

**APPLICATION FOR REGISTRATION**

**PERSONAL INFORMATION**

Student's Usual Names: \_\_\_\_\_ First Name Used: \_\_\_\_\_  
(Surname) (First) (Middle)

Student's Legal Names: \_\_\_\_\_ Grade   
(Surname) (First) (Middle)

Birth date: M \_\_\_ D \_\_\_ Y \_\_\_ Birth Province/Country \_\_\_\_\_ Sex: Male \_\_\_ Female: \_\_\_

Birth Certificate on File: \_\_\_ Language spoken at home: \_\_\_\_\_ Catholic \_\_\_ Non-Catholic \_\_\_

Parish (If applicable): \_\_\_\_\_ Baptismal Certificate on File: \_\_\_\_\_

Please Indicate Sacraments Received:

Baptism \_\_\_\_\_  
Reconciliation \_\_\_\_\_  
First Communion \_\_\_\_\_  
Confirmation \_\_\_\_\_

Aboriginal Ancestry:

Status \_\_\_\_\_  
Non-Status \_\_\_\_\_  
Band Name & No \_\_\_\_\_

**FAMILY INFORMATION**

Mailing Names: Mr. & Mrs. \_\_\_ Mr. \_\_\_ Mrs. \_\_\_ Ms. \_\_\_\_\_  
(First Name/Legal) (Surname/Legal)

Mailing Address: \_\_\_\_\_ House Address (if different) \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Parent (**Father**/Caregiver): \_\_\_\_\_ Resident in Home: YES \_\_\_ NO \_\_\_  
(Name)

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Parent (**Mother**/Caregiver): \_\_\_\_\_ Resident in Home: YES \_\_\_ NO \_\_\_  
(Name)

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

Employer: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you practicing Catholics? \_\_\_\_\_ Which Parish? \_\_\_\_\_

## EMERGENCY INFORMATION

Emergency Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

Relationship to family \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

Relationship to family \_\_\_\_\_

Daycare/Babysitter: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)

Names/Birthdays of Siblings: \_\_\_\_\_

## EDUCATIONAL INFORMATION

Former School: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Has this child received Special Education Programming: YES \_\_\_ NO \_\_\_

Has this child received Learning Assistance: YES \_\_\_ NO \_\_\_

## LEGAL INFORMATION

Is there a court order in effect: YES \_\_\_ NO \_\_\_

If **YES** please give details concerning custody and guardianship: \_\_\_\_\_

Note: Please attach a copy of any legal papers pertinent to your child regarding custody, visitation, and access to this registration form. A copy of an up-to-date court order **MUST** be on file with the school.

## MEDICAL INFORMATION

Immunization Form Completed: YES \_\_\_ NO \_\_\_ Care Card Number: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Medical Alert: YES \_\_\_ NO \_\_\_

Physical Limitations: \_\_\_\_\_ Medical Alert Bracelet: \_\_\_ Where worn: \_\_\_\_\_

Dentist's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Is this child currently on any medication: NO \_\_\_ YES \_\_\_

Description (Dosage/Amount/Time): \_\_\_\_\_  
(a separate form is filled out if staff is expected to administer meds during the school day)

\_\_\_ I give permission for the transfer of all information and documentation pertaining to my child as named above if transferring from a BC Public School, or a school outside of BC.

\_\_\_ I give my consent for the release of my name, phone number and address for school communication purposes, such as Parents Support Group and Classroom Phoning Committee, etc.

\_\_\_ I give my consent for the publication of my child's name, photography, and comments for school purposes in the school yearbook, newsletters, website & in the news media.

## FINANCIAL COMMITMENT

Catholic Independent Schools are only 50% funded from the Ministry of Education. Therefore, we are a Catholic faith based/Tuition based school. Tuition each yr increases with the standard of living each year as a minimum. Although we believe in Catholic Education is for all who seek it, tuition is a requirement for the operational management of the school community.

- Tuition can be paid at our school office by MC/Visa, automatic withdrawal, post dated cheques or debit.
- Tuition can be paid monthly, quarterly or completely in September with arrangements made with our Book Keeper.

