

PROCESS FOR ENROLLMENT FOR NEW FAMILIES

① School Tour

This adults-only tour is required to be considered for admission. We recommend you tour the school as soon as possible to gain familiarity and understanding of the Creekside Kinderclass Early Childhood Programs. This will be a great opportunity to briefly meet teachers and see the classroom environment. Please contact info@wasatchfamily.org to schedule your tour.

② Complete Application Form

Complete and return the following application form along with the non-refundable \$40 application fee. The application form will allow us to view your order of preference for next year's schedule. Applications are considered on a space available basis. In order to maintain a healthy class dynamic, age and gender balancing per class will be taken into consideration. We give priority admission to returning students and siblings of already enrolled children.

Please submit completed application either via email to info@wasatchfamily.org or in an envelope marked "Attention: Wasatch Family Foundation" at the Front Office.

③ Follow-Up Questionnaire and Interview

The next step in the admissions process is answering a more in-depth questionnaire prior to attending an informal family interview. This process is intended to help us become better acquainted with you and your child and for your family to ask questions about our programs. Teachers interview all applicant families in a small playgroup setting. More details will follow about the dates and times.

④ Registration and Acceptance

If the child is accepted, the parent/guardian will receive their final schedule, a registration packet, and enrollment contract via email. These must be completed and submitted by the due date stated on the letter, along with a copy of a birth certificate and immunization form.

⑤ Enrollment and Fees

A place for your child is guaranteed once the the enrollment contract and non-refundable fee of \$550.00 (\$300 commitment fee and \$250 materials and activity fee) are received by the deadline in your letter. It is crucial that we have commitments by this deadline so we can effectively plan for the 2018-19 school year.

Fees can be submitted by check payable to "The Wasatch Family Foundation" attached to your enrollment contract and dropped off in an envelope marked "Attention: Wasatch Family Foundation" at the Front Office 1458 E. Murray-Holladay Rd. Holladay, UT 84117.

Or Submit online at our website, <http://www.wasatchfamilyfoundation.org/online-payments.html>

⑥ Schedule Options

Please take a close look at the schedule options available for next year. Please note that preschool hours have been extended since the 2017-2018 year.

AM Preschool will begin at 8:30 a.m. and end at 11:45 a.m.

PM Preschool will begin at 12:15 p.m. and end at 3:30 p.m.

Preschool Extended Day will begin at 11:45 a.m. and end at 3:30 p.m. This is an option to create a full-day preschool opportunity for your child. Please choose AM Preschool in addition to Preschool Extended Day on the application.

Kindergarten Aftercare will begin at 11:15 a.m. and end at 3:15 p.m. Monday through Thursday. It will begin at 10:30 a.m. and end at 1:30 p.m. on Friday. All children enrolled in this program will need to be enrolled in AM Kindergarten at Wasatch Charter School.

⑦ Preview of Policies within the Enrollment Contract

Please find a preview of the various policies that will be contained in the Enrollment Contract.



Please answer the following questions:

- Will your child be 3 years old by May 1, 2018? Yes No
- Is your child potty trained and able to use toilet facilities independently? Yes No
- Is your child weaned? Yes No
- Will you abide by the policy that consistent hurtful, destructive, or disruptive behavior which cannot be resolved through mutual cooperation between parents, child and school shall result in dismissal from the program? Yes No

Please indicate first, second and third choice from the following program options:

- | | | | | | |
|--------------------------|--|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | AM Preschool 5-day (M-F)
\$4,880/year | <input type="checkbox"/> | AM Preschool 2-day (TTh)
\$3,180/year | <input type="checkbox"/> | PM Preschool 2-day (MW)
\$3,180/year |
| <input type="checkbox"/> | AM Preschool 3-day (MWF)
\$3,780/year | <input type="checkbox"/> | PM Preschool 4-day (M-Th)
\$4,380/year | <input type="checkbox"/> | PM Preschool 2-day (TTh)
\$3,180/year |

Other options:

- | | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Preschool Extended Day 5-day (M-F)
\$2,680/year | <input type="checkbox"/> | Kindergarten Aftercare 5-day (M-F)
\$3,280/year |
|--------------------------|--|--------------------------|--|

Student Information			
Child's Full Name (First Middle Last)		Please call my child by this name:	How did you hear about Creekside Kinderclass?
Child's Date of Birth (MM/DD/YYYY)	Female Male	Lives with: Both parents Mother Father Other	Custody arrangement:
Parent/Guardian 1 Information <small>Check if address is same as child's address</small>			
Name		Relationship	Spouse
Home Address		City	State Zip Code
Main Contact Telephone	Mobile Telephone	Email Address	
Place of Employment		Occupation	Work Telephone
Parent/Guardian 2 Information <small>Check if address is same as child's address</small>			
Name		Relationship	Spouse
Home Address		City	State Zip Code
Main Contact Telephone	Mobile Telephone	Email Address	
Place of Employment		Occupation	Work Telephone

Emergency/Transportation Contacts (other than parents)

The following are authorized to pick up my child or to be contacted to act on my behalf in an emergency. Parents/Guardians SHOULD NOT include themselves in this section.

