The Richmond Jewish Day School
בית ספר יהודי בריצמור

New Student
Enrollment Application

2017-2018
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Section A

Introduction and Overview
NEW STUDENT CHECK LIST

Complete your registration application by returning the following:

Cheques

- $500 Registration Deposit **per child** by cheque or credit card
- $500 Cheque post-dated for June 24, 2018 against completion of PPP hours
- PAC Fee, see section D

Section B – New Student Application

- Completed Enrollment Forms, **one per child** with **signatures** required
- Copy of parent immigration documents or permanent resident card if **not** born in Canada.
- Original Birth Certificate or notarized copy (office will copy original).
- Immunization Records

Section C – Tuition Fees

- Tuition Payment/Confirmation Sheet

Section D – Parent Participation Program

- PPP forms – one per family
- PAC FEE (form with $30.00 cheque, dated for Sept. 2017)
Important Dates

We are pleased to offer the following benefits to families who submit their application packages on or before:

**February 28, 2017**
New families who register by February 28th will receive a $200 discount per child to assist with the cost of school uniforms/school fees. This discount will be reflected on your formal tuition fee invoice.

**March to June 1, 2017**
During this time period, the Tuition Assessment Committee will receive and evaluate completed FAST tuition assistance applications and invoices will be sent to all families confirming their 2017-18 fees, whether or not they are paying full fees. It is the responsibility of each family to make sure complete documentation is submitted to the office in a timely manner to expedite this process.

**June 25, 2017**
All tuition fee cheques or credit card authorization forms are due at the school office.

**July 1, 2017**
Tuition fee payments begin for 2017-18 school year. Some families may require a revised payment schedule. Please contact MJ Brown at the office if you have concerns about payment timing.

New family interview: Will be arranged by the office upon receipt of registration.
Section B

New Student Application
NEW STUDENT APPLICATION
2017-2018

* Birth Certificate is Mandatory and must accompany application (the office will copy original).

Child’s Name: ____________________________________________ GRADE: _____
(Surname) (Given Names)

Child’s Hebrew Name: ____________________________________________

Date of Birth: ______/______/______ Sex: ☐ Male ☐ Female
Yr M D

Primary Language Spoken at Home: ☐ English ☐ Hebrew ☐ Other: ______

Home Address: ______________________________________________________

Postal Code _______________ Home Phone ____________________________

# 1 PARENT/GUARDIAN (Father) Email: ____________________________
Name: ______________________________ Occupation __________________________
Work# __________________________ Ext____ Cell# __________________________

Address (if different than above) ___________________________________________________________________

# 2 PARENT/GUARDIAN (Mother) Email: ____________________________
Name: ______________________________ Occupation __________________________
Work# __________________________ Ext____ Cell# __________________________

Address (if different than above) ___________________________________________________________________

Person(s) with whom child lives: ____________________________________________

If there is a custody agreement please provide documentation.

For Office Only: Date Received: ____________________________
The Richmond Jewish Day School is concerned with the total academic, social, emotional, physical, and intellectual development of your child. Therefore, we feel that the following information is important so that we may better understand your child and his/her needs.

**FAMILY AND SOCIAL HISTORY**

1. Please indicate your child’s previous Education:
   - [ ] Day-care  [ ] Preschool
   Name of Facility ________________________ Years Attended ____
   Last Elementary School Attended: ________________________________
   Dates: ____________________________ Grade(s): __________
   List all your **children** and others in the household (eldest to youngest)

<table>
<thead>
<tr>
<th>NAME</th>
<th>Birthdate</th>
<th>Sex</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
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</tbody>
</table>

**Maternal Grandparents**

Names: ____________________________________________
Address: ____________________________________________________________________________
Postal Code: ____________________________ Phone__________________________

**Paternal Grandparents**

Names: ____________________________________________
Address: ____________________________________________________________________________
Postal Code: ____________________________ Phone: ____________________________

3. Have the parents been separated during the child's life?
   - [ ] Yes  [ ] No  If yes, age of child at time _____.  Length of separation _____.

