



# The Armidale Waldorf School and Boongaiai Preschool

FOR RUDOLF STEINER EDUCATION

## Fee Information

Thank you for choosing to enrol your child in The Armidale Waldorf School.

The Armidale Waldorf School receives funding from both the State and Federal governments based on the number of students enrolled at particular points throughout the year. As an independent school, this funding does not cover all of our expenses, so to maintain our viability, it is important that the school charges fees.

Fee Payment Information	
Billing Procedure:	
<ul style="list-style-type: none"> <li>Fees are invoiced by term and sent two to three weeks before the beginning of the upcoming term.</li> <li>Fees are payable in advance, with payment due by the Friday of the first week of each term.</li> <li>The preferred method of payment is direct debit to the account below, although cheque and cash payments will also be received.</li> </ul>	
Account Name	The Armidale Waldorf School
BSB	932 000
Account Number	617 175
Reference	Student Name/Parent or Guardian Name (note: it is important that you identify your payment so that we can correctly allocate it to your account. Any payments received without sufficient identification will be held until identified).

Financial Assistance	
Payment Plans	You may discuss making a Payment Plan to pay by monthly or weekly instalments. That plan must be discussed with and approved by the School Manager/Finance Officer prior to the start of a term. A <i>Payment Plan Form</i> must be filled out and returned to the School Manager. The payment plan can then continue for the remainder of the year.
Fee Discounts on the basis of genuine financial hardship	Those parent/guardians who are unable to meet the full cost of tuition on the basis of genuine financial hardship may wish to apply for a fee discount. There is a limit to the fee discounts available in any given year. Fee discounts do not automatically carry forward from one year to the next and are primarily designed to provide short-term assistance. If you are experiencing financial difficulty, please contact the office for an application form.
Opportunities to work within the school	Paid positions, such as cleaning and casual administration work (when available), within the school have been set aside to assist parents by offsetting fee payments. In order to participate in this scheme, you are required by law to enter a formal employment relationship with the school. If you are interested in applying for a position, please contact the School Manager.

Unpaid Fees – Billing Procedure	
As the financial wellbeing of the school is dependent on fee payment, persistent non-payment of fees may call into question the child's continuing enrolment. The School will adhere to the following debt collection procedures, where no payments have been received or a payment plan has ceased:	
<ul style="list-style-type: none"> <li>1<sup>st</sup> Reminder Letter sent if payment is 3 weeks overdue</li> <li>2<sup>nd</sup> Letter of Demand sent if payment is 5 weeks overdue</li> <li>3<sup>rd</sup> and Final Letter of Demand sent requesting a meeting with the School Manager and Education Director if payment is 6 weeks overdue</li> <li>Debt referred to external collection agency if no payment is received end of term, with ongoing enrolment of child(ren) reviewed</li> </ul>	

Fee Information	
Maintenance Levy	The school has minimal maintenance staff in order to keep fees reasonable and therefore needs parents to help out in keeping our school grounds beautiful and healthy. The levy is charged per parent, however a refund of this levy can be obtained by participating for at least 5 hours (each parent) in a nominated working bee. Working bees are a good way to get to meet other parents and participate in the upkeep of our magnificent grounds and other school facilities. You can also receive a credit for hosting one of our freunde for at least one term.
Enrolment Application Fee	Non-refundable, one-off administration fee payable when submitting an Application for Enrolment.
Enrolment Bond	One-off refundable bond is required upon confirmation of enrolment. This bond will be used to protect the school against unpaid school fees and charges. All or any remainder of the bond will be refunded to you within 4 weeks of your child's final day at the school.
Tuition Fees	The tuition fee contributes toward the cost of administering and maintaining the school, class teacher salaries, language and music teachers, classroom aides and creative arts materials. Also included are the materials which are used on a daily basis by your child such as main lesson books, writing/drawing equipment and art & craft materials.
Holding Fee	<p>Due to the demand for places in some of our classes, we may be unable to hold a place for an extended period of time. Under certain circumstances, an absence of up to one term may be considered, and a holding fee of \$600 per child may be charged.</p> <p>The holding of the students place is subject to all outstanding amounts being paid in full, including the Holding Fee. The place will be held for the amount of time specified and may be altered by agreement with the Education Director.</p> <p>Written notice of the period of absence from the parent/s must be provided to the school in advance of the intended absence and the granting of absence is at the discretion of the Education Director.</p>
Insurance	The school arranges personal accident coverage for all students enrolled in the school. This covers your child for all school related activities both within and outside the school.
Recorder Cost	A recorder will be purchased on behalf of each child in Class 1 (descant recorder and Class 4 (treble recorder) and handed out during the year. The recorders are your child's property and are provided for their use throughout their enrolment at the school and beyond
Indoor Slippers/Shoes	Indoor slippers are worn to establish respect for the classroom and to keep the classrooms clean (i.e. no dusty/muddy shoes)
Swimming	The school runs a swimming program every year for students in Classes 1-8
School Supplies	<p>The school happily provides most supplies used in the classroom. All necessary crayons, pencils and a fountain pen will be supplied at the appropriate stage of the student's schooling, and these stay at school. These are all high quality materials.</p> <p>All worn down pencils are replaced at no charge, but lost or damaged supplies or pens must be purchased anew.</p> <p>In the older classes your child will need to purchase specialist equipment, for example compass sets or Derwent pencils for schooling. A note will be sent home to the parents from the teacher.</p> <p>If parents want to purchase extra supplies for home or presents, please contact the school office.</p>

