



## PARENTAL AGREEMENT FORM – ACADEMIC YEAR 2024-2025

I/we, \_\_\_\_\_ (*Print parent name(s)*), as the parent(s) and/or legal guardian(s) (the “**Parent**”), wish to enroll my/our child, \_\_\_\_\_ (*Print child’s name*) (the “**Student**”), at the Ottawa Islamic School (the “**School**”) for the 2024-2025 academic year. In consideration of the Student’s enrollment at the School, along with the mutual covenants and agreements contained herein, the receipt and sufficiency of which are hereby acknowledged, it is hereby agreed as follows (the “**Agreement**”):

1. This Agreement applies to the academic year commencing on September 1, 2024 and ending on June 30, 2025.
2. The Parent agrees that the Student’s enrollment will be considered incomplete until: (i) all forms are signed by the Parent and submitted to the School, including this Agreement; (ii) the registration fee is paid; (iii) all outstanding fees owing to the School have been paid; and (iv) the School’s Principal has provided confirmation of the Student’s enrollment.
3. The Parent acknowledges and agrees to pay all registration fees, capital levy fees, tuition fees, late fees, accounts, dues, before school fees, after school fees, and other incidental fees incurred by the Student as set out in the School’s Fee Schedule attached hereto at **SCHEDULE “A”**.
4. The Parent also agrees to be responsible for all costs incurred in connection with the Student’s enrollment at the School, including, without limitation, any damage to School property, textbooks, or sports equipment. For clarity, textbooks are loaned to the Student for the duration of the academic year and are to be returned at the end of the academic year.
5. The Parent will complete all supporting documentation as required in the School’s “Registration Form”.
6. The Student’s first three (3) months of enrollment shall constitute a probationary period (the “**Probationary Period**”), during which time the School will assess the Student’s adherence to the School’s policies, procedures, mission, and values. Should the School not be satisfied with the Student’s conduct, in its sole discretion, the School may expel the Student without any further obligation to the Student or Parent.
7. The Parent has read, understood, and agrees to comply with the School’s policies, procedures, code of conduct, and Parental Handbook. The Parent agrees to conduct themselves in accordance with the School’s Parental Handbook and to adhere to all School rules, policies, and procedures which may be amended from time to time. The Parent further acknowledges and agrees that failure to meet these requirements may lead to the Student’s expulsion from the School without any further obligation to the Student or Parent.
8. There is a mandatory dress code for students. The Parent will ensure that the Student arrives at School with the appropriate School uniform and clothing that meets the School’s uniform standards.



9. The Parent hereby grants permission for the Student to use all the play equipment and to participate in all School activities.
10. The Parent will comply with the School's hours of operation, including: (i) the Student will arrive at the School between 8:30am to 9:00 am. If the Student arrives at the School after 9:00 am, the Student will be marked late; (ii) the Student cannot arrive at the School before 8:30am or after 3:30pm; and (iii) pick-up and drop-off times outside of the hours of operation will be subject to fees and/or charges as set out in the Parental Handbook and Fee Schedule.
11. The Parent and the Student will adhere to the School's social media guidelines as set out in the Parental Handbook, including: (i) no posting on social media (such as, Facebook, LinkedIn, Reddit, Instagram, X, Pinterest, TikTok, blogs, micro-blogging sites, YouTube, content communities, chat rooms, bulletin boards, and wikis) of any content that is vulgar, obscene, threatening, intimidating or harassing, or which violates any of the School's policies; (ii) respecting the privacy of others; and (iii) bidding by all applicable laws and regulations.
12. The Parent understands and agrees that any false information given or information withheld at the time of the Student's enrollment may lead to the Student's expulsion from the School without any further obligation to the Student or Parent.
13. I understand that a positive and constructive relationship between the Ottawa Islamic School and me (parent, student guardian) is essential to the school's educational purpose and responsibilities to its students, and that any serious concerns, grievances, suggestions must be brought to the school administration along with the parents. I have read, understood and agreed to comply and follow the Ottawa Islamic Schools' policies, procedures and code of conduct. I understand if I engage in behavior, communications or interactions on or off campus, that is disruptive, intimidating, aggressive, or reflects a loss of confidence in or disagreement with the school's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities, without formally presenting the concerns to the administration, I will be in violation of the Ottawa Islamic School regulations and by-laws.
14. I shall indemnify and hold harmless the Ottawa Islamic School and all other Releases against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable legal fees, fees, and the costs of enforcing any right to indemnification under this Agreement, and the cost of pursuing any insurance providers, arising out of or resulting from any claim of a third party related to my child's enrolment in the Ottawa Islamic School.
15. The Parent understands that a positive and constructive relationship between the School and Parent is essential to the School's educational purpose and responsibilities to the Student. Any Parent concerns, grievances, or suggestions must be brought to the School's administration before being brought to any other court or tribunal.



