

**ST. MARY'S SCHOOL  
NEW FAMILY REGISTRATION PACKAGE FOR 2024/25**

<b>FAMILY NAME</b>	For Office Use:	Category	Grades in Sept.
<b>Pastor's Authorization Form: (Category for Tuition Rate is determined by the Parish)</b>			
<b>NEW FAMILIES</b> -Please contact the parish office to arrange an appointment with the Pastor (604-792-2764). <i>Note: <b>Cat. 3 families are not required to meet with the Pastor.</b></i>			
<b>Application form</b>			
<b>Kindergarten Registration Form OR New Student Registration Form (for children in Grades 1 – 7)</b>			
<b>Medical Information Form</b>			
<b>Bus Request and Rider Contract (if applicable)</b>			
<b>Pre-Authorized Debit (PAD) Agreement for Payment of School Fees</b> <i>(Note: If shared/joint custody, and parents are sharing costs, a separate fee sheet for each party is to be completed – contact the school office)</i>			
<b>Permission Authorizing the Use of EFT Payments for occasional fees charged by St. Mary's School</b>			
<b>Contract for Parent Participation Program</b>			
<b>Personal Information Protection (PIPA)</b>			
<b>Permission for family email address to appear in Class Directory</b>			
<b>Internet Use Policy</b>			
<b>Family Statement of Commitment</b>			
<b>In addition to the above, NEW families are required to submit the following:</b>			
<b>Copy of Child's Birth Certificate</b>			
<b>Status of PARENT/GUARDIAN (Admission to Canada and Residency) – Complete form in package and attach documents</b> (Birth certificate of parent(s) for those born in Canada. Landed Immigrant/Passport/Canadian Citizenship for those not born in Canada. Copy of a Utility Bill to also be provided)			
<b>Landed Immigration Papers or Canadian Citizenship Certificate (if child was born outside of Canada)</b>			
<b>Status Card (First Nations Students/Aboriginal Ancestry)</b>			
<b>Child's Immunization Records</b>			
<b>Child's Baptismal Certificate (if baptized Catholic)</b>			
<b>Child's Most Recent Report Card (for students registering for Grades 1 – 7)</b>			
<b>Emergency Consent Card (please complete both sides of card)</b>			

**NEW FAMILIES** – Complete Registration package and then contact the school (604-792-7715) to arrange an interview with the principal and contact the Parish (604-792-2764) to arrange a meeting with the Pastor.

**Incomplete packages will not be accepted.**

**\*\*(PLEASE RETURN THIS CHECKLIST SHEET WITH YOUR REGISTRATION PACKAGE)\*\***



# ST. MARY'S SCHOOL

## Pastor's Authorization Form

(This form is to be completed by the Pastor. Please contact the Parish Office at 604-792-2764)

St. Mary's Parish contributes financially to support the school's operational costs and reduce fees for Catholic students. To receive the Catholic rate, families must have this form completed by their pastor.

Those families who meet the requirements for Category 1 parishioner will benefit from an additional tuition subsidy paid by their parish, further reducing their fees.

For the purposes of admission to St. Mary's School and to be considered as being a "Parishioner ~ Category 1", your family must meet the following criteria for St. Mary's Parish community:

- is registered in the parish
- attends Mass regularly at the parish
- uses Sunday envelopes (no amount specified) on a regular basis
- participate in the work activities required of you

If you do not meet all the requirements noted above, your pastor may designate your family to be a "Category 2".

Family Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Registered Parish: \_\_\_\_\_

**\*Note: Category 3 students do not need to meet with the Pastor**

Category 3 – Non-Catholic, non-active Catholic

**I hereby authorize St. Mary's School to accept the above noted student(s) as a**

Category 1 – Active Practicing Catholic in St. Mary's Parish

Category 2 – Catholic (not active in St. Mary's Parish, active in another parish)

Pastor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





# ST. MARY'S SCHOOL

Grade in  
September

## Application Form for 2024/25 School Year

### Student Information

\_\_\_\_\_  
LEGAL Surname

\_\_\_\_\_  
LEGAL First Name

\_\_\_\_\_  
LEGAL Middle Name

\_\_\_\_\_  
USUAL Surname (if different from LEGAL)

