



The Village Free School

Parent Handbook & Enrollment Contract

2016 - 2017

Street Address:
**1800 SE Water St., Portland, OR
97214**

Phone:
503-788-3935

Mailing Address:
**P.o. Box 12590, Portland, OR
97212**

website:
www.villagefreeschool.org

Contents

Parent Handbook

Welcome & Introduction to VFS	3
School Leadership & Faculty	3
VFS Mission Statement & Purpose	4
VFS Core Principles	5
Statement of Non-Discrimination	5
Procedures & Policies:	
Community Participation Policy.....	6
Enrollment, Tuition & School Policies	7

VFS Contract*

Enrollment Details:

Enrollment Contract Signature	12
Student Information	13
Parent/Guardian/Caregiver Information	14
Medical & Emergency Contact Information.....	15

Acknowledgements, Waivers & Permissions:

Community Participation Acknowledgement.....	16
General Assumption of Risk & Release from Liability.....	16
General Media Release of Information	17
Student Pick-Up Authorizations	17
Permission to Sign Self Out	18
VFS Text Alert Registration.....	18
VFS Community Directory Information.....	18
Tuition Contract.....	19
Oregon Certificate of Immunization Status (attached)	

**All documents in this section must be signed and returned for the Enrollment Contract to be activated.*

Welcome to VFS

Welcome to The Village Free School! We are an independent, non-profit school in Portland, Oregon. We operate democratically, giving children a significant voice in their daily lives. We nurture our students' whole beings, and are committed to providing a non-coercive environment. In the following Parent Handbook, you will find policies and guidelines for VFS. We look forward to getting to know you and your child the coming year.

School Leadership & Faculty

VFS is organized with an annually elected School Council (with the Chair serving 2 year terms) that oversees the operations of the school. The School Leadership and Staff direct the day-to-day operations of the school. In addition, the staff employs interns and special instructors who teach and engage with the children.

Current School Leadership:

Council Chair:	Christina Riot (through 2016) (riotc@villagefreeschool.org)
Program Director:	Rachael King (rachaelk@villagefreeschool.org)
Program Director:	Kathy Crisp (kathyc@villagefreeschool.org)
Program Director:	Jessica Graves (jessicag@villagefreeschool.org)
Advisor:	Drake Riot (draker@villagefreeschool.org)
School Financial Officer:	Jack Mesplay (jackmesplay@villagefreeschool.org)

Vision Statement

The Village Free School: building a compassionate, non-coercive education community for all.

Mission Statement

The Village Free School's Mission is to provide traditional academics alongside holistic, informal character building for children ages 5 to 18. VFS operates democratically as an independent, non-profit school in Portland, OR.

Our values include:

compassion
non-coercive environment
play
collaboration
exploration
interpersonal relationships
respect
conflict resolution
restorative communication

direct democracy
integrity
celebrating inspiration and passion
self-empowerment
self-awareness
supportive community
embracing challenge
taking risks

VFS Purpose & Curriculum

The Village Free School's primary purpose is to follow our Mission Statement, Vision, and Values to create an environment that supports all members of our community to develop their capacities. Our learning environments honor freedom, promote responsibility, and nurture the well-being of each student and the community. We strive to empower tomorrow's leaders to become creative, independent, and conscientious citizens capable of thinking for themselves and collaborating with others to create the world in which they want to live.

The school curriculum:

- is non-coercive and determined by the interests of students and teachers, in which equal status shall be given to all pursuits;
- encourages members of the community to participate in teaching, learning and other school activities so that the school may become an integral part of the community;
- allows the opportunities and responsibilities of governing the school to be shared among students, parents, teachers, other employees, and representatives of the community;
- and maintains a flexible structure which, while being free to adhere to traditional forms, will also be free to create new ones.

The VFS Core Principles

Freedom is for Everyone

Regardless of a person's age, credentials, or resources, everyone deserves freedom. Students own their daily routines by deciding what, when, and how they want to learn. They enjoy freedom from manipulation, coercion, and physical or emotional violence. Each student, with guidance from an advisor or mentor, determines their own requirements for success.

