



St. Michael's School

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ADMISSION AND APPLICATION INFORMATION FOR 2018-2019

Please read the following information carefully.

ALL FORMS ENCLOSED IN THIS PACKAGE MUST BE COMPLETED* AND THE FOLLOWING LIST OF REQUIRED DOCUMENTS MUST BE SUBMITTED AT THE TIME OF APPLICATION. INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

Note: Children applying for Kindergarten must have been born between January 1 and December 31, 2013.

Required Documents:

For all **new** students:

1. **New Student Application Form** (yellow) – please be sure to complete both sides of this form.
2. Photocopy of **Birth Certificate** and **Baptismal Certificate** (if applicable).
3. **Students born outside of Canada** – must submit proof of Landed Immigrant Status or Permanent Residency or proof of Citizenship.
4. **Completed Immunization Forms** – (a photocopy of child's Immunization Records is acceptable).
5. **Legal Residency of Parent Form** (white) – with a copy of proof of parents' citizenship status (Birth Certificate, Passport, Canadian Citizenship Card) and proof of residency (driver's license, utility bill) for at least one parent.
6. ***Pastor Authorization Form** (cream) – must be completed by the Pastor or Assistant Pastor of your parish if you are Catholic and attend a church other than St. Michael's. *Parishioners of St. Michael's and non-Catholic applicants need not return this form.*
7. **Family Statement of Commitment Form** (white) – **one per family**
8. **Students entering Grades 1 – 7** must present the most recent **Report Card** from their current school (photocopy is acceptable). *Applications that do not include a report card will not be considered for acceptance.*
9. **An Application/Registration Fee** of \$65 per student or \$90 per family must be paid at the time of application. This fee is **non-refundable**.

IF YOU DO NOT HAVE ACCESS TO A PHOTOCOPIER
BRING ALL DOCUMENTS TO THE SCHOOL AND COPIES WILL BE MADE.

APPLICATION/REGISTRATION FEE

A non-refundable application/registration fee of \$65 per student or \$90 per family must be paid each year at the time of application/registration.

STUDENT ACTIVITY/BOOK FEE

An activity and book fee of \$155 for one child, \$215 for 2 children and \$280 for three or more children must be paid on September 1st. This fee helps offset the cost of the following items: CISVA (Catholic Independent Schools of the Vancouver Archdiocese) Physical Education Levy, individual workbooks, agendas, field trips, bus rentals, and activities which supplement various curriculum areas such as science, physical education and fine arts.

TUITION FEES

Ministry regulations require that a pupil be in attendance in school for a minimum of 600 hours between September 1st and May 15th. Families, whose children have not attended St. Michael's School for 600 hours by May 15th for reasons other than serious illness, must reimburse St. Michael's School for an amount equal to the government grant. Families who take their children on holidays during the school year, and thereby fail to qualify for full government grant, must reimburse the school for the amount lost.

Tuition fees are set by the PEC according to CISVA policy, and are reviewed each year. Tuition fees vary for contributing parishioners, non-contributing or non-parishioners and non-Catholics, as set out in the following table:

	Category 1 Parishioner	Category 2 Non-Parishioner	Category 3 Non-Catholic
One child	<input type="checkbox"/> \$298.00	<input type="checkbox"/> \$404.00	<input type="checkbox"/> \$477.00
Two children	<input type="checkbox"/> \$485.00	<input type="checkbox"/> \$644.00	<input type="checkbox"/> \$729.00
Three or more children	<input type="checkbox"/> \$522.00	<input type="checkbox"/> \$689.00	<input type="checkbox"/> \$797.00

Contributing parishioners receive a reduced rate to reflect their regular envelope donation at Sunday Mass. The Sunday offering helps offset the substantial subsidy made by the parish to the school.

PAYMENT TERMS:

1. Pre-authorized payment form which includes banking information for ten automatic monthly withdrawals to be processed on the first day of each month from **August to May**.

