



RICHMOND  
JEWISH  
DAY SCHOOL

בית הספר היהודי בריצמונד

Returning Student  
Enrollment Application  
2022-2023

## Returning Student Registration Checklist

- Non-refundable Registration Fee \$300/\$500 per student (\$300 per student if registration completed by March 1, 2022; \$500 after March 1, 2022.)
- Parent Participation Program cheque - \$300 per family, dated September 1, 2022.
- Cheque payable to RJDS for PAC Membership Fee - \$30 per family, dated September 1, 2022.
- Student Information Form.
- Status of Parent/Guardian Form. If a legal guardian, please attach a copy of the court order appointing you as the legal guardian.
- Enrollment Agreement.
- Payment Schedule Agreement.
- RJDS Use of Personal Information Consent Form.
- Short Field Trip Permission Form.
- Pre-authorized Debit Form accompanied by void cheque if opting to have tuition fees automatically withdrawn from your bank account.

## Important Dates

### March 1, 2022

Registration deadline to be eligible for the early-bird discount is March 1. Students registered on or before March 1<sup>st</sup> will have a non-refundable registration fee of \$300 per student.

### April 1, 2022

Registration deadline is April 1, 2022. Applications received between **March 1 and April 1, 2022**, will pay the full registration fee of \$500 per student. The non-refundable registration fee is due by April 1, 2022. (Note: Only applications received by March 1, 2022 will be eligible for the early-bird registration fee discount of \$200 per student).

### April 30, 2022

Deadline for applications for tuition assistance. All supporting documentation must be submitted by this date.

### March 1 to June 1, 2022

The Tuition Assessment Committee ("TAC") will evaluate completed FAST tuition assistance applications between March-June 2022. It is the responsibility of each family to ensure all supporting documentation is confidentially submitted to Admissions at [admissions@rjds.ca](mailto:admissions@rjds.ca) or in a **sealed envelope** to the attention of Admissions at RJDS. Tuition assessments will be sent out to all eligible families upon determination. All signed Tuition Fee Agreements are to be returned to Admissions **within 14 days after receipt**.

### July 1, 2022

Tuition fee payments begin for the 2022-2023 school year.

## Student Information 2022-2023

Date of Application: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(mm/dd/yyyy)

Last Name: \_\_\_\_\_

#1 Parent/Legal Guardian Name: \_\_\_\_\_

#2 Parent/Legal Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: | | | | | | | | Home Phone: (\_\_\_\_) \_\_\_\_\_

#1 Parent/Guardian Cell: (\_\_\_\_) \_\_\_\_\_ #2 Parent/Guardian Cell: (\_\_\_\_) \_\_\_\_\_

Email address #1: \_\_\_\_\_ Email address #2: \_\_\_\_\_

**Please list returning children (Grades 1 – 7 only) beginning with the eldest student:**

STUDENT'S FIRST NAME	GENDER	PRONOUN	DATE OF BIRTH (mm/dd/yyyy)	GRADE ENTERING IN 2022

If there is a child custody agreement that we should be aware of, please provide documentation.

<p><b>OFFICE USE ONLY</b></p> <p>DATE RECEIVED: _____</p>
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# Status of Parent/Guardian (Admission to Canada and Residency) Form A

Family Name: \_\_\_\_\_

(If parents are deceased, use Form B, available from the school office)

To be completed and signed by a parent or legal (court-appointed) guardian. (If legal guardian, attach copy of court order appointing you as legal guardian.)

## Lawfully Admitted into Canada

1. I am (please X one):

- A Canadian citizen (If not born in Canada, please attach a photocopy of citizenship paper/card)
- A Permanent resident and/or landed immigrant. (Please attach photocopy of landed immigrant status paper or permanent resident card)
- Lawfully admitted into Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach photocopy of document):
  - Admission as a refugee or refugee claimant
  - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
  - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more addition years)
- A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, preclearance officer, consular officer, or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other - Document description: (must be cleared with Citizenship and Immigration Canada)

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## Residency in British Columbia

2. I am a resident of British Columbia (please X one):

- Yes      Residency address: \_\_\_\_\_  
\_\_\_\_\_
- No      I am not a resident of British Columbia

## Confirming Signatures:

3. Parent/Legal Guardian's name: \_\_\_\_\_

Parent/Legal Guardian's signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Enrollment Agreement

## I. Enrollment Policy

I, the undersigned, am the parent(s) or guardian(s) of the child/children named above (each respectively, the "Student") and hereby enroll(s) the Student(s) for the 2022-2023 school year at Richmond Jewish Day School ("RJDS"). I understand that as a condition of the admission of the Student to RJDS I agree to abide by the terms and conditions of this Enrollment Agreement (the "Agreement").