4. In how many different locations has the child lived? (Please list):
   ____________________________
   ____________________________

5. Have there been any major crises in your family such as divorce, death, accidents or illnesses which might have affected the emotional well-being of your child? If so, please explain:
FAMILY BACKGROUND

Father Religion ________________________________
Mother Religion ______________________________
Synagogue Affiliation: __________________________

Parents' Formal Education (School and years attended):
Father: ______________________________________
Mother: ______________________________________

HISTORY

1. Is there any pertinent medical information about the child that would, in any way, limit or affect the child's ability to engage in school activities?
   __________________________________________

2. Is the child taking any medications? Does the child have a severe allergy?
   (Please indicate):
   __________________________________________

3. Is there any other information regarding your child's development and behaviour of which we should be aware? (i.e. unusual eating or sleeping routines, disciplinary problems, nervous habits, special skills or talents, artistic or athletic abilities, etc.)
   __________________________________________

4. If your child has had psychological, educational or medical assessments completed during the last two years - please list the assessments here and include photocopies of these documents.
   __________________________________________

Parent's Signature: ____________________________ Date: ____________________
Status of Parent/Guardian (Admission to Canada and Residency) - Form A

(If parents are deceased, and there is no legal [court appointed] guardian, use Form B)

To be completed and signed by a parent or legal (court appointed) guardian.

If legal guardian, attach a copy of court order appointing you as legal guardian.

(Lawfully Admitted into Canada)

I am (please X one)

- [ ] A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card)
- [ ] A permanent resident (landed immigrant) (attach photocopy of landed immigrant status paper or PR Card)
- [ ] Lawfully admitted to 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 additional 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 Immigration Canada)

________________________________________________________________________________________________________________________

(Residency in British Columbia)

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

- [ ] Yes
  Residency address __________________________________________________________
- [ ] No
  I am not a resident of British Columbia

Confirming signature:

1. Parent’s/legal guardian’s name: ____________________________(please print)

Parent’s/legal guardians Signature ___________________________ Date _____________
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 enrol(s) the Student(s) for the 2017-2018 year at the Richmond Jewish Day School ( "RJDS") . I understand that as a condition of the Student(s) admission to RJDS I agree to abide by the terms and conditions herein.

I understand that the Enrollment deposit of $500 per student is required to be submitted in order to complete this Agreement, and must accompany this Agreement, except if an exception request is made in writing to the attention of the Assessment Committee. For those families submitting a financial assistance request the Enrollment deposit can be paid over three consecutive months as follows: $200 with this Agreement, and two post-dated cheques for $150 each thereafter. If this option is taken, all three cheques must accompany this Agreement, without which the application to RJDS will not be 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 Agreement by reference. I agree to support this positive environment and to accept the Rules and Policies of RJDS for me and my child/children and 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 Enrollment Agreement if RJDS determines, in its sole discretion, that my child's needs or behaviours make such amendment or termination necessary in the best interests of either my child or the RJDS school community.

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 chosen (see “Tuition Payment Schedule”) and a charge of 1.5% per month (18% per year) will be added to accounts 30 days overdue. In the event of a default under this Agreement, RJDS shall be entitled to exercise any and 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 a function of withdrawal dates and level of tuition payments accepted on the Tuition Confirmation Sheet but will be a minimum of $500 per child for families:

- **Paying Full** - schedule below
- **Accepting Tuition Assistance Guarantee** - greater of $500 or schedule below
- **Requesting Tuition Assistance** - $500 until date of agreed tuition is determined and Then schedule below based on assessed tuition Amount.

**Withdrawal between**
- **February 1 to March 31, 2017**
  - Percentage of Accepted Tuition due: 25% of Accepted Tuition
- **April 1 to June 30, 2017**
  - Percentage of Accepted Tuition due: 50% of Accepted Tuition
- **After July 1, 2017**
  - Percentage of Accepted Tuition due: 100% of Accepted Tuition

Upon withdrawal, failure to pay tuition in accordance with this Withdrawal Schedule is a default under this Agreement, entitling RJDS to all remedies available at law and in equity.

**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:

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

For detailed information about the RJDS privacy policies and practices please contact the Principal

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

_____________________________________             _____ ___________________             ___________________
Signature of Mother or Guardian              Print Name              Date

_____________________________________             ___________________
Signature of Father or Guardian              Print Name              Date
RJDS Personal Information Consent Form

Names of Student(s)  
(1) ____________________________________________________________  
(2)  
(3)  
(4)  
(5) ____________________________________________________________

Names of Parents/Guardians ______________________________________________________________

A. **Buzz Book**
At the beginning of each year, the Parent Advisory Committee compiles the “Buzz Book” – a phone book listing by class (from kindergarten to grade 7) the names, addresses and phone numbers 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 another Jewish institution for non-commercial purposes at the discretion of the administration. Please check the box below which reflects your preference.