16. The Parent will update the School on any change of address, phone number, or other information deemed relevant to the School within one (1) business day.
17. The School shall **NOT** be liable or responsible to the Parent, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this Agreement, when and to the extent such failure or delay is caused by or results from acts beyond the School's reasonable control, including, without limitation, the following force majeure events ("**Force Majeure Event(s)**"): (a) acts of God; (b) flood, fire, earthquake, tsunami, epidemics, pandemics, including the 2019 novel coronavirus pandemic (COVID-19), or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot, or other civil unrest; (d) government order or law; (e) actions, embargoes, or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labour stoppages or slowdowns, or other industrial disturbances; (i) telecommunication breakdowns, power outages or shortages; and (j) other similar events beyond the reasonable control of the School. In the event of a Force Majeure Event, the Parent will still be responsible for the payment of all fees owing to the School as set out in the Fee Schedule attached hereto as SCHEDULE "A".
18. The Parent consents to receive electronic communication from the School for school-related purposes and fundraising purposes.
19. The Parent agrees and understands, for the safety and security of all students and staff, the School and its agents reserve the right at any time, with or without notice, to conduct searches of the Student and of his or her personal property. The Parents hereby consent to such searches.
20. The Parent will ensure that the Student's immunization record is up to date in accordance with Ontario's *Immunization of School Pupils Act*. If any public and/or government agency issues any order to suspend the Student for health reasons, the School will comply with such legal orders and there will be **no refunds** issued to the Parent.
21. The School reserves the right to terminate this Agreement without further obligation to the Parent or Student where: (i) the Student fails to adhere to the School's policies, procedures, mission, or values; (ii) the School is unable to accommodate the Student's disability, social, and/or emotional needs. The School will accommodate the Student's disability to the point of undue hardship; or (iii) there is a material breach of this Agreement by the Parent or Student.

### **ACCEPTANCE AND ACKNOWLEDGEMENT**

I/we, \_\_\_\_\_ (*Print parent name(s)*), as the parent(s) and/or legal guardian(s) of , \_\_\_\_\_ (*Print child's name*), have reviewed, understand, and agree to be bound by the terms and conditions of the Ottawa Islamic School's Parental Agreement Form – Academic Year 2024-2025, including the Fee Schedule attached hereto as **SCHEDULE "A"**.



I/We further agree to be bound by the Ottawa Islamic School’s policies, rules, and regulations, as may be amended from time to time.

I/We have had the opportunity to obtain independent legal advice in connection with this agreement, and I/We accept the terms and conditions outlined herein, freely, voluntarily, and without duress.

**Parent #1:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent #2:**

**Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SCHEDULE “A”**

**FEE SCHEDULE – ACADEMIC SCHOOL YEAR 2024/2025**

The Ottawa Islamic School (the “**School**”) is a non-profit registered charity. The fees paid by parents cover some of the School’s operating expenses and help to ensure the continued operation of the School. By signing the Parental Agreement, parents accept all registration fees, tuition fees, and any other incidental fees or expenses as set out in this fee schedule (the “**Fee Schedule**”).

