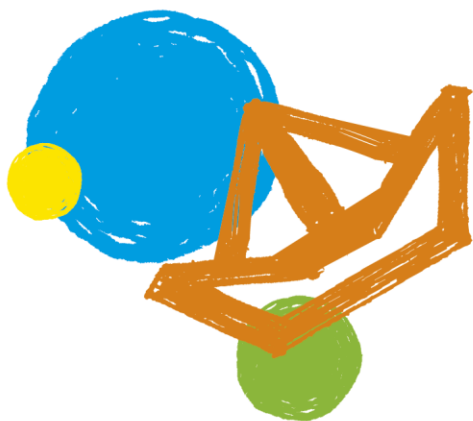




Admissions Policy

Including School Fees

2025-2026



Waddenweg 87
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+31 (0)23 303 59 24

info@optimist-international-school.nl
www.optimist-international-school.nl

**OPTIMIST
INTERNATIONAL
SCHOOL**



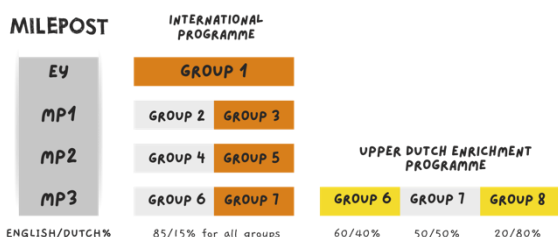
DEAR PARENTS/GUARDIANS,

Please take the time to read and understand that it is a legally binding contract between you and Optimist International School (OIS). By signing the Admission Policy, you agree to the terms and conditions intended to secure the continuity of high educational standards of the school and to enable the school to plan curriculum resources to offer the best possible facilities to all students.

Optimist International School (OIS) offers both an international and Dutch Enrichment Programmes, for which we provide education in accordance with the framework of the International Early Years Curriculum (IEYC) and the International Primary Curriculum (IPC), and British National Curriculum for language and mathematics.

We welcome applications from families all over the world, who can demonstrate the need for their children to be educated in English, thus ensuring continuity in their education.

From Group 6 onwards students have an option to follow our Dutch enrichment programme (DEP), tailored for students looking to further engage in Dutch society, offering opportunities to enhance academic Dutch proficiency within education at OIS. See below example roadmap.



The aim of the Dutch Enrichment Programme (DEP) is to provide a smoother transition to secondary education in the Netherlands. Further information about our learning opportunities can be found on our [website](#).

Our primary school offers:

- * Group 1 to Group 7 in the international programme, catering to children from the ages of 4 to approximately 11
- * Group 6 to Group 8 in the Dutch enrichment programme, catering to children from the ages of 8 to approximately 12

Information about group placement can be found on our [website](#).

Children qualify for a placement at Optimist International School when:

- * The student has a non-Dutch nationality (or: also, a non-Dutch nationality) and has a parent that is working in The Netherlands (or in a Dutch border region) for a limited time.
- * The student has the Dutch nationality and has lived and gone to school abroad for at least two years because a parent was stationed abroad.
- * The student has the Dutch nationality and has a parent (with whom the student will be living) that will be stationed abroad within two years and for at least two years. This is to be proven by a written statement of the parent's employer.

Admissions to a Dutch International School is subject to one of the conditions stipulated by Dutch legislations.

We consider the following points when a new student applies to join our school:

- * The academic suitability of the student aligned with our pedagogical philosophy.
- * Positive review/feedback from the previous school (where applicable)
- * Age suitability: Students can be registered earlier; however, we begin the process of application after the student's 3rd birthday.
- * The parent, student, school partnership
- * We recommend children to join (a part of) the introductory meeting.

ADMISSION PROCESS

- Infographic process description



In more detail, the fine print

Step 1: Making Contact

Application is open to parents of **children who are 3 years or older at the time of application**. Applications of younger children are considered from the moment they turn 3. For more information about our Early Years standards, we refer to our policy document which can be found on the [website](#).

Applications are only through our [Open Apply](#) portal. The admission process begins when you contact us with your enquiry.

We will offer help and advice as you need it, to enable your family to become part of our school family, once the application is complete and the registration fee paid, if you would appreciate another parents' advice to help you settle, we will put you in contact with our parent welcome team.

Once the **registration of interest** is complete you can arrange a tour or call with our admissions team from the options on our portal.

