



925 – 104th Avenue
Dawson Creek, B.C. V1G 2H8
Telephone/Fax: (250) 782-4923/(250)782-4388

E-mail: notredame@cispg.ca

APPLICATION FOR REGISTRATION

PERSONAL INFORMATION

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

Student's Legal Names: _____ Grade as of 9/2020 ☐
(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 ____

Are you practicing Catholics? _____

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: _____

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: _____ Medic/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 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.

FINANCIAL COMMITMENT

☐ Please check that you have completed and signed the Tuition Commitment Forms – Changes to this commitment must be communicated to the Finance Council member for Tuitions

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

(Parent/Guardian #1 Signature)

(Parent/Guardian #2 Signature)

(Date)

For office use only

- ☐ Copy of Birth certificate (Your child must be 5yrs old by December 31, 2020)
- ☐ Copy of BC Medical Care Card
- ☐ Transfer Form
- ☐ Family Statement of Commitment
- ☐ Legal residency form Appendix A
- ☐ Medication in Emergency
- ☐ Allergy Protocol
- ☐ Cell Phone Permission
- ☐ P.I.P.A.
- ☐ Internet Access
- ☐ Fee/Tuition Letter
- ☐ Fee Payment Options
- ☐ Volunteer Applications (Please complete a Criminal Record Check if you have not already done so. CRC's are available in the office.)
- ☐ Copy of legal papers if applicable _____
- ☐ Other _____

For Catholic Families Only

- ☐ Copy of Baptismal Certificate
- ☐ Copy of Communion Certificate
- ☐ Copy of Confirmation Certificate

Please note that copies of these certificates are needed in the child's file.

NOTRE DAME SCHOOL REGISTRATION POLICY

1. CISPG Admissions Policy 501 is followed for student admission and registration. Preference in registration shall be as follows:
 - a) Sibling groups Catholic/Non-Catholic
 - b) Notre Dame Parishioners
 - c) Catholics of surrounding parishes
 - d) Non-Catholics
2. The preferred maximum number of students per class shall be as follows:

a) Kindergarten	-	Twenty-Five (25) students
b) Grades 1-Grades 3	-	Twenty-Five (25) students
c) Grades 4-Grade 7	-	Thirty (30) students
3. Tuition fees shall be as per fee structure: (See *Tuition Commitment* form). It is Notre Dame School's position that tuition fees are not to be a hindrance to your wish for your child/ren to receive a Catholic education. If there are concerns in regards to tuition and payment of tuition, please contact the school.
4. Non-Catholic involvement in the Religious Program:
 - a) All Non-Catholic students must attend regular religious instruction and functions during school hours.
 - b) Extra supervision will not be provided for Non-Catholic students while the rest of the school attends Mass.
5. Dress Code: Our Catholic School is a place of learning. All students are expected to be in full dress code at all times. See *Parent Handbook*.

REASON FOR APPLYING:

I have read the Registration Policy and agree with it.

(Signature of Parent/Guardian - #1)

(Signature of Parent/Guardian - #2)

Note: Please See Attached CIS (Diocese of Prince George), Family Statement of Commitment

- ☐ Please check this box to indicate if duplicate copies of letters, report cards, etc are required. In a written letter or email, please include a mailing address so the duplicates can be forwarded.

NOTRE DAME SCHOOL CODE OF CONDUCT



In order to assure that each student at Notre Dame School participates in a safe, secure learning environment we adhere to the following plan. This is a *summary* of the student code of conduct. It is your responsibility as a parent to read and review with your child the student/parent handbook in its entirety. We have zero tolerance for a student preventing a teacher from teaching, a student from learning, or any behavior that violates the best interest of any individual in the school community. It is our intention to maintain a life-giving, vibrant learning atmosphere at Notre Dame School: an environment we all foster and maintain together. Please keep a copy of this document at home. It is important that it is reviewed each year.

Together Everyone Achieves More.

GENERAL RULES AND EXPECTATIONS

1. Respect all persons and address them politely (no rude language, gestures, or insulting remarks). Respect of self, peers and staff is a basic human right that we are all entitled to, therefore, the display of good manners is expected from every Notre Dame student. The conventions of 'please', 'thank you', 'excuse me' and 'sorry' are basic principles that should be commonplace in classrooms, hallways, and on the playground.
2. Follow the directions of teachers, supervisors, EA's, substitutes, parent helpers and other support staff.
3. No fighting, hands on, rough and dangerous play fighting or striking another student. Sharp or dangerous objects are not allowed in the school, playground or bus.
4. WALK quietly on *stairs and in hallways*.
5. Be on time for school and remain on school grounds until dismissed.
6. No gum chewing in school buildings or on the playground.
7. Follow classroom expectations and rules as outlined by the classroom teacher.
8. All rules also apply for field trips and sporting events.
9. Kindness and good judgement for all in our school community and when in the community is required.

