



CHRYSALIS STEINER SCHOOL

educating the whole child

Enrolling at Chrysalis

Practical Steps



Choosing a School

Choosing a school is one of the most important decisions that parents make for their children. The Chrysalis School enrolment process is designed to support parents making an informed and mindful decision.

At the Chrysalis School campus, children have the opportunity to learn in an unparalleled natural environment, taught and cared for by excellent professional staff within the context of an enriching Steiner curriculum.

We invite you to explore the opportunity to enrol your child at Chrysalis.

Step 1: Application

Following your initial contact, you will receive an enrolment pack. Upon completing the requirements in the enrolment pack, including payment of the \$150 non-refundable administration fee per child, your child's name will be added to the appropriate class waitlist.

Step 2: Enrolment Interviews

Once a place becomes available for your child, an enrolment interview is offered. Interviews are an important part of the enrolment process. The focus of the interview is for both parties to determine whether it is in everyone's best interest that your child/ren join the Chrysalis School community and when it is most appropriate to do so.

Step 3: Enrolment

Following the successful outcome of the enrolment interviews, the Education Manager will advise you of the offer of a place at Chrysalis. This offer will need to be accepted within a suitable time frame and be accompanied by a \$500 non-refundable deposit towards the first term's school fees. Sibling discounts apply for subsequent children in the same family enrolling at Chrysalis. Once you have accepted your place and the fees have been received; your child's place at Chrysalis Steiner School will be assured.





Chrysalis School Fee Information for 2019

Class	\$ Costs per Term			\$ Per Term
	Tuition	Camps & Materials	Maintenance Levy	
Morning Star Kindergarten	755	219	37	1,011
River Song Kindergarten	927	274	45	1,246
1	927	274	45	1,246
2	927	274	45	1,246
3	927	274	45	1,246
4	927	304	45	1,276
5	927	427	45	1,399
6	927	550	45	1,522
7	1,018	659	45	1,722
8	1,018	659	45	1,722

Our Fee Motto:

Chrysalis School aims to offer an excellent Steiner education at a well-resourced & beautiful campus. Financial management is critical to our school's sustainability and fees are an important source of school income. We work in partnership with you to achieve our aim.

Changes for 2019

- A 3% increase in fees over 2018 levels
- Compulsory participation in the Music Programme is being extended to Class 5
- There has been a reduction in Music Tuition charges

Fee Assistance: In recognition of our School's principle that Steiner Education be available to as wide a group of students as possible within our Shire, Temporary Fee Support is available (which includes Tuition Fee Support and Bursaries). Information and application forms are available from the school office.

Fee Collection and Management: As fees are an important source of our school income, fee collection will continue to be managed by the Business Manager.

Payment of Fees: Please pay by direct deposit to BCU BSB # 533-000, Account # 80460 (BCU customers please include S1 account). Please include your child's surname in the description. Fees may also be paid by credit card (Mastercard or Visa) via the office.

School Fees Explained

- **Term Fees** are due by the second Friday of each term. It will be assumed that you will pay in full for each term by the due date, unless an 'Instalment Payment Application Form' has been completed.
- **Instalments:** In order to pay by instalments, a completed 'Instalment Payment Application Form' (available from the School website or the school office) must be received by 15th February 2019.
- **Invoices & Statements:** An **Invoice** for Term Fees (including Music Tuition where applicable) will be sent at the beginning of each term. **Statements** will be sent with Invoices, and at the end of each month and will include any charges and payments made.
- **Fee Payment Incentives** are available, and encourage and reward timely payments.