\_\_\_\_\_  
USUAL First name/Nickname

\_\_\_\_\_  
Birthdate: Month/Date/Year

\_\_\_\_\_  
Place of Birth

\_\_\_\_\_  
Citizenship

Male  Female

\_\_\_\_\_  
Address STUDENT resides at (including postal code)

\_\_\_\_\_  
HOME Telephone Number

\_\_\_\_\_  
Email Address (for school correspondence)

Special Custody?\* Yes  No

Custody Order?\* Yes  No

**\*Note:** If a custody order exists, a copy of it must be provided to the school

Student resides with: Father  Mother  Both parents  Legal Guardian

\*\*Baptized Catholic? Yes  No  Parish \_\_\_\_\_

\_\_\_\_\_  
Name and Address of Parish where child was baptized

**\*\*Note:** please provide copy of Baptismal Certificate

Sacraments: Reconciliation Yes  No  Communion Yes  No  Confirmation Yes  No

Language *primarily* spoken at home \_\_\_\_\_

Is the student of Aboriginal Ancestry? Yes  No

If Yes: Status  Non-Status  Metis  Other  \_\_\_\_\_

\_\_\_\_\_  
Please Specify

Living on Reserve? Yes  No

\_\_\_\_\_  
Name or Band Code of Residence

\_\_\_\_\_  
Status Card Number – please submit copy of card

## Parental Information

<b>Father's Name</b>		<b>Mother's Name</b>	
<b>Father's Citizenship</b> (if not born in Canada, please provide proof of residency)	<b>Father's Birth Country</b>	<b>Mother's Citizenship</b> (if not born in Canada, please provide proof of residency)	<b>Mother's Birth Country</b>
<b>Father's Address (if different from child's)</b>		<b>Mother's Address (if different from child's)</b>	
<b>Father's Email Address</b>		<b>Mother's Email Address</b>	
<b>Father's Home Phone</b>	<b>Father's Cell Phone</b>	<b>Mother's Home Phone</b>	<b>Mother's Cell Phone</b>
<b>Father's Occupation</b>	<b>Father's Employer</b>	<b>Mother's Occupation</b>	<b>Mother's Employer</b>
<b>Father's Work Phone</b>	<b>Permanent Resident of British Columbia?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Mother's Work Phone</b>	<b>Permanent Resident of British Columbia?</b> Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Father's Religion</b>	<b>If Catholic: parish family is registered in:</b>  <b>Envelope Number:</b>	<b>Mother's Religion</b>	
<b>If child resides with a LEGAL GUARDIAN, please contact the office for an additional information form.</b>			

## Emergency Contact Information

<b>Emergency Contact (NOT Parent)</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>
<b>Babysitter/Caregiver's Name</b>	<b>Home Phone:</b>	<b>Cell Phone:</b>

### The Applicant and his/her Parent(s)/Legal Guardian(s):

- certify that all information provided in this application form is accurate and current
- declare that they legal residents of British Columbia and currently residing at the address on this application (if not born in Canada, please provide proof of legal residency)

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

\_\_\_\_\_  
Parent/Guardian Name (please print)

\_\_\_\_\_  
Date of Application

## Emergency Medical Information

Name of Child \_\_\_\_\_

Grade \_\_\_\_\_

Personal Health Number (care card) \_\_\_\_\_

Has your child experienced/been diagnosed with any of the following medical conditions?

NO Existing Medical Conditions

Asthma Carries Puffers? Yes  No

Allergies Allergy to \_\_\_\_\_  
Requires Auto-Injector/EpiPen? Yes  No

Diabetes Type 1  Type 2   
Injections  Insulin Pump  Medication

Seizures/Epilepsy Takes medication? Yes  No

Other medical condition(s) or additional information the school should be aware of:

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If your child requires medication (including Auto-Injectors or Puffers) to be given during school hours, please request a medical alert form from the school office, to be filled out by doctor.





# PRE-AUTHORIZED DEBIT (PAD) AGREEMENT 2024/25

Personal Information (Please print clearly)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_ Phone # \_\_\_\_\_

Email Address: \_\_\_\_\_

## BANK ACCOUNT INFORMATION: ATTACH A VOID CHEQUE OR ATTACH BANK ACCOUNT INFORMATION FORM (available from your Financial Institution)

I, \_\_\_\_\_ hereby authorize CISVA-St. Mary's School, Chilliwack, BC to debit the bank account identified on the attached VOID cheque/Bank Account Information form as payment for student fees (noted below).

