



Enrolment Application 2012/2013

Office Use Only

- | | |
|---|---|
| <input type="checkbox"/> app | <input type="checkbox"/> enroll. Agreement |
| <input type="checkbox"/> leg residency | <input type="checkbox"/> driver's Lic. Par |
| <input type="checkbox"/> birth cert child | <input type="checkbox"/> birth cert par. |
| <input type="checkbox"/> questionnaire | <input type="checkbox"/> transport/health |
| <input type="checkbox"/> w/e app. | <input type="checkbox"/> tuit. subsidy app. |

Fees

- | | | |
|---|---|--|
| <input type="checkbox"/> Pre-K | <input type="checkbox"/> K-7 | <input type="checkbox"/> Foreign Student |
| <input type="checkbox"/> Sibling Reduction | | |
| <input type="checkbox"/> Reg. fee \$_____ | <input type="checkbox"/> \$300 Non-refundable deposit | |
| <input type="checkbox"/> School Supply | <input type="checkbox"/> Field Trip | |
| <input type="checkbox"/> w/e granted _____ | | |
| <input type="checkbox"/> subsidy granted _____ | | |
| <input type="checkbox"/> secret angel granted _____ | | |

Date of Enrolment: _____

Date of Exit: _____

STUDENT INFORMATION

	<u>Last</u>	<u>First</u>	<u>Middle</u>	
Name: Please give legal names as on birth certificate.				Name and address of last school attended;
Birth date: yy/mm/dd				Birthplace:

Gender: Girl Boy **Current Grade** _____ **Home schooled**
Preferred First Name _____

GUARDIAN INFORMATION

Please attach a copy of your documentation: driver's license, birth certificate, landing document

1st Guardian: _____	Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/>	BC Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Address: _____	Email: _____	<input type="checkbox"/> Canadian Citizen
Mail Address: _____	Cell _____	<input type="checkbox"/> Permanent Resident
Postal Code: _____	Hm Phone: _____	Work Phone: _____
		<input type="checkbox"/> Temporary Visa
2nd Guardian: _____	Mother <input type="checkbox"/> Father <input type="checkbox"/> Other <input type="checkbox"/>	BC Resident: Yes <input type="checkbox"/> No <input type="checkbox"/>
Street Address: _____	Email _____	<input type="checkbox"/> Canadian Citizen
Mail Address: _____	Cell _____	<input type="checkbox"/> Permanent Resident
Postal Code: _____	Hm Phone: _____	Work Phone: _____
		<input type="checkbox"/> Temporary Visa

Child Custody: _____

Enrolment Agreement Contract 2012-2013 School Year

Part A - Parent/School Partnership

Between: Ganges Educational Society (Salt Spring Centre School) (“the School”)

and _____ (“the parent/guardian”)

In consideration of the School providing instruction for the child(ren) of the parent/guardian,

namely _____ and _____, (“the student(s)”),

on the terms set out below, the parent/guardian agrees to:

- **Ensure punctuality and attendance, call in absence, illness or lateness** **yes**
- **Provide complete enrolment paperwork, to ensure student placement** **yes**
- **Attend monthly FOCUS Meetings?** **yes**
- **Read weekly online newsletters?**..... **yes**
- **Participate in school fundraisers?** **yes**
- **Assist with homework?** **yes**
- **Support school events (i.e. Theatre Production, Fall Fair, Winterfest)** **yes**
- **Follow through with phone trees?** **yes**
- **Follow guidelines in Parent Handbook, as passed by the GES Board?**..... **yes**

In order for our small school to maintain the strength in our academic and social programs, we ask parents to commit to helping with fundraising events, specifically with our Fall Fair (Sept), Winterfest (Dec.), Art Auction (Apr.) and the Spring Play (May).

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

(PLEASE NOTE: Both parents are required to sign unless there is documentation of a Sole Custody arrangement.)

Enrolment Agreement Contract 2012-2013 School Year
Part B - Financial

NEW AND RETURNING FAMILIES AGREE, BY CHECKING WHERE APPLICABLE:

1. To pay the School applicable registration fees.

- \$300.00** non-refundable deposit per family
(This fee is applicable for all pre registrations up to Aug 1st of year enrolling and will be deducted from tuition payments that commence on August 1.)

2012) New student registration fee or late re-registration fee (after Feb 17,

- \$85.00** 1st child **\$60.00** 2nd child **\$45.00** 3rd child
[These fees are due and cashed at the time of enrolment and are non-refundable.]