Please check that you have read and understand the tuition responsibility of having your child(ren) attend Sacred Heart School.

\_\_\_\_\_  
(Parent/Guardian #1 Signature)

\_\_\_\_\_  
(Parent/Guardian #2 Signature)

\_\_\_\_\_  
(Date)

**Note: *Income tax receipts are issued to the individual making the payment (either via cash or via cheque).***

The following items with stars \* are mandatory for admissions to Sacred Heart School

For office use only

- \*Copy of Birth certificate
- \*Copy of BC Medical Care Card
- \*Copy of legal papers if applicable \_\_\_\_\_
- Copy of Baptismal Certificate (if have completed Baptism)
- Other \_\_\_\_\_

Notes for OFFICE:

_____
_____
_____
_____
_____
_____



**SACRED HEART SCHOOL REGISTRATION POLICY**

Preference in registration shall be as follows:

- Sibling groups Catholic/Non-Catholic
- Catholics of surrounding parishes
- Non-Catholics

The preferred number of students per class shall be as follows:

- a) Kindergarten - Twenty-Two (21) students
- b) Grades 1-Grade 3 - Twenty-Four (23) students
- c) Grades 4-Grade 7 - Twenty-Eight (28) students

The school Principal in consultation with learning team if the class size may exceed the preferred limits, if there are more than three (3) students on an I.E.P., in the classroom, or, if the class exceeds thirty (30) students. All final decisions with classroom demographics reside with School Principal.

Non-Catholic student involvement in the Religious Program is mandatory:

All Non-Catholic students are required to attend regular religious instruction and religious celebrations throughout the school year. All Non-Catholic Families are required to sign and follow the CIS (Catholic Independent Schools) Family Statement of commitment form.

Family Life Program and Child of God Program: The intent of these programs is to assist parents/guardians in promoting the integration of Catholic principles into the whole pattern of human and family life. The program aims at helping the child to develop his/her moral, social, emotional, physical and intellectual capacities in a manner that promotes a positive self-image and respect for the dignity of others.

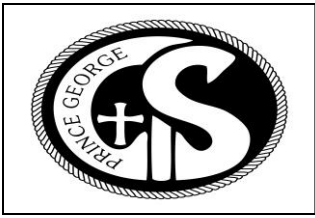
Responsibility: We believe parents are the first educators of their children. As a school family we believe in open dialogue between parents, teachers and students. Building a community of acceptance and understand where needs can be met to the best of our ability require teamwork. Parent meetings, report cards, work bees and information nights that the school provides are your responsibility to attend and be involved for the well being of your child, our school community and the wider community.

I have read the Registration Policy and agree with it.

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(Signature of Parent/Guardian - #1)

(Signature of Parent/Guardian - #2)



**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE Policy**

**FAMILY STATEMENT OF COMMITMENT**

“Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral and spiritual dimensions of human growth. Intellect, emotions, creative ability and cultural heritage have a place in the life of the school. Human knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God’s plan for creation.” From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC.

Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand leading the young people to be the best they can be.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal or Pastor who will gladly discuss them with you.

**By returning the signed statement with your completed application, you accept the responsibility of this commitment.**

1. All students are required to participate in our Religious Education curricular and co-curricular programs including liturgical celebrations, retreats, prayers, etc.
2. Parents/Guardians are expected to support the Religious Education Program and participate in it as required.
3. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential. Parents are expected to support the academic program as required.
4. Each family is expected to support and participate in the fund-raising activities of the school.
5. Each student is expected to know and follow school policies on behavior and code of conduct.
6. Parents/Guardians are expected to know and support school policy and procedures.
7. Parents/Guardians are expected to attend parent oriented sessions including report card distribution, etc.
8. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
9. If any of these conditions are not met, the school reserves the right to: refuse admission, or remove the student from the school.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