- Yes, I consent on my behalf and of behalf of my spouse and children to the inclusion of our names, home addresses, phone numbers and email addresses in class lists in the Buzz Book.
- No, I refuse 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, panorama photo & the Year slide show and school yearbook**
On an annual basis, RJDS takes a class photo and a panorama shot of the whole student body. In addition each child is provided a yearbook at the end of the year and at our final assembly a slide show is shown comprised of photos of the children taken at 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 panorama photo, 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 panorama photo, 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 or 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 children 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 children 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 or broadcast or website posting of images of my child/children for the purposes listed above
- No, I do not consent to the use, publication or 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.

In order 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 wish to receive all email correspondence from Richmond Jewish Day School

Email address # 1 __________________________________________________________
Email address # 2 __________________________________________________________

E. Other Activities
For your information, from time to time photographs or videos may be taken of the children by other organizations when RJDS participates in activities outside the school (for example when RJDS students visit Louis Brier Home for the Aged or participate in Festival HaRikud or sports tournaments or other activities). If you do not wish your child to be photographed while engaged in these types of activities please speak to the Principal. While RJDS cannot control how any other organizations collect personal information, we will try, where practical, to communicate your preference to them.

SIGNATURE: ___________________________ DATE: ___________________________
Short field Trip Permission

Dear Parents,

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

I give consent for my child/ren ________________________________
to be taken for short field trips, walks, runs, etc. supervised by a staff member at the Richmond Jewish Day School prior to notification.

_________________________________________  __________________________
PARENT/GUARDIAN SIGNATURE  DATE

RELEASE FORM

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

_________________________________________  __________________________
PARENT/GUARDIAN SIGNATURE  DATE
Car Seat and Booster Seat Guidelines for OSA (Off-Site Activity)

Four out of five children riding in vehicles in B.C. are not properly restrained. The B.C. government announced new safety regulations effective July 1, 2008.

Transport Canada, BCAA, ICBC and the B.C. Government regulations state:

1) All students who weigh between 20-40 lbs must be secured safely in a car seat that is tethered appropriately, regardless of who is driving the vehicle.

2) Booster seats will be required for all children weighing more than 40 pounds, until they reach a height of four feet, nine inches tall or the age of nine years old.

The above regulations are mandatory, where applicable, for all students in the above categories.

A) It is the sole responsibility of parents to provide the car seat or booster seat for their own child/ren.

B) Those students who require a car seat or a booster seat and have not been provided with one prior to departure of the field trip will not be transported by an approved volunteer driver.

BOOSTER SEAT REGULATIONS AND GUIDELINES (MANDATORY)

☐ Yes, I am aware of these regulations. I will provide the required car seat or booster seat for my child/ren __________________________in grades ______________ on all applicable OSAs (off-site activity) that he/she will be participating in according to the above 1 or 2 MANDATORY regulations.

☐ Yes, I am aware of these regulations. My child _____________ is over the height of four feet, nine inches tall or nine years of age or older (between grade 3-4). I waive RJDS and any volunteer driver from any liability resulting from my child not being secured in a booster seat.

____________________   ___________   ___________
Paren Name (Printed)    Parent Signature    Date
Section C

Tuition Fees
### 2017-2018 Full Fee Tuition Fee

<table>
<thead>
<tr>
<th>Fees</th>
<th>1 Child</th>
<th>2 Children</th>
<th>3 Children</th>
<th>4 Children</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition fee</td>
<td>12,125</td>
<td>$21,500</td>
<td>28,115</td>
<td>33,075</td>
</tr>
<tr>
<td>Late application Fee after Jan 30/16</td>
<td>$250</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building Fund</td>
<td>$400</td>
<td>$400</td>
<td>$400</td>
<td>$400</td>
</tr>
<tr>
<td>Security Fee</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
<td>$200</td>
</tr>
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</table>

*This fee applies only to returning families*
SUMMARY OF FEES REQUIRED

Application deposit: All applications to RJDS require a non-refundable deposit of $500 per child at the time of application which is credited towards the final tuition cost. Applications will not be processed without the deposit. Deposits may be paid by cheque or by credit card.