Adults at The Village Free School are released from the limitations of being an “authority figure” and allowed the joy of interacting naturally with students. They are free to share wisdom, offer classes, make mistakes and just be themselves.

Freedom Cannot Exist without Responsibility

With increased freedom comes the increased responsibility to ourselves, one another, our community, and the planet. We share the responsibilities of upholding community agreements, using resources wisely, and maintaining a healthy and sustainable school. We share a commitment to co-create and preserve a place where all are welcome and free to thrive.

Community Requires Ownership and Participation

As a conscious learning community, we strive to model a cultural shift which broadens and deepens our concept of education. More than developing a set of skills or acquiring a body of knowledge, education is a life-long process which honors the journey of the individual while defining a larger purpose in the world. True knowledge is the result of meaningful engagement with the world around us.

Ownership is reflected in the belief that everyone matters here, in word and action, and is respected unconditionally. Each member of our community has a role and responsibility to the whole; we must be in conversation, aware of each person's boundaries, working to care for one another genuinely and with compassion.

Non-Discrimination

The Village Free School admits students of any race, color, religion, sexual orientation, national or ethnic origin, gender or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, sexual orientation, national or ethnic origin, gender or disability in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic and other school administered programs, employment policies, election of officers, membership to The Village Community and election to the Council.

Community Participation

The Village Free School operates as a democratic school. This means that the Leadership, Staff, Students, and all adults in the community are considered Members who all have input into the process and progress of the school. Once a student is admitted to VFS, it is expected that the student and their family will participate in the democratic processes that make the school sustainable for all participants.

Any person qualifies as a Member of the Community if they are an enrolled student, staff person, Council Member, active volunteer or a caregiver, guardian, or parent of an enrolled student. The Village Community is Responsible to:

- Uphold the Vision, Mission, Values, and Core Principles of the School
- Elect Council Members at the end of each School Year
- Approve & Amend the Academic Calendar
- Amend and/or vote on amendments to the Bylaws
- Understand and work to improve the policies and practices of the school
- Participate in the daily life of the school through volunteer and other participation opportunities
- Attend any mandatory meetings needed to exercise the democratic process of the school

There will be specific Community Meetings that require the attendance of a quorum of the Community if voting is to take place, and otherwise require the highest participation possible so that all voices can be heard and all Members of the Community can take ownership of the democratic decision making process.

There are at least three annual Mandatory Meetings, with others to be announced in the School Calendar:

VFS Back to School Night:

In the week prior to the start of the School Year, the Staff and Leadership will introduce themselves, the school policies and updates on the space students will be using, the daily schedule, and any upcoming events and fundraising opportunities. Any other pertinent School Year introduction information will be shared and questions answered at this first Parent Meeting of the year.

Intent-to-Return Information Night

In late winter / early spring, the school will host an information night to inform families of potential changes in VFS procedure, policy, or tuition for the following academic year. This meeting is designed to ensure all families are given relevant information so they can complete an Intent-to-Return form and the school can plan enrollment for the following year. Exact date of this meeting TBD by staff and Council each year.

VFS Annual Meeting:

On the first Sunday of June, the school will host the Annual Meeting, at which the Members of the Community vote on any policy or Bylaws proposals, and nominate candidates for election to the VFS Council.

Enrollment, Tuition, & School Policies

1.0 Term of the Enrollment Contract. The Term of the Enrollment Contract is from the first day of enrollment to the last day of the academic school year as indicated in the Official School Calendar. Families must pay tuition and fees according to their Tuition and Fee Contract, even when the payment plan exceeds the length of the academic school year.

2.0 School Day. The School will be open from 8:00 AM - 4:00 PM each day, excepting Monday when the School will be open from 10:00 AM - 4:00 PM. The School may extend or reduce these hours upon reasonable advance notice.

3.0 Tuition and Other Fees. The Family will pay a predetermined fee (see the “*Tuition and Fees Contract*”) to The Village Free School for the opportunity to attend the School during the Term of the Contract. Tuition and Fee payments are due on the 1st day of each month. Tuition and Fee payments will be considered late when received after 4:00pm on the 8th day of each month of the pay period chosen by the Family. Payment for Tuition and Fees as described in the Tuition and Fees Contract are due and payable in advance by payment to The Village Free School’s FACTS Tuition Payment system. Upon Enrollment, each family will be enrolled into the FACTS Tuition Payment system and given the information necessary to manage their account.