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

(Please refer to **FEE SCHEDULE** and fill in applicable amounts below. Choose date to be taken from account).

### REGISTRATION FEE (\$25) – payable at time of registration.

Prepackaged School Supplies (one time fee) – Total \$ \_\_\_\_\_

July 20     Sept 20

Art Supplies/Resources (one time fee) – Total \$ \_\_\_\_\_

July 20     Sept 20

**GRADE 7 OUTDOOR ED FEE** (applies to Grade 7's only) –

This fee will be determined in September and payment will be arranged with families.

Emergency Comfort Pack (one time fee) – Total \$ \_\_\_\_\_

July 20     Sept 20

Bus Activity Fee (one time fee) – Total \$ \_\_\_\_\_

July 20     Sept 20

**PARENT SERVICE HOUR FEES -See Parent Service Hours Contract**

\$40 for each service hour not completed (Jun 15/25)

### TUITION FEES – Please refer to FEE SCHEDULE

Tuition – Total \$ \_\_\_\_\_

I prefer to have the **full year's tuition** taken out on **September 20<sup>th</sup>, 2024**

I prefer to have **tuition payments taken out on a MONTHLY BASIS**  (payments will be taken in July, then Oct-June)

Preferred date for monthly tuition withdrawals:

1<sup>st</sup> of the month (Note: September's tuition will be taken out July 20<sup>th</sup>/24 and January's tuition will be taken out on January 20/25)

20<sup>th</sup> of the month

**BUS FEES (Transportation to/from school) – Please refer to FEE SCHEDULE – Paid monthly, beginning in September – NOTE: It is the responsibility of the parent to notify the school office if signing up for bus service part way through the year or cancelling bus service part way through the school year.**

1<sup>st</sup> of the month     20<sup>th</sup> of the month

Note: If a shared custody agreement is in place and parents will be sharing costs, a separate PAD agreement must be completed by each parent.

Any questions regarding the above noted fees/payment should be directed to [bookkeeper@saintmarysschool.ca](mailto:bookkeeper@saintmarysschool.ca).

**Permission Authorizing the Use of EFT Payments for occasional fees charged by St. Mary's School** (Please read the EFT FAQs prior to completing this form.)

Dear Parents,

St. Mary's has introduced the use of electronic funds transfers (EFTs) to collect incidental fees from families. In practical terms what this means is that when the school notifies you of an incidental fee for your child (for example, a field trip fee) that these funds will be debited directly from your bank account by the school. We are introducing this process to help automate our payments processing and reduce the need to handle physical cash/ cheques. In order to do this, we require your authorization and a copy of a void cheque.

Please note that St. Mary's School will only withdraw the specified amount after first having notified you of the amount and purpose for which the fee is being levied and the date that the funds will be debited from your account.

In introducing this payments process will reduce substantially the school's overhead (collecting physical cash, the depositing of such cash at the bank, its reconciliation not to mention avoiding cases where a child might lose the money on the way to school).

I, \_\_\_\_\_, consent to St. Mary's School debiting from  
*(print name)*

my bank account payment for **incidental activities related to my child's education** that occur during the 2024/25 school year recognizing that the school will only do so after first informing me of the activity, its cost and the date the funds will be withdrawn from my account.

\_\_\_\_\_  
*Signature* *Date*

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**Bank Information** (please complete or provide a VOID cheque) **OR**  Please **use existing banking information already on file at the school** \_\_\_\_\_ (initial)

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Bank Account Number: \_\_\_\_\_

*(Note for the bank account number please provide the branch as well as account number. It is the set of numbers in the bottom left corner of a cheque)*

I hereby authorize St. Mary's School to withdraw Hot Lunch fees [per date(s) chosen by me and noted on hot lunch forms] \_\_\_\_\_ (initial)

I hereby authorize St. Mary's School to withdraw money from my account for tickets to school fundraisers [per my authorization via email or written requests] \_\_\_\_\_ (initial)

## CONTRACT FOR PARENT PARTICIPATION PROGRAM (2024/25)

(Please read the Parent Participation Policy prior to completing this form.)

