



# Great River School

1151 North River Road, Ottawa ON, K1K 3W5 613-850-4797 [www.greatriverschool.net](http://www.greatriverschool.net)

## Enrollment Application Package 2010/2011

Dear Great River School parents,

We are honoured that you are choosing to enroll your child at Great River School, a Waldorf inspired School located on the bank of the Rideau River in beautiful downtown Ottawa. Great River School is proud to be entering our 3<sup>rd</sup> school year and thank you for your support. The GRS Board, Faculty, and Administrative team have been busily strengthening the foundation of our operations so that we can grow and develop in a healthy and sustainable way.

In the upcoming year we will be offering daycare, nursery, parent and child, kindergarten as well as grade 1, 2/3, 4/5 and 6/7 classes.

We value your commitment to us tremendously. Thank you.

### For Families New to Great River School or Making the Transition to a New Program

We welcome your interest in Great River School and encourage you to learn more by referring to our website ([www.greatriverschool.net](http://www.greatriverschool.net) or refer to [www.whywaldorfworks.org](http://www.whywaldorfworks.org)), booking a tour and joining us for upcoming events.

Parents/guardians with children new to the school or making a transition to a new program (Nursery or Kindergarten) require an interview with a teacher. Please complete the Request for an Interview Form and bring this to the office to schedule an interview. Children currently enrolled in our Kindergarten program will be assessed for Grade 1 readiness. Please speak to the teacher prior to completing the enrolment forms.

We look forward to seeing your family in the 2010/2011 school year!

Tara McMaster  
Administrator

Daniel Ferland  
Faculty Chair

Kristine Emmett  
Board Chair

Kim Wilson  
Admissions Coordinator

## ENROLLMENT PROCESS AND POLICIES

### 1. Enrollment process

1. Child and Parent/Guardian Information Form
2. Child Profile Update form – 1 form per child
3. Child Information and Emergency Treatment Release Form – 1 form per child
4. Enrollment Agreement Form
5. Permission and Release Form
6. A non-refundable, one-time Registration fee of \$250.00 for new families.
7. A commitment to pay the balance, in one of the following ways:
  - a. One post-dated cheque for the entire year tuition for September 1st, 2010,
  - b. Nine post-dated cheques for September 1 , 2010 – May 1, 2011

The complete details surrounding the policies and procedures of the GRS Enrollment and the necessary forms are contained in this package. Please read it thoroughly.

### 2. Tuition Adjustment Program Application Process

**If your family would like to be considered for a Tuition Adjustment Award you must submit the following to the GRS office.**

1. Child and Parent/Guardian Information Form
2. Child Profile Update Form - 1 form per child
3. Child Information and Emergency Treatment Release Form – 1 form per child
4. Enrollment Agreement Form
5. Permission and Release Form
6. The Tuition Adjustment Application Form (if applicable)
7. Your Cover Letter\*
8. Your most recent Notice of Assessment from your tax return\*

\* For more details on items 9 & 10 please see page 2 of the Letter to Parents and Guardians re: Tuition Adjustment

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All necessary forms and the complete details surrounding the policies and procedures of the Tuition Adjustment Award Program are contained in this package. Please read them thoroughly.

### Withdrawal and Refund Policy

Nursery, Kindergarten, Grades One-Seven:

If a parent/guardian withdraws a student between July 1<sup>st</sup> 2010 and the school start date in September, one-tenth of the annual tuition is due. If a parent withdraws a student, or if Great River School asks a child to withdraw after the start of school, tuition fees are due and payable up until and including the last day of the month attended. After March 1<sup>st</sup> 2011, no refund will be given.

Parent and Child programs:

Parents are to register in the office by completing a registration form and submitting payment in full. A 50% refund of program fees applies if written notice of cancellation is received 14 days prior to the start of the program. Refunds will not be provided after this date.

### Tuition Policies

The Great River School Board of Directors strives to keep tuition fees affordable and welcomes families from all income levels. We offer tuition adjustment on a limited basis to families. We continue to offer the option of 9 monthly instalments for tuition.

Applications will **not** be accepted from any family whose account from the prior year is not fully settled.

A \$25.00 fee will be levied for all NSF cheques.

### Immunization or Exemption Form

Ottawa Public Health has a legal obligation to collect and maintain immunization information for all children in schools or licensed child care facilities within the City of Ottawa. This information is used to protect your child if an outbreak of a vaccine-preventable disease occurs.

Ottawa Public Health requires that Great River School has up-to-date immunization or exemption forms for all children before they attend school. Therefore, parents/guardians are required to submit their child/ren's updated immunization record before children are permitted to attend school. Forms will be made available through the school office.

