

Dear Parents,

Welcome to Kootenay Christian Academy. We are excited to see what God has in store for us this year!

Thank you for applying at KCA! What a wonderful gift you are giving your children as they attend Kootenay Christian Academy. A Christian school education gives young people a spiritual grounding that comes second only to the home environment. We are delighted that you have seen the value of a quality, faith-based education for your children.

In keeping with our mission statement, we strive to assist families by providing students with a Christ-centered, biblically directed education, which inspires students to pursue excellence in academics, moral character, and service to others. We endeavour to incorporate this into both academics and daily classroom life.

Please take time to carefully read through and complete this registration package. Please ensure to enclose all the required documentation needed.

We continue to praise God for what He is doing here at Kootenay Christian Academy, and seek to honour Him in all that we do. Should you have any questions or concerns with the registration process please feel free to call the office or email secretary@kcacademy.ca.

I look forward to meeting with you and your family. Have a great year, and thank you for desiring to partner with us as we Build Excellence within our students.

Yours in Christ,

Wendy Zurrin

Principal of Kootenay Christian Academy

EMAIL: secretary@kcacademy.ca | WEB: www.kcacademy.ca



Student Profile: Grades 1-11

Academy	Child's Legal na	me:	Gender
Male Female			
Child's Preferred name:			
Grade Application:	Ye	ear of Requested Enrolment	:(M/Y)
Birth date:	(M/D/	Y) *Please attach a copy of	Birth Certificate*
Aboriginal Ancestry? Yes _	No If y	yes, please explain:	
List the last two schools at	tended, starting	with the most recent.	
School Attended:	Grade:	Location:	Dates From and To:
1)		J	
2)			
Is there anything you wish	to convey to the	e school about your child's c	haracter or background?
Has your child ever been in	nvolved in discip	linary action by a school? Ye	es No
Parent/Legal Guardians In			
		Relationship to Stu	dent:
Address with postal code: _			
Email Address:			
			ovide supporting documentation*
Name:		Relationship to Stu	dent:
Address with postal code:			Page 1

Home/Cell Phone:		_Work phone:
Email Address:		<u> </u>
Citizenship:	* If not Cana	dian, please provide supporting documentation*
Lives with student: Yes	No If no, please ex	kplain
Are there any court orders regard	ding custody of your child?	Yes No If yes, please explain and provide
a copy of relevant documentatio	n:	
I/we attend church: Yes No	If yes, name of chu	rrch:
Sibling Information:		
Child's name:	Age:	Current School:
	<i></i>	
Does your child have any of the find th	following medical condition Hearing Problems Vision Problems	Heart Condition
Epilepsy	Allergies	Other:
		_ No If yes, please explain:
Does your child require medicati	ons? Yes No I	If yes, please explain:
Does your child require assistant	ce in taking medications? Ye	es No (If yes, authorization forms available in offi
Additional comments:		
Family Doctor:	Phone	::
Dentist:	Phone	e:
English Language Learning:		
Is English your child's first langua	ige? Yes No If	no, which language is?
Is your child's current/prior scho	oling in any language other	r than English? Yes, please specify No
Is there a possibility that your ch	ild will require English Lang	guage Learning instruction? Yes No Page

Student Support Services: Has your child repeated any grades? Yes _____ No _____ If yes, which grade: _____ Year: _____ Has your child had, or is your child currently being tutored outside of school? Yes _____ No ____ If yes, please provide details: Has your child received, or is your child receiving, Speech Language Therapy? Yes No Has your child been diagnosed with ADHD, ASD or Anxiety? Yes _____ No ____ Has your child been diagnosed with anything other than listed above? Yes No Has there ever been, or is there currently, a behavior and/or safety plan in place for your child? Yes No Has your child received, or is your child receiving, any of the following support services: If yes, please fill in the Student Support Services Information Package included with this form. Learning Assistance _____ Special Education _____ Enrichment / Gifted ____ English Language Learning ____ Does your child have an IEP (Individual Education Plan), SLP (Student Learning Plan), or LSP (Learning Support Plan)? Yes _____ No ____ *Important: Please include copy of most recent IEP, SLP, or LSP If **yes** to any of the above, please explain: **Emergency Contact Information:** Persons to contact in case of emergency, **other** than parent/guardian: Name: ______ Relationship to student: _____ Home/cell phone: _____ Work phone: _____ Name: _____ Relationship to student: _____ Home/cell phone: _____ Work phone: _____ Out of area contact Name: _____ Relationship to student: _____ Home/cell phone: _____ Work phone: ____ **Your Child's Profile:** 1. Please provide a brief overview of your child's spiritual history. 2. What are your child's strengths/gifts?