PLAYGROUND RULES

- 1) Answer the buzzer promptly lining up at the mudroom entrance.
- 2) Enjoy the playground equipment safely.
- 3) Place garbage in the containers provided. Care for Mother Earth.
- 4) Contact sports are not permitted; the rule is 'HANDS OFF' and no rough play.
- 5) No throwing rocks, snowballs, or objects that can harm.
- 6) Bicycles, or skateboards etc. are to be walked on the school grounds.



CONSEQUENCES FOR BREAKING GUIDELINES and SCHOOL RULES

The following developmentally appropriate consequences will occur when a student is sent to the Principal for disciplinary purposes:

- **First Visit:** A plan for correcting the unacceptable behavior will be discussed and decided upon between the Principal, Classroom Teacher and student. Consequences may include detentions, withdrawal of privileges and/or reflection sheets. Parents/Guardians may, but not always, be contacted at this time. Discretion left to Principal and/or Classroom Teacher.
- **Second Visit:** Recurring serious problems will be addressed by contacting the parents/guardians. Parents may be requested for a meeting with the student, teacher and/or Principal to discuss the matter. A personalized student behaviour plan may be created to help support the student. The support team

- iPads
- Chromebooks
- Laptops
- Google Apps for Education (GAFE)
 - GAFE is designed specifically for K-12 schools and is a powerful suite of collaboration and productivity tools. It is a secure, private, and ad-free environment and offers more control and protection than an individual Google account. GAFE is currently used by thousands of schools with tens of millions of student accounts around the world.
 - GAFE accounts are made for each NDS student to communicate and collaborate with peers, teachers, and others. The tools and resources are provided by Google and all files and information is stored on Google servers, which may be located anywhere in the world and subject to the laws of that country.
 - Students will be assigned a GAFE email account using their initials and their graduation year as their username (@notredameschool.ca). Passwords will be randomly generated, assigned, and changed each term.
 - Google Drive (unlimited storage to create, upload and/or edit files including docs, sheets, slides, forms, and drawing). Sharing is limited to only notredameschool.ca domains.
 - Google Classroom, Google Sites, and Google Calendar
 - GAFE can be accessed anywhere there is an internet connection.

This Responsible Use of Technology Agreement applies to student use of Notre Dame School owned technology.

I, _____ (Student Name), agree to follow the responsible-use conditions listed below:

Respect and Protect Myself

- I will take responsibility for my actions when posting or viewing online information and images.
- I will use appropriate online etiquette and represent myself as a Notre Dame ambassador.
- I will only use my account.
- I will not reveal personal information about myself with any online service or person.
- I will follow Notre Dame School procedures and behaviour standards.
- I will not access inappropriate material.
- I will only access my account with permission from my teacher (at school and/or at home).

Respect and Protect Others

- I will not use technology to degrade or defame others.
- I will not reveal personal information of other individual(s) with any online service or person.
- I will obtain permission of individual(s) before sharing photographs, video, or any information about them.
- I will obtain permission from individual(s) before sharing commonly created electronic data.
- I will not forward inappropriate materials or communications.

Respect and Protect Intellectual Property

- I will follow federal copyright laws and fair use guidelines.
- I will reference my sources appropriately, as taught by my teacher.
- I will respect information owned by Notre Dame School.

Respect and Protect Property

- I will take full responsibility for, and respectfully use, any technology available to me within Notre Dame School.

- I will carry the devices (Chromebook or iPad) with two hands.
- I will only use the devices with clean hands.
- I will keep all food and drinks away from the devices.
- I will plug the devices into the chargers when I am done.
- I will not take a picture or a video with the devices without permission.
- I will always treat the devices with respect.
- I will keep the Chromebook flat on my desk.
- I will report abuse of technology to a school administrator and/or teacher.
- I will report security or network problems to a school administrator and/or teacher.

As the parent/guardian of the student named above, I, _____, (Parent/Guardian name) have read and support this contract. I understand that online content may be objectionable and will not hold NDS accountable should my child access that unacceptable content. I agree to report any unacceptable online behaviour to the school principal or teacher. This includes but is not exclusive to communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, harassment, or inappropriate language. I understand that Notre Dame School will not assume legal liability for inappropriate use and that I will hold some responsibility for violations of this agreement by my child. I understand that I will be notified concerning any serious breach of this agreement by my child, especially where their account privileges are suspended or cancelled.

