

**OPERATION AND STAFF MANAGEMENT**

**SHAPE INTERNATIONAL SCHOOL CANADIAN SECTION ENROLMENT PROCEDURES**

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**SHAPE INTERNATIONAL SCHOOL CANADIAN SECTION  
LETTER TO PARENTS WITH ENROLMENT INFORMATION**

March 2004

Dear Parents,

Thank you for your interest in our school. I would like to draw your attention to some points relating to admission.

The Canadian section of the SHAPE International School was primarily established to provide education, from Grade 1 to 8, to the children of Canadian military personnel. However, we are always pleased to offer our services to children of other nations when physical space permits. Due to the fact that some Canadian high school students attend either the American or Belgian schools, children from these countries are accepted without charge. For all other nationalities, the tuition fee is \$1350.00(Cdn) (880 euros) per month.

The following criteria are used to finalize our choice:

- a) child must be 6 years old by December 31<sup>st</sup>;
- b) the number of Canadian students per class must be at least 50%;
- c) each class cannot have more than 20 students;
- d) we do not have the resources to look after children with special needs; and
- e) as the teaching is conducted in both English and French, students must have a willingness and motivation to learn a second language.

Once you have completed the attached documents, please forward them to the school. We will then arrange an appointment with the Principal and sometimes with the teacher of your child.

As it is very difficult to project the number of Canadian students who will register before June, we cannot provide you with an answer prior to the end of June. **Therefore we recommend that you also register your child in the school he/she would normally attend.**

We look forward to meeting with you. Au plaisir de vous rencontrer

Magali Kronen  
Principal