3.	3. What are your child's needs/stretches?	
4.	4. How do you hope that KCA will partner with you to support your child's education?	
	Additional Information (if any)	
How c	w did you hear about Kootenay Christian Academy?	
<u>Check</u>	ecklist:	
have	ave enclosed the following:	
1.	Copy of Birth Certificate Yes	
2.	2. Copy of BC Care Card Yes	
	3. Copy of Parents Citizenship (if applicable) Yes	
	4. Copy of most recent Report Card Yes	
	5. Copy of Legal Documents (custody)(if applicable) Yes	
	6. Copy of physicians/therapists reports (if applicable) Yes	
	7. Student Profile Yes	
	8. Student Support Services Information Form (if applicable) Yes	
	 Student Support Services additional documents required (if applicable) Yes Completed and signed Forms Package. This includes the Parent's Code, Cranbrook Christian 	
	Society Membership Application, Informed Consent Forms and Tuition Payment Plan forms	
11	11. \$100.00 Registration Fee, payable by cheque, debit, Visa or Mastercard (non-refundable) Ye	es
Signat	<u>natures</u>	
Parent	ent/Guardian Date	
Daron	ent/Guardian Date	



Student Support Services

Information Form

Student Name:	Current School Grade:
Birthdate:	Requested Grade Placement:
Parent/Guardian Name:	
Address:	
Phone Number:	
E-mail address:	
Current School:	
School Contact Person/Case Manager: _	
Phone number:	_ E-mail address:

Please indicate Student Support Services currently in place for your child

- Special Education (please complete section 1)
- Learning Assistance (please complete section 2)
- English Language Learning (please complete section 2)
- Enrichment or Gifted Program (please complete section 2)

1: Special Education

Does your child have a Ministry of Education indicated on your child's IEP)	on cate	gory de	signation in any of the following? (Category will be		
A (Physically Dependent)			B (Deaf-Blind)		
C (Moderate Intellectual Disability)			_ D (Chronic Health Impairment)		
E (Visual Impairment)			_ F (Hearing Impairment)		
G (Autism)			H (Severe Behaviour or Mental Illness)		
K (Mild Intellectual Disability)					
Please describe the support services your	child re	ceived i	n his/her current setting:		
Please provide copies of the following: most recent report card (at least 2 s current IEP (including process repor most recent psycho-educational ass medical reports related to the diagr behavior and/or safety plan (if any) most recent speech-language, occur	chool t ts) essmer nosis (go pationa	erms) nt (cogn enetics, al therap			

2. Learning Assistance, Enrichment, and English Language Learning (ELL) Does your child have a Ministry of Education category designation in any of the following? (Category will be indicated on your child's IEP) ____ Q (Learning Disabilities) _____ P (Gifted) R (Moderate Behaviour or Mental Illness) no category designation indicated on IEP or LSP _____ ELL Describe supports in place for your child (ie: reading support programs, math support, technology, ELL program, enrichment programs, etc.) Has your child received Speech-Language services? Yes_____ No _____ when: _____ Please provide copies of the following: _____ most recent report card (at least 2 school terms) current IEP or Student Learning Plan/Learning Support Plan (including process reports) most recent educational assessment (if any) _____ behavior and /or safety plan (if any) _____ speech-language assessment report (if any) Student cannot be considered for enrolment until all relevant documentation has been received Additional information (if any)





