



**OFIS RENEWING Membership Application Form – 18/19 School Year (Sept.1<sup>st</sup>-August 30<sup>th</sup>)**

Application Information will be used to update OFIS office files & online directory – schools MUST return **FULLY COMPLETE** application package (including signed forms, fees & requested documentation copies) to enjoy uninterrupted membership benefits

**\*\*PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR SCHOOL FILES!\*\***

**A. SCHOOL MEMBERSHIP INFORMATION**

OFIS ID# \_\_\_\_\_ BSID# \_\_\_\_\_  
(OFIS ID# Can Be Found In OFIS Online Directory – BSID# Is Issued By Ontario Ministry Of Education)

SCHOOL NAME: \_\_\_\_\_  
\*school name listed here will appear on membership certificate & website

**\*\*\*PLEASE COMPLETE THE REST OF SECTION A ONLY FOR CHANGES SINCE 17/18 APPLICATION – CHECK YOUR SCHOOL'S OFIS ONLINE DIRECTORY TO VERIFY PREVIOUS MEMBERSHIP INFORMATION SUBMITTED\*\*\***

PRINCIPAL: \_\_\_\_\_ SCHOOL CONTACT (if different): \_\_\_\_\_

SCHOOL ADDRESS (COMPLETE): \_\_\_\_\_  
\*Include City & Postal Code

SCHOOL TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

SCHOOL EMAIL: \_\_\_\_\_ WEB: \_\_\_\_\_

EMAIL ADDRESS (STAFF MEMBER TO RECEIVE E-NEWS/ACCESS TO MEMBER ONLINE FORUM):

**\*if you wish additional staff to receive OFIS e-news & participate in online forum, attach extra sheet with names/email addresses**

SCHOOL SOCIAL MEDIA LINKS: FACEBOOK - \_\_\_\_\_ TWITTER - \_\_\_\_\_

INSTAGRAM - \_\_\_\_\_ SNAPCHAT - \_\_\_\_\_

OTHER SOCIAL MEDIA LINKS (BE SPECIFIC): \_\_\_\_\_

**ASSOCIATION INFORMATION - Please Complete If Your School Is Part Of An Association. An association is two or more schools, which are joined together over a written statement of purpose, agreed upon guidelines for conducting association business, and a demonstrated process for membership which is fee-based**

ASSOCIATION NAME (IF APPLICABLE): \_\_\_\_\_  
\*include completed application form for each school in association

ASSOCIATION ADDRESS (IF APPLICABLE): \_\_\_\_\_  
\*include city & Postal Code

ASSOCIATION TELEPHONE (IF APPLICABLE): \_\_\_\_\_ FAX: \_\_\_\_\_

ASSOCIATION EMAIL (IF APPLICABLE): \_\_\_\_\_ WEB: \_\_\_\_\_

**BRANCH CAMPUSES – For Uninspected Elementary Schools ONLY! – More Than ONE Should Be Listed Separately And Attached To This Application Form\*\*\***

FULL CAMPUS ADDRESS: \_\_\_\_\_

\*Include City & Postal Code

**B. GENERAL SCHOOL INFORMATION – \*SOME INFORMATION WILL APPEAR IN OFIS’ ONLINE DIRECTORY:**

\*THIS SCHOOL SERVES STUDENTS FROM AGES/GRADES: \_\_\_\_\_ THROUGH \_\_\_\_\_

\*ENROLLMENT NUMBERS: \_\_\_\_\_ # OF FULL-TIME STUDENTS \_\_\_\_\_ # OF HALF-TIME STUDENTS

ENROLLMENT NUMBERS: \_\_\_\_\_ PRE-SCHOOL \_\_\_\_\_ JK/K \_\_\_\_\_ GRADES 1-6 \_\_\_\_\_ GRADES 7-8 \_\_\_\_\_ GRADES 9-12  
(under 3.8 yrs) (under 6 yrs)

NUMBER OF STAFF AT SCHOOL (please include all classroom staff, education specialists, office and administrative staff): \_\_\_\_\_

\*PROJECTED TUITION COST – 18/19 SCHOOL YEAR - \$ \_\_\_\_\_

**C. SCHOOL POLICY INFORMATION – \*SOME INFORMATION WILL BE INDICATED IN OFIS’ ONLINE DIRECTORY:**

DOES THIS SCHOOL HAVE A PRINCIPAL IN CHARGE & ON-SITE?  YES  NO

DOES THE PRINCIPAL MAINTAIN CONTROL OF CONTENT FOR THE PROGRAM AND/OR COURSES OF STUDY?  YES  NO

\*IS THERE A COMMON SCHOOL-WIDE ASSESSMENT & EVALUATION POLICY FOR SCHOOL STAFF?  YES  NO

\*IS THERE A COMMON SCHOOL-WIDE PROCEDURE FOR REPORTING TO PARENTS?  YES  NO

IS THERE A COMMON SCHOOL-WIDE ATTENDANCE POLICY?  YES  NO

IS THERE A CENTRAL OFFICE FOR THE SECURE MAINTENANCE OF STUDENT RECORDS?  YES  NO

\*ARE SCHOOL ADMISSION & TUITION POLICIES PUBLISHED PUBLICLY?  YES  NO

DOES THE SCHOOL REQUIRE PLACEMENT TESTS AND INTERVIEWS PRIOR TO ADMISSION?  YES  NO

DOES THIS SCHOOL ENTER INTO FORMAL CONTRACTS WITH PARENTS REGARDING FEES, PAYMENT EXPECTATIONS & REFUNDS?  YES  NO

\*DOES THIS SCHOOL REQUIRE SIGNED PARENTAL STATEMENTS OF PROGRAM & AND POLICY SUPPORT/AGREEMENT UPON ADMISSION?  YES  NO

\*DOES THIS SCHOOL CONDUCT REGULAR CRIMINAL REFERENCE CHECKS

FOR STAFF AND VOLUNTEERS?  YES  NO

\*DOES THIS SCHOOL EMPLOY TEACHERS WHO ARE PROFESSIONALLY CERTIFIED? LIST CERTIFICATIONS: \_\_\_\_\_  YES  NO

DOES THIS SCHOOL HAVE A SCHOOL-WIDE GRIEVANCE RESOLUTION POLICY?  YES  NO

DOES THIS SCHOOL HAVE A BULLYING PREVENTION/INTERVENTION POLICY THAT REFLECTS CURRENT LEGISLATIVE EXPECTATIONS (Accepting Schools Act?)  YES  NO

**D. MEMBERSHIP ELIGIBILITY (MEMBERSHIP LEVEL & FEES ARE SUBJECT TO ANNUAL REVIEW):**

1. MEMBERSHIP LEVEL FOR 18/19 – CHECK ONE AFTER REVIEWING ELGIBILITY REQUIREMENTS BELOW OR REVIEW PREVIOUS MEMBERSHIP LEVEL (AVAILABLE IN OFIS ONLINE DIRECTORY

BRONZE  SILVER  GOLD  PLATINUM  ASSOCIATION  IN DEVELOPMENT

**ELIGIBILITY REQUIREMENTS:**

**BRONZE** - SCHOOL MEETS DEFINITION OF A PRIVATE SCHOOL AS DESCRIBED IN SECTION 16 OF THE EDUCATION ACT AND HAS THIS BEEN VERIFIED THROUGH THE SUCCESSFUL FILING OF A CURRENT “NOTICE OF INTENTION TO OPERATE A PRIVATE SCHOOL” WITH THE ONTARIO MINISTRY OF EDUCATION AND/OR SATISFIES THE REQUIREMENTS OF THE CHILDCARE AND EARLY YEARS ACT AND POSSESSES A “DAY NURSERY LICENSE” FROM THE MINISTRY OF EDUCATION VALID FOR THE 17/18 SCHOOL YEAR. SCHOOL HAS CURRENT GENERAL LIABILITY INSURANCE WHICH INCLUDES EMPLOYMENT PRACTICES LIABILITY, DIRECTORS & OFFICERS LIABILITY, ERRORS & OMMISSIONS LIABILITY