If the $500 deposit is not affordable for a family, we offer the following option for payment of the deposits (each of the figures below are per child):

- $200 included with the application package, (dated Feb 28, 2017).
- $150 postdated cheque for March 30, 2017
- $150 postdated cheque for April 30, 2017

If the deposit is being paid with three cheques as listed above, all three must be included with the application. If the above schedule is still unaffordable for a family, please contact MJ Brown at the RJDS office to make special arrangements.

Additional Fees Required – Over and Above Tuition

Building/Endowment Fund: $400 per family.
Money collected for this fund will be used by the school to:
- cover repairs and upgrades to the school
- create an endowment for future projects and/or
- for other needs as approved by the Board of Directors

Security Fee: $200 per family.
The security fee is instrumental to the school in order to:
- continue necessary security infrastructure upgrades, begun in the 2015-16 school year
- cover the costs for additional security measures as an extra precaution, when warranted (i.e. world events, local threats, etc.)

Security Fobs: $ 10.00 each
Parents are expected to access the building by using school-issued security fob. If you have not been issued a fob please ask the office. Any lost fobs can be replaced at the same cost.

Field Trips: All RJDS students have the opportunity to participate in a number of day field trips that vary by grade. Field trips may incur small additional fees for admissions and/or transportation. In addition, children in grades 6 and 7 traditionally participate in more comprehensive multi-night field trips involving additional costs that are not covered by tuition. Traditionally, the grade 6 class attends a weekend Shabbaton, and grade 7 participates in a 5-day outdoor education program at Strathcona Park.

Uniforms: Parents are expected to purchase the mandated uniforms for RJDS. Some assistance may be available in cases of financial hardship; please inquire to the Principal.

Kippot: Each boy is provided with one complimentary kippah with the school logo as part of the school uniform. Additional and/or replacement kippot will be provided at $10.00 each.
TUITION/PAYMENT CONFIRMATION SHEET
2017-2018

RETURN COMPLETED & SIGNED FORM TO OFFICE WITH YOUR REGISTRATION FORMS ATTN. MJ BROWN
FORMAL INVOICE WILL FOLLOW

Family Name: ____________________________ Grade in Sept 2017

Child Name #1 _______________ Grade: __________
Child Name #2 _______________ Grade: __________
Child Name #3 _______________ Grade: __________
Child Name #4 _______________ Grade: __________
Child Name #5 _______________ Grade: __________

(please circle 1 or 2 below)
1. I/We have submitted the registration form and deposit and are choosing to pay full fees.

OR
2. I/We are applying for tuition assistance and will complete the FAST application process by February 20, 2017.

Payment Options

Please select (circle 1, 2 or 3) how you would like to have your bill prepared

Available only to Families who pay Full Tuition in 2017-18:
1) Credit card over a maximum of ten months starting July 1 and completed by April 1,
2) Up to 12 post dated cheques over twelve months starting July 1 (qualifies for 2% discount of final fee balance)

Available to All Families:
3) Up to 12 post dated cheques over twelve months starting July 1 and completed by June 1.

If you require an alteration to this timing of payments, please contact MJ Brown at the school office.

Please print name: ____________________________ Date: ________________

Signature of parent(s)  ____________________________________________________________
Tuition Assistance Information

Tuition Assessment Policy - Governing Principles
Richmond Jewish Day School (RJDS) Tuition Assessment Policy is governed by the principle that a Jewish student will not be denied a Jewish education because of financial circumstances. The tuition assessment policy and process are designed to be confidential, fair and consistently applied for all families provided that all requested information is provided to the Tuition Assessment Committee to make a fair and reasonable assessment. The RJDS Board of Directors is committed to operating the school in a financially responsible manner.

Process
Beginning this year, families at RJDS will use the FAST (Financial Aid for School Tuition) website to process applications for financial aid. Using this online application tool, accessed via the school website, parents will submit detailed financial information (income, expenses, assets and liabilities). The FAST software will recommend an award based on each family’s unique financial situation, adjusted for the cost of living in the Vancouver area. The RJDS TAC (Tuition Assistance Committee) will review the recommendation to ensure that all available information has been considered, and then will finalize the award. The system is designed to establish a level of tuition fee subsidy for a three-year period in most cases. This means that families will not need to use the FAST site to apply for an award each year, provided they complete a short form and submit supporting documentation each year to verify that no significant change has occurred in their financial situation. FAST charges a fee of $43.00 US to process each application.