3.1 Tuition and Fees Contract Activation. The Family’s Enrollment Contract will not be considered valid and active until all responsible paying parties have signed the Tuition and Fees Contract and at least one member of staff has counter-signed acknowledgement of a Fee Agreement. Once signatures and dates of all parties are applied to the Tuition and Fees Contract, the enrollment period is considered active.

3.2 Tuition Assistance. Any Family that wishes to apply for tuition assistance may do so through The Village Free School’s FACTS tuition payment system. FACTS provides a questionnaire designed to gather key information to help determine any applicant family’s ability to pay, their current financial status, and other relevant factors in applying an assistance-based tuition amount. All Tuition Assistance requests from **returning families** must be made with their Intent To Return response in the Spring prior to the target school year. All Tuition Assistance requests from **new family applicants** must be made with the return of their Enrollment Packet. The Village Free School retains final approval of any Tuition Assistance request. Once Tuition Assistance is granted, the Tuition and Fees Contract will be amended and must be resigned by all parties for enrollment to be considered active.

3.3 Tuition Scholarship Fund. Families and The Village Free School Community Members are encourage to contribute to the VFS Tuition Relief Fund. This can be done through your FACTS Tuition account. You may contribute a one-time or monthly payment. All funds contributed to the Tuition Scholarship Fund will go directly to alleviation of tuition revenue lost by loss of full payment.

4.0 Non-Refundable Tuition Pre-Payment. This section is applicable only to Families who are returning from continuous enrollment starting in 2012 or earlier. All tuition pre-payments made by the Family to the School in any prior year is considered forfeited. Non-Refundable Tuition Pre-Payments made in prior years will not be applied to tuition, and will not be returned to the Family. This is a modification to contracts entered into in 2012 and earlier.

5.0 Charges for Damage. The Family shares responsibility for keeping the School and its property clean and free from damage. The Family agrees to pay the actual cost of cleaning and repairing damages to the School and its property beyond normal wear and tear when acts by a Student or Family member results in such damages to the School.

6.0 Disputed Charges and Fees. The Family has the right to dispute Tuition Charges or Other Fees, and charges for cleaning and damage, if the Family believes such charges or fees or the School’s decision are incorrect. Any claim of an improperly assessed charge or fee must be made in writing to the School within 30 days following the date the charge or fee is imposed.

7.0 Family Release from Enrollment Contract. The Family may terminate the Enrollment Contract in two ways:

7.1 Enrollment Ends During Conditional Enrollment Period: The Conditional Enrollment period is for five calendar weeks from the first date of enrollment at the school under any contract or when the Full Enrollment process is completed, whichever comes sooner. If enrollment ends during the Conditional Enrollment period the Family will be charged through the last day of the Conditional Enrollment period, whether the student is in attendance or not.

7.2 Enrollment Ends With Notice of Intent to Withdraw: The Family may terminate the Contract after the Conditional Enrollment Period by completing and submitting a Notice of Intent to Withdraw (NIW) to the School five (5) months in advance of withdrawal. The Family will be charged through the last day of the notice whether the Student is in attendance or not. The School will offer a formal intervention process at the written request of any family considering leaving the school. This formal intervention will include a meeting of at least two staff members, the Student, and the Family. At the meeting, the goal will be for everyone to understand any present concerns and to make, if possible, written agreements that the School and the Family can take to address concerns. If the Family chooses to withdraw, the School will use the date it received the written request for formal intervention for the Notice of Intent to Withdraw.

8.0 The School's Right to Terminate the Contract. The School may terminate this Contract at any time during the Term of the Contract for any of the following reasons:

- 8.1** the Family has failed to make all payments, including payment of Tuition and Fees, when due; or
- 8.2** the Family or the Student has failed to complete the requirements of Enrollment; or
- 8.3** the Family has violated a non-monetary term or condition of this Contract and has failed to correct the violation to the satisfaction of the School; or
- 8.4** the Family has committed a serious violation or has committed repeated minor violations of these terms or conditions of the School's other policies and community laws; or
- 8.5** the School determines that termination of the Contract is necessary in order to complete facility work or due to an emergency or as a result of program changes or fiscal needs affecting the School; or
- 8.6** the School determines that the Student would be better served in another environment.

The Family has a right to appeal the School's decision to terminate the Contract. However, the School reserves the right to require the Student or any Family member to immediately vacate the premises, pending the outcome of a hearing. If the School terminates the Contract, the Family will remain liable for all financial payments due under the Contract, including the payment of Tuition Charges.

9.0 Privacy and School Rights of Access to Student Property. The School acknowledges and respects each Student's right to a reasonable expectation of privacy. The Student acknowledges and agrees that notwithstanding this expectation of privacy, the School has the right described in this section to search, inspect, and seize property of the Student within the premises of the School in order to maintain a reasonable condition of health and safety, to prevent serious disruption, and to prevent property loss or damage. The Student may not unreasonably withhold consent from the School to perform such activities as set forth in this section. The School will not abuse the right to search, inspect, or seize or use it to harass the Student. If the School seizes the property of the Student on the premises it will give the Student written notice within 24 hours after the act, including the date and time of the act, the nature of the emergency, and the names of the people involved. For purposes of this section, "School" includes School employees. The Student has the right, and is encouraged, to demand positive identification from any person seeking to inspect or seize their property who claims to represent the School, and may withhold consent to such actions if reasonably satisfactory identification is not produced.

10.0 Limitation of Liability. The Student is responsible for all personal property brought on the premises of the School. The School is not liable for loss or damage to personal property in the School, public areas, parking lots, adjacent property, vehicles, and storage rooms.

11.0 Student Responsibilities. The Student and Family agree to comply at all times with state and federal laws and regulations. Without limiting this obligation in any way, the Student and Family agree the Student will:

- 11.1 - keep the School clean;
- 11.2 - prevent damage to the School and its furnishings beyond normal wear and tear;
- 11.3 - dispose of all waste in a sanitary and safe manner;
- 11.4 - use the School, common facilities and all appliances and fixtures in a reasonable manner that, more likely than not, allow them to continued to be used for the purposes they were designed and intended;
- 11.5 - not deliberately or negligently destroy or remove any part of the School or its furnishings or knowingly permit others to do so;
- 11.6 - report immediately to the School any need for repairs;

The Student and Family also agree to conduct themselves and their guests in a reasonable manner that does not disturb other Students or their guests and is in accordance with the rules, policies, and community agreements of the School.

12.0 School Responsibilities. The School agrees to provide an educational environment consistent with the materials and marketing it provides to Students and the general public. The School is not responsible in the event the services listed above are interrupted due to an “act of nature”; strike or lockout of employees or suppliers’ employees; electric, water, or sewer interruptions from off-campus sources; or in the event of other events beyond the control of the School. The School is not responsible for annoyance and/or disruption resulting from external sources (e.g., private businesses, public services, construction, road noise, and community events).

13.0 Immunizations. Oregon law requires that all children attending school, preschool, or daycare be up-to-date on their immunizations (shots), unless they have a medical or nonmedical exemption on file. In order to be in compliance with Oregon Law, VFS requires the Oregon Certificate of Immunization Status (CIS) be completed in order to activate enrollment. All CIS forms must be returned with the Enrollment Contract. The Once submitted, the form can be updated up to three times as new immunizations are done.

13.1 Exemptions. Any family that wishes to claim a medical or non-medical exemption can contact the Oregon Health Authority to obtain the requirements for exemption. Information on exemptions can be found at: www.healthoregon.org/vaccineexemption. If an immunization exemption is claimed, the CIS form still must be completed and signed, according to Oregon law.

13.2 Exclusion Day. VFS must submit copies of the Certificates of Immunization Status to the Health Department by mid-January of the school year. The Health Department then reviews the certificates and issues any exclusion orders to families and schools by the first week of February. Immunization Exclusion Day is mid-February and the school must send home children whose exclusion orders are not canceled by that date. The state allows no exceptions. In the 2015-16 School Year, the Exclusion Day is February 17, 2016.

