



**document checklist**

- complete & signed application
- student's birth certificate
- parent's birth certificate or citizenship card/passport.
- parent's BC driver's license
- medical information, including MSP#

**Fees**

- \$300 non-refundable deposit
- Registration fee
- Direct withdrawal bank forms w/ void cheque  
OR
- Full tuition, less 3% discount, postdated Aug 1

**Enrolment Application**  
**2017/2018**

**Date of Enrolment:** \_\_\_\_\_

**Date of Exit:** \_\_\_\_\_

**STUDENT INFORMATION**

	<u>Last</u>	<u>First</u>	<u>Middle</u>	
<b>Name:</b> Please provide full legal name, as on birth certificate.				<b>Name and address of last school attended;</b>
<b>Birth date:</b>	year:	month:	day:	<b>Birthplace:</b>

**Gender:** Girl  Boy

**Preferred First Name** \_\_\_\_\_

**GUARDIAN INFORMATION**

\*Information must be provided for both legal guardians, when applicable. If 1<sup>st</sup> guardian has sole custody, please provide documentation.

**1st Guardian:**  Mother  Father  Other

Street Address:  Email:

Mail Address:  Cell

Postal Code:  Phone:  Work Phone:

**2nd Guardian:**  Mother  Father  Other

Street Address:  Email

Mail Address:  Cell

Postal Code:  Phone:  Work Phone:

## Enrolment Agreement Contract 2017-2018 School Year

### NEW AND RETURNING FAMILIES AGREE, BY CHECKING WHERE APPLICABLE:

**1. To pay the School applicable registration fees.**

**\$300.00** non-refundable deposit per family  
**(Applicable for all pre-registrations and will be deducted from tuition payments)**

Registration fee (waived for re-registration completed before March 6/17)

**\$85.00** 1<sup>st</sup> child  **\$60.00** 2<sup>nd</sup> child  **\$45.00** 3<sup>rd</sup> 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)**

**\$4590** per year or (includes supply fee & field trip fee)  
\*monthly payments, over 11 months (less tuition deposit) = \$390

**\$9760** per year **Non-BC resident/Canadian Citizen or early-entry kindergarten** (\$4590 tuition plus \$5170 non-eligible Ministry Grant funds)  
\*monthly payments, over 11 months (less tuition deposit) = \$860

**MINUS:**

- 1<sup>st</sup> Sibling Reduction per year of \$950.00
- 2<sup>nd</sup> Sibling Reduction per year of \$1140.00
- as per Work Exchange application attached

**These fees are paid in full (3% reduction applies) by August 1 2017, or by monthly Direct Deposit, over 11 months, beginning August 1. Direct withdrawal forms to be submitted to office no later than June 1, 2017 to finalize registration.**

**OPTIONAL:**

Add Secret Angel Fund Payment, an anonymous tuition fund to help families in need of tuition assistance. 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)

**PARENT/GUARDIAN INITIALS \_\_\_\_\_ & \_\_\_\_\_**

**Enrolment Agreement Contract 2017-2018 School Year**  
**(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 no later than June 1<sup>st</sup> 2017. Alternate payment arrangements must be accepted by the GES Board's Financial Committee.

**4. That should the parent/guardian wish to withdraw their child after Aug 1 2017, they shall be liable for payment of full fees for the entire school year.**

5. To pay an additional \$29 per day for absences in excess of **26 school** days prior to May 25, 2018 (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 \$30 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.

**9. That parents/guardians will read the Parent Handbook, which will be forwarded upon completion of enrolment.**

**PARENT/GUARDIAN INITIALS \_\_\_\_\_ & \_\_\_\_\_**

**Part B- 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 tuition/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 the parent/guardian shall be relieved from any obligation to pay fees after the date of such withdrawal.

**Part C - Trial Period (to be completed by new to SSCS families only)**

All new to SSCS students and families are accepted with the understanding that there will 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 enrolment. It also allows the student a grace period to settle in to the class should it prove difficult at first. The trial period is six weeks from first day attended.

The family reserves the right to withdraw their child(ren) from enrolment in the school at any time during the Trial Period with no commitment to pay tuition for the rest of the semester. Registration fees and tuition for days attended will be charged.

The school reserves the right to decline the application for enrollment at any time during, or upon completion of, the Trial Period. Registration fees and tuition for days attended will be charged.

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

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PARENT/GUARDIAN INITIALS \_\_\_\_\_ & \_\_\_\_\_**

## **Legal Residency of Parent**

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.

### ***(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 two or more years
  - Employment authorization (working permit) for two or more years
- A person carrying out official duties as a diplomatic or consular
- Other: \_\_\_\_\_ (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.**

1<sup>st</sup> Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

2<sup>nd</sup> Guardian Signature: \_\_\_\_\_ Date \_\_\_\_\_

For the Ganges Educational Society \_\_\_\_\_ Date \_\_\_\_\_

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

## MEDICAL INFORMATION

Does your child carry a medic alert? Yes  No  Explain:

Does your child have any allergies? Yes  No  Explain:

Health Number:

Family Doctor:

Phone:

Emergency contact in case parent/guardians are unavailable:

Name:

Number:

### Emergency Medical Attention:

If you have special restrictions on the hospital care of your child, please explain: \_\_\_\_\_

In the event of an emergency, I \_\_\_\_\_ and I \_\_\_\_\_ give permission for staff at SSCS to seek emergency medical attention and act on my behalf until myself or my child's physician is present. (This includes calling an ambulance if necessary).

Parent Signature: \_\_\_\_\_ Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### First Aid Information:

- My child needs the following first-aid/emergency item or medication at school. (Please include instructions):

\_\_\_\_\_

- in the office     with her/him

\*Note: For each medication, we need parental authority to administer, as per Doctor's note. Please see the office for specific form, as needed.

**STUDENT TRANSPORTATION WAIVER**

From time to time, students may require transportation in private vehicles for fieldtrips. Your signature below indicates your permission for your child to participate in all on-island fieldtrips (unless you give specific notification otherwise). (Drivers have submitted driver’s abstracts; RCMP criminal record checks; vehicles have a minimum of \$2,000,000 liability; no child will sit in a seat with an airbag; all children under 9 years will use a booster seat)

I \_\_\_\_\_, do hereby give permission for \_\_\_\_\_ to be transported by private vehicle for field trips throughout the school year.

**Parent Signature:** \_\_\_\_\_ **Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PERMISSION FOR NON-PARENT PICK-UP:**

The safety of the children is our number one priority. If a parent or legal guardian will not be picking up their child after school, the school needs to be informed in advance. The following list can be added to by written request from parents.

I, \_\_\_\_\_, hereby give my permission for the below listed individuals to pick up my son/daughter from school in the event that I am unable to do so.

- 1.) \_\_\_\_\_
  - 2.) \_\_\_\_\_
  - 3.) \_\_\_\_\_
  - 4.) \_\_\_\_\_
  - 5.) \_\_\_\_\_
  - 6.) \_\_\_\_\_
- All SCS parents

If above names need to change, please alert the Office as soon as possible.

**PHOTO PERMISSION:**

I, \_\_\_\_\_, do hereby give permission for Salt Spring Centre School to use pictures of my child(ren) \_\_\_\_\_, for promotional use for the school. I understand that these pictures may be used in magazines, brochures, hand billets, newspaper ads or articles, or on the school website and FaceBook page. I understand the school will ask for specific permission for use for any other reason than for school promotion.

**1<sup>st</sup> Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**2<sup>nd</sup> Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### **Work Exchange Program 2017-2018**

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.

Applications are reviewed by the Financial Committee, which consists of the Administrator, the Principal, the Bookkeeper, 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.

APPLICATIONS FOR WORK EXCHANGE ARE AVAILABLE ON THE SSCS WEBSITE, OR IN THE OFFICE.

### **SSCS Arts Program**

Through our weekly Friday afternoon SSCS Arts program, students gain experience in classes such as: digital photography, textile arts, woodworking, culinary arts, yoga, music, drama, performing arts, cultural crafts, science, dance, etc. Please inform us if you might be interested in applying to instruct a 6 week series of classes.