

**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 \_\_\_\_\_ Gender: 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 \_\_\_

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

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

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

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

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

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

**EMERGENCY INFORMATION** Do not list parents they will always be called first

Emergency Contact #1: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)  
Relationship to family \_\_\_\_\_ Cell: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Phone: \_\_\_\_\_  
(Name)  
Relationship to family \_\_\_\_\_ Cell: \_\_\_\_\_

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 for any reason: 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 \_\_\_ BC Health 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 year increases with the cost of living as a minimum standard. Although we believe in Catholic Education is for all who seek it, tuition is a requirement for the operational management of the school community.

Monthly tuition Fees\* are currently \$270.00 for Single Student and \$395.00 for a Family (\*2019-2020 School Year)

- Tuition can be paid at our school office by cash, debit, credit, automatic withdrawal, online, e-transfer or postdated cheques.
- Tuition can be paid monthly, quarterly or fully in September with arrangements made with our Bookkeeper.

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: Charitable donation income tax receipts for tuition payments are issued to the individual making the payment. Calculation is done in a calendar year not the school year.***

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

### For office use only

- | Notes for OFFICE:   |       |
|---|-------|
| <input type="checkbox"/> *Copy of Birth certificate   | _____ |
| <input type="checkbox"/> *Copy of BC Medical Care Card  | _____ |
| <input type="checkbox"/> *Copy of legal papers if applicable _____  | _____ |
| <input type="checkbox"/> Copy of Baptismal Certificate (if Baptism has occurred)                            | _____ |
| <input type="checkbox"/> *\$75 Registration fee (supply fee) paid    CHQ _____    Cash _____    Other _____ | _____ |
| <input type="checkbox"/> Other _____  | _____ |



**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 (22) students
- b) Grades 1-Grade 3 - Twenty-Four (24) 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)

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(Signature of Parent/Guardian - #2)



**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE**

**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.
6. Parents/Guardians are expected to know and support school policy and procedures.
7. Parents/Guardians are expected to attend parent orientation 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.

**Please sign both copies. Keep one and return the other with your application.**

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

\_\_\_\_\_  
**Family Name (Please Print)**

**Parent/Guardian Signature:** \_\_\_\_\_

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

# FAMILY TUITION COMMITMENT

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

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

Child(s) (First names): 1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_

<u>Parent/Guardian #1 (Please Print):</u>	<u>Parent/Guardian #2 (Please Print):</u>
First Name: _____	First Name: _____
Legal Surname: _____	Legal Surname: _____
Address: _____	Address: _____
Postal Code: _____	Postal Code: _____
Telephone (Home): _____	Telephone (Home): _____
(Work): _____	(Work): _____
(Cell): _____	(Cell): _____
Email: _____	Email: _____

**A. Tuition Fees for the 2020-2021 school year\* are as follows:**

*(\* Note: tuition increases are at the discretion of School Council each school year: this decision is made by May 31<sup>st</sup> each year.)*

**Tuition Rates for 2020-2021\***

\$270.00 per month single child  
\$395.00 per month family

**Supply Fee**                    \$75 per year, per student (K-7)

(Includes planner, workbooks, office admin fees, computer fee /school wide events/ arts/recreation fees)

**Fees are based on 10 months – supply fee is paid at time of registration or in September for existing students**

**\*Classroom supply lists are provided with report cards or at registration. It is the parent’s/guardian’s responsibility to provide the items for the start of school in September or as required by the teacher.**

**B. Financial Commitment:**

I will pay the full fees in full for current year by: Visa/MC/automatic withdrawal/debit (circle one please)

Name of person (#1) making the payments: \_\_\_\_\_ (\_\_\_\_\_% of total)

Name of person (#2) making the payments: \_\_\_\_\_ (\_\_\_\_\_% of total)

Frequency of Payment:

Monthly	Quarterly	Annually
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## TUITION PAYMENT PLAN

The following tuition payment options are available:

1. Monthly pre-authorized debit payments – Automated withdrawal on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month. Provide a void cheque to the office and complete the *Payor's PAD Agreement* form.
2. Monthly pre-authorized credit card payments (Visa or MasterCard) – Automated charge on either the 1<sup>st</sup> or the 15<sup>th</sup> of each month to your card. Complete the *Payor's Recurring Agreement* form.
3. In School/Over the phone payments – Cash, Debit, Visa or MasterCard at any time the school office is open.
4. Online Payments – Sacred Heart school website, (shspg.ca), Visa or MasterCard payment at your convenience.
5. E-transfer – Access e-transfer at **shsaccounting@cispg.ca**.
6. Post-dated cheques – Monthly post-dated cheques may be left with the office and will be deposited accordingly.

Commitment to tuition is a sensitive and serious matter for the operational needs of our school community. Although we understand family situations, if there are unforeseen circumstances where tuition payments may become challenging for a period of time, please contact school principal to discuss options available.

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

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

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## SCHOOL DRESS CODE

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

Students are required to be dressed in the dress code outlined below.

NON-Marking, CLOSED toe shoes are always required on school property. Safety of your child is our main concern in order to maintain a positive learning environment.

### *Dress Code for BOYS*

- Plain white or navy-blue collared shirt (golf shirts are acceptable) T-shirts are not an acceptable shirt for the uniform policy.
- Navy blue school crested sweatshirt
- Navy blue pants
- Navy Dress shorts
- Hair neat and tidy and natural colors only.
- On SPIRIT DAYS & FIELD TRIPS: Panther shirts are worn. (can be purchased at school from the office)
- Non-marking running shoes for indoors and gym: lace up runners if your child can tie laces/or Velcro please. These shoes stay at school so please write your child's name in 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 uniform policy.
- Navy blue skirts, skirts, or jumpers
- Navy blue pants
- Navy Dress shorts
- Navy blue school crested sweatshirt
- Hair neat and tidy and natural colors only.
- On SPIRIT DAYS & FIELD TRIPS: Panther shirts are worn. (can be purchased at school from the office)
- Non-marking running shoes for indoors and gym: lace up runners if your child can tie laces/or Velcro please. These shoes stay at school so please write your child's name in shoes and belongings for identification purposes.

**Please Note: Open toed shoes are not to be worn at school at any time for the safety of your child.** Make up, hats and costume jewelry are not part of dress code. Students will be asked to remove these items if worn inside the school building.

If the school dress code cannot be worn for whatever reason, we ask that a parent or guardian to contact the Principal by telephone or letter to discuss the situation. Disregard for the school dress code will warrant you as a parent/guardian being called and your child will be sent home. (*Principals discretion and decision is final*)

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 see Mrs. McDermid in the school office.