**SILVER** – SCHOOL HAS ALL BRONZE REQUIREMENTS AND DEMONSTRATES QUALITY OF CONTROL OF INSTRUCTION, ASSESSMENT AND EVALUATION OF STUDENT ACHIEVEMENT EITHER THROUGH THE USE OF REGULAR STANDARDIZED TESTING, ANNUAL SCHOOL EFFECTIVENESS FRAMEWORK, AND/OR REGULAR SCHOOL REPORT CARDS & PARENT CONFERENCING

**GOLD** – SCHOOL HAS ALL BRONZE & SILVER REQUIREMENTS AND ONE OR MORE OF THE SCHOOL’S CURRENT ADMINISTRATIVE STAFF HAVE SUCCESSFULLY COMPLETED BOTH OF THE OFIS INDEPENDENT SCHOOL PRINCIPALS’ COURSES (PSP I & PSP II) OR AN OFIS APPROVED EQUIVALENT OR ASSOCIATION EQUIVALENT) - *\*Please note that there is a 5 year gap permitted between PSP I AND PSP II. Participants who are waiting to complete PSP II may still check this criterion.*

**PLATINUM** – SCHOOL HAS ALL BRONZE, SILVER & GOLD REQUIREMENTS AND HAS PARTICIPATED IN AN OFIS SCHOOL MANAGEMENT REVIEW IN THE LAST 5 YEARS (OR OFIS APPROVED EQUIVALENT OR ASSOCIATION EQUIVALENT IF APPLICABLE)

**ASSOCIATION** – PART OF AN ASSOCIATION OF TWO OR MORE SCHOOLS, WHICH ARE JOINED TOGETHER OVER A WRITTEN STATEMENT OF PURPOSE, AGREED UPON GUIDELINES FOR CONDUCTING ASSOCIATION BUSINESS, AND A DEMONSTRATED PROCESS FOR MEMBERSHIP WHICH IS FEE-BASED

**IN DEVELOPMENT** – A NEW SCHOOL WORKING TOWARDS OPENING IN \_\_\_\_\_ (MONTH/YEAR)

**E. MEMBERSHIP LEVEL CALCULATOR - MEMBERSHIP LEVELS AND FEES ARE SUBJECT TO ANNUAL RENEWAL – CHOOSE ONE**

BASED ON THE DESCRIPTIONS ABOVE IN SECTION D, THIS SCHOOL IS A \_\_\_\_\_ LEVEL SCHOOL FOR THE 18/19 SCHOOL YEAR

BASED ON THE DESCRIPTIONS ABOVE IN SECTION D, THIS SCHOOL IS A SCHOOL IN DEVELOPMENT FOR THE 18/19 SCHOOL YEAR

THIS SCHOOL IS PART OF AN ASSOCIATION – ASSOCIATION LEVEL (an association is two or more schools, which are joined together over a written statement of purpose, agreed upon guidelines for conducting association business, and a demonstrated process for membership which is fee-based)

**GOLD & PLATINUM LEVEL MEMBERS – PLEASE WRITE A BRIEF DESCRIPTION OF YOUR SCHOOL FOR THE ONLINE DIRECTORY:**

**F. MEMBERSHIP FEE CALCULATOR (BASED ON SCHOOL SIZE AND MEMBERSHIP LEVEL):**

USING THE 18/19 OFIS MEMBERSHIP FEE MATRIX, DETERMINE THIS SCHOOL'S MEMBERSHIP FEES USING BOTH THE CURRENT LEVEL OF MEMBERSHIP ELIGIBILITY AND THE NUMBER OF FULL-TIME EQUIVANET STUDENTS