I understand that the Non-refundable Registration deposit of \$500 per student (\$300 per student for early-bird registration) is required to be submitted with this Agreement for the application to RJDS to be considered complete.

## II. Spirit of RJDS - Rules and Policies

RJDS is an independent school and a private Jewish institution. We foster a warm, stimulating environment in which students thrive in small-class settings where the mind, body and spirit are nurtured. The Rules and Policies of RJDS are contained in the Parent Handbook and are incorporated into this Enrollment Agreement by reference. I agree to support this positive environment and accept the Rules and Policies of RJDS for me and my child/children. I agree that my failure to do so, as determined by RJDS in its sole discretion, constitutes default under this Agreement. I understand that RJDS reserves the right to amend or terminate this Agreement if RJDS determines, in its sole discretion, that my child's needs or behaviours make such amendment or termination necessary in the best interest of either the Student or RJDS.

## III. Payment of Tuition

I agree that, together with the other undersigned, I am jointly and severally responsible for all tuition payments and that any failure to pay tuition when due constitutes default of this Agreement. All tuition is due as per the payment schedule selected (see "Payment Schedule Agreement"). Interest of 1.5% per month (18% per year) will be added to accounts that are more than 30 days overdue. In the event of a default under this Agreement, RJDS shall be entitled to exercise all remedies available to it and the failure of RJDS to exercise a particular remedy shall not constitute a waiver of the right to do so.

In the event of a default under this Agreement, I agree to pay all the costs of RJDS associated with enforcing its rights under this Agreement, including, without limitation, collection agency fees, reasonable legal fees, arbitration costs, and any other costs associated with collecting any debt owed by me to RJDS, with or without suit. RJDS reserves the right to restrict re-enrollment of a Student whose accounts are not current.

## IV. Withdrawal Policy and Withdrawal Schedule

I understand and agree that my obligation to pay tuition shall continue regardless of whether my child/children complete(s) the school year. If, after registering, my child/children is/are withdrawn for any reason, I understand and agree that our family is not entitled to a refund of any deposits, tuition fees already paid or additional fees paid, and that tuition will be immediately due and payable in accordance with the Withdrawal Schedule.

Notwithstanding the foregoing, the application of the Withdrawal Policy may be modified or waived in whole or in part, under exceptional circumstances, at the discretion of the Executive of the Board of Directors, upon written request from the family outlining in detail their reasons for requesting said modification or waiver. All such requests shall be kept confidential.

### Withdrawal Schedule

Upon withdrawal, the amount of tuition owed will be determined based on the date of withdrawal and as a percentage of assessed tuition with a minimum due of \$500 per Student.

<b>Withdrawal Date between</b>	<b>Percentage of Assessed Tuition Payable</b>
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March 1 to March 31, 2022	25% of Assessed Tuition due
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April 1 to June 30, 2022	50% of Assessed Tuition due
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After July 1, 2022	100% of Assessed Tuition due
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Upon withdrawal, failure to pay tuition in accordance with this Withdrawal Schedule constitutes a default under this Agreement, entitling RJDS to all remedies available at law and in equity.

**V. Purposes for the Collection, Use and Disclosure of Personal Information by RJDS**

I understand and agree that RJDS will collect, use, and disclose personal information of students, parents, and other family members of students:

- a) for all purposes necessary to deliver the education and support that meets the needs of each individual Student;
- b) to arrange and manage the volunteer hours agreed to by the family;
- c) for accounting and billing purposes associated with tuition and fee payments;
- d) for all RJDS administrative and management purposes that are reasonable and appropriate under the circumstances;
- e) to communicate with the family and facilitate the communication between families from time to time;
- f) to contact the family from time to time to inform them of fundraising initiatives, fundraising events, or donation opportunities;
- g) with express consent, for other fundraising, marketing and promotional purposes related to RJDS or to the broader Jewish community;
- h) and as otherwise permitted or required by law.