2. To pay tuition to the School for: (select one)

- Half day Pre-kindergarten
\$5960. per year
- Half day Kindergarten
\$3335 per year
- Half day Kindergarten - *Non-BC resident*:
\$3335 + \$4000 (approximate gov't portion not covered, final figure tba in June) = approximately **\$7335**
- Full day Kindergarten/Primary/Intermediate
\$4180 per year
- Full day Kindergarten/Primary/Intermediate - *Non-BC resident*:
\$4180 + \$4900 (approximate gov't portion not covered, final figure tba in June) = approximately **\$9080**

These fees are paid either in full (3% reduction applies) or by monthly Direct Deposit – bank form will be requested to finalize registration.

3. To pay additional fees for:

- Field trip fee - \$50 per year + school supplies - \$30 per year = **\$80**

[These fees to be dated Aug 1st, 2012 and submitted as a separate cheque at the time of enrolment.]

MINUS:

- 1st Sibling Reduction Fee per year of \$950.00
 2nd Sibling Reduction Fee per year of \$1140.00
 as per Work Exchange application attached

OPTIONAL:

Add Secret Angel Fund Payment, an anonymous tuition fund to help our families need. This amount can be added to your regular monthly tuition payments or be a one time donation.

- plus **\$25** per month plus **\$50** per month plus **\$___** per month
 \$___ one time donation (cheque included)

Enrolment Agreement Contract 2012-2013 School Year

Part B - Financial Continued

3. To make tuition payment either in full herewith, or by Direct Withdrawal, deducted from my account the first of each month, in eleven (11) equal instalments, said account information delivered herewith, and to make fieldtrip fee and school supplies fee payment in full no later than Aug.1st 2012. Other payment arrangements must be accepted by the GES Board's Financial Committee.
4. **That should the parent/guardian wish to withdraw their child during the school year, they shall be liable for payment of full fees for the entire school year.**
5. To pay an additional **\$25** per day for absences in excess of **26 school** days prior to May 25, 2013 (except due to illness) to compensate for lost funding. In the case of an extended absence (e.g. extended holiday) funding can still be received if the school continues to provide and supervise the student's educational program and assesses student progress. Parents are responsible for informing the office and teacher in advance of such an absence. Parents are also responsible for committing time to oversee program and sign out and return any borrowed resources, as well as submitting the student's finished work to their teacher for review.
6. **Arrears-** That, in the event a cheque or payment is returned, a notice requiring immediate payment will be issued and a fee of \$20 will be charged for every such notice. Payment will be made upon receipt of this notice or arrangements for payment made through the school office. Further tuition arrears will be referred to the School Board at which time recommendations for action will be made. Failure to receive payment may result in the student losing their placement in the school. Arrangement for such arrears to be paid must be made prior to a student being re-enrolled in the school.
7. That additional modest fees may be applied from time to time to cover the cost of special programs and supplies. These fees will be accompanied by a permission form for you to sign and return to your child's teacher.
8. That a \$30.00 fee will be charged for each change to work exchange agreements. This is to cover administration fees related to paperwork, recruiting, banking etc., which are a result of such changes.

Parent Signature: _____

Date: _____

Parent Signature: _____

Date: _____

(Both parents are required to sign unless there is documentation of a Sole Custody arrangement.)

Enrolment Agreement Contract 2012-2013 School Year

Part C - Trial Period

1. All new students and families are accepted on the understanding that there be a mutual trial period before full commitment. This is to allow the family to withdraw from the school should they find the experience not what they expected for their child and for the school to determine suitability for enrollment, and to allow the student a grace period to settle in to the class should it prove difficult at first. The trial period is for six weeks.

2. Each student signs a contract before joining the School; all students sign the same contract before the start of every year. This "contract" is a simple statement of the School's expectations and the student signs that these expectations have been read, understood, and agreed upon. Each family also signs a contract, agreeing to the school's conditions of conduct.

3. There is understood to be an initial six-week period to allow for the student becoming accustomed to the ways of the school, and for the School to acquaint the child and family with the ways of the School; after three weeks it is usually clear that a family is satisfied with the School and the School with the child, and the class has accommodated the child with relative ease. After six weeks a formal acceptance by both family and school can be agreed upon.

