

The following is an excerpt from our Parent Handbook.

4. Parent Responsibilities

Parents shall participate as follows:

- a) Attend the orientation meeting and scheduled parent-teacher conferences.
- b) All parents, including “buy-out” parents, may be asked to help with scholarship fundraising projects by making a suitable donation, not to exceed \$75.
- c) Have their child examined within the year prior to the opening of school. The child will have all required immunizations.
- d) Return appropriate medical forms to school prior to the beginning of the school year. The child will not be able to attend school until the forms are submitted.
- e) Provide transportation for the child to and from school.
- f) Provide a snack for the entire nursery school on a rotating basis. Young Nursery parents provide a snack for the entire Young Nursery class on a rotating basis.
- g) Serve on one (1) work committee, accept a Board position, or choose the "buyout" option¹ PER CHILD ENROLLED IN BIG SCHOOL. Young Nursery parents are required to assist in the classroom. Parents must provide childcare for younger siblings while working in the classroom. One adult from each family must participate in Social Work Day (2nd Saturday in September).
- h) Provide adequate supervision for their child and guests who may attend events conducted or sponsored by WRNS from time to time either on school grounds or at other locations. Parents assume full responsibility for any risks of loss, property damage or personal injury caused or incurred by such persons at such events and acknowledges that WRNS assumes no responsibility for any such risks of loss, property damage or personal injury.

Tuition and Fees

- A. Tuition shall be set annually.
- B. The Registration Contract represents a binding agreement between WRNS and the student's parents which obligates the student's parents to pay to WRNS the full tuition for the entire year covered by the Registration Contract pursuant to the terms of the Registration Contract, and which obligates WRNS to provide a space in its classes for that student for that school year, provided there is sufficient enrollment in the class. If class enrollment is not sufficient, WRNS may, in its discretion by Board vote, cancel that class. As provided in the Registration Contract, parents are obligated to pay the full tuition for the entire school year covered by the Registration Contract except in the following circumstances and provided the Board approve the exception:
 1. Prior to February 1 of the school year, the student experiences an illness or develops a physical condition (as a result of illness or an accident) which, in the written opinion of the student's doctor (subject to review and

¹ Families who face the dilemma of wanting their child to attend WRNS, but who cannot fulfill the committee work requirement, have the option to "buy-out". The buyout option exempts a family from the required committee work. **Should parents fail to fulfill their obligation for one or both committees, the parent will become obligated for the applicable buy-out fee.**

discussion with the WRNS consulting pediatrician) would require the student's continued absence from school for more than four consecutive weeks or would otherwise render the student incapable of participating in regular classes and activities.

2. Prior to February 1 of the school year, the student's family moves out of town (defined as a move more than 15 miles from WRNS) after signing the Registration Contract, in which case the student's parent(s) will:
 - a. provide the Registrar with thirty calendar days written notice prior to the proposed date of withdrawing the student and
 - b. assume financial responsibility for up to thirty calendar days after withdrawal or until a suitable replacement is found who is acceptable to the Registrar, whichever comes first.
3. Prior to February 1 of the school year, the student is requested to withdraw by the Board or there is a mutual agreement between the Board and the student's parents that the student should withdraw. In either case, the following conditions precedent must be complied with:
 - a. the Student shall have completed a "trial period" of six consecutive weeks of classes.
 - b. the student's parents shall have attended at least two parent-teacher conferences. A parent-teacher conference is defined as a prearranged meeting among at least one of the student's parents and the appropriate WRNS teacher and support personnel (as determined by the Director.) The conference shall last at least fifteen minutes. Attendance of both parents may be required at the discretion of the teacher.
 - c. the Director and the student's teacher shall have observed the student in class and shall have submitted written statements recommending the withdrawal of the student.
4. Prior to September 1 of the school year, the student elects to withdraw and a substitute student is found, either by the family seeking to withdraw, or by identifying a waitlisted applicant who agrees to take the withdrawing student's place and be responsible for tuition payments for the entire school year. To defray administrative costs of the registration process, the withdrawing family forfeits the April 1 deposit provided for in the registration contract.

C. Refund Policy

1. The April 1 deposit provided for in the Registration Contract is non-refundable except to the extent a refund is approved by the Board under the circumstances described in Section B, Paragraphs 1-3. The April and June payments are deemed to cover the twelve instructional weeks between September and November 30, and any refunds made after the start of classes will be prorated based on the number of instructional weeks, which occurred prior to the withdrawal date.
2. If tuition for the entire school year has been prepaid prior to the commencement of classes, and a refund is approved by the Board under the circumstances described in Section B, Paragraphs 1-3, tuition will be refunded net of those instructional weeks which occurred prior to the withdrawal date (subject to the thirty days after withdrawal limitation established in Paragraph 2(b)).
3. If a June, September or November tuition payment has been made (and the April deposit has been received) and the Board approves a withdrawal under the circumstances described in Section B, Paragraphs 1-3, tuition will be refunded net of those instructional weeks which occurred prior to the withdrawal date (subject to the thirty (30) days after withdrawal limitation established in Paragraph 2(b)).

4. If a student is withdrawn from WRNS after the signing of a Registration Contract for any reason other than the circumstances set forth in Paragraph 1-4 of Section B, the student's parents will be obligated for a full year's tuition, whether or not prepaid.
 5. No refunds of tuition will be given under any circumstances after February 1st of the school year.
 6. Notwithstanding any other provision contained herein, in the event that WRNS cancels a class or modifies the class days based upon insufficient enrollment, or for any other reason prior to July 15th, all tuition payments, deposits, and registration fees shall be refunded. Said refunds shall not require Board approval.
- D. Provision for late payment:
1. All payments made later than ten days after the due date will be subject to a late fee.
 2. Failure to remit the first tuition payment within ten calendar days of the initial due date may result in loss of enrollment after written notice at the Registrar's discretion.
 3. If the June 1st tuition payment has not been made by September 1st (and enrollment has not previously been rescinded), the child will not be able to attend school until payment (including applicable late fees) is made. Failure to pay the installments due in September and November within 20 calendar days of the due date will also preclude the child from attending school until payment (including applicable late fees) is made. In cases of financial hardship, parents should contact the Treasurer and make special arrangements.