



RICHMOND  
JEWISH  
DAY SCHOOL

בית הספר היהודי בריצמונד

Returning Student  
Enrollment Application  
2024-2025

## Returning Student Registration Checklist

- Non-refundable registration fee of \$300/\$500 per student (\$300 per student if registration is completed prior to March 1, 2024; \$500 after March 1, 2024.)
- Student Information Renewal Form
- Enrollment Agreement
- Tuition and other fees
- RJDS Use of Personal Information Consent Form
- Short Field Trip Permission Form
- Pre-authorized Debit Form accompanied by void cheque

## Important Dates

### March 1, 2024

The registration deadline to be eligible for the early-bird registration fee is March 1. Students registered on or before March 1 will have a non-refundable early bird registration fee of \$300 per student.

### April 1, 2024

Registration deadline is April 1, 2024. Applications received between **March 1 and April 1, 2024**, will pay the full registration fee of \$500 per student. The non-refundable registration fee is due by April 1, 2024. (Note: Only applications received by March 1, 2024 will be eligible for the early-bird registration fee discount of \$200 per student).

### April 30, 2024

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

### March 1 to June 1, 2024

The Tuition Assessment Committee ("TAC") will evaluate completed FAST tuition assistance applications between March-June 2024. It is the responsibility of each family to ensure all supporting documentation is confidentially submitted to Janet Ragetli, Business Manager at [jragetli@rjds.ca](mailto:jragetli@rjds.ca) or in a **sealed envelope** for the attention of Tuition Assessment Committee (TAC) at RJDS. Tuition assessments will be sent out to all eligible families upon determination. All signed Tuition Fee Agreements are to be returned to Janet Ragetli **within 14 days after receipt**.

### July 1, 2024

Tuition fee payments begin for the 2024-2025 school year.



## Student Information Renewal Form 2024-2025

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

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

STUDENT LAST NAME(S)	STUDENT FIRST NAME(S)

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

**OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_

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# 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 2024-2025 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 Enrollment Agreement for the RJDS Application 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 Student 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, 2024	25% of Assessed Tuition due
April 1 to June 30, 2024	50% of Assessed Tuition due
After July 1, 2024	100% of Assessed Tuition due

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

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

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

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

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

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

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

## Tuition and Other Fees 2024-2025

	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 2024-2025 school year, families have the option to pay tuition fees in full, in quarterly installments, or in 10 monthly installments.

Please select your payment plan below:

- Tuition fees paid in full on July 1, 2024
- Tuition fees paid quarterly on the first business day of July 2024, October 2024, January 2025, and April 2025.
- Tuition fees paid over 10 months on the first business day of each month from July 2024 to April 2025.

*If you require tuition assistance, please contact Janet Ragetli, Business Manager at 604-275-3393 or [jragetli@rjds.ca](mailto:jragetli@rjds.ca) to request an information package.*

### **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 2024-2025 school year is \$500 per student. An early-bird discount of \$200 is offered to each student who registers by the March 1, 2024 registration deadline. The non-refundable registration fee will be applied as payment toward the tuition fees due for the 2024-2025 school year.

### **Security Fobs: Refundable Deposit of \$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 a 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).

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## RJDS Use of Personal Information Consent Form 2024-2025

**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 their parents, and the parents’ email addresses. The Buzz Book may be periodically updated during the year. This information is 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**

Annually, RJDS takes a class photo and a school photo of the whole student body. In addition, each student is provided a PAC-sponsored 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 and 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 the school office. 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 2024-2025

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 and short walks). 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*

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## Pre-Authorized Debit Form

**FAMILY NAME:**

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I authorize Richmond Jewish Day School to debit the bank account identified below for tuition payments totaling \$\_\_\_\_\_ as follows:

- Registration deposit in the sum of\_\_\_\_\_.
- Tuition fees paid in full on July 1, 2024
- Tuition fees paid quarterly on the first business day of July 2024, October 2024, January 2025, and April 2025.
- Tuition fees paid over 10 months on the first business day of each month from July 2024 to April 2025.

**PAYOR INFORMATION**

Name(s):

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Signature:

Date:

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Address/Contact Information:

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**FINANCIAL INFORMATION** (Please attach a void cheque.)

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Account Number:

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Branch Transit Number (5 digits):

Financial Institution Number (3 digits):

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Financial Institution Name:

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Financial Institution Address

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I may revoke my authorization at any time, subject to providing notice of 10 business days. To obtain a sample cancellation form, or for any more information on my right to cancel a PAD agreement, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

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## Parent Advisory Council & Parent Participation Program

We believe that an effective school is one in which parents and the community support the school. Research shows that children have a more positive outlook at school when their parents are actively involved. Parents are encouraged to participate in various school activities by sharing their skills, talents and time. We value all contributions which parents make as they enhance the educational experience for all of our children.

### Parent Advisory Council & Parent Participation Program

The primary purposes of a Parent Advisory Council (PAC) are to:

- Provide a forum for consultation between the school and parents on matters of general concern to the school community
- Assist with and contribute to various school related activities
- Promote the development of positive school community relations

All parents of the school are members of the Parent Advisory Council - a volunteer-based committee of RJDS Parents. We encourage you to attend our meetings along with the School Administration and PAC Executive. PAC works in a variety of ways for the benefit of students, staff and the school community. We aim to communicate with parents about school events and programs; communicate with school staff on behalf of parents; provide opportunities for parent education; raise funds for school equipment, projects, and activities; and to organize social events to promote the development of a healthy school community.

Please contact the PAC President, at [rjds.pac@gmail.com](mailto:rjds.pac@gmail.com) for more information about PAC and how you can become more actively involved in the RJDS community.

**Membership dues are just \$36 per year per family and should be paid by e-transfer to [rjds.pac@gmail.com](mailto:rjds.pac@gmail.com) by no later than Sept 1 each year.**

### PPP Hours & Tracking

RJDS uses an online tracking program, for parents to track their PPP hours. This system automates and simplifies the volunteer process. Each family will have their own unique password to login where they can record their hours. Please contact PAC to access your login information. Recording should be an ongoing process to ensure accountability for your hours. The recording of volunteer hours will be based on an honour system and will be monitored regularly to ensure accuracy.

See below for PPP hours required by your family:

- If a parent has a child(ren) in K-7: A total of 18 hours are required by the end of the school year (9 hours prior to the end of December and remaining 9 hours by the end of June)



- If a parent only has a younger child(ren) in the ELC: 12 hours are required by the family in total by the end of the June

*Please Note: Pro-rated hours will be required for families who register their children at RJDS K-7 or ELC after December*

If parents (or family members) are unable to complete the required hours, a PPP payment will be required. The school will automatically withdraw funds using the information provided on the Tuition PAD Agreement Form as per the schedule below.

**Please check the appropriate boxes below:**

I have at least one child at Richmond Jewish Day School and authorize the school to debit the bank account identified on the Tuition PAD Agreement Form for the amount of \$150 on the 1 day of January and July or on the first business day thereafter starting September 2024 and ending August 2025 **for incomplete PPP hours. If I have completed the required PPP hours, there will be no charges to my account.**

*Please Note: A pro-rated refund will be issued if the full 18-hour requirement (for parents of K-7 students) or 12-hour requirement (for ELC parents) is met by the end of June.*

Parent (Payor) Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Email: \_\_\_\_\_

I may revoke my authorization at any time, subject to providing notice of 10 business days. To obtain a sample cancellation form, or for any more information on my right to cancel a PAD agreement, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on my recourse rights, I may contact my financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca)