



St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: office@sfaschool.ca Website: www.sfaschool.ca

2019-2020 APPLICATION PACKAGE

Dear Parents/Guardians,

Thank you for your interest in St. Francis of Assisi School.

We hope this package will provide information about our school and the programs that are offered. In addition, information regarding the registration process is also enclosed. If you have a child who you would like to attend St. Francis of Assisi Elementary School in September 2019, please complete the attached application form, include the required documents, and return it to the school office as soon as possible.

Submission of your application package should not be considered acceptance into the school. Families will be contacted and scheduled for an interview with the school Principal in December 2018 and January 2019.

Please Note: *Children entering Kindergarten must be five (5) years old by December 31st, 2019. Registration of your child should not be considered acceptance into the school until you have received our **Letter of Acceptance**. Upon acceptance, the registration fee and first month's tuition must be paid within 5 days to hold the space for September 2019.*

We will be hosting an Open House and parent information meeting on Thursday, November 22nd, 2018 at 6:30 p.m. All families are encouraged to attend. This is an evening for adults. Please register for this event at <http://www.sfaschool.ca/node/1060>

If you have questions about our school, or about the application process, please call and speak to Mrs. Mackay.

Once again, thank you for your interest in our school community.

Sincerely,

Mrs. Jodie Sussex
Principal



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PRINCIPAL'S MESSAGE

Saint Francis of Assisi School is a vibrant, close-knit community where students learn and grow. Our mission is to provide students with a well-rounded educational experience and to help them achieve their fullest potential in intellectual, spiritual, personal, social and emotional proficiencies, and athletics. The diversity of our school makes us unique and very special. We strive to learn in a nurturing, accepting and loving environment that recognizes and celebrates the diverse attributes and distinct gifts of each student.

Our faith community works together to encourage and inspire our students to become Christian leaders, lifelong learners, as well as responsible citizens in our world. The experienced and caring staff is dedicated to continuously improving, inspiring high standards of achievement, and unlocking the potential of each child. They work closely to provide the best school experiences for all students including a program of strong academics, varied extracurricular options, and opportunities to be kind, contributing members of our community.

Although we are a Catholic school, we welcome families of all faiths.

ABOUT OUR SCHOOL

Our school is a member of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA), and is a part of St. Francis of Assisi Parish. It first opened its doors in 1946, and 70 years later, it continues to serve the families of the Parish, as well as those from neighbouring parishes and throughout the community.

We work together and strive to follow in the footsteps of our patron saint, St. Francis of Assisi, by being instruments of peace, by seeing all of God's creation as sacred, and by following all that Jesus said and did.

St. Francis of Assisi School is a special place where teachers, parents and students are all partners in the learning community. The intimate atmosphere takes learning beyond the classroom and makes children care about their community. The teachers have the ability to develop strong relationships with all students that carries on from Kindergarten to Grade 7.

CURRICULUM AND STUDENT PROGRAMS

St. Francis of Assisi School follows the curriculum guidelines set out by the B.C. Ministry of Education and the Archdiocese of Vancouver. We focus on educating the whole child, with a program that offers not just core academics, but also a strong focus on the arts, physical education and spirituality. The Core Competences of Communication, Critical and Creative Thinking and Personal and Cultural awareness, along with the foundations of literacy and numeracy are at the heart of teaching and learning. Instruction is provided in the following curricular areas: Religion, Language Arts, Social Studies, French, Fine Arts (Music, Art, Drama), Math, Science, Applied Design, Skills and Technology, Physical and Health Education, and Career Education. Field trips and outdoor education are offered within the curricular areas.

Our Learning Resource Centre, consisting of Learning Resource Teachers and Educational Assistants, supports student learning.

A wide array of extra-curricular opportunities exist at SFA. Extra-curricular activities are an



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important part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. These enriching activities serve to build community amongst the students.

ADMISSIONS POLICY

(ALL children must be re-registered every year)

All schools in CISVA (Catholic Independent Schools of the Vancouver Archdiocese) have a process for admitting students. As part of this process, the Principal shall meet with each new family.

