

# 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:*

**C**hrist-like  
**E**xceptional  
**L**earners  
**T**hankful  
**I**nspiring  
**C**ommunity oriented  
**S**ervants

## REGISTRATION 2024/2025

**New Registration Collection Date: Feb. 8th 2024**



## **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 2024/2025 school year:  
Your rate will be determined by the parish pastor.

**2024 / 2025 TUITION**

	<b>Category 1</b> Active Parishioners from St. Patrick’s	<b>Category 2</b> Active Parishioners from St. Luke’s & other Parishes	<b>Category 3</b> Non-Active Catholic / Non- Catholic
<b>One child</b> (per month x 10 months)	\$390.00	\$530.00	\$650.00
<b>Two children</b> (per month x 10 months)	\$670.00	\$900.00	\$1050.00
<b>Additional children</b> (per month x 10 months)	\$110.00	\$150.00	\$450.00

**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 15<sup>th</sup> day of each month for September 2024 to June 2025 inclusive.

**Twice a Year:** Pre-Authorized Debits (PAD) on September 15<sup>th</sup> 2024 and February 15<sup>th</sup> 2025.

**Once a Year:** A Pre-Authorized Debit (PAD) on September 15<sup>th</sup> 2024.

## **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 Fitness-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
<b>Registration</b>	A registration fee for every submitted re-registration is charged. This processing fee is <b>non-refundable</b> .	Per Family	\$90.00	Cash or cheque payable to <b>St. Patrick's School</b>	Feb. 8 <sup>th</sup> 2024 when registration application is handed in.
<b>Fundraising</b>	To purchase programs and resources. A tax receipt will be issued for this donation. This fundraising fee is <b>non-refundable</b> .	Per Family	\$50.00	Cash or cheque payable to <b>St. Patrick's Parish</b>	Payable on the 1 <sup>st</sup> between April 1 <sup>st</sup> & December 1 <sup>st</sup> 2024
<b>Student Supply &amp; Activity</b>	This amount covers most activities in the classroom i.e.: field trips, gymnastics, sports, etc. These fees will cover classroom supplies throughout the year. This student fee is <b>non-refundable after Sept. 30 2024</b> .	Per Student	\$100.00	Cash or cheque payable to <b>St. Patrick's School</b>	***Payable on the 1 <sup>st</sup> of the month between April 1 <sup>st</sup> & December 1 <sup>st</sup> 2024
<b>Emergency Preparation</b>	Used to maintain and replenish emergency supplies. This emergency preparation fee is <b>non-refundable</b> .	Per Student	\$10.00	Cash or cheque payable to <b>St. Patrick's School</b>	***Payable on the 1 <sup>st</sup> of the month between April 1 <sup>st</sup> & December 1 <sup>st</sup> 2024
<b>Sacramental</b>	Catholic students receiving 1 <sup>st</sup> Holy Communion, Confirmation & including Gr. 7's Spirit Day registration. This sacramental fee is <b>non-refundable after Sept. 30 2024</b> .	Gr. 2 & 7 Catholic students only	Gr. 2 - \$50.00 Gr. 7 - \$100.00	Cash or cheque payable to <b>St. Patrick's School</b>	***Payable on the 1 <sup>st</sup> of the month between April 1 <sup>st</sup> & December 1 <sup>st</sup> 2024
<b>Outdoor Education</b>	The students attend a three-day, two-night retreat. This student fee is <b>non-refundable after Sept. 30 2024</b> .	Gr. 7 students only	\$190.00	Cash or cheque payable to <b>St. Patrick's School</b>	***Payable on the 1 <sup>st</sup> of the month between April 1 <sup>st</sup> & December 1 <sup>st</sup> 2024