Chrysalis School Fee Information for 2019 (continued)

<u>Annual Fees</u> (the Invoice is sent in Term 1 or upon enrolment)	
Insurance	\$30 per child per annum (or part thereof), and covers specific injuries.
SEA Levy	\$30 per child per annum (or part thereof). This levy supports our school's participation in Steiner Education Australia (SEA).
<u>Term Fees</u> (the Invoice is sent at the beginning of each term or upon enrolment)	
Term Fees includes Tuition Fees and the following specific components:	
Camps & Materials	<ul style="list-style-type: none"> • This includes all classroom materials supplied. • Camps and excursions occur throughout the year. Chrysalis School will endeavour to keep the excursions and camps programme to budget. • For Kindergarten children, as well as materials, this line item relates to the ingredients for the food used in Kindergarten as they do not go on camps or major excursions.
Maintenance Levy	\$45.00 per family per term is charged. Morning Star and River Song families will have the opportunity to participate in targeted activities to have their Levy refunded.
Music Programme	From Class 4 Music Tuition is charged: \$125.00/term in Class 4 for paired lessons, and \$250.00/term in Class 5 for solo lessons. From Class 6 ongoing participation in the Music Programme is optional, but commitment for the academic year is required, and is charged at \$250.00/term for solo lessons. Music Tuition charges are added to your Term invoice. Violin and cello hire is charged to your school fee account on an annual basis.
Morning Star	Fees for attendance at Morning Star for less than 4 days per week are charged pro-rata: \$505.00/term for 2 days per week and \$758.00/term for 3 days per week. Additional days may be added at the start of a new term, and encouraged to be 4 days by Term 4 for transition to River Song.
Other Fee Information	
Fee Payment Incentives	<p><u>Yearly fees</u>: which are paid in full by 15th February 2019 will receive 6% discount of the total Tuition Fees component.</p> <p><u>Term fees</u>: Fees that are paid in full by the second Friday of each term will receive a \$40.00 discount per family toward the following term's fees.</p> <p><u>Fees by Instalment</u>: All families whose fees are paid in full by the last day of the academic year will receive a \$100.00 discount per family toward the following year's fees, irrespective of other incentives accessed.</p>
Sibling Discount	This applies to the Tuition Fee component only. The eldest child is always the first child for billing purposes. The second child receives 30% discount of the Tuition Fees and additional children 50% discount of Tuition Fees.
Camp Component	Due to the extensive camp programme in classes 6, 7 & 8, if your child commences after Term 1 in those classes, an additional camp fee of \$430.00 per term not enrolled will be charged.
Collection of Fees	Costs associated with fee collection (eg. dishonoured cheques, debt collection agency charges, etc) will be wholly charged to debtors via their fee account.
Withdrawal Fee	If you are intending to withdraw your child/ren from Chrysalis, 1 term's notice is required or a Withdrawal Fee of 1 term's fees will apply for each child.
School Fee Debt	If school fees are in arrears (debt) beyond 2 terms, this may lead to your child/ren's enrolment being withdrawn.



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Chrysalis School Music Programme 2019: Fees and Conditions

Lesson fees

- In Class 3 Music Tuition is provided as part of the regular school fees, there are no fees for individual lessons.
- Instrumental lessons for students in Classes 4-8:
 - Lessons in pairs \$125.00 per term (34 lessons per year)
 - Solo lessons \$250.00 per term (34 lessons per year)

The lesson fee also includes participation and instruction in a music ensemble;

- All violin lessons in classes 5-8 are solo lessons.
- Lessons in class 4 are usually paired. However, there are instances where class 4 children may have solo tuition due to a variety of possible circumstances which are discussed with parents.

Instruments

Violins:

- Class 3 students are charged \$85.00 per year for the hire of a violin. It is best not to purchase a violin for your class 3 child, as they will outgrow it. If hired instruments are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Replacement strings and general maintenance will be at the school's expense.
- Students from Class 4 to Class 8 will need to purchase their instrument, Chrysalis School offers an instrument programme and students can purchase, upsize and resell instruments through this programme.
- Second hand violins, where available, range in price from \$80.00 to \$250.00. New violins are approximately \$350.00 to \$500.00. Violins will be charged to your school fees account. Replacement strings will be charged to your school fees account as appropriate.

Cellos:

- As cellos are significantly more expensive than violins, they can be hired from the school for \$135.00 per academic year. If they are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Cellos can be purchased through the school if you choose to do so. Cello hire or purchase will be charged to your school fees account.