In addition, we welcome parents and students to our Open Days, registration is needed. If you still have questions, please contact **The Admissions Team** (see page 5 for contact info).

We do not consider a telephone call, email, or conversation as an application. Students are only 'applied' when all documentation is completed on Open Apply.

Step 2: Introductory Meeting – when possible

We encourage you to visit our school. Where this is not possible, e.g., if you reside abroad, we propose a Google Meet appointment. We appreciate this 'virtual' acquaintance and the opportunity to discuss your family's needs individually.

We are contactable by phone: +31 23 303 59 24 or by email: info@optimist-international-school.nl

During the intake conversation we also discuss the information you have provided, try to understand the nature of your relocation, your family's expectations, and plans about the future. Further, we will tell you more about our school, our academic programme and encourage attendance at an Open Day.

Step 3: Admission's Application

Once both parties consider OIS the right school, we will ask you to complete the full application and pay a non-refundable **registration fee**. Our checklist will help you step-by-step with this process. During this process OIS will contact previous schools, and we will arrange a 'taster day' (group 2 and older) or 'come and play moment' (Early Years applicants).

Step 4: Confirmation

Once all the admissions documentation is uploaded and the registration fee is paid, we request parents to send a confirmation email to finalise the application. At this point OIS will make the final decision about registration.

The admissions manager will send a confirmatory email outlining the student's acceptance. The anticipated class/year and a start date will follow together with a welcome message and practical information for the first school day.

In confirmation of school place, parents are required to pay the deposit fee of €500 within 14 days. This deposit fee is fully refundable upon leaving the school providing all financial obligations have been fulfilled.

The tuition fee will be invoiced once the child starts school. Parents are required to pay first instalment of this fee within 14 days. The school reserves the right to withdraw the student place if parents do not meet the payment obligations.

When there is no immediately available place the school will communicate this with the family in advance and the student will join a waiting list, we will not send any further requests for payment of tuition fee until such time as a place becomes available.

ADDITIONAL INFORMATION

Families must provide complete and accurate educational documentation, including psychological or educational assessments, dyslexia evaluations, and records of any academic or specialist support the child has previously received.

Parents also authorise the school to contact the child's former school or any professionals involved in their education to gain a comprehensive understanding of the student's needs.

Failure to disclose any existing learning or behavioural challenges may impact the child's enrolment status.

PLACEMENT OF STUDENTS, IMPORTANT FACTORS:

In The Netherlands, students must attend school from their 5th birthday and continue until the end of the year of their 16th birthday.

In practice, almost all children in The Netherlands are in school from the age of four. At OIS students may **commence school from 4 years of age** once the application process has been completed.

When placing students in a class or restructuring a group, we carefully consider a range of factors, including **mixed ability levels, social-emotional and learning diversity needs, English language proficiency, and gender balance**. At the end of each

academic year, our **teaching staff and Management Team** assess whether a class will remain the same or be reorganized to best support student learning and development.

Due to the **dynamic nature of our international school**, students join and leave throughout the year. In exceptional cases, based on enrolment changes, we may need to **split a group or combine two groups** mid-year to ensure a balanced and supportive learning environment. Our priority is always to create the best possible educational experience for every child. The guidelines for this group selection can be found in the '**Group placement document**.' This is taken from an annual point of birthdays from October 1st until 30th September.

Personalised Placement Discussions

We engage in **personalised discussions** with parents to ensure the best possible placement for their child.

- * Firstly, an online or face to face conversation takes place with the admissions manager.
- * The **school counsellor or early years admissions lead** assesses each child's needs, and the final placement decision is made by the **Admissions Manager/Director of Optimist International School**.
- * Parents are involved in this process, and no placement is finalised without prior consultation.

For students joining groups 2 to 8 **mid-year**, we insist on an **initial classroom visit** before starting, this helps them **acclimate to the teacher, classmates, and school environment**.

'Come and Play' Sessions for Early Years

For our youngest students in **Early Years**, we offer a '**Come and Play**' session before they officially join. This introductory experience supports a **smooth transition into the school environment** and allows the child to feel comfortable before their first day.

Assessment period

During the initial weeks, each student undergoes evaluation, and recommendations regarding their group placement may be proposed based on these assessments. Such discussions are conducted in collaboration with the class teacher, the school counsellor, and/or Director. It is important to note that no decisions regarding placement will be finalised without prior consultation with parents.

