

St. Patrick's School

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Our Catholic schools provide each student with an education rooted in the Gospel of Jesus Christ. Guided by the Holy Spirit and Catholic teaching, in partnership with home and parish, our schools foster the growth of responsible citizens who will live, celebrate, and proclaim their faith. (C.I.S.V.A. Mission Statement)

At St. Patrick's School our aim is to provide an atmosphere where the education of the whole person is promoted. Our students strive to be:

Christ-like
Exceptional
Learners
Thankful
Inspiring
Community oriented
Servants

REGISTRATION 2023/2024

New Registration Collection Date: Feb. 8th 2023



ADMISSION POLICY TO CATHOLIC SCHOOLS

(as taken from the Catholic Independent Schools Vancouver Archdiocese (CISVA) Policy Manual)

All schools must have a process for admitting students. As part of this process the Pastor/Archbishop's Representative, the principal, and when practical, a member of the Parish Education Committee shall meet with each new family. Any difficulties arising out of the interview process shall be referred to the Pastor/Archbishop's Representative for resolution.

Families shall read and sign the Statement of Commitment prior to being accepted into a school. For purposes of this policy, "practising Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; "active in a parish" shall mean those who support the parish by using envelopes (no minimum amount specified) and participate in the work activities required of them.

ADMISSION FOR ELEMENTARY SCHOOLS:

Priorities for admittance into elementary schools shall be:

1. Children presently enrolled in St. Patrick's School if they and their families meet the expectations of the school.
2. Siblings of children already in St. Patrick's School, whose families are practising Catholics active in the parish.
3. Children whose families are practising Catholics active in the parish.
4. Siblings of children already in St. Patrick's School, whose families are practising Catholics active in other parishes.
5. Children whose families are practising Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practising Catholics active in other parishes.
7. Children whose families are either not practising Catholics or not active in their parishes.
8. Non-Catholics: Enrolment of more than 15% non-Catholics in any grade requires the approval of the Board of Directors. Once accepted into the school, non-Catholics need meet only the criteria expected of other students to be re-admitted in subsequent years. Siblings of non-Catholics cannot be given priority over Catholics.

July5/95

TUITION FEE:

The table below summarizes the school’s monthly tuition fee schedule for the 2023/2024 school year:
Your rate will be determined by the parish pastor.

2023 / 2024 TUITION

	Category 1 Active Parishioners from St. Patrick’s	Category 2 Active Parishioners from St. Luke’s & other Parishes	Category 3 Non-Active Catholic / Non- Catholic
One child (per month x 10 months)	\$360.00	\$480.00	\$590.00
Two children (per month x 10 months)	\$620.00	\$820.00	\$1010.00
Additional children (per month x 10 months)	\$100.00	\$125.00	\$380.00

Category 1: Active Parishioners at St. Patrick’s

- i. Member of St. Patrick’s Parish
- ii. Authorized by Pastor to attend St. Patrick’s School

Category 2: Active Parishioners from St. Luke’s Parish & other Parishes

- i. Member of a Catholic Parish other than St. Patrick’s
- ii. Authorized by your own Pastor to attend St. Patrick’s School

Category 3: Non-Active Catholic or Non-Catholic

- i. Not a member of any Catholic parish; and/or may only attend masses on special occasions, whether one is baptized Catholic or not

For the purpose of admission to St. Patrick’s Parish School, your family is considered an active parishioner of your parish if you are:

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

TUITION PAYMENT TERMS:

Monthly: Pre-Authorized Debits (PAD) monthly on the 15th day of each month for September 2023 to June 2024 inclusive.

Twice a Year: Pre-Authorized Debits (PAD) on September 15th 2023 and February 15th 2024.

Once a Year: A Pre-Authorized Debit (PAD) on September 15th 2023.

PARENT PARTICIPATION PROGRAM:

Once your child(ren) has been admitted to the school, you will be required to participate in the various activities of the school. Families who do not fulfil the requirements of Parent Participation will be assessed a Non-Compliance Fee of \$125.00 per month.

NON-PARTICIPATION IN PARENT PARTICIPATION PROGRAM:

Any family choosing not to participate in the Parent Participation Program will be assessed an additional \$125.00 per month over and above the regular school fees as indicated on the tuition fee schedule.

INSUFFICIENT FUNDS:

Families will be levied a charge for any cheque or pre-authorized debit that is returned to the school by the bank.