13.3 Susceptible Children. According to Oregon Health Authority guidelines, VFS will maintain a list of susceptible children in case of outbreak based on the immunization records of enrolled students. In case of outbreak, the school will notify parents/legal guardians and susceptible children will be unable to attend while the outbreak is ongoing.

Susceptible children include any child whose immunizations are not complete, including children who:

- Have a nonmedical exemption for the vaccine;
- Have a medical exemption (does not include those who have immunity documentation);
- Are still in the process of completing their immunization series (they can be removed from the list once the series is complete);
- Have no immunization record, since you do not have records showing if these children are susceptible or not.

14.0 Fire, Safety and Sanitation.

Inspections: The Village Free School will conduct a fire, safety and sanitation inspection of its premises at least annually and more frequently as determined necessary by the School.

Reporting a Fire: In the event of a fire in the School, the Student should notify the following if it can be done without jeopardizing the safety of the Student: (1) A Staff Member (2) If Staff is unable, the Fire Department, 911

Fire Extinguishers: Fire extinguishers must be used for fires only and must not be removed from their hangers except for fires. Expended extinguishers must be reported to the School immediately for replacement.

Prohibited Items: For reasons of health and safety, explosives, internal combustion engines, weapons, firearms, and destructive devices are not permitted at the School. Cooking appliances with an exposed element or open flame are not permitted inside the School except in a designated kitchen area. The School reserves the right to approve or limit any electrical or other device for safety reasons. An exception to this policy may be granted only if a proposal outlining how a prohibited item (i.e. an engine or decorative knife) will be brought into the school safely is approved by the Staff and the All School Meeting.

15.0 Smoking. Smoking is not permitted on the premises of the School.

16.0 Enforcement. The Enrollment Contract is a binding agreement between the Family and the School. The Family agrees that any violation of the terms and conditions of this Contract may subject the Family to disciplinary action. The Family agrees to pay the collection costs, fees, or court costs incurred by the School in obtaining payment of amounts due under this agreement.

To be completed by VFS:

All Contract sections/waivers signed: Y / N

Tuition Contract co-signed by staff: Y / N

Initials of Verifying Staff: _____

Student's Room: _____

VFS Enrollment Contract 2016-17 School Year

Student Name: _____

Please detach this following section and the following pages and return all completed & signed to a VFS Staff Member by the Enrollment Deadline. Keep the foregoing Parent Handbook for your reference.

Please take the time to fully understand the terms of the Enrollment Contract/School Policies before signing.

Enrollment Contract Agreement

This Enrollment Contract will consist of the following signed sections:

- Enrollment Contract Agreement
- Student Information
- Parent/Guardian/Caregiver Information
- Emergency Contact Information
- Community Participation Policy
- Acknowledgements, Waivers & Permissions:
 - o General Assumption of Risk & Release from Liability
 - o General Media Release of Information
 - o Student Pick-Up Authorizations
 - o Permission to Sign Self Out
 - o VFS Text Alert Registration
 - o VFS Community Directory Information
- Tuition Contract
- Oregon Certificate of Immunization Status

I, Legal Parent/Guardian of _____ [student name] agree to be bound by The Village Free School Parent Handbook & Enrollment Contract and all parts and policies therein. I further accept financial responsibility for complying with the terms of this contract.

All Financially Responsible Adults of named student should sign and date below:

Signature of Legal Parent/Guardian: _____

Printed Name: _____ Date: _____

Signature of Legal Parent/Guardian: _____

Printed Name: _____ Date: _____

Signature of Legal Parent/Guardian: _____

Printed Name: _____ Date: _____

Student Information

Legal Name of Student: _____

Preferred Name: _____ Sex: _____ Date of Birth (M/D/Y): _____

Most recent previous school attended: _____

Are there custodial or other legal/family arrangements we should be aware of? _____

Has the student ever been diagnosed for having a learning or developmental disability? If so, please inform us of the diagnosis:

Does the student have siblings, and if so, what are their names and ages? Please note any siblings also attending VFS:

Is there any other information the staff may need or benefit from knowing about your child or family?