D. FreshGrade Digital Portfolios

As part of our goal to collect and document evidence of student learning, your child's teacher may be taking photographs, videos and audio clips to record and report your child's learning throughout the school year. This data will be used by teachers as evidence of learning and will be stored in a secure digital portfolio. This is also an excellent tool to encourage parent communication and involvement in their child's learning.

I, _____, parent or guardian of, _____ am aware that my child's teachers will collect, use, disclose and store my child's name and school work, while using the technology described above (photograph, video, audio). Much like MyEd BC, the ministry reporting tool in British Columbia, FreshGrade is stored on a Canadian server and is password protected. The information on your child's portfolio can only be accessed by you, your child (for some grades) and your child's teacher(s). I will work with my child's teacher(s) in minimizing the exposure of my child's information. Although, I do have the right to share my child's information on social media, it is not recommended by Notre Dame.

Student accounts will be archived at the end of the school year, or immediately if the student is withdrawn.

Parent Signature

Date

Student Signature

Date

FIELD TRIPS

Notre Dame School believes strongly in experiential learning. Field trips are a common privilege at our school. Students participating in field trip activities are to behave according to the Notre Dame School Discipline Policy and Code of Conduct when community learning is taking place. Field trips are curriculum based experiential learning opportunities for students. If you choose **NOT** to allow your child to participate in these important opportunities, parents are responsible for the care of their child(ren). Breaking the school code of conduct may result in missing these privilege events within the school year

IMAGE PERMISSION/RELEASE

Occasionally, we may take photographs and/or video of our students participating in school activities on and off school grounds. In an effort to share and promote the wonderful activities of our school, we may use these images in printed material that we produce, on project display boards at our school as well as on our website. If a child's photograph is to be used in public media sources – newspaper, television, radio, and school website – within our community to promote or celebrate certain activities, parents will be contacted to permission prior to any such publications.

This information represents a summary of the Notre Dame School *Code of Conduct*. A full description of our plan including an outline of the consequences for breaches of conduct are included in the Parent Handbook which is available at the school office or on-line at <http://www.notredameschool.ca>. Please know that it is your responsibility to read our code of conduct with your child(ren).



I have read and understand the *Code of Conduct/Discipline* and *Internet Use* policies as outlined in the Notre Dame School Parent/Guardian Handbook. I grant permission for my son/daughter to access the Internet. I understand that access is designed for educational purposes only and my son/daughter will be held accountable for any violations.

Parent/Guardian Signature

Date

Student Commitment

I have read and discussed the Notre Dame School *Code of Conduct/Discipline* and Internet agreement with my parents. I agree to follow the rules contained in these documents. I understand that if I violate the rules, I will lose my Internet privileges/ or school privileges for the remainder of the school year and may face other disciplinary measures at the discretion of the Principal and Teacher(s).

Student Signature----- Grade-----

Notre Dame School Responsible Use of Technology Agreement

Notre Dame School supports and encourages the use of technology to enhance and facilitate learning. Our goal is to ensure that student interaction with technology contributes positively to the learning environment at school and in the community.

Notre Dame uses a web filter to safeguard students from inappropriate content, and provides education and supervision to ensure students understand and comply with the safe, legal and responsible use of technology and the information accessed by its use.

Your child's information is protected by Catholic Independent Schools of Prince George Diocese' Policy 121: Personal Information Privacy Policy and PIPA. Safeguarding personal information of parents, students, and staff is a fundamental concern of Catholic Independent Schools of Prince George. CIS is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA).

The following online learning tools may be used at Notre Dame:

- iPads
- Chromebooks
- Laptops
- Google Apps for Education (GAFE)
 - GAFE is designed specifically for K-12 schools and is a powerful suite of collaboration and productivity tools. It is a secure, private, and ad-free environment and offers more control and protection than an individual Google account. GAFE is currently used by thousands of schools with tens of millions of student accounts around the world.
 - GAFE accounts are made for each NDS student to communicate and collaborate with peers, teachers, and others. The tools and resources are provided by Google and all files and information is stored on Google servers, which may be located anywhere in the world and subject to the laws of that country.
 - Students will be assigned a GAFE email account using their initials and their graduation year as their username (@notredameschool.ca). Passwords will be randomly generated, assigned, and changed each term.
 - Google Drive (unlimited storage to create, upload and/or edit files including docs, sheets, slides, forms, and drawing). Sharing is limited to only notredameschool.ca domains.
 - Google Classroom, Google Sites, and Google Calendar
 - GAFE can be accessed anywhere there is an internet connection.

This Responsible Use of Technology Agreement applies to student use of Notre Dame School owned technology.

I, _____ (Student Name), agree to follow the responsible-use conditions listed below:

Respect and Protect Myself

- I will take responsibility for my actions when posting or viewing online information and images.
- I will use appropriate online etiquette and represent myself as a Notre Dame ambassador.
- I will only use my account.
- I will not reveal personal information about myself with any online service or person.
- I will follow Notre Dame School procedures and behaviour standards.
- I will not access inappropriate material.
- I will only access my account with permission from my teacher (at school and/or at home).

Respect and Protect Others

- I will not use technology to degrade or defame others.
- I will not reveal personal information of other individual(s) with any online service or person.
- I will obtain permission of individual(s) before sharing photographs, video, or any information about them.
- I will obtain permission from individual(s) before sharing commonly created electronic data.
- I will not forward inappropriate materials or communications.

Respect and Protect Intellectual Property

- I will follow federal copyright laws and fair use guidelines.
- I will reference my sources appropriately, as taught by my teacher.
- I will respect information owned by Notre Dame School.

Respect and Protect Property

- I will take full responsibility for, and respectfully use, any technology available to me within Notre Dame School.
- I will carry the devices (Chromebook or iPad) with two hands.
- I will only use the devices with clean hands.
- I will keep all food and drinks away from the devices.
- I will plug the devices into the chargers when I am done.
- I will not take a picture or a video with the devices without permission.
- I will always treat the devices with respect.
- I will keep the Chromebook flat on my desk.
- I will report abuse of technology to a school administrator and/or teacher.
- I will report security or network problems to a school administrator and/or teacher.

As the parent/guardian of the student named above, I, _____, (Parent/Guardian name) have read and support this contract. I understand that online content may be objectionable and will not hold NDS accountable should my child access that unacceptable content. I agree to report any unacceptable online behaviour to the school principal or teacher. This includes but is not exclusive to communication or postings that indicate or suggest pornography, unethical or illegal activities, racism, hatred, harassment, or inappropriate language. I understand that Notre Dame School will not assume legal liability for inappropriate use and that I will hold some responsibility for violations of this agreement by my child. I understand that I will be notified concerning any serious breach of this agreement by my child, especially where their account privileges are suspended or cancelled.



I have read and understand the *Code of Conduct/Discipline* and *Internet Use* policies as outlined in the Notre Dame School Parent/Guardian Handbook. I grant permission for my son/daughter to access the Internet. I understand that access is designed for educational purposes only and my son/daughter will be held accountable for any violations.

Parent/Guardian Signature

Date

Student Commitment

I have read and discussed the Notre Dame School *Code of Conduct/Discipline* and Internet agreement with my parents. I agree to follow the rules contained in these documents. I understand that if I violate the rules, I will lose my Internet privileges/ or school privileges for the remainder of the school year and may face other disciplinary measures at the discretion of the Principal and Teacher(s).

Student Signature _____ Grade _____

D. FreshGrade Digital Portfolios

As part of our goal to collect and document evidence of student learning, your child's teacher may be taking photographs, videos and audio clips to record and report your child's learning throughout the school year. This data will be used by teachers as evidence of learning and will be stored in a secure digital portfolio. This is also an excellent tool to encourage parent communication and involvement in their child's learning.

I, _____, parent or guardian of, _____ am aware that my child's teachers will collect, use, disclose and store my child's name and school work, while using the technology described above (photograph, video, audio). Much like MyEd BC, the ministry reporting tool in British Columbia, FreshGrade is stored on a Canadian server and is password protected. The information on your child's portfolio can only be accessed by you, your child (for some grades) and your child's teacher(s). I will work with my child's teacher(s) in minimizing the exposure of my child's information. Although, I do have the right to share my child's information on social media, it is not recommended by Notre Dame.

Student accounts will be archived at the end of the school year, or immediately if the student is withdrawn.

Parent Signature

Date

Student Signature

Date



**CATHOLIC INDEPENDENT SCHOOLS
DIOCESE OF PRINCE GEORGE**

Revised December 20, 2019

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 in accordance with the teachings of the Catholic Church. 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 the PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC.

Catholic Schools are committed to fidelity to Jesus Christ, Who said, "Seek first the kingdom of God." The school emphasizes first and foremost the teaching and practice of the Catholic faith. All students, regardless of their religious affiliation, must participate in all the religious instruction and activities of the school community.

