



MULBERRY WALDORF SCHOOL

2024-2025 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 an Associate Member of both the Association of Waldorf Schools of North America and the Waldorf Early Childhood Association of North America. We are proud to be part of a 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 engage the whole being – thinking, feeling and willing. This multidisciplinary approach to engaging the head, heart and hands stirs the imagination and enhances and enriches 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, Arts, Engineering, Skilled Trades, Health Sciences, Social Sciences, and the Humanities, as well as a wide range of work and volunteer opportunities in Canada and abroad.

We invite you to get to know more about our school, educational philosophy, and curriculum by referring to our website (www.mulberrywaldorfschool.ca) and contacting us for a personalized tour.

Enrolment for current Mulberry families begins Monday, February 26, 2024.

Enrolment opens to new families beginning Monday, March 4, 2024.

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

G.K. Peel Hira
Administrative Head

PROGRAMS AND AGE REQUIREMENTS

Parent & Infant	For parents/caregivers and infants (newborn to about 1 year).
Parent & Child	For parents/caregivers and children (1 – 3 years of age). Younger siblings are welcome.
Morning Garden Preschool	<p>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).</p> <p>Children who turn 3 in the Fall and show readiness for an independent school experience may be considered for September enrolment (i.e., toilet independently, separate from parent/caregiver, follow group activities).</p>
Kindergarten	<p>We recommend that children are 4 by September 1.</p> <p>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).</p>
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.

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

- **Supporting the school's governance structure** (committees and Board of Directors)
- **Supporting school events and building community**
- **Enhancing our naturalized playgrounds**
- **Volunteering in classrooms**
- **Contributing to the improvement of our school inclusion**
- **Sharing a passion (e.g., gardening) or expertise (e.g., knitting).**

SCHOOL AND PROGRAM HOURS

Morning Garden Preschool CORE morning program	<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>
Morning Garden Preschool OPTIONAL afternoon care	<p>Monday – Friday, 12:00 pm – 3:30 pm</p> <p>Afternoon care must match morning programming (3 afternoons, 2 afternoons or 5 afternoons).</p>
Kindergarten CORE program	<p>8:40 am to 3:30 pm, Monday – Thursday</p> <p>Children may be dropped off at 8:30 am in the yard with a teacher.</p>
Kindergarten OPTIONAL Fridays care	<p>8:40 am – 3:30 pm</p>
Kindergarten HALF DAY program	<p>8:40 am to 12:00 pm, Monday – Thursday</p> <p>Children may be dropped off at 8:30 am in the yard with a teacher.</p>
Grade School	<p>8:40 am – 3:30 pm, Monday – Friday</p> <p>Children may enter the school at 8:30 am.</p>
Before Care (optional)	<p>8:00 am – 8:40 am, Monday – Friday.</p> <p>Advance registration required. Before Care is not available for Morning Garden Preschool.</p>
After Care (optional)	<p>3:30 pm – 5:15 pm, Monday – Friday.</p> <p>Advance registration required. After Care is not available for Morning Garden Preschool.</p>

TUITION FEES

PARENT AND INFANT	\$84 per 12 week session
PARENT AND CHILD	\$210 per 12 week session
MORNING GARDEN PRESCHOOL – CORE programs 3 mornings (Monday, Tuesday and Wednesday) 2 mornings (Thursday and Friday) <i>*includes morning snack</i>	\$5,912 per year \$3,941 per year
MORNING GARDEN PRESCHOOL OPTIONAL afternoons – must match morning programming 3 full days (Monday, Tuesday and Wednesday) 2 full days (Thursday and Friday) <i>*includes lunch and afternoon snack</i>	\$10,144 per year \$ 6,763 per year
MORNING GARDEN PRESCHOOL – FULL WEEK OPTION - 5 full days <i>*includes morning snack, lunch and afternoon snack</i>	\$14,930 per year
KINDERGARTEN – CORE program 4 full days (Monday – Thursday) <i>*includes morning snack, lunch and afternoon snack</i>	\$12,432 per year
KINDERGARTEN – HALF Day program 4 half days (Monday – Thursday) <i>*includes snack and lunch</i>	\$7,460 per year
KINDERGARTEN – FULL WEEK OPTION – 5 full days <i>*includes morning snack, lunch and afternoon snack</i>	\$13,986 per year
GRADE SCHOOL Tuition for all Grades Grades 1-4 Music and Material Fee Grades 5-8 Music and Material Fee <i>**larger field trips for upper years involve fundraising efforts that will need to be supported by families</i>	\$12,877 per year \$185 per year \$460 per year

For payment structure, sibling discounts and tuition adjustment please see Tuition and Program Payment Policies section