\*\*\* Can be combined for one cheque

## 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

### 2024-2025 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. 15<sup>th</sup> 2024 thru June 15<sup>th</sup> 2025
  - 2 withdrawals Sept. 15<sup>th</sup> 2024 & Feb. 15<sup>th</sup> 2025
  - 1 withdrawal Sept. 15<sup>th</sup> 2024
- Tuition Fee PAD agreement
  - OPTIONS:**     10 monthly withdrawals Sept. 15<sup>th</sup> 2024 thru June 15<sup>th</sup> 2025
  - 2 withdrawals Sept. 15<sup>th</sup> 2024 & Feb. 15<sup>th</sup> 2025
  - 1 withdrawal Sept. 15<sup>th</sup> 2024
  -
- School & Activity Fees: **Non-refundable after Sept 30<sup>th</sup> 2024**

Child's First Name	Gr.	Supply & Activity \$100 (per student)	Emergency Preparedness (per student)	Sacramental Gr. 2 - \$50.00 Gr. 7 - \$100.00	Outdoor Ed. \$190.00 (Gr. 7 only)	Sub-total per student
1.		\$    +	\$10.00 +	\$    +	\$    =	\$
2.		\$    +	\$10.00 +	\$    +	\$    =	\$
3.		\$    +	\$10.00 +	\$    +	\$    =	\$
4.		\$    +	\$10.00 +	\$    +	\$    =	\$
<b>FAMILY TOTAL</b>						\$

**St. Patrick's Parish School 2024-2025  
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)**

_____ <b>St. Patrick's Pastor's Signature</b>	_____ <b>Date</b>
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**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**

_____ <b>Pastor's Signature</b>	_____ <b>Date</b>
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*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)**

_____ <b>Parents Signature</b>	_____ <b>Date</b>
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**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 2024-2025  
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 2024

NAME First & Middle	BIRTHDAY Month / Day / Year	PLACE OF BIRTH City/Country	GRADE in Sept. 2024
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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. 2024 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 2024-2025**  
**STUDENT RELEASE INFORMATION**

*PLEASE PRINT CLEARLY & SIGN*

Family Surname: \_\_\_\_\_

Children in St. Patrick's School:

<p>_____ Grade _____ First and Last Name</p>	<p>_____ Grade _____ First and Last Name</p>
<p>_____ Grade _____ First and Last Name</p>	<p>_____ Grade _____ First and Last Name</p>

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:

<p>_____ PRINT (Last Name), (First Name)</p>	<p>_____ Signature</p>
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<p>_____ PRINT (Last Name), (First Name)</p>	<p>_____ Signature</p>
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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 2024-2025**  
**PERSONAL INFORMATION RELEASE FORM**  
*PLEASE PRINT CLEARLY & SIGN*

Family Surname: \_\_\_\_\_

According to Personal Information Privacy Act (PIPA) all areas must be completed.

1. I consent to having St. Patrick's School collect personal information that may include:
- Student identification information - birth certificate, landed immigration status, baptismal certificate, legal guardianship, court orders, parents work numbers and e-mail address
  - Health info - Doctor & Dentist's name and number, BC Service Card/Carecard, allergies
  - Emergency contact names and numbers
  - Any similar information needed for registration

*This information is required in order to register your child at this school and assist the school in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency.*

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

2. I consent to having Medical Alert information posted in the school office for supervising teachers and/or supervising parents:

- Posting of student's name and/or photographs in school office:    \_\_\_ Yes    \_\_\_ No
- Posting of student's Medical Condition in school office:        \_\_\_ Yes    \_\_\_ No

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

3. I consent to having photographs and work samples of my child(ren) used by St. Patrick's School:
- Yearbook:            \_\_\_ Yes    \_\_\_ No
  - Newspaper:        \_\_\_ Yes    \_\_\_ No

**School Website, Weekly Memo & School Social Media page:**

We like to post photos on our school website to showcase the many great things we do here at the school. Please note that these photos will be on the homepage of the website, making them public to all webpage visitors. We also like to share photos on the weekly memo or our social media pages. Only the photograph and first names would be published.