## PROGRAM AGE REQUIREMENTS

Grade One	Child must be 6 years of age by September 1 <sup>st</sup> and be recommended for Grade 1 by the Grade 1 Readiness team.
Kindergarten	Child must be 3 years and 8 months by September 1 <sup>st</sup> . Teacher interview required.
Nursery	Child must be 3 years of age by September 1 <sup>st</sup> . Children may be accepted in January if space is available.
Parent & Child	Child may be 1-3 years of age. Younger siblings welcome.

### Notes:

The Faculty retains discretion regarding age and acceptance of a child into any program/grade.

## PARENT/GUARDIAN INVOLVEMENT

Great River School is immensely enriched by the active involvement and diverse skill sets of parents/guardians and the extended community. All parents/guardians are asked to indicate where their time/skills may be directed on the Enrollment Agreement Form. Involvement is encouraged in the following areas:

### Board of Directors or Committees

The school is governed by the Board of Directors and supported by its standing committees (Finance, Human Resources, Community Development, Health and Safety, Marketing, Planning, Property Acquisition, Policies and Procedures). This is an opportunity to participate in decision-making on a wide range of school issues.

### School Support

Technical and professional services (e.g., renovations and maintenance, publications, photography, database and web site assistance) greatly enhance the running of the school.

### Festivals

Great River School celebrates seasonal festivals such as the Winter Fair and Spring Fair. We ask that all parents/guardians volunteer at the Winter and Spring Fairs. These are special events that celebrate and build community. Parents may help organize events, bake, sing, play music, and/or craft hand-made items.

### Fundraising

Fundraising is an important part of collective success. Each year a fundraising plan is developed based on clearly defined and articulated principles that serve to guide our efforts in building a solid financial base so that our school can be viable for our children and the children of the future. Those core principles are:

It is recognized that parents already contribute significantly towards the financial viability of the school. It is not sustainable to ask the parent community to contribute much more beyond tuition payments. For this reason fundraising efforts will focus on raising money from the greater community.

Fundraising that is geared towards the parent community will consist of local and seasonal goods that may already be considered in the average household budget.

Fairs and Festivals are special events at Waldorf schools. To protect their magical nature and strengthen their creative freedom, fairs and festivals will not be considered as part of the fundraising plan.

### Charitable Donations

Since its founding as a registered charity, donations to Great River School by parents, former parents, grandparents, teachers, and community members have been instrumental in its growth. We welcome donations, which enable the school to keep tuition affordable, offer tuition adjustment, and improve staff salaries and training.



Great River School Enrollment Application 2010-2011

Child and Parent/Guardian Information Form

*\* Please fill out one form per family*

Parent/Guardian (A) Full Name Phone Number

Parent/Guardian (B) Full Name Phone Number

Please specify any significant health issues with your child(ren):

Please specify any legal/custody issues surrounding your child(ren):

Contact Information:

Parent/Guardian (A) Home: PLEASE PRINT VERY CLEARLY

Street City Province Postal Code

Home Phone Cell Phone E-mail Address

Parent/Guardian (B) Home: PLEASE PRINT VERY CLEARLY

Street City Province Postal Code

Home Phone Cell Phone E-mail Address

May we include your name, phone number, and email address in class lists distributed to other GRS parents?

Parent/Guardian (A)  Yes  No  
Parent/Guardian (B)  Yes  No

May we use your e-mail addresses to communicate school events and issues?

Parent/Guardian (A)  Yes  No  
Parent/Guardian (B)  Yes  No

**Great River School Enrollment Application 2010-2011**

**Child Profile Update Form**

This questionnaire will help us better understand the progressive progress of your child. This information may be shared with the Faculty during the Child Study in the weekly meetings. Please answer to the best of your knowledge.

Thank you.

Child's name

Gender

Date of birth (dd/mm/yr)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. Describe your child's diet and eating habits (i.e. prefers raw vegetables, slow/fast eater, finicky, ect.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Does your child take any medication (traditional or homeopathic)?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Describe your child's sleeping habits (i.e. heavy sleeper, interrupted sleep, bedwetting, nightmares, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Describe your child's general health and well-being (i.e. illnesses, injuries, energy level, etc.)

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\_\_\_\_\_  
\_\_\_\_\_  
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**CHILD'S HOME ENVIRONMENT:**

1a. Describe your child's home environment (i.e. family dwelling, siblings, pets, etc.)

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b. If you share custody of your child, how much time does she/he spend at each parent's home?

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2. Describe your child's mealtime and bedtime routines:

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3. Describe your child's involvement in extra curricular activities including religious, social, sport or artistic activities (i.e. scouts, gymnastics, martial arts, ballet, religion courses, etc.).

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4. On what other occasions does your child get to meet and play with other children?