For detailed information about RJDS' privacy policies and practices please contact the Head of School.

I have read this Enrollment Agreement and agree to be bound by the terms and conditions herein.

<i>Signature of Parent or Guardian</i>	<i>Print Name</i>	<i>Date</i>
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<i>Signature of Parent or Guardian</i>	<i>Print Name</i>	<i>Date</i>
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## Tuition and Other Fees 2022-2022

	1 Student	2 Students	3 Students	4 Students
<b>Tuition Fees</b>	\$13,800	\$24,500	\$32,000	\$37,600
<b>Other Fees – Not eligible for Tuition Assistance</b> (Building Fund; Security Fee; Student Supplies; Fieldtrips & Special Events)	\$400	\$650	\$850	\$1,050
<b>Annual Total</b>	<b>\$14,200</b>	<b>\$25,150</b>	<b>\$32,850</b>	<b>\$38,650</b>

### Tuition Fees

For the 2022-2023 school year, families will have the option to pay Tuition Fees in full, in quarterly installments, or in 10 monthly installments.

Tuition Fees that are paid in full are due on July 1, 2022.

#### **Payment options available only to families who pay full Tuition Fees and not receiving Tuition Assistance in 2022-2023:**

1. By pre-authorized debit in full due on July 1, 2022. (Qualifies for a 2% discount)
2. By pre-authorized debit in quarterly installments due on July 1, and October 1, 2022; on January 1, and April 1, 2023. (Qualifies for a 2% discount)
3. By pre-authorized debit over 10 months due on the first of each month, starting on July 1, 2022, and ending April 1, 2023. (Qualifies for a 2% discount)
4. By credit card over a maximum of 10 months due on the first of each month, starting on July 1, 2022, and ending by April 1, 2023.

#### **Payment options available to families receiving Tuition Assistance in 2022-2023:**

1. Payment in full by pre-authorized debit due on July 1, 2022.
5. By pre-authorized debit in quarterly installments due on July 1, and October 1, 2022; on January 1, and April 1, 2023.
2. By pre-authorized debit over 10 months on the first of each month, starting on July 1, 2022, and ending on April 1, 2023.

## Tuition Assistance

Tuition Assistance may be available to eligible families. Families are required to apply for Tuition Assistance and provide supporting documentation annually. You may qualify to remit the Tuition Assistance Financial Verification Application in lieu of the online FAST Application. See table below to determine your eligibility.

Tuition Assistance Financial Verification*:	Online FAST Application:
<ul style="list-style-type: none"> <li>• If it is your first Tuition Assistance Financial Verification <i>after</i> your initial FAST application <b>AND</b></li> <li>• If your income or net worth has NOT increased or decreased by more than 10%</li> </ul>	<ul style="list-style-type: none"> <li>• If you are enrolling a sibling or if a student is graduating</li> <li>• If your income or net worth has increased or decreased by more than 10%</li> <li>• If requested by the Tuition Assistance Committee</li> </ul>

\*The 2022-2023 Tuition Fees for each child will be the Tuition Fees paid for the 2022-2023 school year plus 3.5%. For the 2022-2023 school year, a minimum Tuition Fee of \$1,000 per student will be assessed. You may at any time choose to make a request for a full reassessment using the online FAST Application available through our website.

**Submit the Tuition Verification Application with appropriate supporting documentation to [admissions@rjds.ca](mailto:admissions@rjds.ca) or in a sealed envelope marked:**

Tuition Assistance Committee (TAC)  
Richmond Jewish Day School, 8760 No 5 Rd, Richmond, BC V6Y 2V4

Documentation that must be submitted by all applicants:

- 2020 T4s
- 2020 CRA Notice of Assessment

Additional Documentation if applicable:

- 2020 Trusts - T1142
- 2020 Rental Property - T776
- T2125 Statement of Business or Professional Activities
- Business Financial Statements: Corporation – Most recent Financial Statements prepared by Accountant or Auditor.

Additional documentation may be requested at the sole discretion of TAC. Failure to provide the additional documentation may result in the application being rejected.

### Important Note:

Your Tuition Assistance application (FAST or Verification Application) and all supporting documentation must be submitted by posted deadlines for a decision to be made.

The Tuition Assistance Committee will not assess an application that has not completed the following steps:

1. Provided all the required supporting documentation.
2. Fully completed the enrollment process (Forms, Contracts, and post-dated cheques)
3. Paid a Non-refundable Registration Deposit.

*If you have any questions, please contact Admissions at [admissions@rjds.ca](mailto:admissions@rjds.ca).*



**Non-refundable Registration Fee: \$500 per Student (\$300 per student with early-bird discount)**

Due at time of registration. The Non-refundable Registration Fee for the 2022-2023 school year is \$500 per student. An early-bird discount of \$200 is offered to each student who registers by the March 1, 2022, registration deadline. The Non-refundable Registration Fee will be applied as payment towards the Tuition Fees due for the 2022-2023 school year.

**Parent Participation Program (“PPP”) Deposit: \$300 per Family**

A post-dated cheque for September 1, 2022, must be included with registration. Each family is expected to participate in the PPP program. A minimum of 25 hours of parent participation is required for the school year to qualify for a full refund of the PPP Deposit at the end of the school year. A pro-rated refund will be issued should the full 25-hour requirement not be met at the end of the school year.

**PAC Membership Fee: \$30 per Family**

A post-dated cheque for September 1, 2022, must be included with registration. The PAC Membership Fee contributes to the cost of additional events that are organized for the students throughout the school year. The PAC administers the school's hot lunch program and assists in providing food, drinks, and other extras for holidays, school events, and fieldtrips. The PAC also sponsors the yearbook.

**Security Fobs: Refundable Deposit - \$20 each**

Parents are expected to access the building with school-issued security fobs. If you have not been issued a fob, please contact the school office. Lost fobs may be replaced at cost of \$20 each.

**School Uniforms**

Parents are expected to purchase the mandated school uniforms for RJDS. More information is available on our website [www.rjds.ca](http://www.rjds.ca).

# Payment Schedule Agreement

## 2022-2023

**AN INVOICE AND TUITION FEE AGREEMENT WILL BE ISSUED UPON ASSESSMENT**

**FAMILY NAME:** \_\_\_\_\_

Student's Name #1 \_\_\_\_\_

Student's Name #3 \_\_\_\_\_

Student's Name #2 \_\_\_\_\_

Student's Name #4 \_\_\_\_\_

**Please circle Option 1, 2, or 3, below:**

1. I/We have submitted the registration documents and deposits and am/are opting to pay full Tuition Fees.  
**OR**
2. I/We have submitted the registration documents and deposits and am/are applying for Tuition Assistance. I/We will complete the online FAST application process by April 30, 2022.  
**OR**
3. I/We have submitted the registration documents and deposits and am/are eligible for Tuition Assistance Financial Verification. All supporting documentation will be provided by April 30, 2022.

### Payment Options

Please select one of the options below to indicate your payment preference.

**Families who pay full Tuition Fees in 2022-2023:**

- By pre-authorized debit in full due on July 1, 2022. (Qualifies for a 2% discount)
- By pre-authorized debit in quarterly installments due on July 1, and October 1, 2022; on January 1, and April 1, 2023. (Qualifies for a 2% discount)
- By pre-authorized debit over 10 months due on the first of each month, starting on July 1, 2022, and ending on April 1, 2023. (Qualifies for a 2% discount)
- By credit card over a maximum of 10 months due on the first of each month, starting on July 1, 2022, and ending by April 1, 2023.