Name	Relationship	Work/Day Telephone	Home Telephone	Mobile Telephone
Emergency Contact Transportation Release				
Emergency Contact Transportation Release				
Emergency Contact Transportation Release				
Emergency Contact Transportation Release				

Family Information

Name and Phone Number of Current school your child attends

Siblings? Name	Age	Name of School currently attending
Name	Age	Name of School currently attending
Name	Age	Name of School currently attending

Waldorf Experience and Educational Goals (Please feel free to use an additional sheet of paper to elaborate.)

Have you ever applied to Creekside Kinderclass before?

No Yes When? _____

What is your understanding of Waldorf education and why are you interested in joining Creekside Kinderclass?

In what ways do you think Creekside Kinderclass will meet the needs of your child and your family?

Tell us areas of particular need that you would like us to focus on for your child.

Write a brief paragraph about your child including any information that you feel would help us understand your child better.

Do you have a connection to Creekside Kinderclass, such as know staff or current families in the program?
If so, please provide further details.

The information herein is given for the purpose of obtaining admission to the Creekside Kinderclass Early Childhood Program.

I certify that the information is correct to the best of my knowledge.

Signature(s) of parent(s) or guardian(s): _____

Date: _____

Return completed application form to:

info@wasatchfamily.org or The Wasatch Family Foundation 1458 E. Murray-Holladay Rd. Holladay, UT 84117

2018-2019 TUITION OPTIONS, FEES AND POLICIES

1. **TUITION.** Enrollment is considered for the entire academic year. Tuition payments will be made in 10 monthly installments due on the 5th of every month beginning on August 5, 2018 through May 5, 2019. If the 5th falls on a weekend or holiday the charge will be on the following business day. All participants are required to enroll in an automatic payment from your bank account processed by RED APPLE FINANCE. You will be required to provide bank account information via a voided check or enrollment form to the school in which your tuition payment will be deducted. I understand the tuition money will be automatically withdrawn from my account and I am responsible for any fees associated if funds are not available. Any exceptions to this must be in writing and approved by the The Wasatch Family Foundation.

2. **FEES.** In addition to the above Tuition, an application fee of \$40 is required at time of application for new students only. If this fee is not paid at time of application, you will be contacted and required to pay before application is processed. An annual non-refundable commitment fee of \$300 is required of all students upon signing the enrollment contract. This fee holds your student's placement until August 5, 2018, when the first tuition payment is due. This \$300 will be applied to your tuition in the last month of the school year should your student be enrolled for the entire school year. Any early withdrawal will result in the forfeiture of the entire \$300 commitment fee.

There is an annual non-refundable materials and supplies fee of \$250 due upon signing enrollment agreement for all students. Tuition and Fees which are not paid when due will bear interest from the due date until paid, at the rate of 12% PER ANNUM, and The Wasatch Family Foundation will be entitled to recover all costs of collection, including court costs and reasonable attorney's fees. There is a \$25.00 service fee for checks returned to the school or automatic payments that do not go through. The Wasatch Family Foundation reserves the right (without prejudice to its rights to recover Tuition and Fees owed by me) to deny all privileges of enrollment to the Student in the event Tuition and Fees are not timely paid, including the denial of access to classrooms or other facilities.

3. **PARENT PARTICIPATION.** A minimum of ten (10) hours of service per child are required each year. In addition to the sign-up sheets available at your child's classroom back to school night, we invite you to share your hobbies or skills, your ethnic customs and celebrations, or travels in different countries. Participation hours can also include cleaning, helping with laundry, working in the gardens, chaperoning on field trips, etc.

Waldorf boasts a thriving community that enriches, educates, and supports the whole family. Parents are **strongly encouraged** to allocate at least six (6) hours attending various parent education events throughout the year. This would include attending the Simplicity Parenting course, Soul of Discipline parenting course, and parent evenings with your child's teacher. It may sound overwhelming, but by attending these parent education opportunities you can create the same rhythm and type of environment at home as is found at school, and help build a community and connect with other parents who are working towards the same goals.