Violas:

- Violas are available for hire at \$100.00 per academic year. If they are damaged beyond reasonable wear and tear, cost of repairs or a replacement fee will be charged. Violas can be purchased through the school if you choose to do so. Viola hire or purchase will be charged to your school fees account.

Resale/upsizing of stringed instrument:

- As children grow, their requirements to ensure an appropriately sized string instrument change. Chrysalis will arrange a new or second hand instrument to suit, depending on preference and availability, and will buy back instruments no longer required. The price at which the school will buy back second hand instruments will depend on their condition.

Instrument repairs

- Local instrument repairer Bob Demkin is most readily available; his number is available from the office.



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ENROLMENT POLICY

OVERVIEW

Chrysalis School for Rudolf Steiner Education is an inclusive, secular, co-educational K–8 school providing an education underpinned by the philosophy and values of Steiner education, and registered by the NSW Educational Standards Authority (NESA). All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already enrolled in the school and other criteria determined by the school from time to time. To maintain their enrolment, once enrolled, students are expected to act consistently with the school's ethos and comply with the conditions and terms of enrolment. Parents and guardians are also expected to be supportive of the ethos of the school.

POLICY (CONDITIONS OF ENROLMENT)

Education

1. Chrysalis School welcomes students from all backgrounds and acts in accordance with anti-discrimination legislation.
2. The educational program at Chrysalis School meets NESA registration requirements while teaching from the National Steiner Curriculum. (This may include: the use of natural materials in play such as dirt, grass, logs and climbing trees during supervised play times; and participation in the music program, school excursions, camps, outdoor education, festivals and additional education programs.)
3. Students are required to take part in all school activities including, school excursions, camps, festivals and alternative education programs.
4. Students will be placed in a class according to their age guided by Steiner principles of education and in line with legislative requirements. Placement into classes will be at the Education Manager's discretion.
5. Parents and guardians are expected to be supportive of and involved in the Steiner educational impulse inherent in the Chrysalis ethos, education policies and programs and to adhere to *Codes of Conduct* and school rules.
6. To maintain their enrolment, students are expected to support the School's ethos, demonstrate satisfactory effort, attitude and behaviour, and adhere to the *Codes of Conduct* and school rules.

Legal

1. All applications for enrolment will be processed as per *Chrysalis School Enrolment Procedures & Process*. Applications are processed in order of receipt. Consideration is given for siblings already attending Chrysalis School, parents or guardians who are Chrysalis School staff members, previous attendance at a Steiner school, the needs of the incumbent students in each class, and other criteria determined by the School from time to time.
2. Prior to enrolment, parents and guardians must disclose any special circumstances that may need to be taken into account by the School including medical, behavioural, psychological and educational testing information.
3. An **enrolment contract** (*Enrolment Application Form*) must be completed for each student enrolled in the School and signed by both parents or guardians.
4. At Chrysalis Steiner School we aim to maintain single stream classes. Class sizes will be within the legal requirements of State and Federal governments and school policy. (Class size Policy)

Financial

1. A non-refundable *Application Fee* is payable on submission of the *Enrolment Application Form*; a non-refundable *Enrolment Deposit Fee* is payable in order to confirm the place offered to a student.
2. Prior to enrolment, parents and guardians will be advised of the financial requirements of enrolling.
3. To maintain an active enrolment, payment of all tuition and other fees and charges must be satisfactorily observed as per the *Chrysalis School Fee Information* for each year.
4. Where applicable, the *Chrysalis School Fee Agreement* is to be signed by both parents or by both guardians. The *Chrysalis School Fee Agreement* must also be completed and signed by any third party responsible for paying school fees.
5. It is the parent's/guardian's responsibility to inform the School of any change of address, telephone numbers or email as soon as it is known.

Health and Wellbeing

1. Chrysalis School provides a managed First Aid and Student Sick Bay area where students who are taken ill or injured are accommodated while contact is made with parents or guardians as required. If a student requires urgent medical or hospital treatment of any nature and the School is unable to contact the parent or guardian after making reasonable efforts, parents/guardians authorize the School to give authority for such treatment. Parents/guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly out of such treatment.
2. Students are responsible for their personal belongings and the School will not be liable for any loss of these belongings.