Parent participation is a commitment required of all St. Mary's School families. Parents may choose to do work hours or pay for participation hours in lieu of working (\$40/hour for 25 hours = \$1000). Parents who choose the work option are required to complete a total of 25 hours. A number of these hours can be earned by working at one of the fundraisers scheduled for the year.

FAMILY NAME: \_\_\_\_\_ PHONE # \_\_\_\_\_

Email Address: \_\_\_\_\_

Participation hours may be completed by any adult in the family:

Mom's Name: \_\_\_\_\_ Dad's Name: \_\_\_\_\_ Guardian or Grandparent's Name \_\_\_\_\_

**I have read and understood St. Mary's Policy for the Parent Participation Program and agree to participate in this program.**

In the event the required number of participation hours have not been met, **I hereby authorize CISVA-St. Mary's School to withdraw the following from my account on June 20, 2025\*:**

**\$40 for each service hour not completed by June 15, 2025\*\***

\*Parents will be notified by June 15<sup>th</sup> if their account will be debited on June 20<sup>th</sup>

\*\*If a prior arrangement has been made with the PEC Parent Participation Coordinator, hours may be completed after June 15<sup>th</sup>, in which case, no debit will be made on June 20<sup>th</sup>.

Parent/Guardian Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(please print) (Parent/Guardian)

Our family chooses **NOT** to participate in the PARENT PARTICIPATION Program and agrees to pay \$1000 (25 service hours @ \$40/hour).

I understand these fees will be withdrawn from my account on **September 20th, 2024.**

Parent Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(please print) (Parent/Guardian)





ST. MARY'S SCHOOL  
8909 Mary Street, Chilliwack, BC V2P 4J4  
Tel: 604-792-7715 Website: www.saintmarysschool.ca

2024/25

### PERSONAL INFORMATION PROTECTION

#### **The Collection, Use, Storage and Release of Personal Information**

Safeguarding your confidentiality and protecting your personal information is a fundamental concern for St. Mary's School. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information and Protection Act governing the collection, use, disclosure and storage of personal information. To ensure you are informed, we have adopted the following form.

#### **Student Registration Forms**

I consent to having St. Mary's School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents work numbers and email address, behavioral, academic and health information, most recent report card, emergency contact name and number, health insurance number and any similar information needed for registration. This information is required to apply for registration for your child at this school and to assist the school in making an informed decision regarding acceptance. It will also allow the school to respond immediately to an emergency. For more information, the privacy manager for St. Mary's School is the principal and may be reached at 604-792-7715

Parent Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(please print) (Parent/Guardian)

I consent to having photographs and work samples of my child(ren) used by St. Mary's in the school newsletter, yearbook, School/Parent Facebook page, parish bulletin, school website and other promotional material. **Note: names will not be attached to any photos (other than in yearbook).**

Parent Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
(please print) (Parent/Guardian)

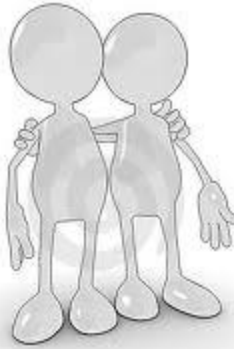
I consent to the school using contact information on phone lists (class phone lists, bus route lists, sports team/club lists, parent participation lists, phone-tree lists etc.)

Parent Name \_\_\_\_\_ SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**\*I have read and understood the information on this form. SIGNATURE: \_\_\_\_\_**  
Parent/Guardian

#### **Parent Personal Information**

St. Mary's School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written authorization from a parent or legal guardian is provided to the school. The school will securely store all electronic and hard copy information on parents and students.



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## PARENT DIRECTORY 2024/25

Over the course of the school year, the school office receives many requests from parents who would like to get in touch with other parents in their child's class (to invite children to birthday parties, arrange play dates, car-pooling, childcare etc.)

The school is bound by the Privacy Act and will not give out this information without permission.

If you wish your contact information, (**name and email address**) to be included in your child(ren)'s class directory, please complete the following.

NOTE: Class directories will only be provided to those families who have given permission to appear in the directory.

I/We give permission for my/our contact information (**name and email address**) to be included my child(ren)'s class directory.

Name: \_\_\_\_\_ Child(ren) in Grade(s): \_\_\_\_\_

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

I/We do not wish our name and email address to be included in any of the class directories.