2018-2019 TUITION OPTIONS, FEES AND POLICIES

4. WITHDRAWAL POLICY. The Creekside Kinderclass school budget at The Wasatch Family Foundation is based upon our planned tuition and fee receipts. Our school relies entirely upon tuition and fees to fund our programs, compensate teachers and staff, and to pay fixed costs throughout the school year. Every school year, students withdraw for a variety of reasons, including, but not limited to, personal reasons, injury or sickness, death of a parent or family member, financial issues, emotional difficulties, and family relocation. Any of these issues are not only difficult for the families emotionally, but they also present financial issues for both the parents and our school. Once a family commits to, and signs the 2018 – 2019 Enrollment Contract with The Wasatch Family Foundation, they are acknowledging a financial commitment and a legally binding agreement. If withdrawal is necessary, the following procedures must be followed:

- A. All withdrawals must be submitted to the Director in writing with a minimum 30 days notice. Should 30 days notice not be given, the family/student will be obligated to pay for any shortfall in notice, up to 30 days.
- B. Any early withdrawal will result in the forfeiture of the entire \$300 commitment fee.
- C. If you withdraw your child after July 21, 2018, you will be responsible to make payment for 30 days of tuition, in addition to the forfeiture of the \$300 non-refundable commitment fee.

5. SCHEDULE CHANGES. Beginning August 1st each year, **there will be an administrative \$50 fee for any schedule changes.** All schedule changes will be considered on a case-by-case basis and are exclusively at the discretion of Creekside Kinderclass. Staff is established at the beginning of the year based on requests from applications and continuing enrollment forms. Changes after that date might require staffing changes that we may not be able to accommodate.

6. TRIAL PERIOD. The first two weeks in preschool or aftercare is a trial period to determine the suitability of the program for the child. If during these two weeks the teacher determines that it is not a good fit for the child, the \$300 commitment fee and \$250 supplies fee will be refunded. However, the first month's tuition will not be refunded.

7. MISSED OR SICK DAYS. Creekside Kinderclass is prepared to accommodate your child and his/ her space is reserved. We cannot credit days or money for missed days due to vacations or illnesses.

8. LATE PICK-UP FEES. Pick-up time for Creekside Kinderclass students is as follows: For AM Preschool students, pick-up time is 12:00 p.m. For PM Preschool students, pick-up time is 3:30 p.m. If your child is not picked up within a 10-minute grace period after the aforementioned pickup times, your child will be brought to the Front Office and you will be charged a late pick-up fee of \$10. If your child has not been picked up within 30 minutes of the pick-up time, they will be taken to Aftercare if available and charged a fee of \$20. If you pick up your child late more than three times in a given month, any subsequent late pickups will be charged at a fee of \$20.

9. RULES OF DISCIPLINARY ACTION. I agree to abide by the rules, regulations, and procedures established by The Wasatch Family Foundation and Early Childhood Program published from time to time, including the Parent Handbook. The Early Childhood Program reserves the right to dismiss and remove the Student from the Early Childhood Program at any time if, in the judgment of the Program Supervisor, the Student's progress or conduct in or out of the Early Childhood Program, is not in keeping with the said rules. The Early Childhood Programs teachers, volunteers, instructors, assistants and staff are expected to respect the dignity of the children and conduct themselves as adult role models. The children are expected to respect the staff and each other. In correcting a child's behavior, the staff says and shows the child what he or she should be doing rather than focusing on the unwanted behavior. The staff also explains the reasons for the rules the children are asked to follow. If the staff is unable to resolve ongoing or serious behavior problems (such as aggressive, abusive, disturbing or destructive acts), the Early Childhood Program Supervisor will discuss the problem with the parents to establish a plan for dealing with the problem. If the problem cannot be resolved, the Early Childhood Program Supervisor will give the parents a notice of the child's dismissal from the program. If your child is dismissed from the program due to disciplinary problems, you will forfeit the entire \$300 commitment fee and \$250 supplies fee.

10. RELEASE. The student will be involved in activities sponsored by the Early Childhood Program on and off campus which could involve risks inherent in the activities and travel. I hereby release the Early Childhood Program and its agents and employees from claims resulting from personal injury or loss of or damage to property while attending Early Childhood Program and during Early Childhood Program sponsored activities and related travel, except for instances of intentional harm or gross negligence. Additionally, the Early Childhood Program videos, photographs, and records audio of its students in class, during activities, and on campus for use in digital and print media, publications, advertising and public relations. I hereby grant and authorize the Wasatch Family Foundation Early Childhood Program the right to video, photograph, and record audio of my child for any such purposes without compensation. Photographs, video, and/or audio may be used for promotional materials, including, but not limited to, newsletters, flyers, posters, brochures, advertisements, annual reports, press kits and submissions to journalists, websites, social media sites and other print and digital communications.