

## Conditions and Agreement of Enrollment:

Student's name: \_\_\_\_\_

**Please read carefully and sign/initial as required below:**

Deposit of \$750.00 per family must accompany this application. This fee will be credited as part of the tuition fee. If your child is not accepted the fee will be refunded in full. **Acceptance to OJCS is dependent on an interview with the Head of School or his/her delegate.**

- a. If I withdraw my child any time before February 1, 2018, 40% of refund of tuition will be made.
- b. If I withdraw my child after February 1, 2018 there will be no refund of tuition.
- c. Report cards will be withheld pending final payment of all fees or payments due and the student may not be admitted to the following academic school year at the Board's discretion.
- d. Outstanding late fees may be subject to legal proceedings.

For all the financial information, please refer to "Tuition fees".

**Freedom of Information Act**

The information included in this application and any supporting documentation is strictly confidential. Should your child be registered as a student at the Ottawa Jewish Community School, this application and all supporting documentation will become part of your child's Ontario Student Record (OSR). A OSR file is kept for all students at OJCS. The OSR is an ongoing record of your child's progress through schools in Ontario. In accordance with the Education Act, the information in the OSR is "privileged for the information and use of supervisory officers and the Principal and teachers of the school for the improvement of instruction" of the student.

**Field Trip**

We grant permission for our child(ren) to go on any school organized field trips.

Parent 1 initials: \_\_\_\_\_ Parent 2 initials: \_\_\_\_\_

**Release of information**

I authorize the Ottawa Jewish Community School to publish our family's name, address, phone number, and email in the Family Directory which is distributed solely to the parents of OJCS students.

Parent 1 initials: \_\_\_\_\_ Parent 2 initials: \_\_\_\_\_

**Adherence and compliance with:**

- a) OJCS mission statement
- b) OJCS Parent and Student Handbook
- c) OJCS Policy Manual regarding the placement of a student

During an emergency OJCS has permission to select a physician or hospital to treat my child after and only after the emergency numbers noted on the school Emergency card cannot be reached.

During such emergency OJCS has permission to hospitalize, secure proper treatment and / or to order injection, anesthesia or surgery. Any cost will be the responsibility of parent(s) or guardian(s).

Parent (1) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent (2) Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Requirements:**

Every application must include the following:

- Deposit of \$750 payable to OJCS
- A copy of your child's birth certificate (or passport)
- Two recent passport size photos of your child
- A copy of the City of Ottawa "Student Immunization Information"
- A copy of your child's latest report card (if entering any grade other than kindergarten)
- A copy of any IEP or Support Plan which is currently in place - if applicable
- If your child was born outside of Canada, a copy of Canadian citizenship or immigration documentation.

For Office Use Only:

Date Received: \_\_\_\_\_ Deposit Received: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \_\_\_\_\_

Method of Payment: \_\_\_\_\_ Forwarded to Financial Office: \_\_\_\_\_

Other: \_\_\_\_\_