Families shall read and sign the Statement of Commitment prior to being accepted into a school. For purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; “active in a parish” shall mean participate in the work activities required of them.

Priorities for admission into elementary schools shall be:

1. Children whose families are practicing Catholics and active in St. Francis of Assisi Parish.
2. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic schools elsewhere.
3. Children whose parents are practicing Catholics and active in other parishes.
4. Non-Catholics. *(Please note: Each year a number of “non Catholic” families are admitted into the school.)*

UNIFORMS

It is the responsibility of the parents to ensure that each child wears his or her complete school uniform to school each day (unless directed otherwise by a staff member).

GIRL'S UNIFORM:

White school dress or golf shirt*
Burgundy/navy plaid kilt*
Burgundy school sweater*
Navy blue knee high socks or tights
All black dress shoes (no runners, heels or boots)

BOY'S UNIFORM:

White school dress or golf shirt*
Navy blue dress pants*
Burgundy school sweater*
Navy blue socks
All black dress shoes (no runners or boots)

Gym Uniform

Boys and girls have the same uniform. These uniforms are available through the school uniform supplier, Neat Uniforms.

St. Francis of Assisi black shorts* navy zippered hoody*
St. Francis of Assisi burgundy t-shirt* navy sweatpants*
Runners and white gym socks

Uniform Notes:

*All prescribed items are purchased at our uniform supplier, **Neat Uniforms, 1050 Boundary Road, Burnaby, BC V5K 4T3**



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Tuition Information (For current 2018/19 school year - fees are subject to change for 2019/20)

No. of Children	Category 1 St. Francis of Assisi Parishioners	Category 2 Non-Parishioners	Category 3 Non-Catholics
1 child	\$285/mo. \$2,850.00 per year	\$315/mo. \$3,150.00 per year	\$365/mo. \$3,650.00 per year
2 children	\$488/mo. \$4,880.00 per year	\$541/mo. \$5,410.00 per year	\$622/mo. \$6,220 per year
3 children or more	\$653/mo. \$6,530.00 per year	\$725/mo. \$7,250.00 per year	\$838/mo. \$8,380.00 per year

* Tuition is paid from August 1 - May 1 (10 monthly payments)

Category 1: St. Francis of Assisi Parishioners (Active in the Parish)

- Are registered parishioners of St. Francis of Assisi Parish and attend Sunday Mass
- Use regularly, the Parish Sunday envelope program in supporting the Parish prior to September 1st of the previous year.

Category 2: Non-Active SFA Parishioners or Parishioners of another Catholic Parish

- This fee applies to all other Catholic families who are not parishioners of St. Francis of Assisi Parish, or are not active in SFA Parish.

Category 3: Non-Catholics

- This fee applies to families who are not members of any Catholic Parish. *Please note, as St. Francis of Assisi Parish is small, there are always a number of families selected from this category each year.

Tax Receipts:

St. Francis of Assisi School issues a charitable donation tax receipt for the religious portion of the tuition. The exact amount is determined annually using a formula created by the Society of Christian Schools in British Columbia in collaboration with Canada Revenue Agency.

Required Documents for All New Students:

Original documents must be presented at time of registration. These will be photocopied and all the originals will be returned. Students currently attending St. Francis of Assisi Preschool must still submit all the required original documents.

- Completed application form and signed Family Statement of Commitment**
- Birth and Baptismal certificates**
- Immunization records**
- Recent Report Card (if applying for Grades 1-7)**
- Copies of other supporting documents – Individual Education Plan, Case Management Plan, Medical information etc.**
- Legal Residency Form and a photocopy of proof of Canadian citizenship of parents (Canadian passport, birth certificate or permanent resident card)**
- Legal Guardianship documents if applicable (proof of court-appointed guardianship must be provided)**