\$25.00 Per cheque or pre-authorized debit

It is CISVA policy that all outstanding financial commitments must be met before re-enrolment for the next school year is accepted.

FINANCIAL ASSISTANCE:

Although the Education Committee is charged with the responsibility of operating a fiscally responsible organization, it will be recognized that no child should be denied access to St. Patrick's School because of financial disadvantage. It is the Pastor's privilege to have the parish pay tuition for any families desiring enrolment within the school. Those families seeking such assistance should address their concerns to the Pastor.

REQUIRED DOCUMENTS:

- Photocopy of your child(ren)'s Birth Certificate or Canadian Citizenship
- Photocopy of your child(ren)'s BC Service Card / Care Card (M.S.P. #)
- Photocopy of your child(ren)'s Baptismal Certificate (Catholic only)
- Photocopy of your child(ren)'s last report card - Gr. K to 7 only (not preschool)
- Proof of **both parent's** Canadian Citizenship
- Proof of Residency - Official Document showing name & residence (only utility bills can be accepted)

New Registration Only:

Upon receipt of your application and all documents, you will be contacted by the school office and a meeting with the principal will be arranged.

Upon acceptance, a letter will be sent to you. Your application will not be completed until all the fees have been received by the school. Do not issue fee payments until you have received the letter of acceptance.

Parish schools within the archdiocese service the parish of which the school is a part of. Each year, the parish subsidizes the school financially to help balance the school's budget. Other ongoing needs of the school are met through fundraisers such as our school's annual Walk-a-thon and Trivia Night. As you will read in the "*Family Statement of Commitment*", your presence and support at these events is encouraged. It is essential that you be an active partner in your child(ren)'s education. The result will be a truly extraordinary school community.

Registration Fee Details/Schedule

Type of Fee	Purpose of Fee	Applicable	Amount	Payment Instructions	Due Date
Registration	A registration fee for every submitted re-registration is charged. This processing fee is non-refundable .	Per Family	\$90.00	Cash or cheque payable to St. Patrick's School	Feb. 8 th 2023 when registration application is handed in.
Fundraising	To purchase programs and resources. A tax receipt will be issued for this donation. This fundraising fee is non-refundable .	Per Family	\$50.00	Cash or cheque payable to St. Patrick's Parish	Payable on the 1 st between April 1 st & December 1 st 2023
Student Supply & Activity	This amount covers most activities in the classroom i.e.: field trips, gymnastics, sports, etc. Primary students (K-3): classroom supplies will be covered throughout the year by these fees. Intermediate students (4-7): classroom supplies will be covered throughout the year by these fees. This student fee is non-refundable after Sept. 30 2023 .	Per Student	Gr. K-3 \$85.00 Gr. 4-7 \$100.00	Cash or cheque payable to St. Patrick's School	***Payable on the 1 st of the month between April 1 st & December 1 st 2023
Emergency Preparation	Used to maintain and replenish emergency supplies. This emergency preparation fee is non-refundable .	Per Student	\$10.00	Cash or cheque payable to St. Patrick's School	***Payable on the 1 st of the month between April 1 st & December 1 st 2023
Sacramental	Catholic students receiving 1 st Holy Communion, Confirmation & including Gr. 7's Spirit Day registration. This sacramental fee is non-refundable after Sept. 30 2023 .	Gr. 2 & 7 Catholic students only	Gr. 2 - \$25.00 Gr. 7 - \$75.00	Cash or cheque payable to St. Patrick's School	***Payable on the 1 st of the month between April 1 st & December 1 st 2023
Outdoor Education	The students attend a three-day, two-night retreat. This student fee is non-refundable after Sept. 30 2023 .	Gr. 7 students only	\$170.00	Cash or cheque payable to St. Patrick's School	***Payable on the 1 st of the month between April 1 st & December 1 st 2023

Checklist for New Registrations

INCOMPLETE REGISTRATIONS WILL NOT BE CONSIDERED. Registration will only be considered accepted when all documentation and fees have been received by St. Patrick's School.