4. If the family is unsatisfied about any particular concern during these six weeks, they are encouraged to communicate with the teacher, and if they still feel any continued dissatisfaction to contact the Principal; they may feel a further need to contact a parent representative on the Board. If the class teacher feels some concern about how the student is fitting in to the class, the teacher will inform the family; if the situation does not improve satisfactorily the teacher will ask for the Principal's assistance.

5. During the trial period, if the new student shows difficulty in adjusting to the School, whether in the classroom or regarding whole school matters such as playground activities, the school may set up a review process to establish if the school can meet the needs of the student. A meeting of all staff who teach the student and the principal may be set up to discuss the issues, and to create an improvement contract for the student, giving clear indications of what needs to change and when. The class teacher, principal, student and parents will meet to discuss and implement the contract, setting up a date for review, at which time a decision will be made as to whether the student will keep the placement at the school.

6. a) The family reserves the right to withdraw their child(ren) from enrollment in the school at any time during or upon completion of the Trial Period with no commitment to pay fees for the rest of the semester.

b) The school reserves the right to decline the application for enrollment at any time during or upon completion of the Trial Period.

I understand the purpose and guidelines of the six-week trial period

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____

(Both parents are required to sign unless there is documentation of a Sole Custody arrangement.)

Part D- Suspension, Withdrawal and Re-enrolment

1. The School may suspend the student(s), withdraw the student or refuse to re-enrol the student, for:

- a) non-payment of fees or other breach of this agreement by the parent/guardian;**
- b) violent or disruptive behaviour by the student(s); or**
- c) other good and sufficient cause.**

2. In the event of withdrawal of the student(s) from enrolment by the School under 1(b) or (c), this agreement shall be deemed to be terminated and, without restricting the generality of the foregoing, the parent/guardian shall be relieved from any obligation to pay fees after the date of such withdrawal.

Salt Spring Centre School Rules for Being

The following rules have been developed by staff and students at Salt Spring Centre School such that each person is able to attend in a safe environment, conducive to learning and growth. Consequences for minor transgressions of school rules are decided by the parties involved, with adults facilitating mutual problem solving. Appropriate and logical consequences may ensue when necessary. Major transgressions (i.e. physical violence, theft or verbal abuse) shall lead to consultation with parents and may result in a period of home study (removal from school) until the child is prepared to return to school and remain peaceful. In such a case a parent or emergency contact person will be called to arrange for the student to be picked up. Willful damage of property is expected to be made good by the perpetrator. This does not simply mean a payment of money, but entails responsibility of the repair as well. Restitution implies following through and making wrongs into rights.

Our school rules are:

- **Care for bodies**
- **Care for feelings**
- **Care for things**
- **Respect learning, for others and ourselves**

The school's expectations apply to behaviour whether in the classroom or in whole school activities, in the school building or on the playground, on field trips or on school transportation. Students should come to school each day ready to learn. In order to facilitate this, they must be prepared to:

- **Respect the learning environment**
- **Respect one another**
- **Respect the teachers and other adult supervisors (class assistants, playground supervisors, choices leaders, visiting instructors): leave a classroom only with permission, respond appropriately and courteously to directions**
- **Be positive and find pleasant ways to make and keep friends. Make peace.**
- **Treat new students kindly and help them feel welcome**
- **Tell a teacher or other adult if help is needed**
- **Keep appropriate items off school grounds (e.g. weapons, pretend weapons, toys and clothing depicting violence or inappropriate language)**
- **Treat our environment with care: put away sports equipment, take home lunch garbage, recycle paper, keep belongings orderly, protect plants, animals and water**
- **Leave candy, gum, pop, and other non-nutritious foods at home**

I, _____, have read the above and understand that after appropriate consultation and efforts to resolve behavioural difficulty, logical consequences (including a period of home study) will be taken in the event that these rules are not respected. I also understand that I am to discuss these rules with my child.

Parent signature: _____ **Student signature:** _____ **Date:** _____

Legal Residency of Parent
Part E - Form A

] To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian. If parents are deceased, and there is no legal (court-appointed) guardian, use Form B

(Lawfully admitted into Canada)

1. I am (please X one):

- A Canadian citizen (if born in Canada, please attach a photocopy of birth certificate, if not born in Canada, please attach photocopy of citizenship paper/card)
- A landed immigrant (attach photocopy of landed immigrant status paper)
- Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach photocopy of document):
 - Admission as a refugee claimant
 - A person claiming refugee status who has a letter of no objection
 - Student authorization (student visa) for one year or longer
 - Employment authorization (working permit) for one year or longer
 - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in my passport)
 - Other - document description: (must be cleared with Immigration Canada)