While the system is new to RJDS parents, it has been in use for some years at Vancouver Talmud Torah and King David High School, as well as many other private schools in Canada and the US. We strongly encourage families applying for tuition assistance to apply by the end of February 2017.

Confidentiality
The Tuition Assessment Committee will treat all information submitted in tuition assessment applications and the submission itself on a confidential basis. No parent, board member or teacher at RJDS, nor the Principal will have access to any of your information. Your information will be reviewed only by an outside Tuition Assessment Committee.

Appeals
You are entitled to one appeal within 14 days of the date of the Tuition Assessment Letter indicating the assessed fee. Appeals received later than this date will not be considered.
Section D

Parent Participation Program (PPP)
Dear Parents,

Parent participation is crucial to the success of our in-school and extracurricular programming. The Parent Participation Program (PPP) is an efficient and cost-effective way to meet the academic, social, and emotional needs of our children.

Parents’ involvement in RJDS activities gives the students a unique learning environment and an outstanding school experience. The school is our “village”. Families support each other and contribute their time and skills to make RJDS the best it can be while helping each student reach his or her potential. The lessons learned from children watching their parents’ examples are just as important to their future and to our community as the outstanding academic programs. Our students go on to excel both academically and as responsible citizens due to the examples set by the adults in their lives working together to achieve common goals.

Each family with students in kindergarten through grade seven who participates in the PPP program (or otherwise pays reduced tuition fees) is required to complete 25 PPP hours throughout the school year – or at least 10 hours by December; the remaining 15 by the end of June. Fifteen hours or more of the 25 must be dedicated to activities benefiting the whole school (for example: hot lunch, school assemblies, helping with major fundraising initiatives). Ten hours of the 25 may be devoted to class-specific activities such as field trip transportation, classroom reading, and preparing teachers’ materials. Of course we welcome and appreciate any additional hours you may give.

Families in grades K through 7 must submit a $500.00 post-dated cheque payable to Richmond Jewish Day School. The cheque will only be cashed if the family has not completed their required PPP hours. Please note: a child’s registration will not be processed without this cheque. It is imperative that you record your hours online on the RJDS website.

In this package, you will find a list of categories in which you can choose to participate. Please indicate the activities of your choice and submit the preference forms with your registration. Please also indicate any special skills you have that may benefit RJDS and the students.

Together, we can make this coming year the best ever at RJDS

PPP Coordinator
Parent Participation Program: Process

Each family's PPP hours may be completed by an immediate family member or a family designate (for example an aunt or uncle, nanny, or grandparent). Hours are **not** transferable between two different RJDS families.

1) Based on your interests as indicated on the preference sheet, the PPP coordinator will forward your name to committee chairs and organizers of activities. You will be contacted to help with those activities. Most PPP opportunities will also be advertised in the weekly RJDS newsletter. **Please** be involved. Do not wait for someone to come to you.

2) For your convenience, PPP hours are now recorded online on the RJDS website. Each family has their own code and is responsible for recording the events, field trips etc. that you volunteered for and the number of hours completed. You will need to specify whether the hours were for “general school activity” or a “class specific activity”. You are accountable for recording your hours on an ongoing basis. This is the only way to receive credit for hours.

3) If you have not completed the minimum required hours by the end of the school year, your 500.00 deposit cheque will be cashed. If you have met the required minimum PPP hours then your cheque will be shredded.

4) If for some reason you are unable to commit to the 25-hour minimum PPP requirement and would rather just submit the $ 500.00 cheque to be cashed, then please let the office know this at the beginning of the school year.
# Parent Participation Program 2017-2018 Preference Sheets

Names of Child(ren):

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Grade</th>
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Names of Parents/Guardian:

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<tr>
<th>Last name</th>
<th>First names</th>
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</table>

Home Telephone # _____________________________

Cell# _____________________________

E-mail _____________________________

Please place a check mark beside the activities in which you are interested in participating.

Indicating your preferences at this time does not guarantee that you will be given those particular tasks. These preference forms are meant to be used solely as a framework.

PPP opportunities will appear in the weekly newsletter as they become available. It is your responsibility to read the job postings and to contact the appropriate person to offer your help. Periodically throughout the year you may also be contacted by your class parent with opportunities, as they become available.

If an opportunity arises, sign up!