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5. Are there religious obligations that influence your child's school life? Please specify.

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6. Which festivals/holidays are celebrated in your family?

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7. How much time, if any, is your child involved with or exposed to the following:

Television: \_\_\_\_\_

Radio: \_\_\_\_\_

Video games: \_\_\_\_\_

Cassettes, Cds: \_\_\_\_\_

Computer: \_\_\_\_\_

8. Does your child experience any difficulty adjusting to new situations and transitions?

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9. Is there any other information you would like to provide concerning your child?

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10. What qualities would you like to see strengthened in your child over the coming year?

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**Great River School Enrollment Application 2010-2011**

**Child Information and Emergency Treatment Release Form**

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**\* Please fill out one form per child. This form will be brought by an authorized adult accompanying the child in the event of emergency treatment.**

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Child's Name (First Middle Last)

Program:     KG                      Grade:  1    2    3    4    5    6    7

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Date of birth (Day, Month, Year)                      Gender

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Parent/Guardian (A) – name                      Primary Emergency Contact Phone Number

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Home Address                      Home Phone

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Parent/Guardian (A) – Business Phone + Address                      Other Phone

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Parent/Guardian (B) – name                      Primary Emergency Contact Phone Number

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Home Address (if different from above)                      Home Phone

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Parent/Guardian (B) – Business Phone + Address                      Other Phone

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Name of Emergency Alternate Person + Relationship to Child                      Phone

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Doctor's Name, Address and postal code                      Phone

Describe any known allergies and pertinent medical history:

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In the event of the child, named above, requiring hospital care in my/our absence, I/we authorize Great River School to act on my/our behalf to ensure immediate emergency treatment for my/our child. My signature authorizes Great River School to obtain my child's health card number for the sole purposes of emergency treatment.

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Health Card Number

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Signature Parent/Guardian (A)                      Relationship(s) to child                      Date

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Signature Parent/Guardian (B)                      Relationship(s) to child                      Date

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**Enrollment Agreement Form**

**\* Please fill out one form per family.**

1. I/we will provide up-to-date medical information about my/our child(ren) and **will notify the office promptly of any change in home or business phone numbers throughout the year.**
2. I/we understand that if my/our child(ren) is experiencing ongoing difficulty with the program, I/we will be notified by a staff member, after consultation by the staff member with the Faculty Chair. If my/our child(ren) continues to experience difficulty I/we will then be asked in writing to meet with the Faculty Chair (and appropriate staff) to discuss the situation.
3. I/we will provide a nutritious daily snack for my/our child(ren). For each day my/our child(ren) is attending a full-day program, I/we will send a nutritious lunch.
4. In the event of an accident or illness, if I/we am/are not immediately available, the physician indicated in the child's Emergency Treatment Release Form will be contacted. If he/she is not available a physician selected by the school staff may administer care as required. Transportation to the Emergency Department, or nearest hospital is authorized with no liability on the driver's or the school staff's part.
5. I/We have read the Withdrawal and Refund Policy and Tuition Policies and agree to the terms.

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Parent/Guardian (A) (print and sign)

Date

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Parent/Guardian (B) (print and sign)

Date

Great River School is enriched by the active involvement of every one of its parents/guardians. How would you like to become involved?

Board member \_\_\_\_\_

Handy work \_\_\_\_\_

Committee member \_\_\_\_\_

Gardening \_\_\_\_\_

Newsletter \_\_\_\_\_

Festivals support \_\_\_\_\_

Baking \_\_\_\_\_

In class support (please specify interests/skills)

Website \_\_\_\_\_

Fundraising \_\_\_\_\_

Other (please specify) \_\_\_\_\_

Parent/Guardian (A): \_\_\_\_\_ Phone number: \_\_\_\_\_

Parent/Guardian (B): \_\_\_\_\_ Phone number: \_\_\_\_\_

Great River School Enrollment Application 2010-2011

Permissions and Releases Form

\* Please fill out one form per family

A. I/we hereby give the staff of Great River School permission to include my/our child(ren)

\_\_\_\_\_

Child(ren)'s Name

in school excursions, based on prior written notification of times, dates, places and mode of transportation.

Yes  No

B. Children are occasionally photographed at school and during events. I/we hereby allow photographs of our child(ren) to appear in newsletters or other Great River School documents.

Yes  No

C. I/we authorize only the following people to pick up our child(ren) from the school:

Name

Relationship to Child(ren)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**To authorize pick up of your child(ren) by someone not listed above,  
contact the office or your child's teacher.**

Parent/Guardian (A) – Name

Signature

Date

\_\_\_\_\_  
Parent/Guardian (B) – Name Signature Date  
\_\_\_\_\_