



Conditions and Agreement of Enrolment:

Student's name: _____

Please read carefully and sign/initial as required below:

A deposit of \$750.00 per family must accompany this contract. This fee will be credited as part of the tuition fee. If your child is not accepted the fee will be refunded in full. For new families **acceptance to the OJCS is dependent on an interview with the Head of School or his/her delegate, as well as a brief in-house assessment process**

- a. If I withdraw my child after the commencement of the school year, there will be no refund of tuition deposit.
- b. 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.
- c. Outstanding late fees may be subject to legal proceedings.

For all financial information related to tuition, 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). An OSR file is kept for all students at the 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: _____

Parents must adhere and comply with the OJCS Parent Handbook.

During an emergency the 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 the 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: _____

New Student 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 photos of your child (passport size if possible but not mandatory)
- ☐ A copy of the City of Ottawa Student Immunization Information as well as all other immunization documentation.
- ☐ 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
- ☐ A reference letter from your child's previous teacher

For Office Use Only:

Date Received: _____ Deposit Received: Yes ____ No ____ Amount: _____

Method of Payment: _____ Forwarded to Financial Office: _____

Head of School signature : _____

- ☐ If your child was born outside of Canada, a copy of Canadian citizenship or immigration documentation.