Parent/Caregiver/Guardian's Information

1) Name: _____

Relationship to Student: _____ Occupation: _____

Primary Phone: _____ Work Phone (if applicable): _____

Primary E-Mail: _____

Home Address: _____

2) Name: _____

Relationship to Student: _____ Occupation: _____

Primary Phone: _____ Work Phone (if applicable): _____

Primary E-Mail: _____

Home Address: _____

3) Name: _____

Relationship to Student: _____ Occupation: _____

Primary Phone: _____ Work Phone (if applicable): _____

Primary E-Mail: _____

Home Address: _____

4) Name: _____

Relationship to Student: _____ Occupation: _____

Primary Phone: _____ Work Phone (if applicable): _____

Primary E-Mail: _____

Home Address: _____

If additional Contacts need to be added, please include on a separate sheet.

Medical & Emergency Contact Information

List all severe allergies: _____

Non-severe allergies of note: _____

Other medical conditions: _____

Please list all emergency contacts (including yourself) in the order in which you would prefer they were called in case of emergency:

1. Name: _____ Relation: _____ Phone: _____

2. Name: _____ Relation: _____ Phone: _____

3. Name: _____ Relation: _____ Phone: _____

4. Name: _____ Relation: _____ Phone: _____

5. Name: _____ Relation: _____ Phone: _____

Primary Medical Provider Contact Information:

Name/Type: _____ Phone: _____

Name/Type: _____ Phone: _____

Medical Insurance Provider: _____

Policy Number: _____ Group Number: _____

Name of Primary Insured: _____

Community Participation Acknowledgement

I, the parent/ legal guardian of _____ [student name] have read and understood the Vision, Mission, and Values of VFS and the importance of Community Participation. We understand that there will be at least three mandatory meetings during the year which will be important to attend, and that there may be additional requirements for participation including but not limited to: attending events, volunteering, fundraising, and chaperoning field trips.

Parent/Guardian Signature: _____ **Date:** _____

Printed Name: _____

General Assumption of Risk and Release from Liability

Given the nature of the services offered by The Village Free School, it is important that all parties are clear about the frequency students will travel off the school premises using several modes of transportation (foot, bike, bus, car, etc). While activity-specific waivers may be utilized for certain events, it is vital to the daily operations of the school that students and guardians be informed of the potential risks involved. These risks appear to be no more nor less than the day-to-day risks experienced by youth ages 5 to 18 in the course of learning, playing, and exploring together.

I, Legal Parent/Guardian of _____ [student name] ("Student") agree that in order to be able to actively participate in the activities that occur at The Village Free School including but not limited to: performing science experiments, playing sports, riding bicycles, skateboarding, utilizing tools, using park and playground equipment, using sewing machines, cooking, and traveling to and from the school with approved employees or agents of the school. I fully understand and appreciate the dangers, hazards and risks inherent in these activities, which could include, but are not limited to: bruises, sprains, eye injuries, cuts, fractures, broken bones, punctures, hypothermia, burns, loss, or death. By signing this document, I agree to assume these risks in return for allowing my Student the opportunity to participate in the general activities of The Village Free School.

I fully understand that these activities may occur in remote areas where medical services may not be available. In the event of illness or injury to my Student, and in the event that medical services can be obtained, and if I am unable to grant permission at the time emergency treatment is required, I hereby authorize The Village Free School by and through its authorized representative(s) or agent(s), if any, to secure any necessary treatment, including the administration of an anesthetic and surgery. I agree to be the party responsible for all medical expenses that are incurred on my Student's behalf.

I hereby certify that my Student is in good health and good physical condition and has no medical conditions or circumstances that would put him or her at any additional risk by his or her participation in the general activities of the school. I understand that if I want insurance coverage for possible injury or death to my Student in the course of his or her general participation in the school, it is my responsibility to purchase such coverage before allowing my Student's participation.

In consideration of the risks inherent in the general activities of The Village Free School, I, on behalf of myself, my heirs and my assigns, hereby agree to indemnify and hold harmless The Village Free School and their officers, employees and agents from any and all claims and causes of action for damage to or loss of property, personal illness, injury or death arising out of my participation in The Village Free School.