(Residency in British Columbia)

2. I am a resident of British Columbia (please X one):

- Yes (Please attach photocopy of driver's license)
Residency address: _____
- No I am not a resident of British Columbia

3. Confirming signatures:

Parent's / Legal Guardian's Signature: _____ Date: _____

Parent's / Legal Guardian's Signature: _____ Date: _____

DECLARATION:

THE UNDERSIGNED AGREE TO THE ABOVE CONDITIONS AND FURTHER CERTIFY THAT THE INFORMATION PROVIDED IN THE ENROLMENT AGREEMENT CONTRACT IS CORRECT, TO THE BEST OF THEIR KNOWLEDGE.

1st Guardian Signature: _____ Date _____

2nd Guardian Signature: _____ Date _____

For the Ganges Educational Society _____ Date _____

Please note the both Guardians signatures are required unless proof of sole custody accompanies this application.

Part F - Registration Questionnaire for New Students

Thank you for sharing your insights about your child. Please leave out or alter any questions you wish. This is not meant to be a test, rather an opportunity for school and family communication. You may wish to complete these questions with your child.

Child's name: _____

- 1) Siblings, pets and other household member's names and ages.

- 2) What are some of your child's favourite activities?

- 3) What are the last three books your child has read independently? (if applicable)

- 4) What is especially lovable about your child?

- 5) Would you guess that your child is a primarily visual, auditory, kinesthetic (touch) or heuristic (through whole body movement) learner?

- 6) What are your child's strengths? What are your child's outstanding abilities or characteristics?

- 7) What are your child's particular challenges or weak areas, which may need strengthening?

- 8) Would you describe your child as more (circle or explain):
- shy / outgoing
- quiet / active
- imaginative / logical
- prefers to play alone/ prefers to play with one friend / prefers to play in groups
- 9) What methods of discipline or guidance do you find work most successfully with your child?
- 10) What do you want your child to gain from their school experience?
Academically/ emotionally / socially?
- 11) **For the parent:** Why do you want your child to attend the Salt Spring Centre School?
- 12) **For the student:** Why do you want to come to the Salt Spring Centre School?
- 13) What are the reasons for wanting to leave the last school your child attended? (if applicable)
- 14) Has your child received special needs assistance for academic or behaviour difficulties? If yes, please describe in full on a separate sheet if necessary. If your child has received a professional assessment, providing a copy will assist us in supporting your child's needs.
- 15) Do you think your child's skills are above, below, or exactly at their present grade level? Please give details about different subject areas (particularly reading and math) and areas of possible giftedness or learning difficulties.

- 16) Please give the name, address, and phone number of an academic reference. Also indicate the relationship to your child (i.e.: last teacher or special ed teacher). This is not necessary for kindergarten entrants.
- 17) In what ways would you most enjoy being involved in your child's school?
- 18) Do you have any special skills or resources which the school could possibly benefit from at some time? (e.g. fieldtrips, occupation skills, hobby interests, computer or other expertise, etc.)

**PLEASE ATTACH A COPY OF YOUR CHILD'S LAST REPORT CARD,
IF APPLICABLE.**

Work Exchange Program 2012-2013

The work exchange program is an important part of the school community. It allows families to be involved in key aspects of the school in exchange for a tuition reduction. These responsibilities strengthen the family's relationship with the school. Also, it benefits the children as they have the opportunity to interact with other parents in the school.

Please note:

The Work Exchange Budget is set according to the number of students enrolled and always covers the essential services listed below. Should our enrolment allow, this budget might include nonessential services also listed below.

However, the decision to offer these non-essential services cannot be made until the enrolment numbers are finalized in August. Please state if you are interested in providing any of the nonessential services should the opportunity arise.

Applications are reviewed by the Financial Committee, which consists of the Administrator, the Principal and a Board Member. The Committee tries to meet each family's request while dividing the positions fairly. Positions are re-applied for every year.

The following work exchange positions are available as essential services.

Playground Supervisor

This position is for lunchtime playground supervision. The key responsibilities are to be available for problem solving and safety awareness. The children love parents who organize games, i.e. soccer, hockey, etc. There will be two supervisors on the playground for each lunch time period. Lunchtime is 11:45 to 12:30 pm. You are expected to be here five minutes early to sign-in and be ready for kids.

One day per week equals a tuition reduction of \$550/yr.

