sufficient enrolment and staffing.</p> <p>Advance registration required. After Care is not available for Morning Garden Preschool.</p>

## TUITION FEES

<b>PARENT AND INFANT</b>	\$7 per class
<b>PARENT AND CHILD</b>	\$210 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>	\$5,740 \$3,826
<b>MORNING GARDEN PRESCHOOL OPTIONAL afternoons – must match morning programming</b> 3 full days (Monday, Tuesday and Wednesday) 2 full days (Thursday and Friday) <i>*includes meal, lunch, and afternoon snack</i>	\$10,144 \$ 6,763
<b>MORNING GARDEN PRESCHOOL – FULL WEEK OPTION - 5 full days</b> <i>*includes morning snack, lunch, and afternoon snack</i>	\$14,930
<b>KINDERGARTEN – CORE program</b> 4 full days (Monday – Thursday) <i>*includes snacks and lunches</i>	\$12,432
<b>KINDERGARTEN – FULL WEEK OPTION – 5 full days</b> <i>*includes snacks and lunches</i>	\$13,986
<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>	\$12,264 \$ 460  \$12,264 \$ 185

*\*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>	\$380/day/year \$15/day for occasional use (advance notice required)

*\*Extended Care is available only with sufficient enrolment and staffing. Advance registration 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 due 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 operating and capital expenses. These expenses include very modest salaries for our dedicated and experienced staff, and mortgage and maintenance payments for our building. The Board and Administration strive to balance affordable tuition fees with the school's financial sustainability. We strive to make our school financially accessible by offering family rates and tuition adjustment based on financial need. Our monthly tuition payments begin on July 1<sup>st</sup> so that we have funds to commit to contracts with staff and purchase classroom materials.

To complete enrolment, your family will need:

1. Completed and signed Enrolment Agreement Forms
2. Payment of Non-refundable Deposit
3. Commitment to pay Music and Materials Fees for Grade School students on July 1<sup>st</sup>
4. Commitment to pay remaining balance in full or in equal monthly installments on 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 calculated to be paid in full by April 1<sup>st</sup>.

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

### **Administration Fees**

A \$40.00 fee will be levied for all declined payments.

Any changes to programming after September 20, 2023 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.**

***\*Family rates for Enrolment Applications received after May 15, 2023 will be considered only if funds are available.***

### **Tuition Adjustment**

Mulberry Waldorf School offers Tuition Adjustment to families based on financial need and household income, as well as the school's budget. To apply, please submit the following documents:

1. Completed **Enrolment Form** and **Non-Refundable Deposit**
2. Completed **Tuition Adjustment Application Form**
3. All parents' **Notice of Assessments** (NOAs) from the previous tax year

The school will notify the parent(s) of Tuition Adjustment as soon as possible. After receiving notification, the parent(s) have a one-week period to complete the enrolment process.

The Morning Garden Preschool program offers an exceptional child to teacher ratio and we offer a maximum overall discount of 20%. Tuition Adjustment does not apply to Extended Care programs and is not available in conjunction with Family Rates and/or Staff Discounts.

***\* In order for our school to establish a budget for the 2023-2024 school year, Enrolment Applications received after May 15, 2023, requesting Tuition Adjustment will be considered only if funds are available.***

### **PROBATIONARY PERIOD POLICY**

For students new to a program, the **first 6 weeks** of attendance 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, 2023 and before March 1, 2024, 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 and Music and Materials Fee if applicable. A \$25 Administration Fee will be applied.

If a parent withdraws a student from extended care programming, one full month's written notice and payment is required.

After March 1, 2024, no refund will be given.

If Mulberry Waldorf School is unable to meet the student's needs, the school reserves the right to discharge a student. All prior payments are considered non-refundable. No future payments will be required if the family is on a standard payment plan of July through April. If a family is not on a standard payment plan, any amounts owing will be calculated on a July through April schedule.

### **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 Form
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 Music and Materials Fee for Grade School students dated July 1<sup>st</sup>
5. Commitment to pay remaining balance in full or in equal monthly installments due July 1<sup>st</sup> through April 1<sup>st</sup>
6. 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)
7. Indication of how you wish to volunteer (e.g., committee work, school events, classroom enrichment, community building) on the Enrolment Agreement Form.

***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.***