If, after a period of six weeks in school, we feel we cannot meet the academic, social/emotional, or physical needs of your child, we reserve the right to

recommend and support a transfer to an establishment that we believe can better accommodate these needs.

SCHOOL FEES, PAYMENT STRUCTURE AND WITHDRAWAL FROM SCHOOL

Registration fee

To process your application, after an introductory meeting, a **registration fee of €200** applies. This registration fee is non-refundable.

Deposit fee

Once confirmation of school place, parents are required to pay the **deposit fee of €500** within 14 days. The deposit fee is refundable upon leaving the school providing all financial obligations have been fulfilled.

Tuition fee

Once you receive a confirmation of a school place and guarantee of your child's seat is secured, a **tuition fee** will be invoiced upon start. Parents are required to pay the first instalment of tuition fees within 7 days.

Our school fee includes:

The annual tuition fee for the academic year 2025-2026 is **€5580** which covers educational costs including:

- * Lunchtime supervision,
- * Field trips,
- * Activities, and excursions

Additionally, supplementary activities:

- * **Swimming Classes:** Groups 3 and 4 have swimming lessons weekly. Next year the price per student/per lesson is €7 euros so therefore the fee will be **€280 per student**.

The parental contribution for swimming is voluntary and every child is welcome to participate in school swimming, even if parents/guardians are unable or unwilling to pay the voluntary parental contribution.

Swimming will take place (in part) after school. Participation in swimming lessons is also voluntary. When parents/guardians decide not to allow their child to participate in school swimming, they will be cared for at school until 2:30 pm.

SCHOOL FEE STRUCTURE

When fees are paid through a bank transfer – for example when a parents' company pays the fee – the school fee must be paid in one amount.

School fees are dealt with by our Finance Manager. Angelique is happy to help you with questions or queries: angelique.podstavnychy@floreer.nl

When fees are paid through our payment portal WIS collect (see below), it is possible to choose how you pay the school fees when your child joins the school.

Option 1 – School fees can be paid in full by one payment for **€5580**.

Option 2 – School fees can be paid in two equal payments of **€2790** made 31 October and 27 February annually.

Option 3 – School fees can be paid in four equal payments of **€1395** made 31 October, 31 December, 27 February and 30 April.

All school fee payments must be paid by 1 May of the corresponding school year.

Each year, the school sets its fees for the upcoming academic year, considering inflation. Furthermore, the school retains the right to make additional adjustments to the fees to accommodate various changes, such as alterations in state funding, increases in external examination fees, expansions of facilities, and programme offerings. Our updated school fees policy will be accessible on the school website starting from April 1 of the relevant year.

WIS COLLECT FOR PAYMENT

Optimist International School uses **WIS COLLECT** as its online financial portal. Once registered, families will receive a hyperlink to their personal account; from here parents can view invoices, payments, statement of accounts and generate receipts of payment. All communication from WIS Collect is via email and through its online facilities.

WIS COLLECT is connected to the primary parent using their email address. Please ensure we have your up-to-date email to avoid any miscommunication.

SCHOOL FEE REDUCTIONS AND PAYMENT STRUCTURE

School fees are reduced for families with three or more children attending our school at the same time. The school fee reduction for a **third child is 30%** and the reduction for a **fourth child is 40%**.

Students starting school during the academic year will receive an invoice based on the pro rata amount due

(see table) payment must be made within 7 days of confirmation of a place being available.

If you start in*:	Payment in full (€) per student
August, September	100% - €5580
October	90% - €5022
November	80% - €4464
December	70% - €3906
January	60% - €3348
February	50% - €2790
March	40% - €2232
April	30% - €1674
May	20% - €1116
June, July	10% - €558

Date of calculation:

- * If a student commences **before the 15th** of the month, the corresponding month's fees will apply.
- * If a student begins **on or after the 15th** of the month, fees for the following month will apply.

WITHDRAWING FROM THE SCHOOL AND REFUNDING

If a family decides to leave the school before the end of the academic year, a refund of a portion of the school fees paid will be determined according to the following guidelines:

Refunds are processed only if all financial responsibilities have been fulfilled and the required notice period specified in both the Admissions and School Fees Policy has been adhered to. In instances where either or both conditions have not been met, the registration deposit fee will be withheld to address any financial deficit.

