

Aloha Parents and Guardians,

Thank you for your interest in Malamalama Waldorf School as part of your child's educational experience. Our school was founded in 1978 and is one of over 900 Waldorf schools worldwide – making Waldorf the largest independent school movement currently in the world.

Malamalama Waldorf School serves children from Preschool through Grade Eight. Our students journey through a rich and engaging academic curriculum integrated with artistic experiences in the fine arts, performing arts, movement education and music. Our programs are designed to meet and nurture children through each phase of their development – body, soul, and spirit.

Parents of our students experience a warm and welcoming participatory environment. We strive as a school to build community in our classrooms, among families and within our neighborhood. You can expect to be actively involved in the strengthening of the school through various avenues – parent-teacher meetings and conferences, the Parent Hui (similar to a PTA), and volunteerism in various school related activities and events.

Open enrollment for fall consideration begins in March. We process applications in the order in which they are received; early enrollment is advised. Applications will be reviewed throughout the school year where space allows.

Enclosed you will find information that will help familiarize your family with our school and Waldorf education in general. We invite you to visit our school so that you may experience our campus in person.

We encourage you to further your understanding of the uniqueness and relevance of Waldorf education as a part of your child's educational life and home life as well. You will find the ideals in Waldorf education to be a source of inspiration, an answer to many of today's educational concerns, and a sanctuary for the peace and reverence inherent in the soul of each child.

If you find yourself with additional questions, or would like to schedule a tour, please feel free to call our school and we will be happy to assist you further.

Warmest Regards,

Kehaulani Costa  
Administrative Chair



# Application & Enrollment Procedure 2010/11

After visiting our campus, or reviewing school information, interested families may apply to Malamalama Waldorf School by following the steps below:

***Before applying, please note our age requirements:***

*Applicants for Kinderhale must be 3 years of age by August 1<sup>st</sup> of the school year they're applying for.*

*Applicants for Grade 1 must be 6 years of age by August 1<sup>st</sup> of the school year they're applying for.*

*Applicants for Grades 2 through 8 must be age appropriate for the grades for which they are applying.*

## **Step 1: Completing the Application for Admission**

Please complete the enclosed application form, and return it along with all requested documents and the \$50 non-refundable application fee to: Malamalama Waldorf School, HC3 Box 13068, Keaau, HI 96749 or fax it to (808) 982-7806.

A completed application includes:

- ✓ Completed Application for Admission Form
- ✓ Copy of Birth Certificate
- ✓ Current Tuberculosis Clearance\*
- ✓ Physical Examination\*
- ✓ Immunization Record or waiver form
- ✓ Copy of Medical Insurance Card
- ✓ Last Grade Report (if applicable)

\* Tuberculosis clearance and physical examination within 12 months of the first day school for all students entering school for the first time in Hawai'i or who have been away from Hawai'i for more than 12 months.

### ***Special Needs Applicants***

*While Malamalama Waldorf School is open to children with all types of learning styles, there are no formal special education services. Therefore, the school may not be able to meet the learning needs of all children.*

## **Step 2: Interview**

Following review of the completed application, the class teacher will arrange an interview with the applicant and parent/guardian. At this time, an academic assessment will take place for Grades 1-8 applicants, and a developmental assessment for Kinderhale applicants will take place. Acceptance is determined by the individual teachers. Should you disagree with their decision, you may contact the College of Teachers for an appeal.

## **Step 3: Visit**

Following the initial interview, the applicant may be invited for a three day visit. During this visit, the applicant will be expected to participate fully in the class for which they are applying.

## **Step 4: Enrollment**

The class teacher or school office will inform your family of acceptance. Upon acceptance, please contact the office to schedule a meeting with the enrollment staff. At this meeting you will be presented with an enrollment packet. All requested information and documentation for the student file must be submitted prior to the student's first day of school.

***Fees:*** All fees are non-refundable and due upon enrollment.

***Tuition & Deposit:*** Tuition deposit is due upon enrollment. All tuition payment plans, with the exception of annual payment plan, are required to participate in FACTS Tuition Management Program. All payments will automatically be deducted from checking, savings or credit card accounts.

***Tuition Assistance:*** The applications/guidelines for tuition assistance are available in the office.

## **Step 5: First Day of Class**

Once the enrollment process is complete, the student will be granted an Office Release Pass allowing the student to begin attending school.



