



Admissions Package 2026-2027



Thank you for your interest in Mulberry Waldorf School!

Mulberry Waldorf School is an independent, community-based school established in 1996 as a non-profit, charitable organization inspired by the ideals of Waldorf education. We offer Pregnancy Circle, Parent & Infant, and Parent & Child Family Programs; Morning Garden Preschool; Kindergarten; and Grades 1 through 8.

Our mission is to nurture the whole child through hands-on learning that integrates arts, movement, and rigorous academics. Rooted in imagination, connection to nature, and working in community with others, our educational approach fosters a life-long love of learning, a strong sense of belonging, and social responsibility. 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.

Our school is an Associate Member of 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.

We invite you to learn more about our school, educational philosophy, and curriculum by exploring our website (www.mulberrywaldorfschool.ca) and scheduling a personalized tour.

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

**G.K. Peelu Hira
Administrative Head**

PROGRAMS AND AGE REQUIREMENTS

FAMILY PROGRAMS	
Pregnancy Circle	One evening per week, over six weeks, for expectant parents.
Parent & Infant	One afternoon per week per term (fall, winter, and/or spring) for parents/caregivers and infants (newborn to about 1 year).
Parent & Child	One morning per week per term (fall, winter, and/or spring) for parents/caregivers and children (1 – 3 years of age). Younger siblings are welcome.
EARLY CHILDHOOD	
Morning Garden Preschool	Program options available for children who are at least 2 years and 8 months old by September 1 st and show readiness for an independent school experience (e.g., can separate from parent/guardian and follow group activities). Children should be on the path to toileting independently.
Kindergarten	Children should be 4 by September 1 st and show readiness for Kindergarten (e.g., developing independence with self-care, can separate from parent/guardian, engage in a full day of programming, and participate in play with peers). Children with fall birthdays may be considered for enrolment if showing readiness, including toileting independently.
GRADE SCHOOL	
Grade 1	Children should be 6 by September 1 st and show readiness for Grade 1. Children with birthdays in September may be considered for enrolment.
Grades 2 through 8	Children must have successfully completed the previous grade.

SCHOOL AND PROGRAM HOURS

MORNING GARDEN PRESCHOOL	
STANDARD PROGRAM - MORNINGS OR FULL DAYS *Mornings are from 8:45 am to noon *Full days are from 8:45 am to 3:30 pm *Afternoons must match mornings	Monday – Wednesday, 3 mornings/full days Thursday and Friday, 2 mornings/full days Monday – Friday, 5 mornings/full days
TAILORED MORNINGS OR FULL DAYS *Limited spaces available	Any combination of two or more mornings/full days other than standard programs listed above. OR One or more additional morning/full day added to a standard program.
KINDERGARTEN	
STANDARD PROGRAM	Mondays – Thursdays, 8:40 am - 3:30 pm
OPTIONAL FRIDAY CARE PROGRAM	Fridays, 8:40 am – 3:30 pm
GRADUAL ENTRY OPTION *This option is intended for four-year olds only, and with the goal of working up to four full days. NOTE: students attending for the morning only will not receive our full Kindergarten program. Please contact the Office to schedule a conversation with a Kindergarten teacher.	Mondays – Thursdays, 8:40 am - 12:00 pm
EARLY CHILDHOOD ENRICHMENT PROGRAM *For families seeking a half day program to enhance their child’s development and foster new friendships. Limited spaces.	Fridays only, 8:40 am - 12:00 pm
GRADE SCHOOL	
Grade School	Mondays – Fridays, 8:30 am - 3:30 pm
EXTENDED CARE AVAILABLE WITH SUFFICIENT ENROLMENT AND STAFFING:	
Before Care	Beginning at 8:00 am, Mondays – Fridays *Advance registration required.
After Care	3:30 pm - 5:15 pm, Mondays – Fridays * Advance registration required.