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2019-2020 APPLICATION FORM

STUDENT INFORMATION – PLEASE PRINT CLEARLY		
Applicant's Name:		Applying for Grade: _____
(Surname)	(First)	(Middle)
Home Phone:		Starting September 20____ (specify year)
Address:		
City & Province:		Postal Code:
Date of Birth:	Place of Birth:	Citizenship:
(mm/dd/yyyy)		
Applicant's Present School/Preschool: (Please provide address & phone number)		
Religious Denomination:	Home Parish:	Envelope No.:
Has your child received the following Sacraments: <input type="checkbox"/> Baptism <input type="checkbox"/> First Communion (if your child is applying for Grs. 3-7)		
In order to provide a safe and productive learning environment, it is imperative that all medical information affecting education be disclosed to the school at the time of application or re-application. Admission is contingent upon appropriate disclosure of relevant information and may be revoked if such information is withheld. Disclosure of information WILL NOT AFFECT your child's admission status, but rather allows St. Francis of Assisi to plan for the coming year.		
Has your child ever received any learning assistance, special education instruction, counseling or been referred to a public health program or service? <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____		
Has your child ever been assessed or experienced LEARNING/ EMOTIONAL/ INTELLECTUAL/ PHYSICAL/ SOCIAL DIFFICULTIES (reading difficulties, speaking difficulties, physical challenges, developmental delays, attention or social issues, aggression, etc.) Have reports or documents been written? (Please attach a copy) <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____		
Does your child have an Individual Education Plan (IEP) or a Case Management Plan (CMP) from their previous school or pre-school? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please attach current and relevant supporting documents		
Is your child currently in an ESL/ELL Program in a school in BC/Canada? <input type="checkbox"/> No <input type="checkbox"/> Yes – Please indicate number of years in this program _____		
MEDICAL PROBLEMS OR KNOWN ALLERGIES (i.e. epilepsy, diabetes, food allergies, insect bite allergies, vision or hearing impairments, heart condition, etc.): <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____		

Please complete page two of the application form



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STUDENT NAME: _____
(Surname) (First)

PARENTAL INFORMATION (ALL INFORMATION MUST BE COMPLETED)				
	FATHER		MOTHER	
Name:				
Citizenship:				
Address: <i>(if different from applicant's)</i>				
Phone Numbers:	Work	Cell	Work	Cell
Email:				
Employer:				
Occupation:				
Language Spoken at Home:				
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Joint Custody				
<p>SIGNATURE – BOTH parents of the Applicant have jointly agreed to submit this application for consideration. The Applicant's Parents/Guardians affirm that they have answered all questions fully and truthfully. The Administration of St. Francis of Assisi reserves the right to cease processing of the application for non-disclosure of Information.</p> <p>I have been informed and understand that priority for admission to St. Francis of Assisi School is given to families who: i) are practicing Catholics ii) are registered in the parish</p> <p>I give consent for St. Francis of Assisi School to collect personal information that may include student identification information, birth certificate, parents work number, academic records, and information from the school and/or parish that my child and/or family attends or has attended.</p>				
Parent Signature:			Parent Signature:	
Date of Application:				
FOR OFFICE USE ONLY				
Received By:			Date:	



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FAMILY STATEMENT OF COMMITMENT

Each family is required to complete a Family Statement of Commitment at the time of their application. This form will remain on file for the duration of the child's time at SFA.

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Please read the following statements 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, Pastor or the Chairperson of the Education Committee 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 Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the teachings on faith and morals in the Religious Education Program and participate in the program as required by the school.
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.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend all orientation sessions which will focus on the philosophy and goals of our school and scheduled conferences with your child's teacher.
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 St. Francis of Assisi School reserves the right to: refuse admission, or remove the student from the school.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Family Name: _____

Parent Signature: _____ Date: _____



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LEGAL RESIDENCY OF PARENT: 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)

1. I am (please one):

- A Canadian citizen (please attach photocopy of Canadian Citizenship or Permanent Resident 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 (or issued for one year but anticipated to be renewed for one or more additional years
 - Employment authorization (working permit) for two or more years (or issue for one year but anticipated to be renewed for one or more additional years.
 - A person carrying out official duties as a diplomatic or consular official (with foreign representative acceptance counter foil in his/her passport).
- Other: _____

(Must be cleared with Immigration Canada)

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

- Yes: Residency Address: _____

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

3. Parent/Legal Guardian's Name _____

Parent's/Legal Guardian's Signature _____

Date: _____