



# Christ Church Cathedral School

## APPLICATION PACKAGE

### **Admissions Policy:**

A \$50.00 non-refundable administration fee, payable by cash, cheque to Christ Church Cathedral Educational Society, or e-transferred to: [accounts@cathedralschool.ca](mailto:accounts@cathedralschool.ca) must accompany this application in order for it to be processed.

**Please note that the submission of this application does not constitute automatic acceptance.**

**The School will accept applications for enrolment at any time during the year. However, to increase the possibility of securing a seat for your child, the following dates should be honoured:**

- November 30<sup>th</sup> Kindergarten applications due
- November 30<sup>th</sup> siblings of current students entering any grade for the first time
- February 1<sup>st</sup> grade 1 – 8 students who may require special education support or have an IEP
- February 15<sup>th</sup> re-registration of all current students
- February 15<sup>th</sup> all other applications

Applications received after these dates will be processed as time and resources permit.

**Qualification for Kindergarten** is evaluated through the following processes:

1. An interview with the parents and child to assess the alignment between the aspirations of the parents for their child's education, the child's temperament, and the educational and spiritual program offered at Christ Church Cathedral School (CCCS).
2. Attendance at our Kindergarten readiness assessment day, when approximately the first 36 names on the list will attend the School for a morning. During this morning, we will be assessing the following:
  - a. the child's readiness for a structured, full day, academic Kindergarten class; and
  - b. the child's ability to play and socialize with others in a socially appropriate manner.
3. An assessment of any documentation about the specific educational, social, emotional and physical needs of the child and an assessment of the School's ability to deliver an appropriate program within the context of the current classroom and School dynamic.

**Acceptance for Kindergarten, provided students are qualified**, is determined according to the following criteria:

1. Siblings of students attending the School are accepted first.
2. Other remaining spaces will be filled on a first come, first admitted basis, according to the date the application was received by the school office.

NB: Within both categories above priority will be given first to contributing members of the Anglican Church and then to children whose families are contributing members of other Christian denominations.

Also: CCCS reserves the right to waive the first come, first admitted criterion in order to achieve an appropriate balance in the class, including gender and the social, emotional and intellectual development of all of the students.

And: Children previously enrolled in childcare centres are required to provide copies of any available school reports, as well as any documentation relating to intellectual performance, special programming, or psychological, behavioural and developmental assessments.

Following the complete admissions process, parents will receive a letter indicating whether or not CCCS can offer a place in the Kindergarten program. Those children who qualify but for whom we do not have a space will be placed on a priority waitlist.

Christ Church Cathedral Childcare children will be considered for admission to CCCS in the same way as all other applicants as described above.

**Qualification for Grades One to Eight** is evaluated through the following processes:

1. Students currently enrolled in the School have priority for the coming school year, subject to submission of the re-enrolment form by the deadline.
2. For new applications there is an interview with the parents and child to assess the alignment between the aspirations of the parents for their child's education, the child's temperament, and the educational and spiritual program offered at CCCS.
3. A classroom visit for a full or part day.
4. A brief written assessment, appropriate to the age and grade level of the student, may be administered.
5. An assessment of any documentation about the specific educational, social, emotional and physical needs of the child and an assessment of the School's ability to deliver an appropriate program within the context of the current classroom and school dynamic.
6. Students currently receiving a special education program at the School will have their program evaluated to determine if the program is meeting or will likely meet the needs of the student in the near future. If the program is not meeting the student's needs, then re-enrolment options will be discussed with the parents.

**Acceptance for Grades One to Eight, provided students are qualified**, is determined according to the following prioritized criteria:

1. Students currently enrolled in the School have priority for the coming school year, subject to submission of the re-enrolment form before the deadline.
2. Siblings currently not in attendance at the School have priority for remaining spaces.
3. Students who have successfully auditioned for the Chorister Program at the Cathedral are considered next.
4. Other remaining spaces in Grades One to Eight will be filled on a first come, first admitted basis, according to the date the application was received by the school office.

NB: For categories #2 and #4 above, priority will be given first to contributing members of the Anglican Church and then to children whose families are contributing members of other Christian denominations.

Also: CCCS reserves the right to waive the first come, first admitted criterion in order to achieve an appropriate balance in the class, including gender, intellectual ability and the social and emotional development of all of the students.

And: Students transferring from other schools are required to provide copies of their most recent school reports and any documentation relating to academic performance, educational programming, or psycho-educational, behavioural and developmental assessments.

Once a child has been accepted into Christ Church Cathedral School the family will be required to complete a registration form, fee payment policy form and legal residency of parent form. A copy of the child's birth certificate and immunization records, as well as a registration deposit of \$225, which will be applied to September's tuition, must accompany these forms. If the child is admitted during the school year, full payment of the first and last month of school tuition must be submitted with the registration form.

In addition, parents must read and be willing to abide by all policies and procedures as described in the Parent/Student Handbook, available on the school's website: [www.cathedralschool.ca](http://www.cathedralschool.ca)

Parents of students who may have special needs are referred to the School's Special Education Policy.

**Non-qualifying students, i.e., non-residents of BC and other children who do not qualify for BC Ministry of Education funding** (as per section 1 of the *BC Independent School Act*)

1. The School provides the best educational program possible; however, it has limited resources to meet the needs of all potential students. Therefore each application from a non-qualifying student will be dealt with on a case-by-case basis.
2. Non-qualifying students will be charged the amount of the per-student ministry grant over and above the tuition fee.



# Christ Church Cathedral School APPLICATION FORM

ENTRY YEAR: \_\_\_\_\_ ENTRY GRADE: \_\_\_\_\_

Child's Name: \_\_\_\_\_ Gender \_\_\_\_\_

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Surname: \_\_\_\_\_

Legal Name (if different from above): \_\_\_\_\_

Name child is called (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Language(s) spoken at home (list all): \_\_\_\_\_

Anglican Church Parish (if applicable): \_\_\_\_\_ Envelope number: \_\_\_\_\_

Present Grade: \_\_\_\_\_ Present School: \_\_\_\_\_

Father's Name: \_\_\_\_\_

Address (if different from child's address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Citizenship: \_\_\_\_\_

Mother's Name: \_\_\_\_\_

Address (if different from child's address): \_\_\_\_\_

Home Phone: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_ Citizenship: \_\_\_\_\_

To be completed when the applicant has attended other schools.

**Schools Attended** – List the last three schools, starting with the most recent.

<u>School</u>	<u>Location</u>	<u>Date of Attendance</u>	<u>Teacher or counsellor</u>

List student's interests and hobbies (e.g. soccer, piano, chess, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please include with this application a copy of the **most recent progress report** issued by the school or pre-school your child last attended.

## Supporting your child at Christ Church Cathedral School

The following section is necessary so the School can begin to assess the intellectual, physical, social and emotional needs of your child in order to determine our capacity to properly support both your child and the classroom.

If answering **YES** to any of the questions below, please explain and submit relevant academic/health services reports by the application deadline of February 1<sup>st</sup>.

Has your child ever had Learning Assistance of any kind? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please explain the nature and duration of this assistance. \_\_\_\_\_

Is your child currently following an Individual Education Program (IEP)? Yes\_\_ No\_\_ (If yes, please submit a copy)

Has your child had an educational assessment from a psychologist? Yes\_\_ No\_\_ Date of assessment \_\_\_\_\_

Has your child been enrolled in or tested for Special Education Services? Yes\_\_ No\_\_

If yes, please submit relevant academic/health services documents. Enclosed \_\_\_\_\_ Forthcoming by Feb.1<sup>st</sup> \_\_\_\_\_

Has your child experienced behavioural problems requiring intervention? Yes\_\_\_\_\_ No\_\_\_\_\_ If yes, please provide details and any necessary documentation. \_\_\_\_\_

Has your child been referred for developmental or behavioural assessment by a family doctor or pediatrician?

Yes\_\_ No\_\_ If yes, please provide details and any assessment reports. \_\_\_\_\_

Is there any other information about your child that you feel the School should know in order to help him/her integrate well into the School (e.g. academic, social, medical situations, school based IEP, Psycho-educational or Occupational Therapy reports)? Please list and attached reports. \_\_\_\_\_

Educationally relevant medical and health information: (if yes to any of these questions, please list beside the assessment date and provide the necessary documentation.)

1. Does your child have visual or hearing impairment? Yes\_\_\_\_\_ No\_\_\_\_\_
  2. Has your child received speech-language therapy? Yes\_\_\_\_\_ No\_\_\_\_\_
  3. Does your child take any medications on a regular basis? Yes\_\_\_\_\_ No\_\_\_\_\_
  4. Is your child able to participate in a full physical education program? Yes\_\_\_\_\_No \_\_\_\_\_
- If you answer NO, please explain why. \_\_\_\_\_

This application must be returned with the non-refundable application fee of \$50, no later than the dates indicated at the beginning of this application package. This application will be kept on file until December 31<sup>st</sup>, of the year in which you apply, after which time those families who wish to remain on the waiting list will be expected to renew their application form.

**I understand this is only an application and does not constitute registration. I am aware that if there is available space, I will be contacted regarding registration by the end of April. I understand that the omission of relevant and significant information will cause this application to be withdrawn. I have read and understand the Admissions Policy at the beginning of this Application Package.**

*(All legal parents and guardians must sign below)*

Signature (Parent or Guardian) \_\_\_\_\_ Date \_\_\_\_\_

Signature (Parent or Guardian) \_\_\_\_\_ Date \_\_\_\_\_