## Fee Information – continued

String music program	<p><b>The String Program</b></p> <p>Music is an important part of our school curriculum, violin or cello are taught to all children starting from Class 3 and continuing to the end of Class 5.</p> <p>Lessons are available either in small groups (2 or 3) or individually. The lessons are weekly half hour lessons (8 per term) and happen during the school day. These lessons will be billed to the students account. School violins and cellos are available for the students to use at no cost.</p> <p>Class 6-8 – Instrumental lessons can continue at school and over the coming years will expand to include other instruments e.g. flute, clarinet, saxophone, trumpet, French horn, trombone, oboe, bassoon and recorder. These lessons will be billed to the students account. Lessons are scheduled between 11-3 in the school day and are rotated where possible so that students don't miss the same class each week.</p> <p>Class K-2 - There are no individual music lessons in K-2 classes. If parents wish for their child to play an instrument at this age it will need to be done outside the school day either before or after school.</p>
Camps and Excursions and Performances	<p>School Camps are an integral part of the Rudolf Steiner curriculum and are compulsory. Parents will be advised in advance of the date, destination, duration and cost of the camps, ranging from day trips for Kinder to 10-day camps for Classes 6-8. The actual cost of the camps will be determined by the itinerary, the class size, destination, fuel and food prices. The fee schedule incorporates the budgeted amount for camps, combined with local excursions and performances. This cost will be charged over terms 1-3 to assist by breaking the cost down into more manageable amounts. If the cost causes financial hardship, the School Manager can help organise a referral to the Grace Newberry- Dupé Therapeutic Education Trust for assistance to attend curriculum-based camps.</p> <p>In the event that a camp costs less than the billed amount, excess funds will be utilised by the class for additional excursions/day trips over the remainder of the year.</p> <p>In the event that a camp costs more that the billed amount, the School reserves the right to charge an additional one-off fee of up to 10% to cover the costs of the camp. The school will notify parents as soon as it becomes aware of the potential additional cost.</p> <p>Excursions include the cost of other additional sports, performances that come to our school and other curriculum related day excursions.</p> <p>Class teachers may from time-to-time organise for additional programs (such as Gymnastics) for children in their class. In the event additional programmes are organised you will receive a note outlining the activities and associated costs.</p>
Withdrawal	<p>The school requires a minimum of one terms' written notice of your intention to withdraw your child. When the full one terms' written notice is given, a family will incur no additional fees beyond what they would normally pay for that term. However, if less than one terms' notice is given, a pro rata withdrawal fee of \$500 will be payable. (For example, if you give notice of your intention to withdraw at the end of week 3, then you will be charged an additional 30% of the total withdrawal fee. Or, if you give notice in the final week of term that you will not be returning at the start of the following term, the withdrawal fee will be the full \$500).</p> <p>The notice required relates to term time only and does not include any term break time.</p> <p>Additionally, for those students intending to withdraw at the end of their school year, the school requires written notice of withdrawal by the last day of Term 3, (Friday 20th September 2019) to give the school a clearer picture for planning in our high school classes. The School reserves the right to charge a withdrawal fee of \$500 if the student is withdrawn without receipt of this advice.</p>

Family Discounts per Term (K-8)	
15%	Applies to the second child (by age) against tuition fees only
30%	Applies to the third child (by age) against tuition fees only
75%	Applies to the fourth and subsequent child (by age) against tuition fees only

Other ways you can contribute to the school	
Building Fund Donation	An optional tax-deductible donation to the building fund is invited from each family.
Library Fund	We invite parents to make an optional tax-deductible donation to the School Library Fund
Grace Newberry- Dupé Therapeutic Education Trust	For those families who are able, we ask that you consider making a tax-deductible donation to the Newberry- Dupé Therapeutic Education Trust. This fund seeks to ensure that all children are provided with an equal opportunity to access the therapeutic curriculum on offer at this school. To learn more about Gracie, please see Gracie's Gift on the School website: <a href="http://www.waldorf.nsw.edu.au">www.waldorf.nsw.edu.au</a>
Friends of Waldorf (FoW)	Parents are encouraged to come together to build a strong social community within the school by attending festivals, supporting the school's communication channels, participating in fundraising and other events by joining Friends of Waldorf.
Tuck Shop	Help to provide a nurturing, healthy lunch for the children each Friday. Consider getting together with one or two parents to plan, prepare and serve a lunch on Fridays. Contact the school office for more details.
Host a Freunde	<p>The Freunde are a wonderful resource that contributes a great deal to our school, supporting students with reading, writing, craft and music, sports and swimming. They also assist with the upkeep of the school and provide support to the teachers and office staff.</p> <p>The Freunde will arrive in late July/August and be here for 1 year, and are available to work in the host families home for 1 day per week in exchange for their board.</p> <p>Families that are able to host a freunde from 1 term to a year, will result in a credit of the Maintenance Levy in recognition of the valuable assistance this gives the school.</p> <p>This can be arranged by contacting <a href="mailto:office@waldorf.nsw.edu.au">office@waldorf.nsw.edu.au</a> or 67728876.</p>