TUITION FEES

FAMILY PROGRAMS:	
PREGNANCY CIRCLE	\$150 for six week session
PARENT & INFANT	Fall session (15 weeks) - \$127.50 Winter session (9 weeks) - \$76.50 Spring session (13 weeks) - \$110.50
PARENT & CHILD	Fall session (15 weeks) – \$292.50 Winter session (9 weeks) – \$175.50 Spring session (13 weeks) – \$253.50 *Monday and Friday programs are prorated for holidays/PD days.
NON-REFUNDABLE REGISTRATION FEE <i>* for Morning Garden Preschool through Grade 8</i>	\$400/student or \$600/family <i>* payable upon acceptance to secure space</i>
MORNING GARDEN PRESCHOOL (payable in full or monthly installments):	
STANDARD PROGRAM – MORNINGS 3 mornings (Monday, Tuesday and Wednesday) 2 mornings (Thursday and Friday) 5 mornings (Monday-Friday) <i>*includes morning snack</i>	\$6,180 per year \$4,120 per year \$10,300 per year
STANDARD PROGRAM – FULL DAYS 3 full days (Monday, Tuesday and Wednesday) 2 full days (Thursday and Friday) <i>*includes lunch and afternoon snack</i>	\$10,605 per year \$ 7,070 per year
STANDARD PROGRAM – FULL WEEK (5 DAYS) <i>*includes morning snack, lunch and afternoon snack</i>	\$15,440 per year
TAILORED MORNING OPTION	\$2,370 per morning per year
TAILORED FULL DAY OPTION	\$3,965 per full day per year
KINDERGARTEN (payable in full or monthly installments):	
STANDARD PROGRAM (full days, Monday-Thursday) <i>*includes morning snack, lunch and afternoon snack</i>	\$13,000 per year
KINDERGARTEN – FULL WEEK OPTION (5 full days) <i>*includes morning snack, lunch and afternoon snack</i>	\$14,560 per year
KINDERGARTEN – HALF DAY OPTION (Monday-Thursday) <i>*includes snack and lunch</i>	\$8,320 per year
FRIDAY EARLY CHILDHOOD ENRICHMENT MORNINGS <i>*Registration is required for each term. This is not a drop-in program. Fee is pro-rated based on start date.</i>	\$32 per morning

GRADE SCHOOL (payable in full or monthly installments):	
GRADE SCHOOL Tuition for all Grades * Grades 5 through 8 families are expected to participate in fundraising to support year-end trips. Families may be required to pay additional costs for these year-end trips.	\$14,125 per year

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

EXTENDED CARE FEES

Before Care (beginning at 8:00 am) *Available for Morning Garden and Kindergarten – Grade School	\$215 per day per year (Minimum registration is for a term – Fall, Winter, Spring) \$8/day for occasional use (based on availability; advance notice is required)
After Care (3:30 – 5:15 pm) *Available for Kindergarten – Grade School	\$395 per day per year (Minimum registration is for a term – Fall, Winter, Spring) \$17 per day for occasional use (based on availability; advance notice is required) *Late fees (\$1 per minute after 5:15 pm). Mulberry reserves the right to decline registration in After Care.



ADMISSIONS PROCESS

For separated, divorced, or co-parenting families, please refer to Appendix A.

APPLICATION PROCESS FOR NEW FAMILIES AND MORNING GARDEN STUDENTS

Our admissions process provides the opportunity for families to get to know our school, including our Waldorf educational philosophy and curriculum. Our process also provides the opportunity for our faculty to develop a picture of each prospective student to determine whether we can meet their needs while continuing to meet the needs of the students currently enrolled in the class. The process involves the following steps:

1. Explore our website (www.mulberrywaldorfschool.ca) for information about our school, educational philosophy, and curriculum.
2. Schedule a personalized tour of the school by contacting the office.
3. Send a complete application form, copies of health, educational and behavioural reports, and previous report cards.
4. Consider attending an optional visit for grade school students and optional observation day for kindergarten parents/guardians.
5. Attend a scheduled admissions meeting with a teaching team and your family.
6. If admission is offered, the family is invited to complete the enrolment process. Spaces may be limited; families are encouraged to complete the enrolment process to secure their space.

Application forms are available on our website and from our office. Parents/guardians are asked to send the completed form to the Administrative Head. We ask that parents/guardians also share any potential or existing health, educational, or behavioural concerns, as well as any progress reports and 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 students currently enrolled.

The admissions meeting is an opportunity for the parents/guardians 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. We aim to notify parents/guardians of admission confirmation within two weeks of the admissions meeting.

ENROLMENT PROCESS (re-enrolment and new enrolment)

To complete enrolment and secure space in a program/class, please complete the following steps:

1. Complete and sign an enrolment agreement for each student.
2. If applying for tuition adjustment, please refer to the tuition adjustment section of this Package.
3. Submit the non-refundable registration fee of \$400 per child or \$600 per family (separate and in addition to tuition fees) with the completed enrolment agreement.
4. Arrange tuition payments in full by July 1st or in equal monthly installments (July 1st through April 1st).