# Saint Mary's School **INTERNET USE POLICY** (2024/25)

Acceptable Use Policy for Digital Technologies

**PLEASE READ CAREFULLY WITH YOUR CHILD, SIGN AND RETURN**

When I use digital technologies, I will:

\* **Communicate Respectfully** – thinking and checking that what I write or post is polite and respectful

This means:

- never sending mean or bullying messages or passing them on, as this makes me part of bullying
- not copying someone else's work or ideas from the Internet and presenting them as my own

\* **Protect Personal Information** – by being aware that my full name, photo, birthday, address and phone number are personal information and is **not to be shared online**

This means:

- protecting my friend's personal information in the same way
- I will not make up any username or password when I am on the Internet at school
- only joining a site online with my teacher's/supervisor's guidance and permission
- never answering questions online that asks for my personal information
- I will not send or receive email – this includes checking personal accounts on hotmail etc., using MSN messenger service, Facebook, etc.

\* **Look After Myself and Others** – by thinking about what I share

This means:

- speaking to a trusted adult if I need help
- stopping to think what I share online
- not deliberately searching for something rude or violent
- using only the apps/websites permitted for the task at hand
- I will not download or print any material/information without asking permission from the teacher/supervisor
- I will question the truth of information I read on the Internet. When doing online research, I will always check the source of the information and confirm it with a teacher/supervisor
- being careful with the equipment I use

I understand that my child/children using the Internet at school is a privilege and may be canceled if the privilege is abused.

Student: \_\_\_\_\_ Grade: \_\_\_\_\_ Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

As the parent or legal guardian of the above student/students, I have read the Acceptable Use Policy and grant permission for my son or daughter or the child in my care to access the Internet. I understand that Internet access is intended for educational purposes. I also understand that every reasonable precaution has been taken by the school to provide for online safety, but the school cannot be held responsible if pupils access unsuitable websites. I understand misuse of the Internet may result in disciplinary action, including written warnings and/or withdrawal of access privileges.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ST. MARY'S SCHOOL  
 8909 Mary Street, Chilliwack, BC V2P 4J4  
 Tel: 792-7715 Website: www.saintmarysschool.ca

2024/25  
 School Copy

**FAMILY STATEMENT OF COMMITMENT**

**Rationale**

“Motivated by a Christian-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 PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. by Catholic Bishops of B.C.

**Policy**

All families will be required to complete a Family Statement of Commitment. Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand, leading the young people to be the best they can be.

**Procedure**

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 form, 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 the standards is the right of the Board of Directors of the Catholic Independent Schools of the 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 at least one orientation session which will focus on the philosophy and goals of our school.
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. Mary’s reserves the right to:**
  - **Refuse admission or**
  - **Remove the student from the school**

I have read and understood the above expectations and commitments and I hereby accept them as stated:

Name of Parent/Guardian 1: \_\_\_\_\_  
 (Please print name) Signature Date

Name of Parent/Guardian 2: \_\_\_\_\_  
 (Please print name) Signature Date



As required by the Office of Independent Schools, please complete this document.

ST. MARY'S SCHOOL

**STATUS OF PARENT/GUARDIAN (ADMISSION TO CANADA AND RESIDENCY) – FORM A**

(if parents are deceased, use Form B – on the reverse)

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

**Lawfully Admitted into Canada**

1. I am (please X one):

- A Canadian citizen (please attach photocopy of citizenship paper (passport/provincial birth certificate) (If not born in Canada, please attach a photocopy of citizenship paper/card)
- A Permanent Resident (landed immigrant) (attach photocopy of landed immigrant status paper or PR card)
- Lawfully admitted into Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach photocopy 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, preclearance 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)  
\_\_\_\_\_

**Proof of Citizenship attached:**  Yes  No  Description of proof \_\_\_\_\_

**Residency in British Columbia**

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

Yes      Residency Address: \_\_\_\_\_

**\*\* Proof of Residency attached:**  Utility Bill  Mortgage Document  other proof (being BC Taxpayer)  
 No.      I am not a resident of British Columbia.

**Confirming Signatures**

3. Parent/Legal Guardian's Name:

Parent/Legal Guardian's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

As required by the Office of Independent Schools, please complete this document.