CISPG Schools recognize that students may come from family situations that do not conform to the moral teachings of the Catholic Church. Although the personal family background of a student is not an absolute obstacle to enrolment in a CISPG school, when parents choose a lifestyle directly opposed to the Church's deeply held moral teachings, they should recognize that the school is not the right place for their child, since the home and school would be giving contradictory teaching.

Partners (home, school, parish) in Catholic education must work together to provide an environment where faith and learning go hand in hand, leading young people to fullest development. Parents and guardians who enroll their children accept that the school will at all times uphold the teachings of the Roman Catholic Church. While present on the school campus and in school-related activities offsite, every adult must demonstrate conduct that upholds the school's declared mission. A coherent witness to Catholic moral teaching is expected at all times, especially in the public forum.

The following statements confirm parental support of the goals and philosophy of our Catholic school and need to be accepted by all members of the community. Read them carefully. They ask you to make a commitment to the values of our Catholic School community. If you have any questions or concerns regarding this family 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. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the CISPG Board of Directors.
2. All students are required to participate in our religious education curricular and co-curricular programs, including liturgical celebrations, prayer, retreats and other spiritual activities.
3. Parents/Guardians are expected to participate in the religious education program as required.
4. 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.
5. Each family is expected to support and participate in the fund-raising activities of the school.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend program-related events including but not limited to parent/teacher conferences and meet the teacher events.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
10. If any of these conditions are not met, the school reserves the right to refuse admission, or remove a student from the school.

Every child's needs are complex. As such, we reserve the right to re-evaluate your child's enrolment if their learning needs are not being met despite our best efforts.

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: _____

STATUS OF PARENT/GUARDIAN

(ADMISSION TO CANADA AND RESIDENCY) – 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.

(Lawfully Admitted into Canada)

1. I am (please ✓ one):

- ☐ A Canadian citizen (please attach a copy of parent's birth certificate or citizenship paper/card).
- ☐ A Permanent Resident (please attach a copy of parent's landed immigrant status paper or Permanent Resident card).
- ☐ Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
 - ☐ Admission as a refugee or refugee claimant.
 - ☐ Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - ☐ Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - ☐ A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
 - ☐ Other - document description: (must be cleared with Citizenship and Immigration Canada):

(Residency in British Columbia)

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

- ☐ Yes Residency address: _____

(Attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.)

- ☐ No I am not a resident of British Columbia.

Confirming signatures:

- 3. Parent/Legal Guardian's name: _____
- Parent/Legal Guardian's signature: _____
- Date: _____

For Office Use Only:

Proof of Residency: _____
Initials

Date: _____



_____ SCHOOL

**REQUEST AND CONSENT FOR THE ADMINISTRATION OF INJECTION
OF MEDICATION IN AN EMERGENCY**

STUDENT NAME _____ STUDENT NO _____
SURNAME FIRST NAME

BIRTHDATE _____ GRADE/PLACEMENT _____
Y-M-D

THE PARENT(S)/GUARDIAN REQUEST AND CONSENT FOR THE ADMINISTRATION OF AN INJECTION OF MEDICATION IN AN EMERGENCY IN THE SCHOOL.

PARENT/GUARDIAN NAME

PARENT/GUARDIAN NAME

Home Telephone: _____

Home Phone: _____

Work Phone: _____

Work Phone: _____

I/We request that the _____ School provide for the administration of an emergency injection of medication for my/our son/daughter in the event that the following should happen:

I/We understand that:

- a) a medical doctor must consent to this request in accordance with Section 2 of this form;
- b) only a limited supply of the medication may be kept at the school as prescribed by the doctor;
- c) the medication must be brought to the school in a closed container and the label must detail the name of the student, the type/name of the medication, and the size of the dosage.
- d) if the medication is not provided to the school, contact will be made with the parent(s)/guardian or doctor, and will also be made with parent(s)/guardian or doctor under any other exceptional circumstances, e.g. student refuses medication.
- e) it is the responsibility of the school to establish fall back positions for the administration of emergency medication.

I/We consent to:

- a) the establishment of a service at the school to administer an emergency injection of medication to my/our son/daughter named above in the event of an emergency situation as outlined above;
- b) school personnel responsible for the administration of medication in an emergency situation discussing any aspect of the service with a public health nurse where the need arises.

Date: _____
Y-M-D

Signature of Parent/Guardian

Signature of Parent/Guardian



ALLERGY PROTOCOL FORM

Dear Parents/Guardian,

Please complete the following form describing what procedure to follow when responding to an allergic reaction for your child. Use concise, clear directions and point form whenever possible. Thank you.

