



Richmond Jewish Day School

בית ספר היהודי בריצ'מונד

**New Students
Enrolment Application
2018-2019**

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SECTION A

Introduction and Overview

New Student Checklist

Complete your registration application by returning the following:

Cheques

- \$500 Registration Deposit **per child** by cheque or credit card payable to RJDS

Section B – New Student Application

- Completed enrolment forms, **one per child** with **signatures** required
- Original Birth Certificate or notarized copy (office will copy original).
- Immunization Records
- Proof of Status in Canada (please submit one of the following for both parents and child:
 - Permanent Residence Card or Confirmation of Permanent Residence document and passport.
 - Work Permit and Passport – with parent’s (minimum one-year) current full-time employment letter.
 - Study Permit and Passport – with parent’s program admission letter and payment receipt.
 - Refugee Claimant Document.
 - Diplomatic Card or Passport.
 - Canadian Passport or Citizenship Card or Birth Certificate.
 - Status Identification Card

Section C – Tuition Fees

- Tuition Payment/Confirmation Sheet
Submit ALL Section C Documents separately from Application,
to ATTN: Janet Ragetli, Business Manager

Section D – Parent Participation Program

- PPP forms – one per family
- \$500 cheque dated June 22, 2019 against completion of PPP hours, payable to RJDS PAC
- \$30 PAC fee dated Sept 1, 2018, payable to RJDS PAC, with PAC Membership Form

Important Dates

February 28, 2018

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 1 to June 1, 2018

During this period, the Tuition Assessment Committee will receive and evaluate completed FAST tuition assistance applications, and invoices will be sent to **all** families confirming their 2018-2019 fees, whether or not they are paying full fees. It is the responsibility of each family to ensure complete documentation is submitted to the office in a timely manner to expedite this process.

June 25, 2018

All tuition fee payment forms are due at the school office.

July 1, 2018

Tuition fee payments begin for 2018-19 school year. Some families may require a revised payment schedule. Please contact Janet Ragetli, Business Manager at the office if you have concerns about payment timing.

SECTION B

New Student Application



New Student Application Forms 2018-2019

A 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 (YYMMDD) _____ Gender _____
 Male Female

Primary Language Spoken at Home: English Hebrew Other: _____

Home Address: _____

Postal Code: _____ Home Phone: _____

#1 PARENT/GUARDIAN Email: _____

Name: _____ Occupation: _____

Work # _____ Ext _____ Cell: _____

Address (if different than above) _____

#2 PARENT/GUARDIAN Email: _____

Name: _____ Occupation: _____

Work # _____ Ext _____ Cell: _____

Address (if different than above) _____

Person with whom child lives: _____

If there is a custody agreement, please provide documentation.

For Office Only: Date Received: _____

The Richmond Jewish Day School is committed to 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 _____

2. Last Elementary School Attended: _____

Dates: _____ Grade(s): _____

List all your **children** and others in the household (eldest to youngest)

	NAME	Birthdate	Sex	Relationship
1.				
2.				
3.				
4.				
5.				

Grandparents (#1 Parent/Guardian)

Names: _____

Address: _____

Postal Code: _____ Phone _____

Email: _____

Grandparents (#2 Parent/Guardian)

Names: _____

Address: _____

Postal Code: _____ Phone _____

Email: _____

We like to be in touch with grandparents to invite them to special events and share occasional newsletters.

3. Have the parents been separated during your child's life? Yes No

If yes, age of child at time _____. Length of separation _____.

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

5. Have there been any major events 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

Parent/Guardian 1 Religion _____

Parent/Guardian 2 Religion _____

Synagogue Affiliation: _____

Parents' Formal Education (School and years attended):

Parent/Guardian 1: _____

Parent/Guardian 2: _____

HISTORY

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

2. Is your child taking any medications? Does your 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/Guardian 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)**

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 (please attach photocopy of Canadian birth certificate or 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 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 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:

Parent's/legal guardian's name: _____ (please print)

Parent's/legal guardians signature _____ Date _____

Enrolment Agreement

(Page 1 of 2)

I. Enrolment 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 2018-2019 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 Enrolment 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 Enrolment 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 Enrolment 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-Enrolment 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

March 1 to March 31, 2018
 April 1 to June 30, 2018
 After July 1, 2018

Percentage of Accepted Tuition due

25% of Accepted Tuition
 50% of Accepted Tuition
 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 Enrolment 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

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 (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