PARENT/GUARDIAN #1: \_\_\_\_\_  
PARENT/GUARDIAN #2: \_\_\_\_\_

Date: \_\_\_\_\_  
Date: \_\_\_\_\_



# TUITION PAYMENT PLAN

## We accept payments using:

1. Pre-authorized debit payments – you can register your account with the bookkeeper for automated monthly withdrawals on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month. Just bring a void cheque to the office and complete the *Payor's PAD Agreement*.
2. Recurring monthly credit card payments (Visa or Mastercard) – we can automatically bill your fees directly to your Visa or Mastercard on a recurring monthly basis. Fill out the *Payor's Recurring Agreement* form and submit to the office.
3. In School Payments – you can come into the school when needed to make a payment on your debit, Visa or Mastercard at any time the school office is open.
4. Online Payments – Using the school website, you can make an online debit, Visa or Mastercard payment at your convenience.
5. Post-dated cheques - you may still make your payments by leaving post-dated cheques at the office, or making cash payments with the office.

There is a \$1 charge per debit transaction, and a 1% service charge on the amount paid per credit card transaction. These charges are used to offset a portion of the cost of being able to offer these services. Any billing inquiries can be directed to our Book Keeper Helen directly at [hpittet@cispg.ca](mailto:hpittet@cispg.ca).

**PLEASE NOTE:** We have a direct link on our website [www.shspg.com](http://www.shspg.com) that will allow you to make your "Tuition Payments" anytime from the comfort of your own home using either Visa or MasterCard. At this time debit cannot be used.

Commitment to tuition is a sensitive and serious matter for the operational needs of our school community. Although we understand families' situations, if there are unforeseen circumstances where tuition may be difficult for a period of time, please contact school principal for a different plan to be arranged.

PARENT/GUARDIAN #1: \_\_\_\_\_ Date: \_\_\_\_\_

PARENT/GUARDIAN #2: \_\_\_\_\_ Date: \_\_\_\_\_

## **SCHOOL DRESS CODE**

Students from **Kindergarten through Grade 7** are required to follow the Sacred Heart School Dress Code.

All students are required to be in full dress code at all times.

NON-Marking, CLOSED toe shoes are required for school property at all times. Safety of your child is our main concern for a positive learning environment to be maintained.

### **Dress Code for BOYS**

- ✓ Plain white or navy blue collared shirt (golf shirts are acceptable) T-shirts are **not** an acceptable shirt for the dress code.
- ✓ Navy blue school crested sweatshirt (available to order from UP THE CREEK garment company)
- ✓ Navy blue pants
- ✓ Navy dress shorts
- ✓ Non-marking running shoes for indoors and gym: lace-up runners if your child can tie laces otherwise Velcro please. These shoes stay at school so please write your child's name on shoes and belongings for identification purposes.

### **Dress code for GIRLS**

- ✓ Plain white or navy blue collared shirt (golf shirts are acceptable) T-shirts are **not** an acceptable shirt for the dress code.
- ✓ Navy blue skirts, skirts, or jumpers
- ✓ Navy blue pants
- ✓ Navy dress shorts
- ✓ Navy blue school crested sweatshirt (available to order from UP THE CREEK garment company)
- ✓ Solid white or navy socks or tights
- ✓ Non-marking running shoes for indoors and gym: lace-up runners if your child can tie laces otherwise Velcro please. These shoes stay at school so please write your child's name on shoes and belongings for identification purposes.

If the school dress code cannot be worn for whatever reason, we ask that a parent or guardian contact the Principal by telephone or email to discuss the situation. Disregard for the school dress code may warrant you as a parent/guardian being called and your child will be sent home.

**Up the Creek Garment Company has our school logo.** You are welcome to have the logo imprinted on Dress Code items. School sweatshirts can be ordered directly from Up the Creek. **Up the Creek** is located at 3661 Opie Crescent. Samples are available at Up the Creek to ensure sizing is correct.

We believe in **Sacred Heart School 'Panther Pride'** and we celebrate 8 Spirit days a year where students and staff wear their Panther shirts as a sign of the positive, learning environment. If you need an extra shirt or would like to support our school community pride, please contact Ms Gilbert (Principal) and shirts are available for a donation.



