



# ISLAND CATHOLIC SCHOOLS

*"Where children love to learn, and learn to love"*

## APPLICATION PACKAGE

Island Catholic Schools  
250.727.6893  
[www.cisdv.bc.ca](http://www.cisdv.bc.ca)



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# ISLAND CATHOLIC SCHOOLS APPLICATION FOR ADMITTANCE

## SCHOOL

(Please check 1<sup>st</sup> and 2<sup>nd</sup> choice if elementary)

- St. Andrew's Regional High School
- St. Andrew's Elementary
- St. Joseph's, Victoria
- St. Patrick's Elementary
- St. Joseph's, Chemainus
- Queen of Angels, Duncan
- John Paul II, Port Alberni

(For office use only)  
 Date Received: \_\_\_\_\_  
 Interview Date: \_\_\_\_\_  
 Accepted: Yes  No   
 Date: \_\_\_\_\_  
 Principal's Signature: \_\_\_\_\_  
 \_\_\_\_\_

Please attach student photo

## Candidate Information

Student's Name: \_\_\_\_\_  M  F

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Birthplace: \_\_\_\_\_ Religion: \_\_\_\_\_  
Surname Given Name(s)  
 Date/Month/Year

Street Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Date of Admission: \_\_\_\_\_ Grade: \_\_\_\_\_ K a.m.  K p.m.  K full day   
(QA/SJC/JPII)

Band Name & Number (if applicable): \_\_\_\_\_

Canadian Citizen  Landed Immigrant  on Student Visa

Primary Language Spoken at Home: \_\_\_\_\_

## Family Information

### Father's Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Canadian Citizen  or Landed Immigrant  Email Address: \_\_\_\_\_

### Mother's Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Canadian Citizen  or Landed Immigrant  Email Address: \_\_\_\_\_

### Guardian's Information

Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_  
 Canadian Citizen  or Landed Immigrant  Email Address: \_\_\_\_\_

**Proof of Guardianship appointed through B.C. judicial process required.**

**Legal Custody Information:** \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ School Attending: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ School Attending: \_\_\_\_\_  
Name: \_\_\_\_\_ Age: \_\_\_\_\_ School Attending: \_\_\_\_\_

**Parish Information**

Mother-Parish and Religion: \_\_\_\_\_ Father-Parish and Religion: \_\_\_\_\_  
Sacraments received: Baptism \_\_\_\_\_ First Communion \_\_\_\_\_  
Place and Date Reconciliation \_\_\_\_\_ Confirmation \_\_\_\_\_  
Are you claiming the parish supporter rate? Yes  No   
Parish Supporter Form attached? Yes  No

**Medical Alert**

List any life threatening health conditions (diabetes, heart condition, anaphylaxis or severe allergies, asthma, epilepsy, etc.) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Family Doctor: \_\_\_\_\_ Phone: \_\_\_\_\_  
Health Care Number: \_\_\_\_\_  
In an emergency you may send my child to the hospital. Yes  No

**Medications**

School staff will give or supervise medications under the following conditions.

- 1. they are required in emergency situations, or
- 2. they are required for one month or longer and must be given during school hours.

If your child requires assistance or supervision of medications under those conditions, you need to obtain a "Medication Administration Card" from school staff and complete it in conjunction with your physician. You must return the signed card along with the prescribed medication before school starts in September. These steps must be followed with authorization from a physician, before medication will be given to your child.

**Before/After School Care**

Each school offers a variety of Out of School Care options. Please refer to the list below and enquire at the local school office for an application form. All programs will be confirmed on a first-come, first-serve basis.

**Before School Care (SJV, SAE, SP, QA)**

**After School Care(SAE, SJV, SP, QA)**

**Kindercare (SAE, SJV, SP, SJC)**

**Bus Service (SJC Only)**

**General Information**

A \$50.00 (non-refundable) administration fee, a recent report card and copies of **Birth and Baptismal Certificates** must accompany this application. The filing of this application does not mean automatic acceptance. There will be placement testing for all grades prior to acceptance. Acceptance is subject to space and availability.

Upon acceptance a non-refundable deposit of the first month's tuition is required. One month's notice is required if a child is withdrawn from the school. If this notice is not received, an additional month's tuition will be charged. Please note that it is the parent/legal guardian's responsibility to inform the office of any changes to the enclosed information.

**We agree to ensure full payment of all fees in advance in one of the following ways:**

- By single advance payment of the full amount
- By submitting 12 equal payments using the pre-authorized debit form

Parent/Guardian \_\_\_\_\_

1. **SCHOOL ATTENDED** – list the last three schools, starting with most recent.

SCHOOL	LOCATION	DATE OF ATTENDANCE	TEACHER OR COUNSELOR

2. Please include with this application a copy of the **most recent progress report** issued by the school presently attending.