Surname: _____

- \$90.00 Registration Fee: **Non-refundable**

Required Documents for All New Students:

- Photocopy of Official document showing name and address of parent(s) (**only Utility bills can be accepted ex: Fortis, BC Hydro**) for Proof of Legal Residency of Parents/Guardians
- Photocopy of Child's Birth Certificate or Child's Landed Immigrant Status
- Photocopy of Child's BC Service Card /Care Card (M.S.P. #)
- Photocopy of Child's Baptismal Certificate
- Photocopy of both Parent's/Guardian's proof of Canadian Citizenship or Landed Immigrant Status
- For students entering Grade 1-7 a photocopy of the most recent report card

2023-2024 Forms

- Pastor's Authorization/Verification Form: **Date of appointment:** _____
- Application for Enrolment CAT. 1 2 3
- Legal Residency of Parents/Guardian
- Student Release Information 1 Child 2 Children More _____
- Personal Information Release Form
- Family Statement of Commitment
- Technology Acceptable Use Agreement
- Parent Participation Application Participating Not Participating
- Driver Authorization Form Participating Not Participating

Upon Acceptance: Do not submit until you have received your letter

- Fundraising Fee \$50.00: **Non-refundable**
- Parent Participation PAD agreement for all **participating** families
- Parent Participation PAD agreement for all **non-participating** families
 - OPTIONS:** 10 monthly withdrawals Sept. 15th 2023 thru June 15th 2024
 - 2 withdrawals Sept. 15th 2023 & Feb. 15th 2024
 - 1 withdrawal Sept. 15th 2023
- Tuition Fee PAD agreement
 - OPTIONS:** 10 monthly withdrawals Sept. 15th 2023 thru June 15th 2024
 - 2 withdrawals Sept. 15th 2023 & Feb. 15th 2024
 - 1 withdrawal Sept. 15th 2023
 -
- School & Activity Fees: **Non-refundable after Sept 30th 2023**

Child's First Name	Gr.	Supply & Activity K-3 \$85.00 4-7 \$100.00	Emergency Preparedness (Yearly fee)	Sacramental Gr. 2 - \$25.00 Gr. 7 - \$75.00	Outdoor Ed. \$170.00 per Gr. 7 only	Sub-total fees per student
1.		\$ +	\$10.00 +	\$ +	\$ =	\$
2.		\$ +	\$10.00 +	\$ +	\$ =	\$
3.		\$ +	\$10.00 +	\$ +	\$ =	\$
4.		\$ +	\$10.00 +	\$ +	\$ =	\$
FAMILY TOTAL						\$

St. Patrick's Parish School 2023-2024
PASTOR'S AUTHORIZATION/VERIFICATION FORM

All new families (**Catholic & Non-Catholic**) enrolling their child(ren) into St. Patrick's School must meet with our Pastor. "The parish priest is the proper Pastor of the parish entrusted to him. He exercises the pastoral care of the community entrusted to him under the authority of the diocesan Bishop. (1983 Code of Canon Law 519). We ask that you meet with our Pastor prior to submitting your registration package to the school. Please contact St. Patrick's Parish at 604.463.7148 to set up an appointment. **Please take this form with you for the Pastor's signature.**

Family Name: _____ Envelope # _____

In order to receive a parish subsidy, families are required to meet with their parish priest.

CATEGORY 1 - PARISH AUTHORIZATION - St. Patrick's Parish (to be filled out by Pastor only)

St. Patrick's Pastor's Signature

Date

CATEGORY 2 - PARISH AUTHORIZATION - St. Luke's or other Parish's (to be filled out by Pastor only)

PARISH: _____

We recommend the above mentioned family, as a **member of this parish**, be received into St. Patrick's School. This family qualifies at a Category 2 Rate. This parish will subsidize St. Patrick's School in its daily operation by the amount stated below and thus reduce this family's fees by the same amount.

Monthly Subsidy Amount: \$ _____

No Subsidy at this time

Pastor's Signature

Date

Only families of CATEGORY 3 are required to sign below

CATEGORY 3 - NON ACTIVE CATHOLICS / NON-CATHOLICS

WE ARE NON-PRACTICING CATHOLICS and understand our tuition fees will be set at the Category 3 Rate.

WE ARE NON-CATHOLIC and understand our tuition fees will be set at the Category 3 Rate.

Other: _____

Tuition: \$ _____

No Subsidy at this time (reviewed in 1 year)

Parents Signature

Date

ALL NEW FAMILIES

All new families enrolling their child(ren) into St. Patrick's School must meet with Fr. Matthew To I have met with this family.

Rev. Father Matthew To, Pastor, St. Patrick's Parish

**St. Patrick's Parish School 2023-2024
APPLICATION FOR NEW ENROLLMENT**

FAMILY SURNAME: _____ HOME PHONE #: _____

ADDRESS: _____ CITY: _____ POSTAL CODE: _____

E-MAIL ADDRESS: _____

Please keep the school office up to date of your current contact information.