This _____ day of _____, 20____, I certify that I have read and understood the above statements, agree to the same and that I am the Guardian (parent, caregiver, etc.) for the Student named above.

Signature of Parent/Guardian: _____

General Media Release of Information

We often have visitors, media opportunities, and outreach efforts going on, including the use of social media. Signing this general release would allow us to utilize pictures, video, or sound recordings of your son or daughter on our website, marketing materials, etc. without needing to check with you each time. Please sign only if you are comfortable with allowing us this privilege.

I **DO / DO NOT** (*please circle one*) authorize the use of any photographs or other media recordings of my son or daughter for the purposes of sharing information about The Village Free School.

Child's Name: _____

Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____

Student Pick-Up Authorization

In addition to previously named Parents/Guardians, the following people have my permission to pick up my student(s) during and after school.

1. Name: _____

Relationship to Student: _____ Phone: _____

2. Name: _____

Relationship to Student: _____ Phone: _____

3. Name: _____

Relationship to Student: _____ Phone: _____

4. Name: _____

Relationship to Student: _____ Phone: _____

5. Name: _____

Relationship to Student: _____ Phone: _____

Parent/Guardian Signature: _____ **Date:** _____

Permission to Sign Self Out

I **DO / DO NOT** (*please circle one*) permit my student, _____ [student name] to sign themselves out at the end of the day, and trust that they can get themselves home safely without assistance. I understand that if I give this permission, The Village Free School will not prohibit my student from leaving campus. Students who have permission to sign themselves out for the day are not considered to be in the care of the school after they sign out, and may do so at any time. I and my student understand that self-sign out is not a substitute for "off campus certification."

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____ Date: _____

VFS Text Alerts

The Village Free School would like to include you in our text alert system. This would provide you infrequent notice of any inclement weather alerts, and reminders of important community meetings or events. Please provide us with the text information below of anyone in your family you would like to receive notices, and we will add them to our text alert system:

Name

Cell Phone / Text Number

VFS Community Directory

The VFS Community Directory helps our community get to know each other, and makes it easier for students and their parents to contact each other. It will be made available to families at the beginning of the academic year, both in hard copy and digitally.

Please include below the information you would like included in the Directory (leave blank any item you would prefer not be in the Directory):

Adult Names: _____

Student Name: _____ Student's Birthday: _____

Sibling Names: _____

Address: _____

Contact Phone Number: _____

Contact Email Address: _____

Tuition Contract

Please complete this Tuition Contract **ONLY** for the student named in this contract.

STUDENT: _____

Schedule of Tuition Rates for 2016-17			
Choice	Tuition Class	Cost of Year	Payment Plans Offered
	Full Time Student	\$8,000	Adjustable pmt plans available in FACTS
	Full Time Siblings (second, third ...)	\$4,000	Adjustable pmt plans available in FACTS
	3 Days Per Week Student	\$5,000	10 Payments of \$500
	FACTS Tuition Assistance Adjustment		_____ Payments of \$_____
Total Tuition Owed for 2015-16:			

Schedule of Other Fees		
Interview Fee	\$80	Non-refundable one-time fee assessed at the time of an admissions interview.
Late Fee	\$25	Assessed if payment is not received before 4:00pm on the 8 th of the month payment is due.
Returned Item Fee	\$10	Any returned checks, failed automatic deposits, or other returned items will be treated as unpaid tuition with the assessment of this as well as the Late Fee.
Field Trips	\$ Varies	Field trips are paid for by the Family.
Other Fees	\$ Varies	The School may impose fees, raise tuition, or impose fines in accordance with other school rules, laws, or policies not listed in this contract.

All adults financially responsible for Named Student must sign below to activate the Enrollment Contract.