1. THIS SCHOOL HAS \_\_\_\_\_ FULL-TIME EQUIVALENT STUDENTS

\*FTE =  $(1/2 \times \text{NUMBER OF HALF-DAY STUDENTS} + \text{NUMBER OF FULL-DAY STUDENTS})$

2. THIS SCHOOL IS A \_\_\_\_\_ LEVEL MEMBER FOR THE 18/19 SCHOOL YEAR (FROM SECTION D)

3. USING THE 18/19 OFIS MEMBERSHIP FEE MATRIX THIS SCHOOL WILL PAY \$ \_\_\_\_\_ FOR EACH OF THE \_\_\_\_\_ FULL-TIME EQUIVALENT STUDENTS AT THE \_\_\_\_\_ LEVEL OR THIS SCHOOL WILL PAY THE MINIMUM AMOUNT (LESS THAN 50 FTE STUDENTS) OF \$ \_\_\_\_\_ OR THE MAXIMUM AMOUNT (MORE THAN 700 FTE STUDENTS) OF \$ \_\_\_\_\_ FOR THE \_\_\_\_\_ MEMBERSHIP LEVEL (\*minimum and maximum amounts can be found on the 18/19 OFIS Fee Matrix

4. THIS SCHOOL IS IN DEVELOPMENT AND WILL OPEN IN \_\_\_\_\_ (DATE) - \$500 FLAT FEE

\*This level must RECEIVE OFIS board approval beyond two membership years

5. THIS SCHOOL'S TOTAL MEMBERSHIP FEE FOR THE 18/19 SCHOOL YEAR IS \$ \_\_\_\_\_

**G. MEMBERSHIP FEE PAYMENT:**

WE ARE ENCLOSING A CHEQUE FOR \$ \_\_\_\_\_ MADE PAYABLE TO "OFIS"

\*CHEQUE AMOUNT SHOULD BE FOR THE AMOUNT LISTED IN QUESTION 5 OF SECTION F

**H. SCHOOL OWNERSHIP INFORMATION**

SCHOOL OWNER'S FULL NAME: \_\_\_\_\_

SCHOOL OWNER'S FULL ADDRESS: \_\_\_\_\_

SCHOOL OWNER'S TELEPHONE NUMBER: \_\_\_\_\_ SCHOOL OWNER'S EMAIL ADDRESS: \_\_\_\_\_

NAME OF CORPORATION/CHARITY (IF APPLICABLE): \_\_\_\_\_

DATE CORPORATION/CHARITY WAS ESTABLISHED (IF APPLICABLE): \_\_\_\_\_

CORPORATION/CHARITY NUMBER: \_\_\_\_\_

DIRECTOR/CONTACT FOR CORPORATION/CHARITY: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

**I. OFIS CORE VALUES – STATEMENT OF AGREEMENT:**

OFIS Values – Membership in OFIS is open to all schools, educational associations and individuals who **agree with and support** true parental choice in education and work to develop integrity through standard-setting leadership in schools, and so covenant to undertake and actively work towards the following core values:

1. We value the importance of providing transparent vision, mission & values, supported by an educational philosophy and objectives.
2. We value the importance of hiring proven and qualified instructors and administrators, who agree to uphold and deliver up on the school’s stated vision, mission & values promised to families and students.
3. We value diversity in published and applied policies with respect to race, colour, creed, ethnicity and ability.
4. We value open disclosure and implementation of clearly developed, published policies and procedures on all school operational issues including admissions, education standards, student assessment, human resources, evaluation & reporting practices, sound financial practices, withdrawal, suspension & expulsion.
5. We value effective classroom management strategies, orderly curricular scope & sequence planning and accurate record keeping resulting in on-going improvement in student knowledge, ability and achievement.
6. We value sound administrative and personnel management practices, which include strategic planning, policy development, clearly defined job descriptions, performance-based job reviews and professional development.
7. We value financial accountability through sound financial practices, prudent financial management, transparent budget preparation and reporting practices and short and long-term financial planning.
8. We value ethical conduct through fair business practices, clear and published school policies & procedures about expectations of all members of school communities (staff, parents, teachers, students, donors).
9. We value legal compliance through knowledge of, and adherence to, all applicable municipal, regional, provincial and federal legislation and regulations, ensuring an orderly, purposeful, and safe school environment.
10. We value a cooperative spirit through a demonstrated acceptance of, respect for, and a practiced commitment to fellow independent education providers in OFIS and beyond.