Consent Information

rieuse note, this docum	ent is a continuous consent document and will be valid as long as your child attends to
Any future changes must be	made in writing to the school office. ***
Child or Children's Names:	
Parent/Guardian's Name: _	
Parent Driver and Voluntee	er
during the coming scho vehicle insurance pape obtained on the ICBC w	A students, including your own to/from any field trips or school events at any time ol year, we require that you submit to the office a copy of your driving record and your rs, showing a minimum of 3 million dollar liability. Driving records are free and can be ebsite. Please forward abstracts to the school office email, secretary@kcacademy.ca. urance papers must be current and submitted to the office every school year.
you to have a current C school office and must	blunteer in any capacity with KCA students, including driving for field trips, we require riminal Record Check on file in the school office. Instructions are available in the be completed online. Please note that Criminal Record Checks are valid for 5 years and ble to notify the office if the status of your Record Check changes for any reason.
	ny time during the school year, parent/guardian will not be allowed to drive or ments have been received in the office.
School Directory	
The School Directory wi public.	Il be distributed to Staff and Student Families only. It is not distributed to the general
Yes, please inclue Phone number, email ac	ude our family information in the School Directory (First Name, Last Name, Address, ddress)
No, please do r	not include our family in the School Directory
Pick up Authorization	
I hereby give my author to.	rization for the following individuals to pick up my child in the event that I am unable
Name:	Relationship to Student:
Name:	Relationship to Student:

Kootenay Christian Academy is seeking your consent to collect, keep, use and share photographs, videos and images of individual students and groups of students to commemorate events and to promote various educational, sports and cultural activities that relate to the school. Photographs and videos of students may be used or shared in school communications including newsletters, brochures and reports. They may also be used on KCA's website, social media sites (e.g. Facebook), and online videos (e.g. YouTube), as well as DVDs, CDs and videos designed for educational and school promotional use only. A. ______I GIVE MY CONSENT for KCA to collect, use, and share my child's name and/or image for purposes consistent with the above. I understand that images and information posted on the internet may be

purposes consistent with the above. I understand that images and information posted on the internet may be stored and accessed outside of Canada. This consent may be withdrawn at any time in writing but withdrawal of consent does not require KCA to take any steps to withdraw from publication any previously published material.

OR

B. _____I DO NOT CONSENT to the use and disclosure of my child's image for the above purposes for this school year.

Due to privacy, we ask that you please do not post or share any photos or videos containing children other than your own on any Social media sites. Your cooperation is appreciated.

Field Trip Permission

I give permission, by signing below, for my child to accompany Kootenay Christian Academy on walking field trips, using the KCA bus within city limits, and walking in and around the community forest for the duration of the school year (advanced notice will be provided). I understand trips follow school policies that cover supervision, first aid, and school approved drivers (policies are published on the school website).

Privacy of Personal Information Consent

Kootenay Christian Academy follows the guidelines set out by the Provincial government regarding collection, use and disclosure of personal information in accordance with the Personal Information Protection Act (PIPA). By signing below, you are giving KCA permission to collect and use personal information in accordance with the above mentioned act and to release information where required, or permitted by law.

Parent/Guardian Name:	
Parent/Guardian Signature:	Date:





Continuous Enrolment Contract

Parent/	'Guardian name:
basis. S purchas your ch	the nature of education, much of the planning required to run an effective school must be done on an annual ignificant financial commitments are made annually: teachers are hired, curriculum and capital assets are sed, programs are created and a host of other plans are developed to operate at the highest level. By enroling ild(ren) at KCA you are committing to partner with the school for the entire school year. Please read the following y and provide acknowledgement where required.
Key Fin	ancial Guidelines:
1.	Upon admittance to KCA, students in good standing are continually enroled, from year to year, until they graduate or leave the school. Continuous enrolment requires families to maintain up-to-date personal information with the school to ensure effective communication. The school will publish the upcoming school year's tuition rates no later than January 31st each year.
2.	A student or family who elects to withdraw for the following year must provide <u>written</u> notice of withdrawal prior to June 15th to avoid the collection of 2 months' tuition fees. A student or family who withdraws between June 16th and Sept 14th is responsible to pay 2/10ths annual tuition. When a student or family voluntarily withdraws on or after Sept 15th for any reason at least one full calendar month's written notice must be given to the school. Prorated annual tuition (over 10 months) up to the current month, plus the next month, will be charged to the family's account. For example: if a family withdraws on November 7th, 4/10th's of the full year tuition amount is due (September through November, plus December). <i>Initial here</i>
3.	While students are continuously enroled at KCA, their placement status is not guaranteed until all financial obligations from the previous year are fulfilled. Families with an outstanding tuition account as of June 15th of the current school year, that are not on the 12 month payment plan, will cause their students' names to be placed onto classroom waiting lists for the following year.
4.	Ongoing failure to maintain a current tuition account and the ability to meet the financial obligations of the chosen payment plan may result in the release of the student. <i>Initial here</i>
5.	If a student is suspended, expelled, or asked to withdraw for disciplinary reasons, all tuition and fees paid up to date of departure to KCA are non-refundable. <i>Initial here</i>
6.	When a student leaves KCA for any reason, all unpaid accounts remain due to the school, even after graduation. **Initial here****
7.	For families choosing to make a single annual payment, either by cheque or credit card, the due date is Sept 15th. For families choosing the 12 month pre-authorized payment plan, fees are collected from your account on the 15th of each month, September through August.

9. Tax receipt information will stay the same year to year unless the office is notified of any changes. Changes must be received in writing by December 31 for the following year.

continue to be available through pre-authorized bank account withdrawal.) Initial here

8. All tuition payments that are made via credit card will be charged an additional 2% service fee. (Please note that as of September 2023, the monthly credit card payment option will no longer be offered. Monthly payments will

Required Signatures

By signing below, I/we agree to pay Total Annual Tuition Fees due and confirm that I/we have read, understand and agree to abide with the guidelines related to tuition payments listed above. Further, I/we understand that in order for this application to be processed, all Tuition Payments must be paid up to date and all Tuition information and supporting documents must be provided.					
Parent/Guardian signature	Date				
Parent/Guardian signature					



"Growing Excellence"

Counselling Consent

The students at Kootenay Christian Academy can receive counselling support to address their emotional and educational needs, both individually and/or as a whole classroom at any point throughout the academic year. Priority, however, is given to the whole classroom. Discussion topics vary and can be identified by the classroom teacher, EA or by the individual. Areas of concern may include, but are not limited to; friendships, stress, bullying, and test anxiety. Students report that these classroom discussions prove to be a time of learning new information, acquiring new coping skills, and connecting with fellow students on a different level. These classroom times also provide the students with an opportunity to get to know the counsellor better and thus feel more comfortable asking for help if the need should arise.

A second priority of the school counsellor is to address the urgent needs of an individual student. There is a locked counsellor box above the buddy bench where students can confidentially request to see the counsellor. The box will be checked daily, and those students in need will become the top priority for that day.

The third priority of the counsellor is to see individual students on a weekly basis. As this position is part time, areas of concern must directly pertain to school. These will be short-term sessions with immediate goals to work towards. If a student needs more time than is available, the counsellor will work with the parent/guardian to find local resources and referrals to better assist the child.

We are asking all parents to sign the form below, giving permission for students to see the school counsellor immediately, should they request it. If a signed consent is not received, the counsellor will need to obtain consent from a parent/guardian before meeting with the student. A note, or email will be sent home each time a child has been seen by the counsellor to inform the parent/guardian of the visit.