5. Submit a copy of the student's immunization record or applicable "Statement of Conscience or Religious Belief" affidavit. For the affidavit, parents/guardians must bring the original copy to South East Health Unit.
6. Indicate how you wish to volunteer (e.g., school governance, school events, classroom enrichment) as part of the Enrolment Agreement Form.

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/guardians 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/guardians must complete 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/guardians 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/guardians must complete the Ministry of Education's *Child Care and Early Years Act's* "Statement of Conscience or Religious Belief."

Parents/guardians must provide the office and the South East Health Unit with any immunization updates.

TRIAL PERIOD FOR NEW STUDENTS

For new students and returning students moving into a new program (i.e., Parent & Child to Preschool; Preschool to Kindergarten; Kindergarten to Grade 1), the **first 8 weeks** of attendance are a trial period. This can be extended, in writing, at the discretion of the faculty. During the trial 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 faculty, we will meet with the parents/guardians 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.



TUITION AND PROGRAM PAYMENT POLICIES

As an independent school, Mulberry relies on tuition revenues to pay operating expenses including modest salaries for staff, school building maintenance, and classroom resources. Since our school opened in 1996, we have strived to keep tuition fees reasonable, including offering sibling discounts and tuition adjustments. This must be balanced with the school's ability to retain outstanding teachers and staff. Tuition revenues fund approximately 80% of operational costs. Donations and grants fund the rest.

Tuition may be paid in full by July 1st or in equal monthly payments from July 1st through April 1st. Equal payments for *enrolment after* July 1st, begin that month, then the first of each month through April 1st.

The non-refundable registration fee (\$400 for one child or \$600 per family) is in addition to tuition fees. This is due upon registration with completed enrolment forms, except when applying for tuition adjustment.

For separated, divorced, or co-parenting families, please refer to Appendix A.

Sibling Discount

Mulberry 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.

***The sibling discount does not apply to extended care programs and is not available in conjunction with tuition adjustment.**

Tuition Adjustment

Mulberry Waldorf School strives to make our school financially accessible to families who value a Waldorf education for their child(ren). We offer tuition adjustment to families based on financial and personal circumstances and household income.

For new families, please send in the following documents:

1. A completed **application form**.
2. A completed **tuition adjustment application form**.
3. All **Notice of Assessments (NOAs)** from the previous tax year.

For continuing families, please send in the following documents:

1. A completed **enrolment agreement**.
2. A completed **tuition adjustment application form**.
3. All **Notice of Assessments (NOAs)** from the previous tax year.

*The school will notify the parent(s)/guardian(s) of **tuition adjustment** within one week (except during holidays).* To complete enrolment and secure space in a program/class, please follow the enrolment process.

***Tuition adjustment does not apply to extended care programs and is not available in conjunction with sibling discounts.**



Administration Fees

A \$40 fee will be levied for all declined payments.

Any changes to programming after September 18, will incur a minimum administration fee of \$25.

Any changes to payment structure after September 18, will incur a minimum administration fee of \$25.

We strive to meet requests for letters, forms or record completion within 7 business days. Each request will incur a minimum administration fee of \$25.

WITHDRAWAL AND REFUND POLICY

Morning Garden Preschool, Kindergarten, and Grades 1 through 8:

If a family withdraws after July 1, and before March 1, 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, no refund will be given.

If Mulberry 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.

Family Programs:

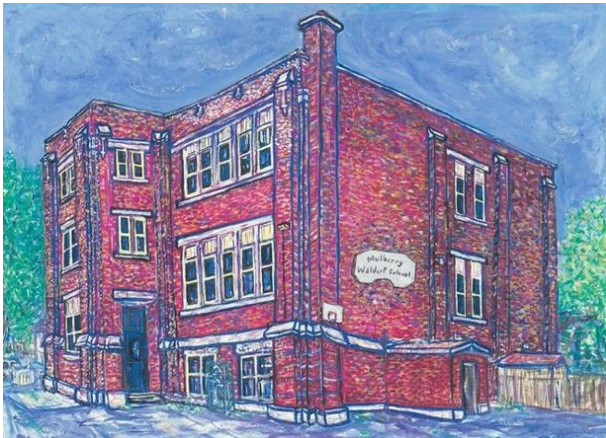
If a parent/guardian withdraws after the start of the session, fees for the number of weeks attended are due and payable.

