



Enrollment Process, Conditions and Agreement

Student's name: _____

Dear Families,

Thank you for considering OJCS as the school of choice for your child. We are excited to get to know you through our enrollment process with the following steps in place:

1. Your child will meet with our Director of Special Education, who plays a pivotal role in getting to know each student as part of our admissions process.
2. You will provide a teacher reference from your child's previous school and a copy of their most recent report card (if applicable). For students coming from Ganon Preschool or Early Beginnings Daycare, we liaise directly for the reference call.
3. If applicable, you will provide documentation of your child's psychoeducational assessment, Individual Education Plan (IEP), or reports from professionals outside of school (e.g. Occupational Therapist, Speech & Language Pathologist, Physio Therapist, etc.).
4. As a final step, you will receive an official letter of admittance, or a letter explaining why OJCS may not be a good fit for your child at this time.

To get started, please read carefully and sign below:

A deposit of \$750.00 per family must accompany this contract. If your child is granted admission to the OJCS, this fee will be credited as part of the tuition fee. If your child is not granted admission, the fee will be refunded in full.

I understand that:

- a. If my child gets accepted to the OJCS, and I withdraw my child after the commencement of the school year, there will be no refund of the 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 the "Tuition Rates and Guidelines" document.

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 throughout Ontario as an ongoing record of your child's progress throughout their schooling from Kindergarten to Grade 12. In accordance with the Education Act, the information in the OSR is privileged for the information and use of supervisory officers, the Administration, and teachers of the school for the improvement of instruction of the student.

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)
- 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 reference form from your child's previous teacher (or phone call between OJCS and on-campus partners such as Ganon Preschool or Early Beginnings)
- A copy of your child's Psycho-Educational Assessment, or any other professional service reports (if applicable)
- A copy of the IEP or Support Plan 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: _____

Head of School Signature : _____