# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


## APPLICATION FORM

Applying for GRADE _____ Entry Year _____ **PLEASE PRINT CLEARLY**

## GENERAL INFORMATION

NAME OF STUDENT: _____
SURNAME FIRST MIDDLE

NAME USED: _____ SEX: MALE _____ FEMALE _____

BIRTHDATE: _____
YEAR/MONTH/DAY

MAILING ADDRESS: _____ POSTAL CODE: _____

VERIFICATION OF AGE: BIRTH CERTIFICATE (Copy Required) OTHER: _____

PLACE OF BIRTH: _____

STUDENT'S CITIZENSHIP: CANADIAN_____ PERMANENT RESIDENT_____ OTHER _____
(Please Specify)

**(Full Legal Name Including Middle Initial/s)**

FATHER/GUARDIAN: _____ HOME PHONE _____
WORK PHONE _____
PLACE OF EMPLOYMENT: _____ CELL PHONE _____

**(Full Legal Name Including Middle Initial/s)**

MOTHER/GUARDIAN: _____ HOME PHONE _____
WORK PHONE _____
PLACE OF EMPLOYMENT: _____ CELL PHONE _____

PARENTS' CITIZENSHIP: CANADIAN_____ PERMANENT RESIDENT_____ OTHER _____
(Please Specify)

## FAITH INFORMATION

RELIGION: _____ PARISH: _____

SACRAMENTS RECEIVED: BAPTISM (Copy Req'd) _____ RECONCILIATION _____

FIRST COMMUNION _____ CONFIRMATION _____

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


## EMERGENCY & HEALTH INFORMATION

DAYCARE/BABYSITTER: _____
NAME CONTACT NUMBER

_____
LIST ANY ALLERGIES, DISABILITIES, ETC.

FAMILY DOCTOR: _____ PHONE: _____

FAMILY DENTIST: _____ PHONE: _____

CARE CARD NUMBER: _____

DOES THE SCHOOL HAVE PERMISSION TO CONTACT YOUR DOCTOR IN CASE OF EMERGENCY WHEN UNABLE TO CONTACT YOU?
YES ☐ NO ☐

EMERGENCY CONTACTS: _____
NAME (Relation to student) CONTACT NUMBER

_____
NAME (Relation to student) CONTACT NUMBER

OUT OF TOWN CONTACT: _____
NAME (Relation to student) CONTACT NUMBER

## LEGAL INFORMATION

LEGAL CUSTODY ALERT IN EFFECT? YES ☐ NO ☐
(If **YES,** please attach a copy of any legal papers pertinent to your child regarding custody, visitation, or any other matter related to your child's schooling. A copy of an up-to-date court order **MUST** be on file with the school.)

SIBLINGS YES ☐ NO ☐

_____
NAME Age

_____
NAME Age

_____
NAME Age

***I HEREBY CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND CORRECT.***

Signature of Parent/Guardian_____
NAME CONTACT NUMBER

Signature of Parent/Guardian_____

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


NAME CONTACT NUMBER

## OTHER INFORMATION

PARENT E-MAIL ADDRESS: _____

PARENT E-MAIL ADDRESS: _____

SECONDARY HOME MAILING ADDRESS, IF DIFFERENT:

_____

LAST SCHOOL ATTENDED: _____
NAME AND ADDRESS – Please attach most current report card.

LANGUAGE SPOKEN AT HOME: _____

ABORIGINAL ANCESTRY? YES ☐ NO ☐
(Ministry of Education required data)

HAS THIS CHILD RECEIVED LEARNING ASSISTANCE? YES ☐ NO ☐

HAS THIS CHILD RECEIVED SPECIALIST INTERVENTIONS? YES ☐ NO ☐
(SPEECH, HEARING, OT, PT, BEHAVIOURAL ETC.)

*If **YES**, special needs form must be completed and attached to application.*

## CONSENT INFORMATION

**PLEASE READ AND SIGN THE CONSENT INFORMATION BELOW**

### A. Field Trips

I hereby give my consent for _____ to take part in supervised field trips during regular school hours. Whenever an excursion is planned which involves travelling any considerable distance, which would extend beyond school hours, it is understood that parents will be given sufficient notice of the event to withdraw this general consent for that particular trip if they so wish.

### B. Personal Information Release Permission (see attached information letter)

☐ Yes ☐ No I permit transfer of all information and documentation pertaining to my child named above if transferring to or from another school.

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


☐ Yes ☐ No I permit my child to be included in any media coverage of a school event. I permit my child's name and/or photo to be used in any school publication, including school website and newsletters.