Conduct

1. If the Education Manager considers that a student is in serious breach of or has otherwise engaged in conduct, which is harmful or detrimental to Chrysalis School or its students or staff, the Education Manager may remove the student permanently or temporarily at their absolute discretion. No refund of fees will usually be granted in these circumstances. Behaviour Support Policy and attachments are available for viewing on the school website.

2. Before a child is removed permanently, the School will provide the student, parents or guardians with details of the conduct pertaining to the situation and give them a reasonable opportunity to respond.
3. If the Board of Governors upon recommendation from either the Education or Business Manager believes that the relationship of trust and cooperation between a parent or guardian and the school has significantly broken down, then it may direct a parent/guardian to remove their child from the school. No refund of fees will usually be granted in these circumstances.
4. The Board of Governors' may alter these conditions of entry at any time providing not less than one terms notice, and which will take effect from 1 January in the following year.

Attendance, Absence, Withdrawal, Exemption

1. Students must comply with attendance procedures. Parents must notify the school administration of a student's absence in person, through a phone call, note or email, texts are not suitable. The School administration will record all messages as per the *Attendance Policy*. Unexplained absences are followed up by the Class Teacher and Office Staff.
2. Exemption from Attendance and Enrolment at School: In 2012 the Minister under section 25 of the Education Act 1990 delegated the power to the principal of a non-government school to grant and cancel a certificate of exemption from being enrolled and attending school in certain prescribed circumstances for periods totaling up to 100 days in a 12 month period. Students who are granted exemption from attendance are not included in the absence return.
3. **Exemption from Enrolment at School:** Education Manager (or delegated authority in EM absence) may grant exemptions to students of compulsory school age from the requirement to be enrolled in school in exceptional circumstances. (refer DEC Guidelines)
4. Applications for exemption from enrolment must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Enrolment at School Form*, and be approved by the Education Manager. If approved the Education Manager will grant a *Certificate of Exemption from Enrolment at School*. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.
5. **Exemption from Attendance at School:** Application for *part-day* and *full-day* exemption from school attendance must be made in advance to the Education Manager (or delegated authority in EM absence) using the *Application for Exemption from Attendance at School Form*, and be approved by the Education Manager (or delegated authority in EM absence). If approved the Education Manager will grant a *Certificate of Exemption from Attendance at School*.
6. An application for exemption from attendance for extended periods of time (more than a week) must be submitted to the Education Manager (or delegated authority in EM absence) not less than 4 weeks before the anticipated date of departure. As the student is still enrolled at the school, in usual circumstances the school will request that *Tuition Fees* continue to be during the period the child is exempt, which reserves the child's place in the class. If false or misleading information is given by parents/guardians or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled. In some situations, parents may prefer to end their enrolment contract, in which case, re-entry of the student into the school will be subject to the usual administrative *Enrolment Procedure and Process*.
7. **Withdrawal of students:** For a student to be withdrawn from school once he/she has commenced at Chrysalis School, i.e. for parents to end the enrolment contract, the School requires a minimum of one term's notice. Parents and guardians must inform the Enrolments Coordinator in writing, one term in advance if they intend to withdraw their child from the school and end the enrolment contract. If no such notification is received a *Withdrawal* of one terms fees will be charged.

8. The School shall not be obliged to continue the enrolment of any student who does not observe all the listed conditions or whose parents or guardians do not observe all of the listed conditions of enrolment.

RELATED FORMS

Chrysalis School for Rudolf Steiner Education Enrolment Application and Enrolment Contract K-8
Chrysalis School Guidelines for Students Withdrawing

RELATED POLICY

Chrysalis School Fee Information
Chrysalis School Attendance and Absence Policy
Chrysalis School Codes of Conduct for Parents and Guardians, and Students
Chrysalis School Behaviour Support policy
Chrysalis School Privacy Policy and Collection Notice Policy

RELATED ACTS, STANDARDS AND REGULATIONS

Education Act 1990 (Amended Education Act 1990 Delegation)
Disability Discrimination Act
Disability Standards for Education 2005
Education Services for Overseas Students (ESOS) Act 2000
DEC NSW Exemption from School Procedures (Guidelines)



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CODE OF CONDUCT FOR PARENTS AND GUARDIANS

Purpose

This *Code of Conduct for Parents and Guardians* is developed on reasonable community expectations of behaviour encompassing mutual tolerance, respect and personal safety of all with the goal of making Chrysalis School a safe and pleasant environment within the professional setting of an independent Steiner School.