If you have any questions regarding any of these opportunities, please contact the PPP Coordinator.
It’s all about our children

Please complete the Preference Sheets and submit with the application package
(If circumstances change and you are no longer able to fulfill any of what you filled out please inform the PPP coordinator).

Parent Association Committee (PAC)
Throughout the school year, the PAC helps to support many school wide events and Jewish holiday celebrations.

PAC Administration
- President
- Treasurer
- Secretary
- Parent Participation Program Coordinator (PPP)
- Class Parent Chair
- Hot Lunch/Pizza Coordinator
- Chair of Staff Appreciation Lunch
- Jewish Holidays Coordinator
- New Family Welcome Gift
- Community Shabbat Dinners and other events

Hot Lunch – helping with the preparation and serving of hot lunch on Tuesdays, Thursdays, and Pizza Fridays. You should be available between 11:00 AM – 1:00 PM (approximately).

- Tuesday
- Thursday
- Friday Pizza lunch

Please indicate the number of times per month: ____

Serve on Various Committees
Each committee liaises with the management of RJDS and is chaired by a member of the Board of Directors.

- Premises Committee
- Finance Committee
- Marketing/Public Relations Committee (getting the RJDS name “out there”)
- Security Committee
- Fundraising Committee
- Strategic Planning Committee
Several fundraising events are planned throughout the school year, so many opportunities exist in this category. Time commitment varies due to complexity of event or the role a volunteer assumes for that committee.

- Recruitment Committee – undertakes various projects to attract new families to the school.
- Computer support and assistance. Please indicate skills:
  ________________________________________________________________
  ________________________________________________________________
- Uniform Committee - coordination and advertising of uniform information.
- Emergency Preparation
- Assist with coaching of various sports teams:
  - Volleyball  - Basketball  - Track& Field
  - Provide transportation for sports teams to other schools.
- Class parent (great for working parents as most hours can be done from home).
  - Arranging approved drivers for class field trips.
  - Recruit for class volunteer as necessary using lists provided
  - School wide phone outs and/or email as required
- Playground Inspection (inspect basketball hoops, playground equipment etc.)
- Scholastic Book Fair - (1 week event)
  - Coordinator
  - Help with manning the fair during lunch recess and after school
- Represent RJDS as a volunteer for larger community events (e.g. Federation activities)
- Entertainment Book Fundraiser
- Security guard patrol
- Playground Sweeper (approximately one hour per week)
- Be an RJDS mentor family. Help a new RJDS family adjust to the “ins and outs” of RJDS life.

The following is grade specific and no more than 10 hours may be counted towards your PPP requirements.

- Preparing materials for teachers (make play-dough, cut up materials, sew, photo copy etc.)
- Reading with students:  - Hebrew  - English
- Strathcona planning committee (grade 7)
- Graduation planning committee (grade 7)
- Kindergarten graduation
Special Skills, Abilities and/or Talents:

- Sewing
- Gardening
- Handyman skills
- Artistic skills
- Graphic arts
- Language assistance:
  - French
  - Hebrew
  - English

- First aid/CPR
- Event planning
- Photographer
- Musician (please indicate) ________
- Lawyer
- Accountant

- Electrician or Plumber
- Baking/food preparation
- Videographer

- Handyman skills
- Gardening
- Event planning
- Photographer
- Musician (please indicate) ________
- Lawyer
- Accountant

I am available during school hours:  □ Yes  □ No

- Engineer (Mechanical or electrical)
- Other (please indicate your special skill):

________________________________________________________________________________________
Dear Parents,

The Parent Association Committee (PAC) would like to take this opportunity to welcome all new and returning families to Richmond Jewish Day School. A new year brings new challenges and goals and we look forward to accomplishing all of our objectives with the support of all parents.

**What is PAC?**
It is a volunteer-based committee of RJDS Parents. The PAC’s primary mandate is to enrich our school program by contributing to school and holiday events that directly benefit our children and enhance their learning experience. Anyone can be a part of this committee, and we encourage everyone to be involved. Meetings are announced in the school newsletter, the Shofar, and all parents are welcome.

**PAC fee and how it is spent**
The Parent Association asks each family to contribute to PAC at the start of the school year. This $30.00 fee is per family and helps fund a small portion of all the extras that our children receive. PAC is probably most well known for hot lunch and for providing all the food and drink for holidays and school events, but there are many more events that PAC funds help support, varying from year to year.