**One-Time Capital Levy Fee**

Capital Levy Fee (per family)	\$500
<ul style="list-style-type: none"><li>• Option 1: One Time payment on or before June 1,2024. A \$100 discount will be applied if paid by June 1, 2024.</li><li>• Option 2: Five (5) monthly payments of \$100 between August 1, 2024 and December 1, 2024</li></ul>	
*If Option 2 is selected, \$100 monthly payments will automatically be added to monthly tuition payment if the tuition is paid monthly.	



### **Registration Fees**

<b>Returning family (Covers all returning students)</b>	<i>Payable before June 1, 2024</i>	\$500
<b>Returning family adding a new child</b>	<i>Payable before June 1, 2024</i>	\$500
<b>New family (per student)</b>	<i>Payable before June 1, 2024</i>	\$500

### **Registration Fee Terms and Conditions**

1. The payment of the registration fee itself **DOES NOT** represent acceptance of enrollment in the School. It is just a step in the enrollment process.
2. Please note that a student's enrollment is not complete unless or until (i) the School's Principal has provided confirmation of enrollment.
3. After the formal acceptance of enrollment, parents must pay the registration fee by the appropriate deadline. Failure to pay the registration fee by the set date will result in loss of enrollment acceptance and the student's placement at the School.
4. Registration fees are paid at the start of each school year, regardless of whether your children are returning for another school year. All families pay the annual registration fee.
5. Registration fees are **non-refundable** and are not deducted from tuition fees. For clarity, the registration fee is a separate stand alone fee.

### **Tuition Fees**

<b>Kindergarten</b>		
Junior Kindergarten	September 2024 to June 2025	\$5,750
Senior Kindergarten	September 2024 to June 2025	\$5,750
International Students	September 2024 to June 2025	\$7,000
*Kindergarten grades have two (2) staff per classroom		



**Additional mandatory Kindergarten Fees**

Resource Fee	<i>One Time fee paid on August 1, 2024</i>	\$150
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\* The Resource Fee is not a replacement for the students own school supplies

\*\* The Resource Fee is **non-refundable**

**Elementary- Tuition Fees**

Grade 1 to Grade 8	September 2024 to June 2025	\$5,000
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International Student	September 2024 to June 2025	\$9,000
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**Additional mandatory Elementary Fees**

Resource Fee	<i>One Time fee paid on August 1, 2024</i>	\$400
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\* The Resource Fee is not a replacement for the students own school supplies

\* \*The Resource Fee is **non-refundable**.

**High School - Tuition Fees**

Grade 9 to 12	September 2024 to June 2025	\$6,100
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International Student	September 2024 to June 2025	\$15,000
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### Additional Mandatory High School Fees

Resource Fee	One Time fee paid on August 1, 2024	\$575
*The Resource Fee covers both semester 1 and semester 2		
**The Resource Fee is <b>non-refundable</b>		

### Additional Annual Costs

Uniform	Must be bought before Sept 1, 2024	Price to be determined
*Uniform sales are final. No returns or exchanges are permitted.		

### Optional Costs

Field Trip (depending on the grade)	Per Event	\$60 - \$300 (estimate)
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### Sibling Discounts

Tuition and Fees	JK and SK			Elementary (Grades 1-8)			High School (Grades 9-12)		
	Monthly (10 months)	Monthly (12 months)	Annual	Monthly (10 months)	Monthly (12 months)	Annual	Monthly (10 months)	Monthly (12 months)	Annual
Tuition for 1st Child	\$575	\$479.16	<b>\$5,750</b>	\$500	\$416.66	<b>\$5,000</b>	\$610	\$508.33	<b>\$6,100</b>
Tuition for 2nd Child	\$550	\$462.50	<b>\$5,550</b>	\$400	\$333.33	<b>\$4,000</b>	\$595	\$495.83	<b>\$5,950</b>
Tuition for 3rd Child and Additional Children	\$515	\$429.16	<b>\$5,150</b>	\$325	\$270.83	<b>\$3,250</b>	\$575	\$479.16	<b>\$5,750</b>



### **Tuition Fee Payment Options**

The School provides parents with the five (5) following tuition fee payment options\*:

1) **Plan A: Full Payment**

- Full tuition payment due on or before September 1, 2024.
- One-time payment.
- **Anyone who pays full tuition on or before August 1, 2024 will be entitled to a 5% discount on tuition fees.**

2) **Plan B: Three (3) Payments**

- Tuition is due in three (3) installment payments due on or before the following dates:

<b>September 1, 2024</b>	<b>December 1, 2024</b>	<b>March 1, 2025</b>
<b>First payment</b>	<b>Second Payment</b>	<b>Third Payment</b>

3) **Plan C: Semi-Annual**

- Tuition is due in two (2) payments:

<b>August 1, 2024</b>	<b>January 1, 2025</b>
<b>First Payment</b>	<b>Second Payment</b>

4) **Plan D: Ten (10) Month Payment Plan**

- The tuition payment is divided into ten (10) monthly payments, starting on September 1, 2024 or August 20, 2024 and ending on June 1, 2025 or May 20, 2025.
- You must choose either to have your payments deducted on the 1st of the month or the 20th of the month.
- Once a payment plan option has been chosen, and the School has started to collect fees, parents/guardians **CANNOT** switch to another payment plan and must complete the payment plan agreed to.

5) **Plan E: Twelve (12) Month Payment Plan (Only available for parents/guardians with two or more students enrolled)**

- The tuition payment is divided into twelve (12) monthly payments based on one of two options: (1) starting on July 1, 2024 and ending on June 1, 2025; or (2) starting on July 20, 2024 and ending on June 20, 2025.





**Chart 1: Option 1 – 12 month payment plan with payments made on the 1st of each month**

July 1,2024	August 1,2024	September 1,2024	October 1,2024	November 1,2024	December 1, 2024	January 1,2025	February 1,2025	March 1,2025	April 1,2025	May 1, 2025	June 1, 2024
1	2	3	4	5	6	7	8	9	10	11	12

**Chart 2: Option 2 – 12 month payment plan with payments made on the 20th of each month**

July 20th,2024	August 20th,2024	September 20th, 2024	October 20th, 2024	November 20th, 2024	December 20th, 2024	January 20th, 2025	February 20th, 2025	March 20th, 2025	April 20th, 2025	May 20th, 2025	June 20th, 2025
1	2	3	4	5	6	7	8	9	10	11	12

*\*The payment options described above only apply to tuition fees. Registration fees and school resource fees must be paid in full before the start of the school year.*

### **Payment Methods**

Payments can be made by one of the following methods:

1. Cheque – Payable to, “Ottawa Islamic School”
2. Cash
3. Debit Card
4. Visa/MasterCard (Please note that a credit card fee of 2.5% will be added).

### **Billing**

Parents/Guardians whose signature is used when formally registering for enrollment will be held legally responsible for all School fees. Any parent who wishes to have their name added to any statement of account and/or the religious portion of the tuition receipt must have signed their signature on the Parental Agreement, making them legally responsible for all School fees.

### **Enrolling Midway Through the Month**

The School does not prorate tuition fees. Any student who enrolls at any time during a given month will be charged tuition fees for the entire month, even if the child does not attend.



### **Late Payments**

Where student accounts are overdue for thirty (30) days or more, the School will withdraw the services and parents/guardians will continue to have an obligation to pay the fees for the service-withdrawn period.

### **Delinquent Accounts**

The School reserves the right to withdraw services at any time if accounts are not paid in accordance with established due dates. If the account is sent to a collection agency, additional fees will be added to the balance due. A delinquency report may be filed with a credit bureau.

***STUDENTS WILL NOT BE PERMITTED TO BEGIN CLASSES IN SEPTEMBER (OF A NEW SCHOOL YEAR) IF:***

- 1. Tuition fees are outstanding for the previous school year;*
- 2. Tuition fees are outstanding based on the chosen payment plan payment schedule; or*
- 3. No payment plan arrangement has been chosen and the School does not have the correct financial information on file.*

### **Withdrawal and Refund Policy**

Once tuition fees have been paid, the School **DOES NOT REFUND FEES**. However, for tuition fees that have not been paid (i.e. will be payable pursuant to a payment plan), parent(s)/guardian(s) can submit withdrawal notice to the School's finance office **IN WRITING, IN PERSON, 60 DAYS BEFORE THE WITHDRAWAL DATE**. However, all withdrawals will still incur a charge of two (2) months' tuition fees. If written notice is not provided, two (2) months of tuition fees will be forfeited in lieu of notice. This policy also applies to all withdrawals initiated by the School.