**LEGAL RESIDENCY OF PARENT (Deceased) – FORM B**

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

**Deceased Parent was lawfully admitted into Canada**

1. The student's deceased parent was at time of death (please X one):

A Canadian citizen

A landed immigrant

**Deceased Parent was a Resident in British Columbia**

2. The student's deceased parent was at time of death a resident of British Columbia (please X one):

Yes Residency Address:

No The student's deceased parent was not a resident of British Columbia.

**Confirming Signature**

3. Student Name: \_\_\_\_\_

Knowledgeable Adult's Name: \_\_\_\_\_

Knowledgeable Adult's Signature: \_\_\_\_\_

Dated:

\_\_\_\_\_

## ST. MARY'S SCHOOL FEE SCHEDULE – 2024/25

Parish schools within the Archdiocese, service the parish to which the school is affiliated. Each year, the parish subsidizes the school financially to balance the school's budget.

**REGISTRATION FEE: \$25.00** - This fee is **per family** and not per student. This processing fee is non-refundable and is **payable at the time of registration**.

**\$50 Late fee applies for packages submitted after February 29, 2024** (applies to "Returning families" only)

### **TUITION FEES:**

**DEFINITION OF TUITION FEE CATEGORIES: (Fee Category is assigned by the Pastor).**

**Category 1: Catholic - Parishioner - Active in/and Supporting St. Mary's Parish:**

For the purposes of admission to the school, your family is considered a member of this parish if you are:

- Registered in this parish.
- Regularly attend mass at this parish.
- Use Sunday envelopes (no amount specified) from this parish, on a regular basis.
- Participate in the work activities required of you by this parish.

**Category 2: Catholic - (not active in St. Mary's Parish)**

- Not actively supporting the parish.

**Category 3: (Non-Catholic)**

- Not a member of any Catholic parish.

**TUITION RATES:** The table below summarizes the school's monthly tuition fee schedule for the 2024/25 school year:

CATEGORY	Number of Children in any Grade		
	1	2	3 or more
1. Parishioner (Catholic - Active in/and supporting the Parish)	\$390.00	\$597.00	\$673.00
2. Catholic (Not active in St. Mary's Parish)	\$460.00	\$732.00	\$875.00
3. Non-Catholic	\$551.00	\$869.00	\$1062.00

**FAMILY RATE FOR TUITION:** If you fall under Category "1" and have 3 or more children attending both St. Mary's and St. John Brebeuf, you qualify for a "family rate. Please contact the school office for details.

**NOTE:** The first month's tuition is non-refundable unless notice of non-enrolment is received by the principal, **by June 30<sup>th</sup>, 2024**

**ST. MARY’S SCHOOL FEE SCHEDULE – 2024/25**

**FEES FOR ART SUPPLIES/RESOURCES:** Supply fees (for consumable materials) are paid by **ALL** families, regardless of tuition category.

**PRE-PACKAGED STUDENT SUPPLIES:** Families are to purchase student supply packages from the school.

Pre-Packaged School supplies for:	Price per Package
Kindergarten	\$30.00
Primary (Grades 1 – 3)	\$40.00
Intermediate (Grades 4 – 7)	\$60.00

**Art Supplies/Resources:**

Kindergarten	\$60.00	Grade Four	\$70.00
Grade One	\$65.00	Grade Five	\$70.00
Grade Two	\$65.00	Grade Six	\$75.00
Grade Three	\$70.00	Grade Seven	\$75.00

**EMERGENCY COMFORT PACKS - \$15/child for New Families. \$5/child for Returning Families.**

Comfort Packs are purchased by the school and will be kept on-site. The packages include a two,400 calorie food ration, 6 packages of 125 ml drinking water, a thermal emergency blanket, a light stick and a whistle. The food and water both have a 5 year shelf life.

**BUS ACTIVITY FEE:** The **Bus Activity Fee** is a one-time fee and is paid by **ALL** families. This fee covers the use of our school busses for field trips, sporting events and school activities.

<b>Bus Activity Fee</b>	<b>One child = \$50.00</b>	<b>Two children = \$80.00</b>	<b>Three or more = \$100.00</b>
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**MONTHLY BUS USER FEE:**

The **Monthly User Fee** applies to those families whose children are transported to and/or from school. Payment is made monthly, beginning in September.