Student's Name: _____

Allergy/Allergies _____

Signs and symptoms: _____

Protocol:

Step 1:

Step 2:

Step 3:

Step 4:

Date: _____

Parent/Guardian signature: _____

For severe allergies that are life threatening please get your child's Doctor/Health Care
Provider's signature: _____



NOTRE DAME SCHOOL

925 – 104th Ave
Dawson Creek, BC
V1G 2H8
Phone : 250-782-4923
Fax : 250-782-4388

Cell Phone Permission Letter

Dear Parents/Guardians,

If Parents/Guardians find it necessary for their child to bring a cell phone to school due to safety issues when they are taking the bus or walking home, they must fill in and sign this form before the phone is brought to school.

The cell phones will be turned off and placed in the student's backpack or locker. (The school will not take responsibility for lost or stolen cell phones.)

The cell phone can be turned on again once the student has left school grounds and is on their way home. Please do not ask students to text or phone you during the day, as we have a phone in the office that students are allowed to use.

If the student is found in violation of this protocol, the following will occur:

1. First offense: The cell phone will be confiscated and the parent will have to come to the office to pick it up.
2. Second offense: Cell phones must be turned into the office for the day and the student may pick it up at the end of the day. This will be the routine for the remainder of the school year.
3. Third offense: The student will be suspended. The student will lose the privilege to have a cell phone on school grounds for the remainder of the school year.

I _____ give my child, _____
(Please print your name) (Please print the child's name)

Permission to have his/her cell phone at school for the following reasons:

DECLARATION:

I hereby declare I have read and understood the information contained in the Cell Phone Permission Letter.

Parent/Guardian Signature: _____



NOTRE DAME SCHOOL

925 - 104th Ave

Dawson Creek, BC

V1G 2H8

Phone : 250-782-4923

Fax : 250-782-4388

Attn: Parents/Guardians

Re: P.I.P.A. - Personal Information Privacy Act Form

From time to time, and for various reasons students could be involved in media or fundraising events for functions held at Notre Dame School.

It is necessary to have Parents/Guardians fill out the following Personal Information Privacy Act Form stating whether or not you give permission to have your child/ren's personal information i.e. name, address, telephone, used for various events concerning Notre Dame School. The Personal Information Act Form will remain in your child's file until completion of Grade 7. This form needs to be completed on a yearly basis. Parents are reminded to inform the school should circumstances change with this permission form.

Please indicate below either yes/no and return the P.I.P.A. Form together with your child to her/his classroom teacher when school commences in September. Each student must have these forms in their individual student files.

Thank you for your attention to the above.

P.I.P.A - Personal Information Privacy Act Permission Form - Notre Dame School

Student Name: _____ Grade: _____
(Student Name - Please PRINT)

YES _____ NO _____ I permit my child's name and/or photo to be used in any school publications.

YES _____ NO _____ I permit my child to be include in any media coverage of a school event, including radio, television, newspaper, advertising, school website.

YES _____ NO _____ I permit the school to disclose my name, phone number, mailing address, and my child's name and grade to the Parent Support Group for fundraising and volunteer purposes.

Parent/Guardian Name - Please PRINT

Date

Signature of Parent/Guardian



NOTRE DAME SCHOOL

925 - 104th Ave
Dawson Creek, BC
V1G 2H8
Phone : 250-782-4923
Fax : 250-782-4388
Email: notredame@cispg.ca

Appendix to Student Registration Form

Special Education Considerations

Student Name: _____ Date of Birth: _____
Registered in Grade: _____ Date of Registration: _____
Parents Name(s): _____

Special Needs Designation: (if applicable): _____
Diagnosed by: _____ Date of Diagnosis: _____

Existing Supports	Name of Practitioner	Report Available	Date of Report
Speech/Language	_____	_____	_____
Occupational Therapist	_____	_____	_____
Physiotherapist	_____	_____	_____
Psychiatrist	_____	_____	_____
Behaviour Therapist	_____	_____	_____
Other	_____	_____	_____
Hearing Test: _____	Last date of hearing test: _____		
Vision Test: _____	Last date of eye test: _____		

Parent description of existing supports/support programs child attends (where they attend, how often, etc.)

Parent description of condition and anticipated challenges in the school environment:

This form is for the purpose of gathering relevant information so the school can determine a plan of support.