PARENT PARTICIPATION AND COMMUNITY BUILDING

Mulberry began in 1993 with the vision of a small group of parents interested in the ideals of Waldorf education. Our community-based school has flourished with the involvement of many families who have shared their diverse ideas, skills and experiences. Parents/guardians 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 on committees and the Board of Directors
- Supporting school events and building community
- Enhancing our playgrounds
- Volunteering in classrooms
- Contributing to the improvement of our school inclusion
- Sharing a passion (e.g., gardening) or expertise (e.g., knitting)

ANNUAL GIVING CAMPAIGN



Artwork by M.P Tully

As an independent school and charitable organization, 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 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. Donations are eligible for charitable tax receipts.

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



Appendix A

Communication & Responsibilities Policy for Separated, Divorced, or Co-Parenting Families

1. Purpose

This policy outlines how Mulberry Waldorf School will communicate and work with separated, divorced, or co-parenting families. Its goal is to ensure that all decisions and interactions prioritize the educational needs, safety, and well-being of the student, while providing clear expectations for parents/guardians and protecting Mulberry Waldorf School's limited resources (i.e., staffing and financial resources).

2. Guiding Principles

- Mulberry Waldorf School's primary responsibility is to the student.
 - Mulberry Waldorf School will follow all court orders, separation agreements, and parenting plans that relate to custody, decision-making, and access to information; in the absence of legal documentation, Mulberry Waldorf School will treat both parents/guardians as having equal rights to access the child, retrieve records, and pick up the student.
 - Mulberry Waldorf School will treat all parents/guardians with legal custody and/or access rights equitably and respectfully (regardless of who enrolled the student and who pays tuition).
 - Mulberry Waldorf School is not a mediator between parents/guardians and cannot resolve parental disputes.
 - Mulberry Waldorf School will set limits on communication or meeting requests that place an undue burden on staff. Mulberry Waldorf School reserves the right to decline the request or charge administrative fees as outlined in the Admissions Package.
 - All School staff must be treated with respect. Any disrespectful behaviour will be shared with the Board of Directors within the purview of the Violence and Harassment Policy.
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3. Documentation

Parents/guardians are responsible for providing Mulberry Waldorf School with any existing current and complete legal documentation, including any of the following:

- Court orders
- Separation agreements
- Parenting plans (including decision making and custody schedule)

- Any updates or changes

Mulberry Waldorf School will rely on written documents *when they exist*. Verbal instructions from either parent/guardian will not override written agreements.

4. Communication with Parents

4.1 Equal Access to Information

Unless restricted by legal documentation, both parents/guardians are entitled to:

- Information about academic, social, and behavioural observations and concerns
- Information about illness or injury that occurs at school
- Report cards (which include attendance information)
- Notices about school events
- General communications

Mulberry Waldorf School will provide information to both parents/guardians simultaneously, usually via shared email distribution.

4.2 Communication Boundaries

To ensure efficient and manageable communication:

- Mulberry Waldorf School will send joint email communications to parents/guardians.
- Mulberry Waldorf School will provide copies of report cards, student support plans, therapy reports, etc. to each parent/guardian.
- Parents will communicate with Mulberry Waldorf School respectfully and in writing when possible.

4.3 Meetings

- In-person, joint meetings are preferred whenever possible.
- Video meetings may be offered when they support parents/guardians ability to meet jointly.
- If parents/guardians are unable or unwilling to meet together, Mulberry Waldorf School may:
 - Provide written communication instead, or
 - Offer two separate, shorter meetings when reasonable, or
 - Meet with one parent/guardian and provide notes to the other.

- If parents/guardians request repeated or duplicative meetings that exceed Mulberry Waldorf School's time and resources, Mulberry Waldorf School may decline.
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5. Decision-Making and Parent/Guardian Instructions

5.1 When Decision-Making Authority Is Clear

Mulberry Waldorf School will follow the parent/guardian that has been granted decision-making responsibility for:

- Educational decisions (e.g., school-based therapy, modified programming, student support plan).
- Health decisions.
- Alternate contacts.
- Permissions and consents.

