

HOLY CROSS SCHOOL

1298 Main Street
Penticton, BC
V2A 5G2

Phone: 250-492-4480

Fax: 250-490-4602

Email: holycross@telus.net Web Site: www.holyc.com

REGISTRATION PACKAGE

Dear Parents:

Welcome to the Holy Cross School Community. We are a Catholic Independent School in the Nelson Diocese that provides an enriching learning experience for students in Kindergarten to Grade 8. We believe that parents are the primary educators of their children, and it is our mandate to support and foster the work that has begun at home. At Holy Cross School, students are treated respectfully and will be given the opportunity to enhance their God-given talents. Holy Cross School provides a well-rounded educational experience and your child (ren) will develop spiritually, academically, emotionally, artistically, and athletically.

We proudly offer BC Ministry of Education Curriculum (K-8), excellent faith based education, small to medium class sizes, Music and French specialists (K-8), inclusive learning assistance, competitive sports and we accept students of all faiths.

Holy Cross School is fortunate to have a dedicated and knowledgeable staff, family and parish community. Together we can make a difference in the lives of our children and spread God's gifts throughout the local and worldwide community.

If you require additional information, please contact me at the school. I look forward to working with you as we begin or continue our life-long journey in Catholic education.

Yours truly,

Mr. S Campbell
Holy Cross School
Principal

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APPLICATION FOR STUDENT REGISTRATION: BOY: _____ GIRL: _____

Grade Applied for: _____ School Last Attended: _____

Surname: _____ Given Names: _____

DOB: y/m/d _____ Place of Birth: _____

Citizenship: _____ First Nations Status: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Street Address (if different from above): _____

Home Phone: _____ Student's Religion: _____

Email Address (for school correspondence): _____

Father's Name: _____ Parish: _____ Envelope #: _____

Father's Address: (if different from above) _____

_____ Postal Code: _____

Cell Phone: _____ Business Phone: _____

Father's Occupation: _____

Canadian Citizen: _____ Landed Immigrant: _____ First Nations Status: _____

Mother's Name: _____ Parish: _____ Envelope #: _____

Mother's Address: (if different from above) _____

_____ Postal Code: _____

Cell Phone: _____ Business Phone: _____

Mother's Occupation: _____

Canadian Citizen: _____ Landed Immigrant: _____ First Nations Status: _____

Emergency contact: Name: _____

Relationship to Child: _____ Home Phone: _____

Cell Phone: _____ Business Phone: _____

Please list any medical problems/allergies the school should be aware of:

Please list any legal alerts/custody issues the school should be aware of:

Family Physician: _____ Phone: _____

Student's Care Card Number: _____

Date and Place of Baptism: _____

Date and Place of First Communion: _____

Date and Place of Confirmation: _____

Please attach a copy of your child's birth certificate and baptismal certificate (if applicable) with this application.

Holy Cross is dedicated to meeting the learning needs of all students. Information is key to the effectiveness of programming planning. Please state any information/diagnosis that would be helpful for the school to know regarding meeting their learning needs. (ex. ADHD, visual/hearing problems, dyslexia, autism, behaviour disorders, etc.)

I hereby certify that the information above is complete and correct.

Date: _____

Please list any younger siblings.

Name: _____ Age: _____ Gender: _____

Name: _____ Age: _____ Gender: _____

Name: _____ Age: _____ Gender: _____

Personal Information Privacy Policy

1. I consent to having Holy Cross School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email address, behavioral, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Holy Cross School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with Holy Cross School, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Holy Cross School's Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Holy Cross School.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Holy Cross School is The Principal and may be reached at (250) 492-4480.

2. I consent to having photographs and work samples of my child (ren) used by Holy Cross School in the yearbook, newsletters, newspapers and other promotional material. Yes _____ No _____

3. I consent to the school using contact information on phone lists (car pool list, class list, Parent Support Group, etc). Yes _____ No _____

4. I consent to my child (ren)'s picture appearing on the Holy Cross School website. (Names will NOT be published on the website.) Yes _____ No _____

5. I consent to my child (ren)'s picture appearing on the Holy Cross School website in group photos only. (Names will NOT be published on the website.) Yes _____ No _____

6. I give permission for my child to participate in school activities off school grounds that are part of the school's curricular or extracurricular programs. I understand that activities where transportation other than walking is required, a special permission form will be sent home before the event. Yes _____ No _____

5. I acknowledge that my vehicle insurance information and driving record are required by the school to protect against third party liability claims in case of an accident, should I use my vehicle to drive for the school. I understand that this information will only be released in the event of an accident.

Parent/Guardian: (Print) _____

Signature: _____ Date: _____

Holy Cross School 2015-2016 Parent Volunteer and Participation Commitment

Please complete this form and return to the school office along with your child's registration. Your time and involvement directly contributes to the education experience for our children and helps us to manage the cost of running our school while allowing us to keep our tuition rates the lowest in our Diocese. You will be contacted closer to the time of the event or activity to learn more about how the event or activity is run – and how you can help. Included on this form is a space where we ask for your occupation or business. Often the school may have a specific concern and it is very helpful to ask someone within our school that can give us direction or advice. If we need to hire someone to fix something, we would prefer to use a business or person connected to the school.

The following is a list of events and activities that assist the school financially. We ask that each Family contribute a minimum of 5 hours of volunteer time per year. Completed volunteer hours will be kept on file at the school office and it is up to you to ensure that your time is recorded and completed.

Please enclose a cheque for \$100.00. If requested, this money will be returned at the end of the school year or when your child leaves the school.

Family name: _____ Phone: _____

Occupation / Business: _____ E- _____

Walk-a-thon

- set up at King's Park []
- refreshment service []
- course management []
- clean up []

Black Tie Dinner and Dance Silent Auction

- join a committee (requires reg evening meetings) []
- donation acquisition
- organization of donations []
- moving donations and set up of venue []
- tear down and return of uncollected items to school []
- games []
- settling accounts with auction winners []
- managing bid sheets []

Shopping Card Fund-Raiser (ongoing)

- assistance with sales at other sites – i.e. church events []
- assistance with card sales and distribution at Christmas time []

Hot Lunch Program:

- Preparing food on site []
- Serving hot lunch (10 am to 1 pm on Fridays) []

PSG Events

- Open House BBQ []
- Spaghetti Dinner []
- PSG Executive []

Around the school:

- Playground supervision (assistance to duty teacher) []
- Assist with building maintenance []
- School ground clean up []



Appendix A

The following are suggested formats for Student Registration Forms to verify parental/legal guardian lawful admission to Canada and residency in British Columbia. This information should be included in the General Student Record.

LEGAL RESIDENCY OF PARENT

(if parents are deceased, use Appendix B)

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):

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

(Residency in British Columbia)

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

- s Yes Residency address:

- s No I am not a resident of British Columbia

Confirming signature:

3. Parent's/legal guardian's name:

**Ministry of
Education**

Office of the Inspector of
Independent Schools

Parent's/legal guardian's signature:

Date:

Mailing Address:
PO Box 9153 Stn Prov Govt
Victoria BC V8W 9H1

Telephone: (250) 356-2508
Facsimile: (250) 953-4908

REGISTRATION CHECK LIST

To ensure that your registration package is complete, and for your convenience, we have included a checklist of all the documents that must be returned to Holy Cross School.

Please take the time to fulfill **all** these requirements.

____ Application for **Student Registration**

____ Your **Parent Volunteer** form stating your willingness to help out in the various activities that occur at Holy Cross School.

____ **A non-refundable tuition cheque postdated for July 3, 2015.** This will be cashed and applied to September's tuition.

____ A cheque for **\$100.00 (Dated September 2015)** This money will be **returned** at the end of the school year once your volunteer hours are completed or this money can be "rolled" over to the next year and it will be returned when your family leaves the school in grade 8.

____ A copy of your child's **Birth Certificate**

____ **Legal Residency** of Parent Form

____ The **Authorization for Pre-Authorized Debits For Tuition** form that is located in this package. A void cheque must also be attached.

Or

____ Tuition cheques (**9**) postdated for **October-June 2015-2016. (Dated the first of each month)**

TUITION SCHEDULE 2015-2016

Parish Family Rates

First Child \$ 175.00/month

Family Rate \$ 285.00/month
(2 or more children)

Regular Rates

First Child \$ 210.00/month

Family Rate \$ 355.00/month
(2 or more children)

Parish Family Rates applies to those families who are registered and practicing (regular Mass attendance) in a Catholic Parish.

**Payor's Authorization for
Pre-Authorized Debits For Tuition**

1. Payor's name and address, please print
I/We warrant and represent that the following information is accurate.

Mr., Mrs., Ms., Miss,	Surname	First Name
Mailing Address:		
Town:	Postal Code:	Telephone #:

Name of Payor's Financial Institution:		
Mailing Address:		
Town:	Postal Code:	Account #:
Branch #:		Institution #:

I/We have attached a specimen cheque marked "VOID" to this payor authorization(the "Authorization")

I/We will inform the Payee, in writing, of any change in the information provided in this section of the Authorization prior to the next due date of the PAD ("Pre Authorized Debit")

2. Payee's name & Address:
 Holy Cross School
 1298 Main Street
 Penticton, BC V2A 5G2
 Telephone #: 250-492-4480 Fax#: 250-490-4602
3. I/We acknowledge that the Authorization is provided for the benefit of the Payee and the Processing Institution agreeing to process debits against my/ our account, as listed above, (the "Account") in accordance with the Rules of Canadian Payments Association.
4. I/We warrant and guarantee that all persons whose signatures are required to authorize withdrawals from the Account have signed the Authorization below.
5. I/We hereby authorize the Payee to issue Pre-Authorized Debits (as defined in Rule H4 of the Canadian Payments Association) (The "PAD") drawn on the Account, for the following purpose: **tuition fees.**
6. I/We may cancel the Authorization at any time upon providing written notice to the Payee.

Signature of Account holder(s)

Date signed