You may include multiple children on this form.	
Yes, I give consent for Farmer-Shave <u>cfarmer-shave@kcacademy.ca</u>).	to see the school counsellor: (Christa
No, I do not give consent for	to see the school counsellor.
Signed by	Date
Email address for correspondence	

as



DATE:
TO:
Dear Secretary,
The following student has registered with Kootenay Christian Academy and given the name of your school their last school attended.
Student's Name:
Grade:
Will you please send his / her student file, together with any other relevant material and if you are a MyEdBC school, release them from your MyEd system.
Parent / Guardian Signature:
Date:
Thank-you,
Kootenay Christian Academy, secretary.



Parent's Code

- 1. I have received the Lord Jesus Christ as my personal saviour and am actively involved in a local church.
- 2. I acknowledge that the Bible places primary responsibility on parents, especially fathers, for the education of their children, and am requesting this school to assist me in the God-given responsibility.
- 3. I have read and fully accept the Doctrinal Statement as my own.
- 4. I will pray earnestly for the school.
- 5. I will actively support the ministry of the school when I am able by assisting with various activities as needed.
- 6. I will support the standards of the school and uphold them outside of the school as well as in the school.
- 7. I authorize the school to employ such discipline as it deems wise and expedient for the training of my child(ren), excluding the use of corporal punishment which we believe to be the sole responsibility of the parent.
- 8. I will immediately seek to resolve misunderstandings privately with the person(s) (i.e. faculty, staff, Board members, other parents) involved in accordance with the principles of Matthew 18.
- 9. I accept that my child(ren) will be placed at a level determined by the administration on the basis of diagnostic and achievement testing to ensure individual success for each child.
- 10.I accept that the school reserves the right to dismiss any child who fails to comply with established regulations and discipline; or whose financial obligations remain unpaid; or who fails to show satisfactory academic progress.
- 11.I understand that faithful attendance at Parent-Teacher Interviews, Meet the Teacher Night and the Annual General Meeting are vital to building a strong school. I will make every effort to attend.
- 12.I hereby pledge to pay my financial obligations to the school.
- 13.I understand that tuition does not cover the full costs of educating my child(ren) and will seek to support the school through the various fundraising activities.

I agree with ALL STATEMENTS of the Parent's Co	ode
Parent/Guardian signature	
OR	
I agree with STATEMENTS 5 – 13 of the Parent's	s Code
Parent/Guardian signature	-
Student(s) Name:	



Cranbrook Christian School Society

1200 Kootenay Street N., Cranbrook, BC V1C 5X1

Membership Application Form

- (-)	n(s) or Other Applicant:		
Name(s) of Children Attending	g KCA:		
Please choose one of the following	owing:		
Voting Membership			
I apply for membership in the	Cranbrook Christian School Society a	nd I:	
Have read and am in full agree the same;	ement with the Constitution and By-L	aws and commit hereby to uphold an	d promot
Claim Jesus Christ as Lord and	Savior of my life; and		
,	nd the By-Laws, and resolutions of the	Society and the directives of the Boa	ard of
Directors.			
	Date:	Phone:	
Signature:	Date: Date:		
Signature:			
Signature:	Date:		
Signature: Signature: Associate (Non-Voting) I	Date:	Phone:	
Signature: Signature: Associate (Non-Voting) I Will abide by the objectives a Directors;	OR Member	Phone: Phone: Society and the directives of the Boa	
Signature: Signature: Associate (Non-Voting) I Will abide by the objectives a Directors; Am aware that as an Associate	Date: Date: OR Member nd the By-Laws, and resolutions of the	Phone: Phone: Society and the directives of the Boats Society By-Laws.	ard of

Please note that all membership applications are subject to approval of the Board of Directors of the Cranbrook Christian School Society.

Once approved, membership remains in effect until your child is no longer a student at KCA. If you wish to make changes to this document, you may do so in the office.