<b>Bus User Fee – transportation to/from school:</b>	<b>One Child (both ways) = \$100.00/month</b>	<b>Two Children (both ways) = \$143/month</b>	<b>Three or more (both ways) = \$166/month</b>
<b>Bus User Fee – Transport to <u>OR</u> from school:</b>	<b>One child (one way) = \$56.00/month</b>	<b>Two Children (one way) = \$71.00/month</b>	<b>Three or more (one way) = \$93.00/month</b>

**FINANCIAL ASSISTANCE:** If your family is experiencing temporary financial hardship, please don’t hesitate to contact the Parish Office for financial assistance. Application forms are available from the parish office. Applications will be reviewed on an individual basis by the Pastor and Parish Finance Committee **and are for one year only. (Must be renewed each year.)**

**AUTHORIZATION TO DIRECT DEBIT INCIDENTAL FEES**

From time to time, you may wish to have other fees direct debited from your account. Incidental fees may include, but not be limited to, hot lunch fees, field trip fees, tickets to fundraisers, gift card purchases, etc. Permission to direct debit these incidental fees may be given by contacting our bookkeeper directly, via email, or by completing and submitting a “Permission to Direct Debit incidental Fees” form (available from the school office). Verbal permission, over the phone, will not be accepted.

**Frequently Asked Questions – Electronic Funds Transfers (EFTs)**

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## **For Parents**

**Why is the school introducing this method of payment for incidental fees? Why can't I simply write a cheque or pay using cash?**

*St. Mary's is introducing the use of electronic funds transfer (EFT) to automate how our school collects incidental fees from families for such activities as field trips and other activities in which your child takes part where a fee is required. It has been done to make the process more efficient and secure as it eliminates the handling of physical cash (its counting, storage and deposit with a bank) and improves oversight as it will appear on your bank statement.*

**Will the school withdraw cash from my account without my permission?**

*No. Each time the school wishes to debit your account you will be notified in advance of the charge, what it is for and the date when the funds will be withdrawn. Should you opt not to take part in the activity (e.g., not provide permission for your child to take part in a field trip) no funds will be withdrawn from your account.*

**How will I know that the school is withdrawing funds from my account?**

*At all times any funds that are withdrawn from your account for incidental fees will be communicated to parents well in advance of the activity itself (as often consent forms are required for trips, or a letter is sent home explaining the activity). Parents have the option not to have their child take part in the activity and in such cases no funds would be withdrawn. The date the funds will be withdrawn will also be communicated home. In addition, your monthly bank statement will show that the debit has been made from your account, on the date specified and details of the payment.*

**How does the introduction of EFT payments automate the process?**

*There are several efficiencies that are gained from the introduction of EFTs. The first is convenience for parents in that they do not have to send cash or write a cheque and get this to the school. Convenience for the school in that it will no longer need to handle physical cash; collect, count and deposit such funds at the bank and the time required to do this. EFTs can be done by the school through an instruction using online banking. In this way it will automate reconciliation of such monies and make it easier for teachers and school bookkeepers to manage the overall process.*



# St. Mary's School POLICY for PARENT PARTICIPATION

Parents are expected to be actively involved in the various activities of the school, including fundraising. The Parent Participation program not only serves to strengthen the school community, it also provides support to a wide range of school initiatives that help to offset the cost of tuition. The school relies on the valuable contribution of each family.

## Rationale of Parent Participation:

- Parental involvement in the school is a key trait of an effective school.
- When children see their parents involved in the school, their education seems more important to them.
- Working together on various tasks creates a sense of a close-knit community.
- We are all members of the St. Mary's family, and we are committed to all the children and to each other.

Parent participation is a requirement of all St. Mary's School families. Parents may choose to work the parent participation hours OR elect to not work the hours and have the Parent Participation fees direct debited from their account.

Parents who choose the work option are required to complete a total of **25 service hours**, to be completed by June 15<sup>th</sup>, unless previous arrangements are made with the PEC Parent Participation Coordinator to complete hours between June 15 and June 30.

Participation hours may be completed by any adult member of the family. All adults working directly with children MUST have completed a criminal record check (CRC) with the local RCMP office. Forms are available at the school office and the **CRC is free of charge**.

## Parent/Guardian Responsibility:

Each school family is expected to make every effort to contribute their time, talent and treasure to the best of their ability. There are many opportunities given over the course of the school year to get your participation hours in (during the summer, daytime hours, in the evenings and on weekends).