- Photographs and first name only                                    \_\_\_ Yes    \_\_\_ No

**Class Lists:**

- Names for Birthdays/ Phone lists, etc.:                    \_\_\_ Yes    \_\_\_ No  
*(Please note that if you decline, you may not receive pertinent information.)*

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

**General Disclaimer:**

*St. Patrick's School acknowledges that there will be no disclosure of any of the above personal information to any third party unless written authorization is received from you or required by law. All personal information will be properly secured and only be accessible to authorized personnel identified under policy by the school authority. For more information, the PIPA Manager for St. Patrick's School is Mrs. Maria Fonseca and she may be reached at 604-467-1571.*

**St. Patrick's Parish School 2024-2025**  
**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 2024-2025**  
**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.**

<b>Student's Name</b>	<b>Grade</b>	<b>Student's Signature</b> (to the best of their abilities)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

## **St. Patrick's Parents' Participation Program – July 1, 2024 to June 30, 2025**

### **PARENT PARTICIPATION:**

The St. Patrick's School Parent Participation program is a cornerstone of our school community. This program allows the school to keep operational costs lower. A family who participates in the program completes the work in lieu of a Non-Participation Fee (\$1,250.00 a year). This fee is not a donation and does not qualify for a tax receipt.

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

We use an online software system called OnVolunteers, to make it easy for parents to participate in the program. The system automates and simplifies the sign-up for hours and tracking process. There is no fee for parents to use this system.

Each family will have their own unique password-protected website, a.k.a. 'Parent Portal'. From within your own portal, you will be able to:

- Easily view and quickly sign up for available tasks.
- Automatically track the tasks you have signed up for or have been assigned. You do not have to manually submit service hours for tasks completed (the software tracks it for you).
- Know your real-time service hours total (pending or verified), any time.
- Receive/send messages from and to the Education Committee regarding service-related matters, all from within your Parent Portal.

**We will use this portal to sign up for parent-teacher conferences and other student events. Please ensure you know how to access your parent portal, even if you are not participating in the Parent Participation Program.**

### **RESPONSIBILITIES:**

Families who participate in the Parents' Participation Program commit to a minimum number of hours of service per school year (**50 hours**). It is the parents' responsibility to fulfill their hours of participation by logging onto their assigned OnVolunteers Portal and signing up for tasks. It is the parents' responsibility to track their hours. It is also the parents' responsibility to take themselves off tasks (72 hours ahead of time) that they are no longer able to attend.

**Each family is required to complete 20 hours by JANUARY 31<sup>st</sup>, 2025 or they will be charged for missed hours totaling 20 hours. The remaining 30 hours will need to be completed by JUNE 15<sup>th</sup>, 2025. Any hours completed in July or August will be applied to the following school year.**

### **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 \$25.00 per hour missed. Parents who miss three assignments without taking themselves off the task in due time (in one school year) will be removed from the program for the remainder of the year, and their Parent Participation fees will be withdrawn monthly for the remainder of the school year. In June, the family has the option to begin July by returning to the Parent Participation program or continue to pay the non-participation rate.

**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. 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.

**SPECIAL EXEMPTION FROM PARTICIPATION:**

Any persons who work for the C.I.S.V.A. (Catholic Independent Schools Vancouver Archdiocese) are exempt from participation, depending on their status with the C.I.S.V.A. Please contact the school office.



**St. Patrick's Parish School 2024-2025  
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 1<sup>st</sup> and end June 30<sup>th</sup> each year.*

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

**Please indicate if you can commit to any of these yearlong tasks**

**Weekday – School hours**

- \_\_\_ Library Supervision (afternoon)
- \_\_\_ Yard Supervision (before school)
- \_\_\_ Yard Supervision (lunch time)
- \_\_\_ Yard Supervision (after school)
- \_\_\_ Morning Traffic
- \_\_\_ After school Traffic

**Flexible - as required or weekends**

- \_\_\_ Hot Lunch Program (Wednesdays/some flexible hours)
- \_\_\_ Fundraising (flexible outside of scheduled events)
- \_\_\_ School Maintenance (weekend work, some flexibility)
- \_\_\_ Cleaning Crew Supervisor (Tuesday or Thursday)

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 2024-2025  
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