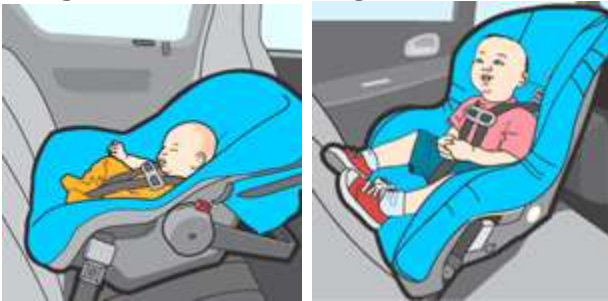
DATE

Child Passenger Safety Best Practices for Off-Site Activities

Each year in B.C., an average of 1,300 children aged nine and under are injured and five are killed in motor vehicle crashes. Every time a child travels as a passenger in a motor vehicle, they are at risk of being involved in a collision. Research shows that a correctly used child safety seat reduces the risk of fatality by 71 per cent and the risk of serious injury by 67 per cent. A child who is not properly restrained can be ejected from the vehicle or thrown around the vehicle, resulting in significant injuries or death.

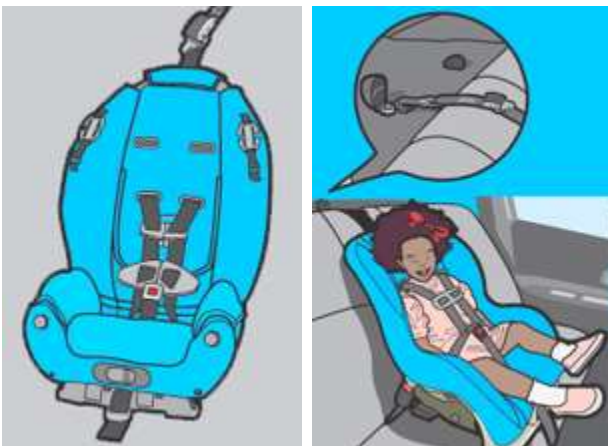
The correct use of a Canadian Motor Vehicle Safety Standards — approved child safety seat will ensure a child is properly restrained and significantly reduce their risk of serious injury or death in the event of a crash. It's your responsibility as the driver to make sure that all your passengers are properly secured with seatbelts or child-restraint systems.

Stage 1 — Rear-facing



Rear-facing infant/child seat

- From birth until at least one year old and 9 kg (20 lbs).
- Place in back seat. Position centre-rear.
- Do not install on front seat in proximity to an active airbag.
- Don't rush to switch to a forward-facing seat — these guidelines are just the minimum requirements. Rear-facing child seats are safest for your baby or toddler, as they provide better support for their head and neck, as long as your child's weight is within the seat manufacturer's stated limit.
- Use a convertible seat in the rear-facing position if the baby has outgrown the weight limit of the infant seat.



Forward-facing child/booster seat (convertible)

Stage 2 — Forward-facing with tether

- Must be over one year old and over 9 kg (20 lbs).
- Up to at least 18 kg (40 lbs).
- Place in back seat.
- May remain rear-facing if allowed by manufacturer's weight limits.
- Always use with a tether strap.
- Taller children may fit a combination harness/booster seat better.

Stage 3 — Booster seat



Booster seats ensure proper seatbelt fit. They raise the child to correctly position the adult seatbelt across the bony structures of the chest and pelvis. It's safest if a child remains in a booster seat until they reach 145 cm (4'9").

- Must be over 18 kg (40 lbs).
- Required until at least nine years old or 145 cm (4'9"), whichever comes first.
- Place in back seat.
- Booster is used with a lap/shoulder seatbelt.
- Position lap belt low over hip bones and shoulder belt over shoulder and in front of chest.
- Do not use a booster seat with only a lap belt.

Stage 4 — Seatbelt only



It's recommended you keep children in the back seat until 12 years of age.

- The lap belt should fit low over the pelvic bones.
- Shoulder belt should fit over the shoulder and snug across the chest.
- Never put the shoulder belt under the arm or behind the back. This could cause serious injury in the event of a crash.
- Keep the seat in an upright position, not reclined. Seatbelts were designed for upright seating. A deeply reclined seat can cause a passenger to slide out from under the seatbelt in the event of a crash.

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

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

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.

CHILD PASSENGER 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 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.

Parent Name (Printed)

Parent Signature

Date

SECTION C

Tuition Fees

Tuition Rates for 2018-2019

Fees	1 Child	2 Children	3 Children	4 Children
Registration fee:	\$500	\$1,000	\$1,500	\$2,000
Plus, monthly payments:				
Monthly tuition payment July 2018 to June 2019	\$1,020	\$1,800	\$2,340	\$2,730
Building fund monthly	\$33	\$33	\$33	\$33
Security fee monthly	\$17	\$17	\$17	\$17
Monthly total:	\$1,070	\$1,850	\$2,390	\$2,780

For returning families applying after February 28, 2018, there is a late fee of \$250.