## Process:

- All school families must complete the **Parent Participation Program Contract**.
- **NON-PARTICIPATING FAMILIES:** An option is given on the Parent Participation Program contract to NOT participate in the Program. Families who elect to NOT participate will be required to pay \$1000. These non-participation fees will be taken from your account on September 20th/23.

## PARTICIPATING FAMILIES

- It is the responsibility of each family to track their parent service hours and submit them (each month) using the OnVolunteer program [this program is new for the 2024-25 school year]. Failure to submit hours may result in your account being charged.
- A representative from the Parish Education Committee (PEC) will tally and keep a record of hours submitted.
- Families are required to do 25 participation hours.

Any questions regarding this parent participation policy should be directed to the Parish Education Committee Chair or the Pastor.

## PARENT PARTICIPATION OPPORTUNITIES

**\*\*The following parent participation areas require an on-going commitment and are areas that are vital to the successful operation of the school on a day to day, week to week basis. \*\***

### **PLAYGROUND SUPERVISION - 12:35– 1:05 pm (2 people per day needed)**

The safety of our students is our prime concern. Supervision is provided by St. Mary's staff and parent volunteers. Volunteers are required for lunch hour supervision (12:35 – 1:05). Contact the Principal.

### **LIBRARY – 3 spots, 1 hour/week**

Duties may include reading to classes, checking books in/out, shelf reading/filing. Training will be provided. Please contact Mrs. ten Bohmer @ (atenbohmer@saintmarysschool.ca) to see availability of spots.

### **HOT LUNCH PROGRAM - Wednesdays 10:00-12:30 pm (approx.) 1 coordinator needed, hours vary. Several volunteers needed (depending on menu for the week) to shop, cook, distribute food and clean up.**

Contact the school office. If you have a FOODSAFE certificate, please let us know.

**WASHING SCHOOL BUSES** – Weekly commitment. This job may be shared by a few families over the course of the school year. Contact the school office.

**Numerous** opportunities for participation hours will become available over the course of the school year. Parents may be notified via email, newsletter, Parent Facebook page and school website.

- Playground check each morning
- Summer Maintenance - Painting, weeding, sweeping, general garbage cleanup around the school
- Winter Maintenance – Salting stairways, shoveling sidewalks etc.
- Classroom Helper – Reading with children, photocopying, assisting the teachers with art projects etc.
- Making costumes/designing sets for school musical production
- Attendance at monthly Parent Fundraising Group (PFG) meetings
- Sports Day (help in the kitchen to prepare lunch for students)
- Driving students (in addition to your own child) to off campus activities/events.
- Walkathon Day (help in the kitchen/man check points, place directional signs on route, riding route).
- Keep gym supply room tidy
- Keep art room tidy
- Direct traffic in school parking lot (morning drop off and afternoon pick up)
- Recycling (pick up cans/bottles from the school, sort and take to bottle depot)
- Acting as a coordinator for an event.

**Some** examples of opportunities for **FUNDRAISING** parent participation hours:

- Traffic control at Heritage Park Parking fundraisers
- Baking for various fundraisers
- Decorating/Setting up for fundraisers.
- Clean-up after fundraisers.
- Collecting prizes for fundraisers.
- Volunteering to work at specific jobs at fundraisers.
- Acting as a coordinator for a fundraising event.





ST. MARY'S SCHOOL  
8909 Mary Street, Chilliwack, BC V2P 4J4  
Tel: 792-7715 Website: [www.saintmarysschool.ca](http://www.saintmarysschool.ca)

2024/25  
Parent/Guardian Copy

## **FAMILY STATEMENT OF COMMITMENT**

### **Rationale**

“Motivated by a Christian-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 PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. by Catholic Bishops of B.C.

### **Policy**

All families will be required to complete a Family Statement of Commitment. Partners (home, school, parish) in Catholic Education must work together to provide an environment where faith and learning go hand in hand, leading the young people to be the best they can be.

### **Procedure**

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 form, 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 the standards is the right of the Board of Directors of the Catholic Independent Schools of the 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 at least one orientation session which will focus on the philosophy and goals of our school.
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. Mary's reserves the right to:**
  - **Refuse admission or**
  - **Remove the student from the school**