***Agreement to Meet Obligations:** Our Family will pay the rate of, and meet all obligations associated with the tuition class marked above as our selection in the Schedule of Tuition Rates for 2016-17, and agree to pay any fees or fines as listed in the Schedule of Other Fees.*

1. Parent/Legal Guardian Signature: _____

Printed Name: _____ Date: _____

2. Parent/Legal Guardian Signature: _____

Printed Name: _____ Date: _____

3. Parent/Legal Guardian Signature: _____

Printed Name: _____ Date: _____

Verifying Staff Signature: _____



Oregon Certificate of Immunization Status Oregon Health Authority, Immunization Program

Oregon law requires proof of immunization be provided or an exemption be signed prior to a child's attendance at school, preschool, child care or home day care. This information is being collected on behalf of the Oregon Health Authority, Immunization Program and may be released to the Authority or the local public health department by the school or children's facility upon request of the Authority. Please list immunizations in the order they were received.

Child's Last Name _____ First _____ Middle Initial _____ Birthdate _____
Apellido Primer Nombre Segundo Nombre Fecha de Nacimiento

Mailing Address _____ City _____ State _____ Zip Code _____
Dirección Ciudad Estado Código Postal

Parents' or Guardians' Names _____ Home Telephone Number _____
Nombre de los padres o guardian Número de Teléfono

for all date medical

Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
Diphtheria/Tetanus/Pertussis (DTaP, Tdap, Td)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)	(mm/dd/yy)
Booster Dose Tdap					
Polio (IPV or OPV)					
Varicella (Chickenpox) [VZV or VAR] <input type="checkbox"/> Check here if child has had chickenpox disease _____ (mm/dd/yy)					
Measles/Mumps/Rubella (MMR) <i>or</i> Measles vaccine only Mumps vaccine only Rubella vaccine only					
Hepatitis B (Hep B)					
Hepatitis A (Hep A)					
Haemophilus Influenzae Type B (Hib) (Only children less than 5 years)					

I certify that the above information is an accurate record of this child's immunization history.

Signature* _____ Date _____
 Update Signature _____ Date _____
 Update Signature _____ Date _____
 Update Signature _____ Date _____

For school/facility use only
School/facility Name
Student ID Number
Grade

*Parent, guardian, student at least 15 years of age, medical provider or county health department staff person may sign to verify vaccinations

Continued On Reverse Side



Oregon Certificate of Immunization Status, Page 2

Oregon Health Authority, Immunization Program

Child's Last Name _____ First _____ Middle Initial _____ Birthdate _____
Apellido Primer Nombre Segundo Nombre Fecha de Nacimiento

Recommended Vaccines	Recommended Vaccines	Dose 1	Dose 2	Dose 3	Dose 4	Dose 5
	Pneumococcal (PCV) (Only in children less than 5 years)					
	Meningococcal (MCV4, MPSV4)					
	Human Papilloma Virus (HPV) (9 years or older)					
	Influenza (Flu)					
	Other Vaccine Please specify:					
	Other Vaccine Please specify:					

For medical exemptions:
Please submit a letter signed by a licensed physician stating:

- § Child's name
- § Birth date
- § Medical condition that contraindicates vaccine
- § List of vaccines contraindicated
- § Approximate time until condition resolves, if applicable
- § Physician's signature and date
- § Physician's contact information, including phone number

For Immunity Documentation (history of disease or positive titer): **Please submit a letter signed by a licensed physician stating:**

- § Child's name and birth date
- § Diagnosis or lab report
- § Physician's signature and date

Nonmedical Exemption:
 I have received information regarding the benefits and risks of immunizations. I understand that my child may be excluded from school or child care attendance if there is a case of disease that could be prevented by vaccine. I have attached the required document from (check one):

- A health care practitioner
- The vaccine educational module approved by the Oregon Health Authority

I understand that I may decline one or more vaccinations for my child and request that my child be exempted from the following required immunizations (check all that apply):

- Diphtheria/ Tetanus/Pertussis
- Polio
- Varicella
- Measles/Mumps/Rubella
- Hepatitis B
- Hepatitis A
- Hib

Signature of Parent or Guardian _____ Date _____

Optional:
 ORS 433.267 states that this document may include the reason for declining the immunization. Immunization is being declined because of:

- Religious belief
- Philosophical belief
- Other

I certify that the above information is an accurate record of this child's immunization history and exemption status.

Signature _____ Date _____

Update Signature _____ Date _____

Update Signature _____ Date _____