PLEASE PRINT CLEARLY

CHILD/CHILDREN INFORMATION: Only list children to be enrolled in the school.

List children in grade order - oldest first - child(ren) entering Kindergarten must turn 5 years old in 2023

NAME First & Middle	BIRTHDAY Month / Day / Year	PLACE OF BIRTH City/Country	GRADE in Sept. 2023
------------------------	--------------------------------	--------------------------------	------------------------

1. _____ / _____ / _____ _____

2. _____ / _____ / _____ _____

3. _____ / _____ / _____ _____

LAST SCHOOL ATTENDED: _____ School phone #: _____
DO NOT LIST PRE-SCHOOLS

School fax #: _____

For children coming from another school, please include a copy of their last report card

First language spoken at home: _____

PARENT CONTACT INFORMATION:

Father's Name: _____ Cell Phone #: _____

Place of Work: _____ Work Phone #: _____

Mother's Name: _____ Cell Phone #: _____

Place of Work: _____ Work Phone #: _____

If mother or father has a different address from the child(ren) and wishes a second copy of report cards etc. please indicate:

Father _____ Mother _____ Alternate Home Phone #: _____

Alternate Address: _____

EMERGENCY CONTACTS: This section MUST be completed each year.

Please provide a name of a person(s), in the MAPLE RIDGE area, who can be contacted in the case of an emergency if neither parent can be contacted. It is **IMPERATIVE** that the information is given and kept current to ensure the well-being of your child(ren).

1. NAME: _____ Phone #: (_____) _____

Relationship to child: _____ Cell or Alternate Phone #: (_____) _____

2. NAME: _____ Phone #: (_____) _____

Relationship to child: _____ Cell or Alternate Phone #: (_____) _____

Natural Disaster Contact: In the event of fire, earthquake or other serious emergency, the school may implement a controlled release of students for their safety and well being. Should this be necessary, the school will only release your child to those persons authorized on the Student Release Form or, if necessary, to emergency medical personnel.

MEDICAL INFORMATION: All medical information MUST be kept current

ALL children entering school in Sept. 2023 must be listed and information given

CHILD'S NAME

B.C. SERVICE CARD/CARECARD #

- 1. _____
- 2. _____
- 3. _____

- _____
- _____
- _____

Doctor's name: _____

Phone #: (_____) _____

Dentist's name: _____

Phone #: (_____) _____

MEDICAL ALERT - THIS SECTION MUST BE COMPLETED EACH YEAR

Indicate if your child has serious medical problems and/or allergies (pets, environmental, food) - this MUST be updated as necessary throughout the year. Use a separate sheet of paper if more room is required.

CHILD

MEDICAL CONDITION

- 1. _____
- 2. _____
- 3. _____

If your child requires the school to give medication (ie: EpiPen, Benadryl etc.) a Request for Administration of Medication and Medical Intervention Form must be completed. This form can be obtained from the school office after acceptance only.

PLEDGE OF CONFIDENTIALITY

I/We (print name) _____, in consideration of my volunteer and/or Parent Participation service to St. Patrick's School, hereby agree that I will not at any time during my volunteer and/or parent participation involvement or after my volunteer and/or parent participation service ends, access or use any information related to any student, staff member or other volunteer disclosed to me as part my volunteer and/or parent participation involvement, or reveal or disclose to any persons within or outside St. Patrick's School any such personal information, except as may be required in the course of meeting my volunteer and/or parent participation service duties and responsibilities, and in accordance with applicable legislation (*the BC Personal Information Protection Act*). Such information may include, but not be limited to an individual's past or current health or health history, past or current health care provided to the individual, the individual's health care number, or other personal information such as the student's ability, needs, test results or teacher's records.

Signature of the individual making this pledge

Date

Signature of the individual making this pledge

Date

*Both Parent /Guardians are required to sign this section.
Failure to comply may result in your being asked to withdraw your child/ren from the school.*

CHILD(REN) AT HOME: (list children not yet old enough to attend school)

NAME (First and Middle)

DATE OF BIRTH (month/day/year)

WILL ENTER SCHOOL IN

SEPTEMBER _____
SEPTEMBER _____

I/We hereby state that the information given on this registration is accurate. I/We acknowledge that we are responsible for ensuring that our child attends school regularly and that if the minimum of 600 hours attendance between September and May 15 is not reached and the Provincial Government Grant is lost, in whole or in part, we will reimburse the school for the amount lost.