School Cleaner (4 f/t positions allotted, 3 of which may be divided to half time)

Work exchange parents clean the school daily. The full-time cleaner position is responsible for a 3 hour clean each week plus one Friday a month. The half-time cleaner position is responsible to clean every other week plus one Friday every 4-6 weeks. In addition, there are 5 holiday cleanings of 6 hours each.

The head cleaner is responsible for ordering supplies, training new cleaners, creating and monitoring the schedule and is compensated for this time in the form of reduced cleaning days.

A full-time cleaner receives a tuition reduction of \$2695/yr and a half-time cleaner receives a reduction of \$1350/yr.

Choices Instructor (20 sessions)

The choices program is run on Friday afternoons and each series runs for 6 to 7 weeks. Choices instructors are responsible for teaching an activity to a small multi-age group for one hour every Friday for the duration of the series. There is a wide range of activities dependent on the instructor's interests and abilities.

Tuition reduction is the equivalent of \$120 per session.

Maintenance (1 position)

The maintenance person is responsible for general building, playground and driveway maintenance. This includes acquiring supplies and tools for required tasks. This position requires 1.25 hours of maintenance each week, a total of 44 hrs per year. In the event that time is remaining, these hours may be applied to a project, i.e. playground development,

The maintenance person receives a tuition reduction of \$750/yr.

Promotions (1 position)

This position requires a background in computer generated graphic design and entails creation of promotional materials for the school including posters, rack cards and newspaper ads.

The Promotions person receives a tuition reduction of \$750 per year.

Yearbook Editor (1 position)

This position requires a background in computer generated graphic design and entails creation of the school's annual yearbook. Working in coordination with the Administrator, this task occurs in April and May for completion by June 1. The Yearbook Editor receives a tuition reduction of \$330.

**The following nonessential services may become available.
Please remember that you are stating interest only for these services. If you are dependant on a position, please choose from the list above.**

Librarian (1 position)

The librarian is responsible for the upkeep of all books in the school library. This includes sorting, repairing, displaying and organizing. This position requires 1/2 hour each week, plus set up before school begins in September.

The librarian receives a tuition reduction of \$330/yr.

Theatre Production Coordinator (1 position)

Working with the director, music teacher and administrator, the Theatre Production Coordinator assists to organize the production of our annual Spring Musical Play, and coordinate all logistics (hours will be mostly in February thru May).

The Theatre Production Coordinator receives a tuition reduction of \$330/yr.

Groundskeeper (1 position)

The groundskeeper is responsible for maintaining the outdoor esthetics of the schoolyard and playground. Tasks will include planting, weeding and watering the flower beds, sweeping the blacktop, stairs and entries, ensuring the storage area and sports cupboards under the outside stairs are kept tidy, and in coordination with the Centre, ensuring the safety of the woodland trail. This position requires 1 hour per week. The Groundskeeper receives a tuition reduction of \$550.

Part G - Application for Work Exchange
2012-2013

I, _____, am making application for participation in the Salt Spring Centre School Work Exchange Program. I would like to apply for the following **essential service** position(s). (Allotment of these tasks will occur in April.)

- Playground Supervisor..... one two three four five
- School Cleaner part-time full-time head cleaner
- Choices Instructor - please indicate number of sessions _____(10 max)
- Maintenance
- Promotions
- Yearbook Editor

If applying for playground supervisor or cleaner, please indicate the days that you are available.

If applying for choices instructor, please indicate activities that you would be interested in teaching.

I am interested in the following **nonessential service position(s)**.
(Allotment of these tasks may occur in August.)

- Librarian Theatre Coordinator
- Classroom Assistant Groundskeeper

Please read this section on work exchange policies and sign below.

I understand that I am responsible for arranging my own appropriate substitute on any day I am unavailable. If I am unable to find a substitute, I will reimburse the school for the amount appropriate for what I have missed.

I understand that there is a **\$30** administration fee for each change made by parents to work exchange throughout the year.

I understand that work exchange is classed as taxable income. In the event that my Work Exchange total for the year is **\$500** or greater, I will receive a T4 from SSCS. In the event that it is less than \$500, I am responsible for claiming the amount on my tax return. In the event that my work exchange position changes during the school year, I will pay an administrative fee of \$30.

School policy requires anyone, whether volunteer or work exchange, which is spending time alone with any group of children without staff supervision to give consent for the school to have a criminal record check done. This information will be kept strictly confidential.

Signature _____ Date _____ Social insurance number _____