5.2 When Parents/Guardians Share Decision-Making

If parents/guardians share decision-making authority, Mulberry Waldorf School requires:

- A single, unified written statement/instruction for decisions (e.g., educational or health) requiring parental agreement.
- Each parent/guardian to include an alternate contact on the enrolment agreement.
- Both parents to sign enrolment agreements.
- Permission forms, consent forms, and waivers from both parents/guardians, unless there is a written agreement that one parent/guardian can sign for both.

Mulberry Waldorf School will not mediate disputes or take sides. Disagreements must be resolved outside Mulberry Waldorf School.

6. Day-to-Day Logistics

6.1 Regular Pickups and Access

Unless legally restricted:

- Both parents/guardians may pick up the child.
- Any change to legally documented pickup routines requires advance written confirmation from both parents/guardians if decision-making is shared.

If a conflict arises, Mulberry Waldorf School will act in the student's safety and comfort and may refuse a change until it receives consistent written direction.

6.2 Emergency Pickups and Access (e.g., for late pick-ups or when a student is ill or injured)

Unless legally restricted, we will call contacts in the following order:

1. The parent/guardian indicated on the parenting schedule for that time. If they cannot be reached, a phone message will be left.
2. The other parent/guardian, unless specified in a written agreement that their alternate contact should be called first. If they cannot be reached, a phone message will be left.
3. The alternate contact for the parent/guardian indicated on the enrolment agreement. If they cannot be reached, a phone message will be left.
4. The other parent/guardian, if not already called. If they cannot be reached, a phone message will be left.
5. The alternate contact for the other parent/guardian. If they cannot be reached, a phone message will be left.

7. Behavioural Expectations for Parents

Parents must:

- Communicate respectfully with all staff.
- Give consistent instructions.
- Avoid using Mulberry Waldorf School as an intermediary in disputes.
- Not attempt to involve teaching or administrative staff in personal conflicts.
- Strive to prevent parental conflict from disrupting the student's school experience.
- Not make repeated or excessive requests beyond reasonable expectations for Mulberry Waldorf School's time and resources.
- Never put students', staff's, or other community members' safety at risk.

Failure to comply may result in:

- Restricted communication channels (e.g., written communication only, a communication schedule, or declining duplicative meetings),
- Involvement of School Leadership or Board of Directors within the purview of the Violence and Harassment Policy,

- Requirement that parents/guardians resolve disputes privately before Mulberry Waldorf School proceeds, or
 - In severe cases, a family may be discharged from Mulberry Waldorf School.
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8. Tuition Payments and other Fees

When both parents/guardians agree to pay for some portion of tuition:

- The division must be agreed to in writing and conveyed to the Administrative Head and Finance Officer upon enrolment. In this case, the school would create separate financial accounts using the agreed upon division of tuition. In this case, any child care tax receipts would reflect the division of tuition.
- If one or both parents/guardians request tuition adjustment, this will be considered based on their agreed upon division of tuition, as well as their financial and personal circumstances.
- If only one parent/guardian requests tuition adjustment, this will be considered based on their financial and personal circumstances.
- Any extended care costs would be billed to the parent/guardian requesting extended care.
- Parents/guardians will need to agree to pay any additional fees (e.g., field trip or tournament).

When one parent/guardian agrees to pay for all of the tuition:

- This must be agreed to in writing and to the Administrative Head and Finance Officer upon enrolment. In this case, the school would create a single financial account for the parent/guardian who will be paying for all of the tuition. In this case, any child care tax receipts would be assigned to that parent/guardian.
- If this parent/guardian requests tuition adjustment, this will be considered based on their financial and personal circumstances.
- Any extended care costs would be billed to the parent/guardian requesting extended care, unless an agreement for payment has been reached by both parents/guardians and conveyed in writing to the Administrative Head and Finance Officer.
- Parents/guardians will need to agree to pay any additional fees (e.g., field trip or tournament).

Mulberry Waldorf School reserves the right to discharge a student if any account is not in good standing.

9. Privacy and Confidentiality

Mulberry Waldorf School adheres to privacy laws and will only release student information to those with legal rights to access it. Personal information will not be shared with third parties without proper consent or legal requirement.

10. Review of Policy

This policy will be reviewed periodically to ensure compliance with Canadian family law and best practices for independent schools. *This is a new policy, and therefore a living document, which may be updated as we work with it during the 2026-2027 school year. Any updates will be shared with parents/guardians.*