Parent/Guardian's signature

Date

St. Patrick's Parish School 2023-2024
LEGAL RESIDENCY of PARENTS/GUARDIAN
PLEASE PRINT CLEARLY & SIGN

Family Surname: _____

Children in St. Patrick's School:

	Grade _____		Grade _____
First and Last Name		First and Last Name	
	Grade _____		Grade _____
First and Last Name		First and Last Name	

PARENT INFORMATION - Legal Residency of Parents - Proof must be provided each year.

Completion of this form is required by the Ministry of Education and must be returned with your application form. It is to be completed and signed by the applicant's parent or legal (court-appointed) guardian. (If the legal guardian is completing this form, please attach a copy of the court order stating legal guardianship.)

(Residency of British Columbia)

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

- Yes Residency address: _____
- No I am not a resident of British Columbia

(Lawfully Admitted into Canada)

2. I am (please X one):

- A Canadian citizen (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)
- 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). For re-enrolment these documents will be on file and will not need to be resubmitted unless asked.
 - 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 (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 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 BC
- Other – Document description: _____ (must be cleared with Immigration Canada)

Confirming signature:

3. Parent/Legal Guardian's Name: _____ (Please print)

Parent/Legal Guardian's Signature: _____ Date: _____

Please Note: Should your "Lawfully Admitted into Canada" status change, it is your responsibility to contact the school office and make another declaration.

St. Patrick's Parish School 2023-2024
STUDENT RELEASE INFORMATION
PLEASE PRINT CLEARLY & SIGN

Family Surname: _____

Children in St. Patrick's School:

_____ Grade _____ _____ Grade _____
First and Last Name First and Last Name

_____ Grade _____ _____ Grade _____
First and Last Name First and Last Name

In the event of fire, earthquake or other serious emergency, the school may implement a controlled release of students for their safety and well being. Should this be necessary, the school will only release your child to those persons authorized on the Emergency Contact portion of this form or, if necessary, to emergency medical personnel.

Parents/Legal Guardians:

PRINT (Last Name), (First Name)

Signature

PRINT (Last Name), (First Name)

Signature

We authorize the release of the above child into the custody of any person(s) listed below should either parents/guardians be unable to reach the school.

1. Name: _____ Relationship to child/ren: _____

Contact Info: Home #: _____ Work #: _____ Cell #: _____

2. Name: _____ Relationship to child/ren: _____

Contact Info: Home #: _____ Work #: _____ Cell #: _____

FOR SCHOOL USE ONLY

Date: _____

Student released to: _____

Address: _____ City: _____

Phone: _____ Cell: _____

Signature of Authorized Person (s): _____

First Destination: _____

Final Destination: _____

St. Patrick's Parish School 2023-2024
FAMILY STATEMENT OF COMMITMENT

Family Surname: _____

"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 PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC

Home and parish school 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.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the school 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, Pastor or the Chairperson of the Parish Education Committee who will gladly discuss them with you.

By signing this statement, 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 required to support the Religious Education Program and participate in it 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.
5. Each family commits to support and participate in the fundraising activities of the parish/school. This means each family shares in the responsibility of educating our children.
6. Each student is required to know and follow school policies on behavior.
7. Parents/Guardians are required to know and support school policy and procedures.
8. Parents/Guardians commit to attend parent meetings.
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 the school reserves the right to: refuse admission, or remove the student from the school.
11. A copy of this statement will be given upon request.

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

Parent/Guardian Signature: _____ Date: _____

St. Patrick's Parish School 2023-2024
TECHNOLOGY ACCEPTABLE USE AGREEMENT

Must be signed by a Parent and all Students

Family Surname: _____

St. Patrick's School provides all students with access to computers and technology in order to enhance student learning and overall educational experience. The purpose of this agreement is to govern student use of these resources. **Please take the time to review this agreement with your child(ren).** Student access to the computer network, internet and any other school technology resource is a privilege, not a right.

Student Responsibilities:

All students are expected to abide by general rules when using any computer in the school.