Parent/Guardian Signature: _____ **Date:** _____



Volunteer Application Form

School Name: _____ Date: _____

VOLUNTEER

NAME: _____

Surname

Given Names

ADDRESS: _____

Street

City

Postal Code

TELEPHONE NUMBERS: _____

Home

Work

EMERGENCY CONTACT: _____

Name

Phone

MEDICAL NUMBER: _____

AREAS OF INTEREST: _____

TIME(S) AVAILABLE: _____

VOLUNTEER SITUATIONS PREFERRED (PLEASE CHECK):

_____ Classroom Volunteer, Grades _____
_____ Library Volunteer
_____ Technology Volunteer
_____ Recycling Program Volunteer
_____ Office Volunteer

_____ Lunch Program
_____ Fundraising
_____ Social Events
_____ Phone Parent
_____ Other _____

REFERENCES

1. _____
Name Phone Number Relationship

2. _____
Name Phone Number Relationship

CRIMINAL RECORD CHECK

- I am willing to submit to a criminal record check at no financial cost to myself.

SIGNATURE: _____

DATE: _____

Signature of Volunteer

APPROVAL: _____

DATE: _____

Signature of Principle



VOLUNTEER CODE OF CONDUCT

As a volunteer of _____ School (CISPG), I understand that:

- I will be supervised by a school employee and must follow that person's directions.
- I must adhere to the policies of the school and CISPG and the rules of the school in which I am volunteering.
- I must treat staff, parents and students with politeness and respect.
- I must deal judiciously with students and defer to the teacher's authority in all matters relating to the classroom.
- If I am uncertain about my role or any other matter, I will seek advice from the teacher with whom I am working or the principal, as appropriate.

VOLUNTEER CONFIDENTIALITY AGREEMENT

Students, staff and others working in the school have a right to expect that information about them will be kept strictly confidential by volunteers.

Therefore:

- I will not communicate anything I learn about any student or anything that I observe in the course of my volunteering to anyone other than appropriate school employees.
- I will not share information about students, even with others who may be genuinely interested in a student's welfare, such as social workers, recreational leaders, family friends, physicians, etc. except when legally required to do so.
- I will keep anything I learn about school employees or other volunteers strictly confidential.
- If I am asked for information concerning a student or staff members, I will refer the request to the teacher or principal before doing so.
- If I am in doubt about whether I may divulge information concerning a student or staff member, I will consult with the school principal before doing so.

DECLARATION

- I have read and agree to comply with the Volunteer Code of Conduct and the Volunteer Confidentiality Agreement

SIGNATURE: _____

DATE: _____



NOTRE DAME SCHOOL

925 – 104th Ave

Dawson Creek, BC

V1G 2H8

Phone: 250-782-4923

Fax: 250-782-4388

Email: notredame@cispg.ca

Website: www.notredameschool.ca

Dear Parents/Guardians,

It is a goal of Notre Dame School that all students receive the best education possible. This can only be done by instituting a fee structure. The fees/tuitions that are collected go towards ensuring that: all students receive added support in the classrooms (Educational Assistants and an Intervention worker); are kept safe (replacement of faulty equipment, playground structures, regular maintenance on the building, etc.), and have adequate resources to enhance their learning (desks, chairs, computers, wobble chairs, fidgets, textbooks, etc.).

Notre Dame School is introducing the following options for payment of fees/tuition for the 2018/2019 school year:

- 1) Lump sum payment by September 15, 2018 (via cash or cheque)
- 2) Cash payments on the 1st of each month (over 10)
- 3) Pre-authorized Debit payments on the 1st or 15th of each month (over 10)
- 4) Cheque payments on the 1st of each month (over 10)
- 5) Debt payments on the 1st or 15th of each month (over 10)
- 6) Interac E-transfer on the 1st or the 15th of each month (over 10)

Please see the enclosed "*Payment Option*" form for more details. If paying by cheque (either post - dated or current), please note that a **\$25.00 NSF charge** will apply for bank- returned payments.

If there are other persons responsible for fees/tuition for your child(ren), please notify the school office so we can send them a copy of this letter and the enclosed form. Copies of any court documentation/letters outlining shared tuition must be provided to the school.

We ask that you please **return the following to the school office attention Mr. Caguitla.**

- One completed copy of the "*Payment Option*" form (the other copy is for your records)
- The lump sum **or** first month's payment for your child(ren)'s fees/tuitions
- This letter with the **declaration signed at the bottom of the page**

The office is open between the hours of 8:00 am – 4:00 pm (Monday to Friday on regular school days) to accept payments. If you are unable to make it to the school during these times, other arrangements need to be made to keep your account current. This is an important area of responsibility when a parent/guardian registers his/her child with Notre Dame School.

Thank you for your time and consideration.

Yours in Christ,

Charmaine Moeller, President, signing on behalf of
Notre Dame School Council

DECLARATION: I hereby declare I have read and understood the information contained in this letter.