**Some PAC Funded Events**

<table>
<thead>
<tr>
<th>Buzz Books</th>
<th>Ha’Rikud Israeli Dance Festival</th>
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<tr>
<td>Lice Checks</td>
<td>Grade 2 Chick-hatching project</td>
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<tr>
<td>Hip Hop Workshop</td>
<td>Subsidization of some field trips</td>
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<tr>
<td>Yearbooks</td>
<td>Holiday Treats</td>
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<tr>
<td>Shofar Factory &amp; Oil Press</td>
<td>Staff Appreciation Lunch</td>
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</table>

PAC money, along with fundraising, can also be used towards the purchase of major items (i.e. water-bottle filler, playground equipment) and larger projects.

Parent participation is vital to our association and we look forward to working with all parents during this upcoming school year. Together we can enhance our children’s overall school experience and continue to have a school that we are all proud to be a part of.

*Please complete the below slip, attach with the $30.00 PAC fee (cash or cheque payable to RJDS PAC) and return it with your registration package.*

Thank you,
RJDS Parent Association Committee

**Members have benefits!**
All families that have paid their PAC fee will receive a complimentary 2017-2018 Buzz book and a yearbook at the end of the school year to cherish all those wonderful memories.

**PLEASE FIND ENCLOSED OUR 2017-2018 PAC FEE OF $30.00**
This fee is per family, NOT per child. Please make cheque payable to the RJDS Parent Association Committee.

**FAMILY NAME:** ______________________________
SECTION E

Referral Program

Frequently Asked Questions
Referral Program

Positive word of mouth is one of the best ways that we can introduce RJDS to Jewish people who live in the greater Richmond area. There are too many children who live in Greater Richmond that do not have a Jewish identity or who have limited or no knowledge of our holidays, customs and language. Working together to change that will not only make a difference for every Jewish child but also for the long term success of RJDS and the long term viability of our Richmond Jewish community.

When we introduce new families to RJDS, we open their eyes to a dynamic mix of BC curriculum, Jewish customs and rituals, and Hebrew language. We also ensure the continued success and growth of our school and enhancement of the social dynamics for our school’s students.

By making a referral to RJDS that results in a family enrolling their children at RJDS, the referring family will receive a payment of $500 (per family) that can be received as a credit towards tuition.

The payment of the $500 will be made in January 2018 and only if the referred child(ren) are still enrolled. Final eligibility will be determined by the Principal.
Frequently Asked Questions

Who do I talk to if I have questions on this package?
MJ Brown can answer questions regarding this package and she can be reached at the RJDS office.

I am applying for financial assistance. Who will view my financial information?
All financial information is reviewed by an external Tuition Assessment Committee (TAC). TAC is made up of people who have no direct connection to the school which means that NO teachers, parents, board members or Principal will be able to view your private financial information.

Why is there an Enrollment Agreement?
As part of our Strategic Plan, RJDS has embarked upon a project to upgrade its business practices and enhance its governance structures. Clarifying our Enrollment Agreement is one part of this project.

Why is there a Withdrawal Policy and Withdrawal Schedule?
Every parent who sends their child to RJDS entrusts us to provide an excellent educational experience. In order to ensure we properly fulfill the trust paced in us, we must be able to rationally budget, based on known costs and revenues. Our budget must be set early in order to properly ensure we account for everything from staffing to maintenance to strategic initiatives such as our IT and Music programs. Our budget is based on our enrollment because our expected tuition revenue, and the amount of funding we receive from the Province and from Jewish Federation are all based on our enrollment. RJDS, and each family that is part of our RJDS community, relies on the promise made by every other family to contribute their fair share to the total budget of the school. It is not fair if a family makes a registration commitment and later withdraws from that commitment without paying, because when it made budget decisions and signed contracts RJDS relied not only on the tuition but also on provincial and Federation funding, which can be lost when a family withdraws. The Withdrawal Policy and Withdrawal Schedule is necessary to ensure that our school and our programs are not adversely affected if families change their minds after the school has already signed contracts or committed funds in reliance on enrollment commitments.

What happens if my financial circumstances change?
This can happen and RJDS is sensitive to it. If the financial change makes it difficult to continue with the current tuition, special requests can be made to the Assessment Committee through the main office outlining the changes and special considerations being requested.