**Any parent(s)/guardian(s) who withdraw a student after February 28, 2025 will be responsible for the remaining tuition fees and school fees due for the rest of the school year. For clarity, the two (2) month withdrawal notice will not apply to any withdrawals after February 28, 2025.**

When withdrawing, the resources fee, textbook fee, technology fee, classroom supply fee, and all other fees paid or due, are **non-refundable**, regardless of whether the student received the full benefit related to these fees or not.



## **Income Tax Information**

### **Child Care Expenses**

Receipts for child-care expenses for children under the age of six (6) in the tax year are issued each February for the portion of tuition fees that relate to childcare. Please note that it is the responsibility of the parent to establish eligibility for this deduction. Further information can be accessed through the CRA website. For clarity, the School does not provide tax advice.

### **Voluntary Gifts**

Income tax receipts are issued under our registered charitable organization number for any eligible voluntary gifts given to School.

### **Enrollment in the Before School Program and After School Program**

#### **A) Automatic Enrollment for Early and Late Arrivals**

Please be aware that School will automatically enroll students who arrive early and stay late into the School's respective Before School Program and After School Program. The School offers each parent/guardian two (2) courtesy warnings (on a family basis, not per child) per school year before deducting applicable fees.

The current rate for the respective **Before School Program and After School Program** are listed below:

**Before School Program** – Any student that arrives at School before 8:30 am

Drop-in daily rate	\$10 a day per student
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**After School Program** – Any student that gets picked up from school after 3:30 pm

Drop-in daily rate	\$15 a day per student
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The School will collect the fees via EFT (Electronic Fund Transfer), from the parent/guardian bank account that is listed on file with the School. Each parent must sign a pre-authorized withdrawal form, upon registration of their child to the School authorizing the School to charge this additional fee.

#### **B) Registering for the Before School Program and After School Program**

The School offers a Before School Program and After School Program for the 2024/2025 school year. For more details or to register, please see the Before School Program and After School Program registration form. The current rates are as follows:



**Before School Program – 7:40 am to 8:40 am**

Registered monthly students	\$100 per month/student for 10 months September 2024 – June 2025
Drop-in daily rate (no monthly agreement)	\$10 a day per student

**After School Program – 3:30 pm to 4:40 pm (Must pick up students before 5:00 pm)**

Registered students (monthly)	\$150 per month/student for 10 months September 2024 – June 2025
Drop-in daily rate (no monthly agreement)	\$15 a day per student

**Extracurricular Activities**

Participation in field trips and other extracurricular activities is **NOT** covered by the tuition fees. Fees for extracurricular activities will be determined by the organizers on a per trip basis. The School will distribute a separate form for each activity to gather the necessary details, and if necessary, parent/guardian permission for the student to attend and participate in the activity.

**Resource Fees**

\*All textbooks/books are rented to students and must be returned at the end of the school year or upon withdrawal from a class and/or the school.

**JK/SK: \$150 – Resource fee includes the following items:**

- Books and workbooks rental fee\*
- Photocopy - handouts
- Classroom materials

**Grade 1-8: \$400 – Resource fee includes the following items:**

- Books and workbooks rental fee\*
- Photocopy - handouts
- Classroom materials

**Grade 9-12: \$575 – Resource fee includes the following items:**

- Textbook and books rental fee for Semester 1 and Semester 2\*
- Technology fee
- Photocopy- handouts

\*\*All fee amounts are per student



### **Frequently Asked Questions (FAQs)**

- 1) **Question: Can I switch from a 10-month payment plan schedule to a 12-month payment plan schedule after I have started paying?**

**Answer:** No. Once you have chosen a payment plan schedule and you have started to make payments, the School will not allow you to make a change.