These include but are not limited to the following:

- * Unless a student has been given permission as part of their educational program, PEDs (Personal Electronic Devices) are strictly prohibited on school property and at school sanctioned events. The only exception is if the classroom teacher permits cameras for special events. All PEDs will be confiscated and must be picked up by the parents at the end of the day.
- * Students are only to be logged in to their own account and must not allow others to use their account. Students must also ensure they log off before leaving a computer.
- * Students will not view, send, print or store any text or graphics that may be considered offensive, threatening, harassing, or inappropriate.
- * Appropriate language in online communication is expected at all times.
- * Students may not access any form of Social Media, game sites, or websites without prior approval.
- * Students will not vandalize any of the computer equipment in the school. This includes making configuration changes to the workstations, software, or network devices, or unplugging or moving hardware.
- * Students will not duplicate, store or transmit copyrighted material that violates Canadian copyright laws.
- * Students may not download or install software.

Failure to adhere to the above expectations may result in temporary or even permanent loss of network privileges and disciplinary action. The students may also be responsible for repair or replacement costs of the equipment.

Privacy

Students must acknowledge that they have no expectation of privacy while using any computer with the school. Network Administrators have access to all files on the system.

Student and Parent/Guardian Agreement

The signatures on the agreement below indicate that the parties have carefully read and understood the significance of the terms and conditions and agree to abide by them.

Students will not be given computer access unless they sign this contract which will then be kept in the office.

Student Contract

By signing this contract, I certify that I have carefully read the rules as detailed above. I understand the rules and agree to follow them. I understand that if I break the conditions that I may lose my computer privileges and may also face other disciplinary action.

- **All students need to sign this agreement.**

Student's Name	Grade	Student's Signature (to the best of their abilities)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Parent/Guardian Signature: _____ **Date:** _____

St. Patrick's Parents' Participation Program – July 1, 2023 to June 30, 2024

PARENT PARTICIPATION:

St. Patrick's School is part of the wider parish community. Once a child has been admitted to the school, as active school community members, parents have the option to participate in various activities of the school, including fundraising. The Parents' Participation Program focuses on raising funds and keeping down the operational costs of running the school. A family who participates in the program completes the work in lieu of a Non-Participation Fee (\$1,250.00 per year). Completing the Participation Hours, therefore, **is not** true volunteer work and the fee does not qualify for a tax receipt. Other jobs exist in the school that are of a true volunteer nature, and all families are warmly encouraged to find opportunities to volunteer.

The Parents' Participation Program functions under the direction of the Parish Education Committee (PEC). The Participation Coordinator is a member of the PEC and responsible for the appointment of Team Leaders, monitoring compliance with the program, and serving as a liaison between Team Leaders and the PEC.

RESPONSIBILITIES:

Families who participate in the Parents' Participation Program commit to a minimum number of hours of service per school year (**50 hours**). If your regular assigned hours do not equal 50 hours during the 10 months of the school year you will be required to make up the difference in another area. Fundraising is an important part of our school's operation allowing us to purchase extras that are not included in our annual budget. Therefore, make up hours will be assigned for the major fundraising events. Trivia Night is one area that requires many hours and manpower to ensure a successful evening. You may be asked to help in the school where there may be a specific need. It is the parents' responsibility to fulfill their hours of participation as assigned and to report them. Unless a special arrangement is made with the PEC in advance, parents may not ask other adults or children under the age of 16 to complete their Participation Hours for them. You will be notified of the number of hours you will be required to make up. It is your responsibility to notify us with what extra assignment you are able to do.

NON-COMPLIANCE IN PARENT PARTICIPATION PROGRAM:

Families who do not fulfill the requirements of the Parent Participation Program will be assessed a Non-Compliance Fee of \$125.00 per 5 hours missed.

NON-PARTICIPATION IN PARENT PARTICIPATION PROGRAM:

A family that is unable to commit to the required hours may elect to pay the Non-Participation Fee of \$1250.00 per year. This option is to be indicated on the Parents' Participation Form in your registration package.

SPECIAL EXEMPTION FROM PARTICIPATION:

Principals and teachers who work for the CISVA (Catholic Independent Schools Vancouver Archdiocese) are exempt from participation, depending on their status with the CISVA. For example, a CISVA Principal or teacher who works full-time (100%) is completely exempt. A CISVA Principal or teacher who works 3 days per week or 60% is required to participate in the program for the remaining 40%. The status must be noted on the Parents' Participation Form.

Those who have special circumstances and can neither participate in the Parents' Participation Program nor pay the Non-Participation Fee must submit in writing their request and include it with their school registration.

TRACKING HOURS:

All parents are responsible for keeping a personal record of their hours.