EXTENDED CARE FEES

**Available for Kindergarten through Grade 8 with sufficient enrolment and staffing.*

Before Care for KG to Grade 8 (8:00 – 8:40 am)	\$215/day/year (Minimum 3 month registration)
After Care for KG to Grade 8 (3:30 – 5:15 pm)	\$380/day/year (Minimum 3 month registration) \$15/day for occasional use (advance notice required) Late fees (\$5 for each 10 minute increment will be applied after 5:15 pm)



ANNUAL GIVING CAMPAIGN

As an independent school, Mulberry *relies* on tuition revenues to pay for operating expenses including modest salaries for staff, maintenance of our school building and materials, equipment, and field trips for each class. Since our school opened in 1996, we have strived to keep tuition fees reasonable and continue to offer sibling discounts and tuition adjustment. This must be balanced with the school's financial sustainability and the ability to retain experienced and well qualified teachers and staff. Tuition revenues fund 80% of operational costs. The remaining 20% of costs depend on donations and grants. Mulberry is a charitable organization and donations to the Annual Giving Campaign are eligible for charitable tax receipts.

Each family's donation to our Annual Giving Campaign helps to sustain our independent school.

ENROLMENT AND FINANCIAL INFORMATION

APPLICATION 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 important for our Faculty to have a 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. Review our website (www.mulberrywaldorfschool.ca) for information about our school, educational philosophy and curriculum
2. Register for a personalized tour the school by contacting the office
3. Complete an Application Form, which includes copies of any additional health, educational and behavioural therapy reports
4. Optional visit for Grade School students and optional observation day for Kindergarten parents
5. Admissions Meeting followed by Faculty Review
6. If admission is confirmed, families will be invited to complete the enrolment process.

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 help determine whether we can meet their needs while continuing to meet the needs of the children currently enrolled in the class.

The Admissions Meeting 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 Meeting may be conducted by telephone or videoconferencing. Based on the Meeting, 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 Admissions Meeting. If admission is confirmed, we invite parents to complete the enrolment process as soon as possible.

ENROLMENT PROCESS (Re-enrolment and new enrolment)

To complete enrolment, your family will need:

1. Completed and signed Enrolment Agreement
2. If applying for Tuition Adjustment, please refer to the Tuition Adjustment section of this Package
3. Non-refundable Registration Fee of \$400 per child or \$600 per family (separate and in addition to tuition fees)
4. Commitment to pay the non-refundable Music and Materials Fee for Grade School students dated July 1st
5. Commitment to pay remaining balance in full by July 1st or in equal monthly installments due July 1st through April 1st
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 section at the end of this Package)
7. Indication of how you wish to volunteer (e.g., school governance, school events, classroom enrichment) as part of 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.

TUITION AND PROGRAM PAYMENT POLICIES

As an independent school, Mulberry **relies** on tuition revenues to pay for operating expenses including modest salaries for staff, maintenance of our school building and materials, equipment, and field trips for each class. Since our school opened in 1996, we have strived to keep tuition fees reasonable and continue to offer sibling discounts and tuition adjustment. This must be balanced with the school's financial sustainability and the ability to retain experienced and well qualified teachers and staff. Tuition revenues fund 80% of operational costs. The remaining 20% of costs depend on donations and grants.

Tuition fees may be paid in full July 1st or in equal monthly payments from July 1st through April 1st.

If a family enrolls after July 1st, the monthly payments will be calculated and paid from the month of enrolment through April 1st.

The Registration Fee is \$400 for one child or \$600 per family, is non-refundable and is due upon registration with completed Enrolment Forms, except when applying for tuition adjustment.

The Grade School Music and Materials Fees are due July 1st and are non-refundable.

The Non-refundable Registration Fee and Grade School Music and Materials Fees are separate and in addition to the tuition fees.



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 does not apply to Extended Care programs.

****Sibling discounts for Enrolment Applications received after May 15, 2024 will be considered 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.

For new families, please submit the following documents:

1. A completed **Application Form**
2. Completed **Tuition Adjustment Application Form**
3. All parents' **Notice of Assessments (NOAs)** from the previous tax year

For continuing families, please submit the following documents:

1. A completed **Enrolment Agreement**
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** within one week (except for during holidays). After receiving notification, the parent(s) have a one-week period to complete the enrolment process.*

Please note that tuition adjustment does not apply to Extended Care programs and is not available in conjunction with Sibling Discounts.

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 Sibling Discounts and/or Staff Discounts.

**** In order for our school to establish a budget for the 2024-2025 school year, Tuition Adjustment requested after May 15, 2024 will be considered if funds are available.***



Administration Fees

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

Any changes to programming after September 20, 2024 will incur a minimum Administration Fee of \$25.00.

Any changes to payment structure after September 20, 2024, will incur a minimum 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.

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 family withdraws after July 1, 2024 and before March 1, 2025, one full month's written notice and payment is required. Amounts owing (if any) will be calculated based on our July 1st through April 1st standard schedule.

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

After March 1, 2025, 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. 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.



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.