If you leave in:	Refund of tuition fee
September-December	50% of tuition fees paid
January	40%
February	30%
March	20%
April	10%
May-July	0%

Date of calculation:

- * If a student leaves **before 15th** of the month, school fees for that month will be refunded, as per the refund policy.
- * If a student leaves **on or after 15th** of the month, only the school fees for the following month will be refunded.

Refunds of school fees or deposits will be processed in accordance with AVG regulations and will be reimbursed to the same bank account from which the payment was originally made.

BANK DETAILS

Please send your payment with the invoice number and the name of your child to:

Stichting Floreer Openbaar Onderwijs

Bank: ABN-AMRO

IBAN: NL62ABNA0575370270

BIC: ABNANL2A

This is the bank details of our School Board

RESERVING YOUR CHILD'S PLACE FOR THE NEXT YEAR

New Learners

For your child to join as they turn 4 it is possible to reserve a place in Early Years ahead of their birthday providing places are available. We only process applications from the moment a child turns 3 years old.

Placement of siblings at OIS

When you have a child attending our school; brothers and sisters will be given priority in the application process.

PRIVACY, PHOTOGRAPHY AND PUBLICITY

It is the practice of OIS to show photographs of school activities and events on its website and in other online school publications. These may also include press releases and advertising. Should you wish that your child DOES NOT appear in any such material, please state this on the application form or send a written request to the Director of School.

Parents accept that OIS has a legal obligation to conform to the requests of the host country's Government Ministries in providing some personal information appertaining to the student when requested (This is usually only information concerning the age and nationality of students.)

GDPR (GENERAL DATA PROTECTION REGULATION)

At Optimist International School (OIS), we take data protection seriously and are committed to ensuring the privacy and security of your personal information. GDPR compliance is a shared responsibility, and we encourage awareness of data protection among all members of our school community.

OIS works closely with our school board, **Stichting Floreer**, and trusted external service providers who support our school's operating systems. Together, we ensure that all personal data is handled securely, responsibly, and in full compliance with GDPR regulations. If you have any questions regarding how we manage and protect your data, please do not hesitate to contact us.

CHILD WITH A SINGLE PARENT OR GUARDIAN

Students who are registered at OIS accompanied by one custodian/parent or guardian are requested to provide the correct legal documentation supporting this admission. The admissions team will support you with the request for relevant information so that legal guidelines and your wishes are followed in full.

RE-ENROLMENT FOR THE NEXT SCHOOL YEAR

Annually families receive a re-enrolment questionnaire to indicate their plans for the upcoming school year, with responses requested by May 20, 2025.

Once a family confirms their intention to remain at the school, their selected payment option from the re-enrolment questionnaire will apply.

For families uncertain about the next academic year, a one-month extension is granted, with final confirmation required by June 2, 2025. After this date, the school's fee policy for the upcoming academic year will take effect. Families unable to confirm by the deadline will not be guaranteed a place for the following year.

WITHDRAWING FROM THE SCHOOL AND REFUNDING

If you choose to withdraw your child(ren) from our school, please begin the process by sending a message through your Open Apply portal.

Our Admissions Team will guide you through the withdrawal procedure and provide support as needed. Once the necessary steps are completed, we will arrange a brief conversation to discuss your decision and assist with your transition.

While we encourage students to complete the academic year whenever possible, we understand that the realities of international life may require unexpected moves. In such cases, we are here to support you through the process.

Notice period for withdrawal from school:

Date of calculation: If a student leaves **before 15th** of the month, school fees for that month will not be charged, as per the refund policy.

If a student leaves **on or after 15th** of the month, the school fees for that month will be charged.

A notice period is required before you leave; at least **six weeks' notice is necessary** if you leave **between the beginning of the school year and 11 April**. We stipulate that the notice period is either served in school or paid in lieu of the 6 weeks fees.

If you leave later in the school year, after 11 April and until the end of the school year, when the re-enrolment process is completed, a notice period of at least **eight weeks' notice is necessary**. We stipulate that the notice period is either served in school or paid in lieu of the 8 weeks fees.

If you give notice of withdrawal during the summer holidays, after confirming a place for the next academic year, the deposit fee will be retained in lieu of a notice period.

DECLARATION

Your Agreement

By enrolling your child in our school, you agree to have read, and acknowledge our three school policies concerning student admission at Optimist International School:

You agree that all the information you have given within the admissions process are true and correct.

Last Updated: March 28, 2025

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