*\*If answering YES to any questions below, please explain and submit relevant academic/health services reports for your application to be complete. Please sign a Release of Confidential Information form.*

3. In order to provide the necessary support for each student, it is important that the school have a full understanding of the student’s needs. Has your child ever had any of the following assessments and or support?  Psycho-educational  Speech and Language  Occupational Therapy  Physiotherapy  Behavioural  Counseling  Other

If yes, please include a copy of the assessment with this application and provide details: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Has your child ever required an Individual Education Plan (IEP)? YES  NO   
 If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

5. Has your child received Learning Assistance in the last two (2) years? YES  NO   
 If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

6. Has your child experienced behavioural problems within the school setting? YES  NO   
 If yes, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

7. Educationally relevant medical and health information (if yes to a-c, please explain, see \*note above)  
 a. Does your child have a visual or hearing impairment? YES  NO

b. Does your child take any medication on a regular basis? YES  NO

c. Is your child able to participate in a full physical education program? YES  NO   
 If no, please provide details: \_\_\_\_\_  
 \_\_\_\_\_

**Legal Residency of Parents - Form A**

To be completed and signed by a parent or legal (court-appointed) guardian.  
(If legal guardian please attach a copy of court order appointing you as legal guardian).

- 1. I am (please check one)
  - A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card).
  - A landed immigrant (attach photocopy of landed immigrant status paper).
  - Lawfully admitted to Canada under one of the following documents (please check the appropriate box and attach).
    - 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 additional years)
    - 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)
    - A person carrying out official duties as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
    - Other – Document Description: \_\_\_\_\_  
(must be cleared with Immigration Canada)

- 2. I am a resident of British Columbia (please check one):
  - Yes  
Residency Address: \_\_\_\_\_
  - No, I am not a resident of British Columbia

- 3. Parent’s/Legal Guardian’s Name: \_\_\_\_\_  
Parent’s/Legal Guardian’s Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**Legal Residency of Parents (deceased) - Form B**

To be completed and signed by the student of a knowledgeable adult (one who knew the student’s parent(s) and has knowledge of facts respecting their decease and the matters set out in this document.

- 1. The student’s deceased parent(s) was at time of death:
  - A Canadian citizen
  - A landed immigrant
- 2. The student’s deceased parent was at time of death a resident of British Columbia (please check one):
  - Yes  
Residency Address: \_\_\_\_\_
  - No, not a resident of British Columbia

Student: \_\_\_\_\_  
 Knowledgeable Adult’s Name: \_\_\_\_\_  
 Knowledgeable Adult’s Signature: \_\_\_\_\_  
 (Knowledgeable Adult is one who knows the student’s parent(s) and has knowledge of the facts respecting their decease and the matters set out in this document.)

Date: \_\_\_\_\_

**Protecting Your Personal Information**

Island Catholic Schools collects and uses personal information to provide your child with the best possible educational services as outlined in our Mission Statement. The personal information on these forms is required in order to register your child and assist the school in making informed decisions on the suitability and appropriate placement of your child. This information will also allow the school to respond immediately to an emergency. Island Catholic Schools commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent unless permitted under the PIPA (Personal Information Privacy Act) legislation. If you have any questions about the use, storage or disclosure of personal information, please contact our privacy officer, the school principal.

I/We consent to having Island Catholic Schools collect, use and disclose this personal information as outlined above.

\_\_\_\_\_  
Parent/Guardian Signature

**Authorization to Use Student Photographs**

I/We consent to the use of photographs and in school communications, publications, advertising, promotional materials and on the Island Catholic Schools website.

\_\_\_\_\_  
Parent/Guardian Signature

Please let us know how you learned about Island Catholic Schools. Check all areas that apply.

- I attended one of the Island Catholic Schools.
- I heard about Island Catholic Schools through my parish/church.
- A sibling or relative attends one of the Island Catholic Schools.
- A friend attends (or attended) one of the schools.
- I saw an ad in the local paper.
- I visited the Island Catholic Schools booth at the Education Fair.
- I noticed the Island Catholic Schools display at the Victoria airport.
- A city transit bus Island Catholic Schools ad caught my attention.
- I heard an Island Catholic Schools ad on the radio/TV
- Other \_\_\_\_\_

**Office Use Only**

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Acceptance Letter     | <input type="checkbox"/> Deposit               | <input type="checkbox"/> Parish Supporter Form                   | <input type="checkbox"/> Report Card |
| <input type="checkbox"/> Application Fee       | <input type="checkbox"/> Family Discount (30%) | <input type="checkbox"/> PR Card Received                        | <input type="checkbox"/> Testing     |
| <input type="checkbox"/> Baptismal Certificate | <input type="checkbox"/> Internet Agreement    | <input type="checkbox"/> PR Card Requested                       | <input type="checkbox"/> Tuition     |
| <input type="checkbox"/> Birth Certificate     | <input type="checkbox"/> Orientation Form      | <input type="checkbox"/> Principal's Recommendation (SARHS only) |                                      |
| <input type="checkbox"/> Code of Conduct       | <input type="checkbox"/> PAD                   | <input type="checkbox"/> Recent Photo                            | <input type="checkbox"/> Void Cheque |
| <input type="checkbox"/> Custody Documents     | <input type="checkbox"/> Parent Volunteer Form | <input type="checkbox"/> Recent Work Samples                     |                                      |