



# ***Bioregional Education Association***

*Oak and Orca Bioregional School*

<https://oakandorca.ca>

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## **On-Site School Guidelines**

### **Application for Enrolment**

#### **Parent Agreement to Policies**

Parents must read and agree to the policies and guidelines before a student will be considered for enrolment. A signature indicating agreement with these policies is required upon registration, and from time to time thereafter.

#### **Student Agreement to Policies**

Students must read (or be read) the Principles of Behaviour or have these policies explained by an adult. Each student must be willing to abide by all school policies and guidelines in an age-appropriate manner. The signature of a student may be requested from time to time in acknowledgement of an understanding and willingness to abide by the policies and guidelines.

#### **Application for Enrolment**

Interested families should visit the school before applying. Opportunities are available regularly to tour the school and families are encouraged to pursue their questions prior to joining. Applications are taken to ensure that families have an understanding of the school's educational philosophy and a desire to empower their children to learn in a child-led environment. Applications for enrolment may be subject to an informal interview with a school representative.

A specific application form is required for each program and age group. It is suggested that the child not be brought into the application process until the latter steps of the procedure in order to protect the child's self-esteem in case it is deemed that an appropriate space cannot be granted for this child. However, it is important that the student wants to attend the school, rather than just the family. We have found that students who do choose to come to the school for themselves or have a desire to move on at a certain point in their education, are unable to thrive in the student-led environment. We encourage families to discuss this openly with their child.

All children have unique learning needs. It is important for the school to know in advance if a child has any special education needs that will require additional resources. If a child has social, emotional, academic or behavioural needs that could affect his/her schooling, these must be identified in the application for enrolment. If another institution or professional has identified or commented on the special education needs of a child, these must be outlined at the time of application.

### **Waitlist**

When the number of students in a particular age group who are eligible for enrolment exceeds the capacity of the school, a waitlist will be kept. Families must complete the application procedure to be included on a waitlist. When a suitable space becomes available, families will have the option to enrol, be taken off the waitlist, or move to the bottom of the waitlist.

### **Board Right of Refusal**

The Board reserves the right to turn down any application if it has concerns over the ability of the school to meet a child's needs while meeting the needs of its current students and staff. The Board reserves the right to limit the number of students with special education needs, as defined in the special education policy, in attendance at the school or in a particular class.

Every effort will be made to provide balance in the school as a whole and in each particular class. In striving for diversity, the Board reserves the right to refuse enrolment of a child based on the need for balance in the school or in a particular class. Factors may include gender, age, special education needs, activity level of students, etc.

## **Registration for On-Site Programs**

### **Enrolment**

Before a student can attend any on-site program, registration forms must be completed. These forms provide important information for enrolling the student and obtaining permanent records from a previous school. Families must provide a copy of the child's birth certificate, a copy of the child's care card and a signature on Form A (required to prove residency of a parent or guardian). If the birth certificate or care card cannot be provided, a suitable alternative must be provided that meets the same objectives. Any alternative documentation must be approved by the Lead Teacher.

Registration forms must be signed by a parent or guardian. It is a parent's responsibility to inform the school of any arrangements with respect to another parent or guardian that has not been actively involved in the enrolment of the child. The school cannot take responsibility for cases where one parent has not been involved and should, legally, have had some say in the decision to enroll the child.

## **Fees**

All fees are determined annually. Decisions about fees for the upcoming school year will be communicated to parents by May 1 of each year. Fees consist of, but are not limited to, the tuition fee and the activity fee.

### **K-12 School Fees**

#### **Tuition Fee**

The school relies on tuition fees to pay staff a living wage and to maintain the building and grounds. As a non-profit school, only partially funded by the province, we are not able to maintain a sufficient budget to run the programs we offer without significant fees.

The tuition fee for school programs is a yearly fee, however, the fee can be paid in monthly installments. Fees paid in installments are due whether or not the student attends in that month.

Under special circumstances, fees may be reduced for families experiencing financial hardship. The Board reserves the right to limit the amount and number of reduced fee agreements at any given time.

#### **Activity Fee**

The activity fee is a yearly fee covering school supplies and the regular activity costs of normal trips and programs.

### **Pre-Primary Fees**

#### **Tuition Fee**

Fees for the Pre-primary program are monthly fees. Pre-primary fees are to be paid in full at the beginning of each month, for that month. No refund is available for any month in which the child has attended any portion of the month. If fees are paid in advance, a refund will be available prior to the beginning of the month(s) in question, if the child will not be attending at all during any given month, unless the child's space is to be reserved. In this case, payment in full is due despite non-attendance to reserve the childcare space. In the absence of payment, the space will not be reserved.

### **Activity Fee**

The activity fee is a yearly fee covering school supplies and the regular activity costs of normal trips and programs.

### **Out-of-School Care Fees**

Fees for the Out of School Care program are monthly fees. Out of School Care fees are to be paid in full at the beginning of each month, for that month. No refund is available for any month in which the child has attended any portion of the month. If fees are paid in advance, a refund will be available prior to the beginning of the month(s) in question, if the child will not be attending at all during any given month.

## **Conditions of Continued Enrolment**

Students and parents must continue on an ongoing basis to be willing to abide by the policies and guidelines of the school.

At any time, after consultation with the parent and student, the School may decide to deregister a student under the following circumstances:

1. The student has needs, particularly social, emotional, or behavioural needs, which the school does not have the resources to meet successfully. This particularly applies if those needs are expressed in behaviour that detracts from the quality of education for other students or staff.
2. The student demonstrates an enduring attitude that detracts from the quality of life experienced by other students or staff at the school.
3. It becomes clear that the student or parent is unable or unwilling to abide by school policies.

4. It has been determined that the student has special education needs that cannot be supported without additional funds, and no way can be found to obtain the necessary funds in a timely manner.