**I have read, understood and agree, as a school or association, to uphold the OFIS mission, vision, and core values as indicated above. I understand that this membership application is ultimately subject to approval by the OFIS Board of Directors. I understand that OFIS can terminate this membership if it can demonstrate that my school or association is in violation of the core values as described here. Further, I understand that I can also terminate my membership annually by giving notice to the OFIS Board of Directors in writing by the annual membership deadline (September 1) and I understand that my membership fees are non-refundable. Finally, I understand that if I terminate my membership with OFIS I must do so, in writing using a termination form, by the annual deadline. I attest that everything I have included in this application is true to the best of my knowledge and that I am a signing officer for the school. I give permission for OFIS to contact me with membership updates through regular e-news.**

\_\_\_\_\_  
Signature of School Administrator

\_\_\_\_\_  
Signature of Board Chair (if applicable)

\_\_\_\_\_  
Signature of School Owner/Proprietor (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Owner/Proprietor (if applicable)

\_\_\_\_\_  
Date

**J. ENSURE YOUR APPLICATION IS COMPLETE – INCOMPLETE APPLICATIONS WILL BE RETURNED AND MAY INTERRUPT MEMBERSHIP SERVICES AND BENEFITS**

**\*Requested Documentation Copies Will Be Kept On File**

- |  |                          |     |                          |    |                          |     |
|--|--------------------------|-----|--------------------------|----|--------------------------|-----|
| 1. HAVE YOU COMPLETED ALL SECTIONS OF THE APPLICATION?             | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |                          |     |
| 2. HAS THE APPLICATION FORM BEEN SIGNED BY ALL REQUIRED OFFICIALS? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |                          |     |
| 3. HAVE YOU INCLUDED A COPY OF YOUR 18/198 NURSERY LICENSE?        | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 4. HAVE YOU INCLUDED A RECEIPT/COPY OF YOUR 18/19 NOI?             | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO | <input type="checkbox"/> | N/A |
| 5. HAVE YOU INCLUDED A COPY OF YOUR CURRENT INSURANCE CERTIFICATE? | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |                          |     |
| 6. HAVE YOU INCLUDED MEMBERSHIP FEE PAYMENT (CHEQUE)?              | <input type="checkbox"/> | YES | <input type="checkbox"/> | NO |                          |     |

**SUBMISSION DEADLINES:**

**\*PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR FILES!**

**EARLY-BIRD DEADLINE FOR RENEWING SCHOOLS – MUST BE POST-MARKED BY JULY 31 2018**

**MEMBERSHIP DEADLINE FOR RENEWING SCHOOLS – POST-MARKED BY SEPTEMBER 1 2018**

**MEMBERSHIP DEADLINE FOR NEW SCHOOLS – POST-MARKED AT ANY TIME – FEES WILL BE PRO-RATED AFTER JANUARY 1 2018**

**MEMBERSHIP TERMINATION DEADLINE – SCHOOLS NOT WISHING TO RENEW MUST INDICATE SO, IN WRITING, BY JULY 1 2018 (TERMINATION FORM AVAILABLE UPON REQUEST)**

**PLEASE SEND THIS COMPLETED APPLICATION FORM, COPIES OF ALL REQUESTED DOCUMENTS AND PAYMENT OF MEMBERSHIP FEES TO OFIS – 101 HOLIDAY INN DRIVE, PO BOX 29011, CAMBRIDGE, ON, N3C 0E6**