This includes:

Completing the participation form with the required information; Ensuring that the Team Leader/Supervisor has signed to verify these hours within the proper time frame; Submitting the form to the Parent Participation Coordinator (by December 1st and May 1st). Failure to submit the forms and in the event that there is a shortage of hours and no event to make up the hours, you will be assessed a non-compliance fee of \$125.00 for every 5 hours you are short.

Unless otherwise stated, hours volunteered at the school for such activities like field trips/driving to sporting events/reading with students etc. are excluded from the Parents' Participation Program.

**St. Patrick's Parish School 2023-2024
PARENT PARTICIPATION APPLICATION**

OFFICE USE ONLY Assignment

Family Surname: _____
Please print

Full name of parent/guardian who will be completing the participation hours for the family:

Home Phone #: _____ Email: _____

Work #: _____ Cell #: _____

Parent Participation requires 50 hours per year. Assignments begin July 1st and end June 30th each year. If you are assigned to a duty that is less than 50 hours you will be asked to participate in one of our major fundraising events (Trivia Night; the Annual School Walk-a-thon) or to participate in one of the smaller activities or you may be asked to work in the school.

I/We **will** be involved in the Parent Participation Program

Categories (Please choose at least 3 preferences – indicating #1, #2 & #3)

Weekday – School hours

- ___ Library Supervision
- ___ Yard Supervision
- ___ Morning Traffic
- ___ Grounds Cleaning/Maintenance

Flexible - as required or weekends

- ___ Hot Lunch Program (Wednesdays/some flexible hours)
- ___ Fundraising (flexible outside of scheduled events)
- ___ School Maintenance (weekend work, some flexibility)
- Maintenance Trade or skill: _____

Weekday - Evenings

- ___ School Cleaning (Mon./Wed./Fri. only)

Please indicate ALL times you are available to do your participation:
(Please write specific times into the slots or use a check mark to indicate availability; leave spaces blank to indicate "unavailable")

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MORNING						
AFTERNOON						
EVENING						

I/We **will not** be involved in the Parent Participation Program and therefore will be paying the Parent Non-Participating Program rate of \$125.00 per month.

I acknowledge that I have read and understood, provided the required information, and agree to the principles and policies outlined in the documents, as a condition of my participation in St. Patrick's School Parent Participation Program.

Parent/Guardian Signature: _____ **Date:** _____

**St. Patrick's Parish School 2023-2024
DRIVER AUTHORIZATION FORM**



To be filled out by parent/grandparent/guardian if you are planning to drive for school events.
If more than one driver per family, each driver must complete a form.
Extra forms can be obtained from the school office or on the website.

Family Surname: _____ Driver's Name: _____

Driver's Address: _____

Driver's Phone Number: _____ Driver's Email: _____

Vehicle: _____

Year

Make (e.g. Ford)

Model (e.g. Accord)

Colour

License Plate #

Seating capacity (including driver)

Commitments:

By submitting this form to become a volunteer driver for the school:

I confirm that I have a valid BC Driver's License (class 5 or better) and that the vehicle mentioned above has a valid insurance.

I confirm my driver's license has not been suspended in the last three years.

I confirm that I am the owner of the above-described vehicle or am duly authorized from the owner to use the vehicle.

I confirm that the above-described vehicle is in safe operating condition.

I agree:

- ... to operate the automobile referred above in a safe manner.
- ... to abide by all applicable laws at all times while I am transporting students.
- ... to limit the number of passengers to the number of useable seat belts.
no students will sit in the front seat.
- ... to require proper use of occupant restraint systems (i.e., seatbelts, head rests, seat position, and booster chairs where required).
- ... to comply with the directions of teachers or Parish Education Committee to transport students directly to the field trip/sports event location and directly back to school immediately following the event (i.e., no side trips).
- ... to transport the same students to and from the field trip/sports event, unless a teacher or agent of the school board says otherwise.
- ... to report to the school Principal all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization.
- ... to keep confidential the student identification and any other information about students that I transport and only release this information in the event of an accident or medical emergency.
- ... to return the student identification to the school immediately at the end of the trip.
- ... to accept the foregoing undertakings and certify that the information contained in this form is correct to the best of my knowledge.

Signature of Driver: _____ Date: _____

Personal information contained on this form is collected under the authority of the School Act for the purpose participating in school trips. If you have any questions about this form, please contact your school administrator.

Revised: 12/13