Overview

Chrysalis is dedicated to providing a caring, nurturing and safe teaching and learning environment for the benefit of the students, staff, and parents and guardians of all our families.

Within the wider educational and in context of Chrysalis School's ethos, policies and practice, we strive for supportive and harmonious outcomes. Violation of law and non adherence to Chrysalis School's ethos, policies and practice will not be tolerated.

Code of Conduct for Parents and Guardians

Chrysalis School for Rudolf Steiner Education anticipates that parents and guardians will:

- support the School ethos and values
- show an active interest in their child's schooling and progress
- cooperate with the school and demonstrate behaviour that achieves the best outcomes for their child
- support school staff in maintaining a safe and respectful learning environment for all students
- initiate and maintain constructive communication and relationships with school staff regarding their child's learning, wellbeing and behaviour
- contribute positively to behaviour support plans that concern their child
- use appropriate channels of communication for reasonable, constructive criticism for situations when parents are dissatisfied with the quality of teaching and learning, the quality and management of pastoral care, the timely follow up of issues and concerns, or the assistance and service they have received from Chrysalis.
- never approach a student(s) in the school grounds or during a school related activity to intervene in personal disputes
- use the processes and procedures in the Chrysalis Grievance Policy for complaints and grievance resolution

Code of Conduct for Parents and Guardians

Chrysalis School for Rudolf Steiner Education expects its entire staff to deal professionally, competently and courteously with all parents and guardians, including during those exceptional transactions where parents and guardians violate the staff's inherent right to be treated with civility and respect. Chrysalis will however reserve the right to:

1. Limit the access to the school or school activity.
2. Limit the communication with staff.
3. And if no resolution can be reached, terminate the enrolment contract for those who are involved in repeated situations concerning verbal intimidation, escalating anger, abusive language or physically threatening behaviour.



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PRIVACY POLICY AND COLLECTION NOTICE

1. Chrysalis School for Rudolf Steiner Education (or the School) collects personal information, including information classified as "sensitive" under the *Privacy Act*, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your child.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care and to meet Government reporting requirements.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the *National Privacy Principles* under the *Privacy Act*. We ask you to provide medical reports about students from time to time.
5. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
6. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports and other coaches, volunteers and counselors.
7. The School from time to time may also collect and disclose personal information about current or prospective students in accordance with the *Education Act* or child protection legislation.
8. Personal information collected from students is regularly disclosed to their parents or guardians.
9. On occasions information such as student activities such as music concerts or plays and other news is published in School publications, including without limitation, newsletters and magazines and may be published on our website if appropriate. This includes names and photographs of students and of their work. Photographs of students and their work may also be used for marketing, educational and promotional purposes.
10. Parents may seek access to personal information collected about them and their child by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
11. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
12. We may include your contact details in a class list. If you do not agree to this you must advise us now.
13. From time-to-time the School has auxiliary bodies of parents such as the Parents and Friends Association and others. We disclose names and addresses of parents/guardians to the Committees of such bodies, which play a valuable part in the life of the School. If you do not want us to do this, please contact the Office. Not allowing such information to be provided to such bodies may affect your ability to take part in the life of the School.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.
15. Any parent/guardian student or other person concerned about any aspect of this notice should contact the Managers.



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Parents' Checklist for submitting Application to Enrol at Chrysalis

Completed Application Form

Application Fee of \$150

Most recent School report

Copy of any assessments if applicable

Court/ custody orders if applicable

Completed Interview Questions

Copy of Birth Certificate

Copy of Vaccination History Statement/ Conscientious Objection Form



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Notes:
