



OUR LADY OF THE ASSUMPTION SCHOOL

2255 Fraser Avenue, Port Coquitlam, BC V3B 6G8 | Phone: 604.942.5522 | www.assumptionschool.com | office@olapoco.ca

KINDERGARTEN APPLICATION PACKAGE 2024

Thank you for your interest in Our Lady of the Assumption School. Our elementary school has grades from Kindergarten to Grade 7 with approximately 30 students in each class. This package is for September 2024 kindergarten start.

With the leadership of our Parish Priest, Father James Hughes, the Parish Education Committee (PEC) and our Principal, Ms. Rosaleen Heffernan, our school is under the authority of the Catholic Independent Schools of the Archdiocese of Vancouver and the BC Ministry of Education. Our faith-based school is partially funded by the Ministry of Education and tuition collected from families. Tuition rates are set each year by our Parish Education Committee.

At Our Lady of the Assumption School, we believe in achieving high academic standards which also encourage creativity and individuality in each child. As Catholic educators, we are committed to leading our students to develop a relationship with Jesus and a love of the Catholic faith. Our school strives to ensure each child feels safe, accepted, and respected. We wear a uniform with pride. We believe that parents are the primary educators of their children, and we look forward to working together with you.

To learn more about our school, tuition rates, hours, etc; please visit www.assumptionschool.com

APPLICATION PACKAGE RETURN DATES

We will accept complete kindergarten applications from January 9 to January 19, 2024; from 9:00am-2:00pm

NOTE: School is closed for Christmas Break from December 23, 2023 to January 8, 2024

OPEN SCHOOL TOURS – January 9, 2024 @ 9am-10am | **APPLICATION DEADLINE** - January 19, 2024 @ 2pm

CHECKLIST

ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED

- Kindergarten Application
- Family Photograph
- Childs Birth Certificate
- Childs Baptismal Certificate
- Childs Immunization Records
- Corresponding Parent & Childs Immigration Records
- \$50.00 Non-Refundable Application Fee



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~ KINDERGARTEN APPLICANTS MUST BE 5 YEARS OF AGE PRIOR TO DECEMBER 31, 2024 ~

Children may start kindergarten in September of the year they turn five years old. At Our Lady of the Assumption, Kindergarten applications take place every January, for those children starting in September of that same year.

For example, a child born in 2020, would be eligible for kindergarten in September 2025 and applications would be available January 2025.

ADMISSIONS STEPS

There is a 3-step admissions process when applying to Our Lady of the Assumption School.

1. **APPLICATION** – Student Application Forms must be completed in full and returned to the school including required documentation and application fees listed on the forms. Please read and familiarize yourselves with school policies that can be found on the school website.
2. **FAMILY INTERVIEW** – Parents/Guardians and their child(ren) are required to meet with the Parish Priest and the Principal for an informational meeting. The meeting will be scheduled by the school office as the applications received by application deadline are reviewed.
3. **REGISTRATION** – A Registration Package will be distributed to successful applicants once applications have been approved. Please return completed registration forms and applicable fees to Our Lady of the Assumption School.

**This 3-step admissions process is typical, but may vary.*

CATHOLIC INDEPENDENT SCHOOLS OF THE VANCOUVER ARCHDIOCESE'S PRIORITY OF ACCEPTANCE

1. Children presently enrolled in the school if they and their families meet the expectations of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the Parish.
3. Children whose families are practicing Catholics active in the Parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other Parishes.
5. Children whose families are practicing Catholics coming into the Parish, who have been attending Catholic School elsewhere.
6. Children whose families are practicing Catholics active in other Parishes.
7. Children whose families are either not practicing Catholics or not active in their Parishes.
8. Non-Catholics. Enrollment 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-Catholic students cannot be given priority over Catholics.



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RELIGIOUS INFORMATION

Child's Religion: _____

Has the child received the Sacrament of Baptism: YES NO * If YES, please include copy of Certificate

Church Parish: _____ Church Envelope #: _____

STUDENT ALERTS

MEDICAL ALERTS

Physician's Name: _____ Physician's Phone #: _____

Personal Health Care #: _____

- Medical Alerts or Allergies (i.e. epilepsy, diabetes, food allergies, insect bite allergies, vision or hearing impairments, etc) YES NO
 - Is the allergy/condition life threatening? YES NO If yes, does the child carry an EpiPen? YES NO
- Other medical alerts: _____

Please specify. (Note: Staff cannot administer medication unless a formal request form is completed). If your child has a medical condition that requires specific instructions, you must fill out the appropriate paperwork which is available at the school office. Only allergies which require a medical plan need to be listed here.

LEGAL ALERTS

- Are there Court Orders related to this student? YES NO
- Other legal alerts: _____

STUDENT SUPPORT NEEDS

- Does the child have any Learning Difficulties (i.e. speaking difficulties, physical challenges, autism, etc.) YES NO
- Has the child had an assessment completed or is in progress? (i.e. SLP, OT, Psycho educational)? YES NO
- Other support needs: _____

To provide a safe and productive learning environment, it is imperative that pertinent information is disclosed to the school for educational planning purposes. Acceptance is contingent upon appropriate disclosure of relevant information to the school. Disclosure of this information WILL NOT AFFECT your child's admission.

PARENT/GUARDIAN CONSENT

I/We consent to having Our Lady of the Assumption School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parent's address/phone numbers/email address and any similar information needed for registration. This information is required to register your child at this school and assist the school in making an informed decision as to your child's appropriate placement in the school. Student information is also available to the Fraser Health Authority. Your Preferred Family Email address will be added to the School Wide Announcement email list every year. The school may prepare a family contact list for each class, to be distributed to school administrative personnel and teachers, for the purpose of contacting you for emergency and non-emergency school or parish related issues. For more information, the privacy manager for Our Lady of the Assumption School is the office manager and school principal, they may be reached at 604.942.5522.

Upon applying for our children to attend Our Lady of the Assumption School, we do so with the understanding that we will comply with the policies set down by the school regarding the Religion program, tuition fees, discipline, parental participation, the school dress code and the school grant regulations.

I/We understand that my signature indicates that all information documented is truthful and complete.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____



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STATUS OF PARENT/GUARDIAN

ADMISSION TO CANADA AND RESIDENCY – FORM A

~ Information required by the Ministry of Education –Independent School Student Records, Requirements and Best Practices Guidelines, Appendix II

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian. This is mandated by the provincial government and must include the attachments.

Lawfully Admitted into Canada

1. I am (*please ✓ one*):

- A Canadian citizen **(*Attach a copy of PARENT'S Birth Certificate or Citizenship Paper/Card)**
- A Permanent Resident **(*Attach a copy of PARENT'S Landed Immigrant Status Paper or Permanent Resident card)**
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents

Please mark the appropriate box below and attach a copy of the document:

- Admission as a refugee or refugee claimant.
- Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
- Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
- A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other - document description: (must be cleared with Citizenship and Immigration Canada):

Residency in British Columbia

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

- Yes, Residency address: _____
(*Attach a recent copy of a Utility Bill, Driver's License, Municipal Tax Assessment, Mortgage Document, Rental Agreement)
- No, I am not a resident of British Columbia.

Confirming Signatures:

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

Parent/Guardian Signature: _____ Date: _____

FOR OFFICE USE ONLY:

PROOF OF RESIDENCY: _____

DATE: _____