Dear Parents,

The Personal Information Protection Act (British Columbia) is in effect for all schools. To ensure that we comply with the legislation, and your wishes as parents/guardians, we ask that you read the following information carefully.

The legislation states that all photographs, names, or anything else that identifies an individual or an individual's personal information, is protected. From time to time your child's name and/or photograph may be used in a school newsletter, yearbook or other school publication, or media coverage concerning school events.

**Registration Information**

Information provided at the time your child was registered at school was collected under the authority of the Independent School Act. This data is used for educational program purposes and, when required, may be provided to health services, social services and other support services.
If a student moves to another school, student records are requested by that school. It shall be the understanding that our school administration has permission to pass on this information to the student's new school.

## Media Coverage

It is possible that there will be media coverage of a school event. This coverage could include your child's photo (or video), name and comments being part of a broadcast, publication or on the St. Mary's School website, newsletter or Facebook page.

Please be sure to complete the Personal Information Release Permission portion of the Application and Consent Form. This information will be kept as part of your child's student file as long as he/she attends St. Mary's School. Please be advised that this is a one-time consent and permission may be revoked at any time by parent request. Kindly note that you are responsible for notifying the school should the status of your permission change.

If you have any questions or concerns about the use of this information, please contact the school.

Sincerely,
Schroeder
Jenny Schroeder
Principal

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


## Catholic Independent Schools Prince George (CISPG) Policy 501
## Priorities for (Re) Admittance into CISPG Schools

1. Students presently enrolled in the school.

2. Students with siblings presently enrolled in the school. (It is understood the school will make every effort possible to accommodate Catholic students.)

3. Students whose families are parishioners (defined as practicing Catholics – for the purpose of this policy "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully.)

4. Students whose families are not practicing Catholics, but accept the goals and philosophy of the school and sign the Family Statement of Commitment.

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


## LEGAL RESIDENCY OF PARENT - FORM A

***(Ministry of Education Requirement)***

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 not born in Canada, please attach a photocopy of 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 Citizen and Immigration Canada)**

_____

***(Residency in British Columbia)***

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

☐ Yes Residency address:_____

_____

☐ No I am not a resident of British Columbia

**Confirming signature:**

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

Parent's/legal guardian's signature: _____

Parent's/legal guardian's name: _____

Parent's/legal guardian's signature: _____

Date: _____

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


## CATHOLIC INDEPENDENT SCHOOLS
## DIOCESE OF PRINCE GEORGE
## 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. 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.

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 be the best they can be.

The following statements 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 and ideals of our school community. If you have any questions or concerns regarding this 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/Guardians agree that they and their families will exhibit conduct consistent with the Catholic denominational standards as presented in the Catechism of the Catholic Church. 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, support, and adhere to school policy and procedures.

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3 Phone 250-563-7502
Fax 250-563-7818 Email: jschroeder@cispg.ca Website: www.stmaryspg.org


8. CISPG is committed to providing a safe and respectful workplace for all staff. Parents/Guardians play an important role in supporting this commitment. All communication with staff – including in person, by phone, email, or on social media – must remain respectful, constructive, and free from behaviour that could undermine the work environment or disrespect the dignity of others. Parents/Guardians are also expected to conduct themselves in ways that support a positive school environment and uphold the well-being of students and the broader school community.

9. Parents/Guardians are expected to attend program-related events including but not limited to parent/teacher conferences, meet-the-teacher events, student-led conferences, and portfolio reviews.

10. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.

11. 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

_____
Parent/Guardian Signature

_____
Date

**Upon acceptance of application, $100 deposit is required.**

# St. Mary's School

1088 Gillett St, Prince George BC, V2M 2V3  Phone 250-563-7502
Fax 250-563-7818  Email: jschroeder@cispg.ca  Website: www.stmaryspg.org


| **OFFICE USE ONLY** | |
|---|---|
| Application Received _____ (Date)<br>☐ Application and Consent Form<br>☐ Birth Certificate<br>☐ Baptismal Certificate (if applicable)<br>☐ Legal Residency of Parent<br>☐ CIS Family Statement of Commitment<br>☐ Copy of Most Recent Report Card (if applicable)<br>☐ Special Needs Form Completed (if applicable)<br>Diagnosis: _____<br>Ministry Category _____<br>Application Completed _____ (Date) | ☐ Acceptance Letter Sent to Parents<br>_____<br>Date<br>☐ $100 Deposit Paid<br>_____<br>Date |