**Families receiving Tuition Assistance in 2022-2023:**

- Payment in full by pre-authorized debit due on July 1, 2022.
- By pre-authorized debit in quarterly installments due on July 1, and October 1, 2022; on January 1, and April 1, 2023.
- By pre-authorized debit over 10 months on the first of each month, starting on July 1, 2022, and ending on April 1, 2023.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## RJDS Use of Personal Information Consent Form 2022-2023

**Name of Student(s):**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_
- 4) \_\_\_\_\_

**Names of Parents/Guardians:**

\_\_\_\_\_

**A. Buzz Book**

At the beginning of each year, the Parent Advisory Committee (“PAC”) compiles the “Buzz Book” – a contact list by class (from Kindergarten to Grade 7) containing the name of each student and his/her parents, and the parents’ email addresses, which is made available to every RJDS family. The Buzz Book may be periodically updated during the year. Buzz Books are provided to RJDS families for the purpose of facilitating communication among members of the RJDS community. They are not disclosed to any third party for commercial purposes, but may, from time to time, be disclosed to other Jewish institutions for non-commercial purposes at the discretion of the administration. Please check the box below that reflects your preference:

- Yes**, I consent on my behalf and on behalf of my spouse and children to the inclusion of our names and email addresses in class lists in the Buzz Book.
- No**, I DO NOT consent to have my name and contact information and that of my spouse and children included in the Buzz Book.
- I consent to ONLY the following information being included in the Buzz Book:  
\_\_\_\_\_

**B. Class photos, school photos, the year-end slide show, and school yearbook**

On an annual basis, RJDS takes a class photo and a school photo of the whole student body. In addition, each student is provided a yearbook at the end of the year. At our final assembly, a slide show is presented comprised of photos of the students taken during school activities throughout the year. Please indicate whether you consent to images of your child being used for these purposes:

- Yes**, I consent to the use of images of my child/children in the class photo, the school photo, the year-end slide show, and the yearbook.
- No**, I DO NOT consent to the use of images of my child/children in the class photo, the school photo, the year-end slide show, and the yearbook.

**C. Publication, Broadcast and Website Postings of Photographs, Names, Video Images**

From time to time, while at RJDS holiday events, field trips, school promotional or fundraising activities, or community events and activities, students and parents may be photographed or filmed by other parents or grandparents, staff, media, or contractors retained by RJDS. RJDS may collect, use, and disclose images of the students for the purposes of:

- promoting the school and school events and activities within or outside the Jewish community;
- promoting and enhancing the reputation of RJDS and its students;

- developing and deepening ties with other Jewish institutions in our community;
- improving our website; and fundraising and marketing.

Photographs of the students may be published in RJDS brochures, pamphlets or other publications which may be distributed widely, and photographs and videos containing images of the children may be posted or broadcast on the web, or on television, or shown at public events involving RJDS.

- Yes**, I consent to the use, publication, broadcast, or website posting of images of my child/children for the purposes listed above.
- No**, I DO NOT consent to the use, publication, broadcast, or website posting of images of my child/children for the purposes listed above.

#### D. Electronic Communication

On July 1, 2014 Canada implemented new laws that regulate how we can communicate electronically with our families.

For us to comply with the legislation we are required by law to get your permission, in writing, if you would like to continue receiving email communications from us.

Please initial the following statement to allow us to continue sending you email correspondence. This includes all emails from the office, administration, teachers and newsletters.

- Yes, I/We wish to receive all email correspondence from RJDS**

Email address # 1 \_\_\_\_\_

Email address # 2 \_\_\_\_\_

- NO, I/We DO NOT wish to receive email correspondence from RJDS**

#### E. Other Activities

For your information, from time to time, photographs or videos may be taken of the students by other organizations when RJDS participates in activities outside of the school. For example, this includes RJDS student visits to Chabad Richmond and Beth Tikvah, participation in Festival Ha'Rikud, and sports tournaments. If you do not wish your child to be photographed while engaged in these types of activities, please inform to the Head of School. While RJDS cannot control how other organizations collect personal information, we will try, where practical, to communicate your preference to them.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

## Short Field Trip Permission Form 2022-2023

It is our policy that we notify parents when we plan special field trips. We may, however, from time to time, go on spontaneous short field trips (such as the park, library, short walks, the Terry Fox Run, etc.). We undertake these activities to provide a stimulating program for your child/children and wish to obtain your support and consent.

I give consent for my child/children: \_\_\_\_\_

to be taken on short field trips, walks, etc., supervised by a staff member of RJDS.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*

### Release

I understand that I assume all risks and hazards incidental to the conduct of this activity, and hereby release, absolve, indemnify, and hold harmless RJDS of all claims or injuries arising therefrom.

\_\_\_\_\_  
*Signature of Parent or Guardian*

\_\_\_\_\_  
*Date*