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, 2018).
- \$150 postdated cheque for March 30, 2018
- \$150 postdated cheque for April 30, 2018

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 Janet Ragetli 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 (world events, local threats, etc.)

Security Fobs: \$ 10.00 each

Parents are expected to access the building by using school-issued security fobs. 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 five-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 contact Janet, Ragetli, Business Manager.

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 each.

Tuition/Payment Confirmation Sheet 2018-2019

PLEASE RETURN COMPLETED & SIGNED FORM TO OFFICE WITH YOUR
REGISTRATION FORMS ATTN. JANET RAGETLI, BUSINESS MANAGER
FORMAL INVOICE WILL FOLLOW

Family Name: _____

Grade in Sept 2018

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 28, 2018.**

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 2018-19:

- 1) Credit card over a maximum of ten months starting July 1, 2018 and completed by April 1, 2019
- 2) Up to 12 pre-authorized debit payments over twelve months starting July 1 (qualifies for 2% discount of final fee balance)

Available to All Families:

- 3) Up to 12 pre-authorized debit payments over twelve months starting July 1, 2018.

If you require an alteration to this timing of payments, please contact Janet Ragetli, Business Manager, 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

RJDS uses 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 submit detailed financial information (income, expenses, assets and liabilities). The FAST software recommends 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) reviews the recommendations to ensure that all available information has been considered, and then finalizes the awards. FAST charges a fee of \$43.00 US to process each application.

The FAST system is used by Vancouver Talmud Torah and King David High School, as well as many other private schools in Canada and the US. Due to limited scholarship funds and the increased need for tuition subsidies, only those families who submit their tuition assistance application through FAST by February 28, 2018 deadline will be eligible for the full subsidy amount they qualify for. For those who submit the application after the deadline, we cannot guarantee the amount of subsidy provided.

Applying to multiple schools

If you are applying to an additional organization that also uses FAST, a separate application must also be submitted. To apply to multiple schools, you would complete, pay for and submit an initial application. Once that initial application has been submitted, you will receive an email with a specific link and PIN #, which will allow you to submit a subsequent application for another FAST client.

Using the Link and Pin # will transfer over a majority of your information that was entered in the initial application, with the exception of the grade selections, since they differ from each school, camp and program, and School Specific Questions. You will also be provided the opportunity to submit a different letter, should you want it to be more specific for the subsequent school. Utilizing the link and PIN # also allows for a reduced fee of \$10, as opposed to the normal application charge.

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)

PAC - It's all about our children!

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 2018-2019 Preference Sheets

Names of Child(ren):

Last Name	First Name	Grade

Names of Parents/Guardian:

Last name	First names

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 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 and Thursdays. You should be available between 11:00 AM – 12:30 PM (approximately).

- Tuesday
- Thursday

Please indicate the number of times per month: _____

Serve on Various Committees

Each committee liaises with the management of RJDS and with the Board of Directors

- Premises Committee
- Finance Committee
- Marketing/Public Relations Committee (getting the RJDS name “out there”)
- Security Committee
- Development 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
- 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 First aid/CPR Electrician or Plumber

- Gardening
 - Event planning
 - Baking/food preparation
 - Handyman skills
 - Photographer
 - Videographer
 - Artistic skills
 - Musician (please indicate) _____
 - Graphic arts
 - Lawyer
 - Accountant
 - Language assistance: French Hebrew English
 - I am available during school hours: Yes No
 - Engineer (Mechanical or electrical)
 - Physician
 - Other (please indicate your special skill):
-
-



PAC Membership Form

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

Buzz Books	Ha'Rikud Israeli Dance Festival
Hip Hop Workshop	Subsidization of some field trips
Yearbooks	Holiday Treats
Shofar Factory & Oil Press	Staff Appreciation Lunch

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 2018-2019 Buzz book and a yearbook at the end of the school year to cherish all those wonderful memories.

PLEASE FIND ENCLOSED OUR 2018-2019 PAC FEE OF \$30.00 PAYABLE TO
RJDS PAC & DATED SEPTEMBER 1, 2018

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 2019 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 about this package?

Janet Ragetli 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 Enrolment Agreement?

The Enrolment Agreement serves to both safeguard the legal rights and financial viability of the school, as well as to protect the legal rights of each of our students and their families. This Agreement ensures that all parties will come together in ways that are respectful and fair for all members of our school community.

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. To ensure we properly fulfill the trust placed 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 enrolment because our expected tuition revenue, and the amount of funding we receive from the Province and from Jewish Federation are all based on our enrolment. 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 enrolment 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 through Janet Ragetli to the Assessment Committee through the main office, outlining the changes and special considerations being requested.