# Malamalama Waldorf School

HC 3 Box 13068  
Kea'au, Hawai'i 96749-9220  
(808) 982-7701 (808) 982-7806 fax  
info@hawaiiwaldorf.com  
[www.hawaiiwaldorf.com](http://www.hawaiiwaldorf.com)

## Application for Admission 2010/11

Applying for Grade: \_\_\_\_\_ Proposed Date of Entrance: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Gender (M/F): \_\_\_\_\_ Age: \_\_\_\_\_ Birth date: \_\_\_\_\_ Birthplace: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street City State Zip code

Residence Location: (i.e. HPP, Pahoia, Hilo) \_\_\_\_\_ Home Phone: \_\_\_\_\_

### Family Information

Parent/guardian Name: \_\_\_\_\_ Relation to applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Parent/guardian Name: \_\_\_\_\_ Relation to applicant: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Applicant's parents are: *(Please check all that apply)*

Married  Separated  Divorced  Mother Deceased  Father Deceased  Single parent  Other \_\_\_\_\_

Other family members living in the house:

Name	Age	Gender	Relation	School/Occupation
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### OFFICE USE ONLY

- \$50 Application Fee Received Date: \_\_\_\_\_
- Copy of Birth Certificate  Current TB Clearance  Immunization record/waiver
- Current Physical Examination/app't slip  Copy of medical insurance card  Last Grade Report if applicable
- Copy of Application Submitted to Teacher Date: \_\_\_\_\_

**Child's Profile**

School/s Attended  
Grades

Address (city, state, zip)

Year/s Attended

Please give a brief description of your child (temperament, special needs, etc.):

Talents, special interest, hobbies, sports, etc. that your child is involved in:

**Other Information**

How did you hear of Malamalama Waldorf School? \_\_\_\_\_

What was your reason for applying to this school? \_\_\_\_\_

Briefly explain what you have heard or read about Waldorf Education: \_\_\_\_\_

Would your family be interested in our tuition assistance program? \_\_\_\_\_

*The following is necessary for statistical and reporting purposes only, and will not be considered for admission purposes. Names are NOT used. If nothing is checked, "Other" will be checked for you. Please check the applicant's ethnic heritage below:*

- African, African American
- Asian, Asian American
- Caucasian, Caucasian American
- Multiethnic, Multiethnic American Specify: \_\_\_\_\_
- Other Specify: \_\_\_\_\_
- Middle Eastern, Middle Eastern American
- Aleutian/Native American
- Latino/Hispanic, Latino/Hispanic American
- Pacific Islander, Pacific Islander American
- Hawaiian/Part Hawaiian

Is the applicant a U.S. Citizen?  Yes  No

*All information provided will be kept confidential.*

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

**Please submit the \$50 application fee and the following documents WITH THIS APPLICATION.**

***Applications will not be reviewed without Application Fee and all requested documents.***

- Copy of Birth Certificate (if name has changed, appropriate documents)
- Current Tuberculosis Clearance (within the last 12 months before first entrance into school in Hawai'i)
- Physical Examination (within the last 12 months before first entrance into school in Hawai'i) *or appointment slip*
- Immunization Record *or religious waiver form (available in school office)*
- Copy of Medical Insurance Card
- Last Grade Report (if applicable)

*Malamalama Waldorf School admits students of any race, color, national and ethnic origin, or religion to all 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, national and ethnic origin, or religion in administration of its educational policies, admission policies, scholarship and tuition aid programs, athletic, and other school-administered programs.*



# Consent for Release of Information

## Parent/Guardian Instructions:

If you are submitting an *Application for Admission* into Grade 1-8, please complete this form and submit it to your child's current school. If your child has been accepted and you are enrolling, please complete this form and submit to Malamalama Waldorf School.

Current/Previous school:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Dear Registrar/School Official,

Student Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

- has enrolled** at Malamalama Waldorf School.  
Please forward to our address or fax number listed below all cumulative records and other necessary information (i.e. report cards, health records, special testing, etc.) as soon as possible.
  
- is applying** for admission to Malamalama Waldorf School.  
Please forward to our address or fax number listed below, copies of all year end reports/narrative report cards currently in his/her file.

With parental permission from:

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

If you have any questions, please call Malamalama Waldorf School at (808) 982-7701.

Malamalama Waldorf School

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