2022-2023 Tuition Schedule

Family Plan	Regular	10 Month	12 Month
One Child	\$4056.00	\$405.60	\$338.00
Two Children	\$6323.00	\$632.30	\$526.92
Three or more Children	\$7935.00	\$793.50	\$661.25

^{***}Grade 10 & 11 students will be required to pay an additional High School program fee. At this time we are projecting this fee to be approximately \$300.00***

If you plan to pay tuition in full:

- You receive a \$100 discount if paid in full by September 15th.
- You may pay by attaching a post dated cheque, bank draft, **or** you can fill in the Credit Card information on the Pre-Authorized Tuition Payment Plan and the payment will be processed on September 15th. We no longer accept cash. All credit card payments will be charged an additional 2% service fee.

New Families:

- New Families receive a \$500 discount off tuition for their first year at KCA
- New Families will receive the \$100 discount if tuition is paid in full by September 15th.

Referral Program:

Existing KCA Families can qualify for our Referral Program by referring new families to KCA.
 Once the new family registers and completes their first full year at KCA, the family that referred them receives a \$100 gift card of their choosing.

Important:

- High School program fee may be paid in full or added to the yearly tuition and paid for through monthly payments.
- Tuition fees are 100% tax deductible.
- Please see the Continuous Enrolment Contract for important information regarding tuition.
- Monthly credit card payments will no longer be offered as of September 2023.





Pre-Authorized Tuition Payment Plan

First N	ame:	Last Name:
Studer	t(s) Name:	
Phone	Number:	
<u>Option</u>	1 – Paying in full by cheque, mone	y order or in office (\$100 discount if paid in full by Sept 15th)
0	I will be paying in full by post date I will be paying in person in the of	ed cheque (dated Sept 1st or later) or money order. fice on or before September 15th.
-	2 – Credit Card Payments (Visa and	·
card pa	ayments. As of September 2023, mo I authorize Kootenay Christian Aca tuition amount less the \$100 early I authorize Kootenay Christian Aca	I year, KCA will be charging an additional 2% service fee with all credit anthly credit cards payments will no longer be available**** addemy to charge the following credit card \$, the full or discount plus the 2% fee, on September 15th. addemy to charge the following credit card in the amount of see) on the 15 th of each month for 10 months, beginning September 15 th
Credit	Card Number:	
Expiry	Date:	
<u>Option</u>	3 – Pre-Authorized Bank Account F	<u>Payments</u>
٠	in the amount of \$ 10 monthly payments on	ademy (Cranbrook Christian School Society) to debit my bank account monthly on the 15 th for: the 15th of each month September through to June. the 15th of each month September through to August.
	Please use existing bank account of I have provided a VOID Cheque or Financial Institution.	letails on file or copy of my Pre-Authorized Payment agreement form from my
		lete until all payment information has been received in the and used year to year. You may make changes at any time.
Signed		Date:



Charitable Tax Receipt Information

Tuition Fees at Kootenay Christian Academy are tax deductible. In order to issue your tax receipt correctly, please provide the following information. This information will be used from year to year unless otherwise notified to the school office.

Full name including middle initial:	
Address:	
Postal Code:	
Home / cell phone number:	
Fmail address:	

CHRISTIAN Academy

KCA Gym Strip Shirt Order Form

Students in grade 6-11 are REQUIRED to wear a KCA t-shirt for gym class. Shirts are available for K-5 students if you would like to purchase one.

New students will receive a complimentary FIRST t-shirt.

Returning students, who would like to order a new one, may do so at the cost of \$18 each.

Sample sizes are available in the office. Grade 7-11 have the option of ordering a black t-shirt OR a green (or <u>both</u>, if you like ⊚)

Please circle your choices and return it to the office with payment to receive your shirts as soon as possible.

Please circle your choices below.						
Student N	ame:					Grade:
	Size:	Youth	n S ,	M,	L, >	KL
	Adult	S,	M,	L,	XL,	2XL
	Color:	Gree	n, Bla	ack (g	r 7-10	only)
Student N	ame:					Grade:
	Size:	Youth	n S ,	M,	L, >	KL
	Adult	S,	M,	L,	XL,	2XL
	Color:	Gree	n, Bla	ack (g	r 7-11	only)

Complimentary (new student) or payment included with order \$