- 2) **Question: If I have one child in High School and a second child in Elementary School, how come I do not receive a discount on the elementary school child, even though I technically have two children enrolled in the school? Am I not entitled to a sibling discount?**

**Answer:** The short answer is, no. You are not entitled to a sibling discount. The reason is that the three schools (Kindergarten, Elementary and High School) do not offer cross discounts on other grade levels, but only additional siblings within the same grade school.

- 3) **Question: If I enroll my child in the middle of a month, and I have a monthly payment plan, am I obligated to pay for only half the month or the whole month for the first month of enrollment?**

- 4) **Answer:** The School does not prorate monthly fees. If you are on a monthly payment plan and you pay on the 1st of the month, whichever date in the month your child enrolled, the School is entitled to a full months' worth of tuition and school fees for that first month and all other consecutive months until the end of the date stated in the payment plan chosen.

- 5) **Question: Can I withdraw my child at any time and obtain a refund?**

**Answer:** No. Once tuition fees have been paid, the School **DOES NOT REFUND FEES**. However, for tuition fees that have not been paid (i.e. will be payable pursuant to a payment plan), parent(s)/guardian(s) can submit withdrawal notice to the School's finance office **IN WRITING, IN PERSON, 60 DAYS BEFORE THE WITHDRAWAL DATE**. However, all withdrawals will still incur a charge of two (2) months' tuition fees. If written notice is not provided, two (2) months of tuition fees will be forfeited in lieu of notice. This policy also applies to all withdrawals initiated by the School.

Furthermore, any parent(s)/guardian(s) who withdraw a student after February 28, 2025 will be responsible for the remaining tuition fees and school fees due for the rest of the school year. For clarity, the two (2) month withdrawal notice will not apply to any withdrawals after February 28, 2025.



**6) Question: Why does the School have a no withdrawal policy after February 28, 2025?**

**Answer:** As a non-profit charity, the School has a set objective of supplying quality education to Muslims in Ottawa at an affordable price. The School cannot afford the loss of revenue near the school year end and the loss of flexibility of being able to plan and manage class sizes and the required level of staff needed to fulfill its obligations. The School tries to find a fair and just balance with giving parents the flexibility to withdraw while also protecting the School's own operations, but because of this, the School will not allow any parent to withdraw their children after February 28, 2025 and obtain relief from the remaining tuition fees that are owing. A parent can, of course, decide to take their children to another school after February 28, 2025. Parents should know that it is imperative to plan ahead, respect and follow, as Muslims should, their agreed and signed contracts. Parents who fail to meet the terms and conditions of the Parental Agreement with the School hurt the School's cash flow and operations.

**7) Question: Can I opt out of automatically having my child enrolled in the Before School Program and/or After School Program?**

**Answer:** No. When signing the pre-authorized debit form (which is included in the registration package and must be signed), you are authorizing the School to charge these variable fees as incurred. The only option to make sure that the School does not automatically enroll your child into the Before School Program or After School Program is to pick-up and drop-off your child at the appropriate times.

**8) What is the capital levy and why do I have to pay it?**

**Answer:** The capital levy fee is exactly as the title suggests. It is a separate fee charged to parent(s)/guardian(s) for the School's capital items (building, equipment, etc). When you pay your tuition fee, you are helping cover some of the operating cost of the School (salaries, utilities, paper and other necessary school supplies, janitorial expenses, etc). The School has to maintain the actual building of the school (roofing, windows, electrical, plumbing, etc) and the major equipment that the School building needs to operate (furnace, water heater, boiler, water filtration systems, air conditioners, etc). The tuition fees and other school fees are simply not enough to address the capital requirements of the School. This year alone we had to replace the boiler cost \$70,000 currently the furnace is out of service estimated cost \$30,000 Therefore, the capital levy is a dedicated revenue source which allows the School to budget and separate funds for the specific purpose of making sure the School building and surroundings are in a state of good repair and offer a safe environment to Muslim youth. The tuition fees alone do not cover the full cost of operating the school.