OR

2. One payment dated September 1st, 2018 for the annual tuition fee in full (monthly tuition x 10). This may be submitted as a pre-authorized payment from your account (forms required) or in the form of a cheque or cash.

INSUFFICIENT FUNDS

An additional charge of \$25.00 will apply to **any** cheque or pre-authorized payment which is rejected by your bank due to Insufficient Funds, Closed Account or Stop Payment.

NON-PARTICIPATION FEE

A family unable to commit to 70 participation hours per year may elect to pay a \$100 per month non-participation fee, or the full sum of \$1000.00 which is in addition to the tuition fee.

ST. MICHAEL'S PHILOSOPHY

The staff, students, parents and pastor of St. Michael's School strive to be active witnesses to our call to form a living Catholic faith community of love, centered on Jesus Christ in the Holy Eucharist, a community in which the faith, as proclaimed by our Catholic tradition, is integrated with all true sciences and cultural values, a community in which the faith is integrated in the personal lives of the children and, indeed, in the lives of all members of the school community.

The staff works in cooperation with the parents, who are the primary educators, to foster the spiritual, emotional, cultural, intellectual and physical growth of each child as a unique and unrepeatable individual.

We trust that Mary, our Blessed Mother, and St. Michael the Archangel will help us to grow into the Christian ideals expressed in the Person and the Life of Jesus Christ, the Teacher.

PROGRAM

- 1) Catholic education is integrated throughout the school day. The daily religious instruction, weekly school liturgies, and monthly assemblies help to foster community spirit.
- 2) In addition to the core subject areas, instruction is also provided in music, library, computer skills, French and physical education. Extra-curricular activities, together with educational field trips, contribute to a well-balanced program.

PARENT PARTICIPATION PROGRAM

Catholic education exists to help parents educate their children in the Faith. The entire school community shares in the responsibility of educating our children and implementing our vision, mission and goals. We encourage parents to take an active role in our school and parish, and we appreciate their support. The Participation Program is an opportunity for building community, giving financial support, and offering support to each other as we work together for the benefit of our children. The Parent Participation Program also reduces the operational costs of running the school. As active school community members, parents are expected to participate in various activities of the school. As the work is done in lieu of a Non-Participation Fee, completing the participation hours is not true volunteer work. The tuition schedule permits lower fees because of work provided through parent participation. Parents are expected to commit a minimum of 70 hours a year or 7 hours a month of service to the school. The primary area of parent involvement is fundraising, but other activities are available on a limited basis. Parents may do gardening or maintenance work or assist as PREP teachers, library assistants, crossing guards, or yard supervisors.

ADMISSION POLICY - GENERAL

As part of the admission process, the pastor, principal and, when practical, a PEC member will meet with each new family. From the interview and the information available to them, the pastor, the principal, and the PEC member will decide if the school is able to meet the needs of the student and if the family and student are able meet the school's requirements.

PRIORITIES FOR ADMITTANCE (CISVA Policy)

For purpose of this policy, "practicing Catholics" means individuals who are registered in a parish and attend Sunday Mass regularly; "active in parish" refers to individuals who support the parish by regularly using envelopes and participating in the work activities required of them by the pastor. Each family must read and sign the Family Statement of Commitment prior to being accepted into the school. Students will be accepted according to the established priorities:

- 1) Children presently enrolled at St. Michael's provided they and their families meet the school's expectations;
- 2) Siblings of children already attending St. Michael's whose parents are practicing Catholics and active in the parish;
- 3) Children whose parents are practicing Catholics and active in the parish;
- 4) Siblings of children already attending St. Michael's whose parents are practicing Catholics active in other parishes;
- 5) Children whose parents are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere;
- 6) Children whose parents are practicing Catholics active in other parishes;
- 7) Children whose parents are either not practicing Catholics or are not active in their parish;
- 8) Non-Catholics. [Note that enrolment of more than 15% non-Catholics in any grade requires the approval of the CISVA board of directors. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be readmitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.]