Parent/Guardian Name (please print)

Parent/Guardian Signature

**NOTRE DAME SCHOOL**925 – 104th Ave

Dawson Creek, BC

V1G 2H8

Phone: 250-782-4923

Fax: 250-782-4388

Email: notredame@cispg.caWebsite: www.notredameschool.ca**FULL Student(s) Name(s) and Grade(s)**

1. _____ GR: _____ 3. _____ GR: _____

2. _____ GR: _____ 4. _____ GR: _____

Fee Payment Options: Please choose one Method of Payment and check your desired payment option:

Method of Payment	Payment options
1. Lump Sum Payment	<input type="checkbox"/> At registration <input type="checkbox"/> Prior to September 15 th
2. Post Dated Cheque (1 st of each month)	<input type="checkbox"/> 10 Equal Payments (Sept-June)
3. Pre-authorized Debit Payments (1 st or 15 th of each month)	<input type="checkbox"/> 10 Equal Payments (Sept-June)
4. Cash (1 st of each month)	<input type="checkbox"/> 10 Equal Payments (Sept-June)
5. Debit, Visa, Master Card (1 st or 15 th of each month)	<input type="checkbox"/> 10 Equal Payments (Sept-June)
6. Interact E-transfer (1 st or 15 th of each month)	<input type="checkbox"/> 10 Equal Payments (Sept-June)

You can register your account with the Secretary for automated monthly withdrawals on either the 1st or 15th of each month. Bring a void cheque to the office and complete the Payors PAD Agreement.

please contact the school in advance if making cash payments over the summer

Alternate Payment: If someone other than you will be paying all or part of the tuition, please complete the following details:

NAME:	RELATIONSHIP TO STUDENT(S):	PHONE:
FORM OF PAYMENT (see above):	% OF TUITION PAID BY OTHER PERSON:	% OF TUITION PAID BY PARENTS OR GUARDIANS:
MAILING ADDRESS:		

Parent/Guardian Name (please print)

Date

Parent/Guardian Signature

Notre Dame School
925 – 104th Avenue
Dawson Creek, BC V1G 2H8
(250) 782-4923
Email: notredame@cispg.ca
Website: www.notredameschool.ca

Payor's Pre-Authorized Debits (PAD) Agreement

1. Customer Information

Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Cell Phone Number: _____

Email Address: _____

2. Bank Account Information

Bank Account Number:

--	--	--	--	--	--	--	--	--	--	--	--	--

Financial Institution Number:

--	--	--	--

 Branch Transit Number:

--	--	--	--	--

Chequing Account ☐ Savings Account ☐

Financial Institution: Name: _____

Branch Address: _____

3. Pre-Authorized Debit (PAD) Details

You, the Payor, authorize Notre Dame School to debit the bank account identified above on the 1st or the 15th of the month, starting September 1st or 15th, _____ and ending June 15, _____ for the amount of \$ _____

You, the Payor, may revoke your authorization at any time, subject to providing notice of 15 days.

Signature of Account Holder

Name (Please print)

Date

Signature of Joint Account Holder (if appropriate)

Name (Please print)

Date

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit www.cdnpay.ca.

Notre Dame School
925 – 104th Avenue
Dawson Creek, BC V1G 2H8
(250) 782-4923
Email: notredame@cispg.ca
Website: www.notredameschool.ca

Credit Card Tuition Payment Form

Payor Information:

Address:

Home Phone Number:

Cell Phone:

Email:

Credit Card Information

Please Check One: Visa

☐

Mastercard:

☐

Card Number:

Expiration Date:

/

Name on Card:

Tuition Payments

Please charge for my regular tuition payments on the (check only one):

1st of the month ☐

15th of the month ☐

Amount to be charged: \$ _____

By signing below, I, _____, authorise Notre Dame School to charge my credit card on the dates I have indicated above.

Name:

Signature:

Date:

Cancellation/Change Policy

I also understand that if I wish to change any payment amounts or dates, I must cancel this agreement and create another. Any changes made will come into effect the date of signing of the new agreement.

Notre Dame School
925 – 104th Avenue
Dawson Creek, BC V1G 2H8
(250) 782-4923
Email: notredame@cispg.ca
Website: www.notredameschool.ca

Interact E-Transfer Tuition Payment Form

Payor Information:

Address:

Home Phone Number:

Cell Phone:

Email:

Tuition Payments

E-Transfers will be sent one the following day each month for my regular tuition payments to
ndsaccounting@cispg.ca (check only one):

1st of the month ☐

15th of the month ☐

Amount to be charged: \$ _____

By signing below, I, _____, authorise Notre Dame School to accept
my E-transfer on the dates I have indicated above.

Name:

Signature:

Date: