



ESS RE-REGISTRATION CHECKLIST

RE-REGISTRATION CHECKLIST:

- Fill and sign the Re-registration Package (one per family)
- \$50 Re-registration Fee (included in PAD agreement)
- Attach a recent proof of address (ex: phone or utility bill). *One per parent* if different households.

SUBMIT OTHER FORMS (IF APPLICABLE) – *available on our website*

- Medical Forms (Anaphylaxis, Asthma, Seizures)
- Before/After School Club (B/ASC)

EMAIL RE-REGISTRATIONS TO

registrations@ess.vancouver.bc.ca

INCOMPLETE OR UNSIGNED RE-REGISTRATION PACKAGES WILL NOT BE ACCEPTED.

DEADLINE MAY 3rd, 2024

LATE SUBMISSIONS WILL INCUR A \$50 LATE FEE



ESS RE-REGISTRATION 2024 – 2025

Fill out ONE Re-registration Package per family.

Email the complete registration package to registrations@ess.vancouver.bc.ca or drop it off at the school office

RETURN BY: May 3rd, 2024

LIST STUDENTS RETURNING TO ESS FOR SCHOOL YEAR 2024/25:

1. _____ / _____ / _____ / _____
 Legal Given Name Middle Name Legal Family Name GRADE IN SEPT. 2024
2. _____ / _____ / _____ / _____
 Legal Given Name Middle Name Legal Family Name GRADE IN SEPT. 2024
3. _____ / _____ / _____ / _____
 Legal Given Name Middle Name Legal Family Name GRADE IN SEPT. 2024
4. _____ / _____ / _____ / _____
 Legal Given Name Middle Name Legal Family Name GRADE IN SEPT. 2024

I HAVE A CHILD ENTERING **KINDERGARTEN** IN SEPTEMBER 2024: _____

****Fill out a separate New Student Registration for kindergarten (AVAILABLE ON OUR WEBSITE)**

Legal Given Name + Legal Family Name

Parent/Guardian

Parent/Guardian

Name

Name

Signature

Signature

Date:

Date:



FAMILY STATEMENT OF COMMITMENT

General School Administration

Family Statement of Commitment – Annex A

Policy 411

RATIONALE

“Because ‘promotion of the human person is the goal of the Catholic school,’ Catholic education goes beyond the technical and practical aspects of schooling to help students integrate every area of knowledge within a Christian vision of the human person. The school recognizes that the physical, emotional, moral and spiritual dimensions of human development must tend to a personal synthesis of faith and life in each student. Growth in these areas prepares students for a life of service, building the Kingdom of God in society.”

Pastoral Letter on Catholic Schools

Catholic Bishops of British Columbia 4 November 2016

POLICY

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Partners (home, school, parish) in Catholic education 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.

PROCEDURE

Please read Annex A carefully. It asks 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 attention of the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you.

All families will be required to complete the Family Statement of Commitment attached. Both parents/ guardians must sign this Statement of Commitment.

By returning the signed statement with your completed school application, you are confirming your agreement to comply with the commitments, and your understanding of the implications for failing to do so (as outlined in Annex A that forms part of this policy.

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 expected to support the teachings on faith and morals in the Christian Education Program and participate in the program as required by the school.



4. All students are expected to attend school on a regular basis and full participation in all aspects of the educational program of the school are required of every student. Each student is expected to strive toward the development of his/her full potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. In this way, each family shares in the responsibility of educating our students.
6. Each student is expected to know and follow school policies on behaviour, and each parent/ guardian is expected to review these policies with their own child.
7. Parents/guardians are expected to support their student's educational program. Parents/ guardians agree to consult with that teacher, Principal or other school staff member with respect to the student's educational program as required.
8. Parents/Guardians are expected to attend at least one orientation session which will focus on the philosophy and goals of our school.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If applicable (see Schedule A below), each parent/ guardian agrees to:
 - a. Provide the school with complete and updated versions of any orders or agreements
 - i. Affecting, restricting or prohibiting a parent/ guardian's ability to access the school or a student attending the school
 - ii. Impacting a parent/ guardian's authority over decision making in relation to a student's education
 - iii. Ensure that any updates to these orders are given to the school as they occur
 - b. Minimize and void any disruption to the school associated with the implementation of those orders or agreements, and comply with the terms of any orders or agreements
11. If any of these conditions are not met the school reserves the right to: refuse admission, or remove the student from the school, or take any other appropriate action in the circumstances.

Parents are asked to sign two copies of this Family Statement of Commitment. One copy is for the family's records and the other is to be submitted with the application.

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

Parent/Guardian

Parent/Guardian

Name

Name

Signature _____

Signature _____

Date: _____

Date: _____



LEGAL RESIDENCY OF PARENT(S) DECEASED FORM B

To be completed and signed by the student applicant and a knowledgeable adult (one who knows the student's parent/s) and has knowledge of the facts respecting their decease and the matters set out in this document.

The student's deceased parent was at the time of death:

- A Canadian
- A Landed Immigrant

The student's deceased parent was at the time of death a resident of British Columbia (Please X one):

- YES, with Residency Address: _____
- NO, was not a resident of British Columbia.

Signed by:

(Knowledgeable adult is one who knows the student's parent/s and has knowledge of the facts respecting their decease and the matters set out in this document.)

Student: _____

Name of Knowledgeable Adult: _____

Signature of Knowledgeable Adult: _____



LEGAL ORDER OR AGREEMENT

(Fill out only if there is a court order or agreement in place)

I _____, parent/guardian of _____, confirm that there is an order or agreement (check as appropriate):

- affecting, restricting, or prohibiting a parent/guardian's ability to access the school or a student
- attending the school
- impacting a parent/guardian's authority over decision making in relation to a student's education
- Other:

Please provide details with respect to the order:

I also confirm that:

- I (we) have provided the school with complete versions of all orders.
- I (we) have provided the school with complete versions of all applicable agreements.
- I (we) have provided the school with complete versions of all updates to these orders and agreements.
- I (we) agree to provide the school with any new updates to these orders and agreements as they are determined and to follow up with the documents as they are made available.
- I (we) agree to comply with the terms of any orders or agreements.
- I (we) agree to minimize and avoid any disruption to the school associated with the implementation of those orders or agreements.

Parent/Guardian

Name

Signature

Date:

Parent/Guardian

Name

Signature

Date:



PERSONAL INFORMATION PRIVACY POLICY (PIPA) FOR PARENTS AND STUDENTS

FAMILY NAME: _____

École St-Sacrement (Blessed Sacrament School) obtains consent to collect, use, and share student personal information that is directly related to and necessary for their educational functions. For social media purposes, parental consent is required.

I understand to having **École St-Sacrement (Blessed Sacrament School)** collect personal information that may include student identification information, birth certificate, baptismal certificate, immunization record, legal guardianship, court orders if applicable, student behavioral, academic and health information, most recent report card, emergency contact names and number, doctor's name number, health insurance number, parents' occupations, religion, parish and envelope number, work numbers and email address, home address and any similar information needed for registration. This information is required in order to register your child at this school and assist in making an informed decision as to your child's appropriate placement in the school. Other information solicited will include parents' emails in order to prepare class and school-wide emails lists for staff and administrative use. Finally, student medical information (immunization forms) will also be available to the Vancouver Coastal Health Authority.

Media Consent

I consent to having École St-Sacrement to collect, and share photographs and/or videos, **without names**, and use on the school website, e-newsletters, posters, and social media sites for school-related and promotional purposes (Instagram and Facebook). YES NO

Parent/Guardian

Name

Signature

Date:

Parent/Guardian

Name

Signature

Date:



PARENT PARTICIPATION PROGRAM

Once your child has been admitted to the school, as an active school community member, you will be required to participate in the various activities of the school, including fundraising. We have a mandatory Parent Participation (PP) Program. All families are expected to contribute a minimum of **40 hours** of service each year. Items may be purchased in exchange for PP Hours (ex: snacks for sports day, etc.), at a rate of \$20 = 1PP hour.

AREAS OF PARTICIPATION

We use the **OnVolunteers Parent Volunteer Portal** where parents can view and sign up for school related volunteer tasks and keep track of their hours. Each parent has individual access to their family account. Additional *mandatory areas* of participation include:

- The annual Walkathon fundraiser and ESS Silent Auction
- Grade 6 parents are expected to participate in the Grade 7 farewell event as part of a “pay it forward” tradition, even if their total number of participation hours equals or exceeds the minimum requirement

RESPONSIBILITIES & TRACKING HOURS

It is the parents’ responsibility to fulfill their minimum of **40 hours** of participation. All parents are responsible for keeping a record of their hours in the portal, and ensuring their hours are completed by June 20th. This includes:

- Signing up for the event
- Ensuring that the Activity Coordinator or teacher has verified the hours on the parent participation portal

FULFILLMENT AND TRANSFER OF PP HOURS

- Hours must be completed by parents/legal guardians **only** (extended family members or other people may only be substituted in extenuating circumstances and solely with the permission of the principal)
- Families cannot transfer parent participation hours over to the following year (*40 PP hours pertain to one school year, July 1st – June 8th of the given school year.*)
- Hours cannot be transferred from one family to another

NON-PARTICIPATION FEE

ESS recognizes that some families are unable to commit their time to the PP Program. A family can pay an opt-out fee of \$1000 in lieu of time.

OUTSTANDING HOURS AND PENALTY FEES

If a family accumulates less than the required 40 PP Hours by June 20th, the family will be assessed a penalty fee, receive an invoice for the remaining hours at the rate of \$20 per unfulfilled hour, and will be debited the outstanding amount on June 25th of the given school year. ** In order to facilitate the expedient handling of non-participation penalty, the parent(s) or legal guardian(s) hereby agree to have the remaining balance of unfinished hours withdrawn from their account, and agree that their child will not be able to re-enroll in the new school year until all fees have been paid.*

CONTINUED ON NEXT PAGE



FUNDRAISING & CAPITAL CAMPAIGN DONATION

- We kindly request a fundraised amount and/or donation of \$850 per family for the 2024/25 school year. This fund is for ongoing repairs, replacement, and improvements to the school, in addition to funding other capital expenditures, this fund is used to help our Parish with the mortgage it assumed in order to fund the school's seismic upgrade in 2024. As direct beneficiaries of this generosity, school parents are asked to contribute and help to pay down this debt.
- Charitable donation tax receipts are issued for all donations. Families have the option to contribute this amount throughout the year during our walkathon, or silent auction, or if preferred can make it all in one payment.

Parent/Guardian

Name

Signature _____

Date: _____

Parent/Guardian

Name

Signature _____

Date: _____



TUITION AND FEE SCHEDULE 2024-2025

1. REGISTRATION (AND RE-REGISTRATION)

New students submit a New Student Registration Package along with a \$50 Registration Fee. Returning students submit a Re-Registration Package each year, along with a \$50 Re-registration Fee. A \$50 late fee will be levied to families for packages returned after the deadline. Registration and Re-registration Fees are non-refundable.

2. TUITION

The tables on the next page summarize the school's Tuition Fee Schedule for the 2024/25 school year, Tuition Categories, and all other fees at École St-Sacrement. *(Note that tuition and other fees are subject to change each academic year.)*

- a. For Catholic families, the Tuition Category is determined by the parish priest (not the school). The family is responsible for submitting a Tuition Category Form (former Parish Information) to their parish priest for signature, and returning it to the school office. Unsigned Parish Information Forms will result in a Category 3 designation. Non-practicing Catholic or Non-Catholic families are assigned to Category 3.
- b. **It is important to note that school tuition is an annual commitment from September 1st to June 15th, and is non-refundable after September 1st of the given school year.** This is because (1) the school's government funding is provided for on a per-student basis, meaning early withdrawal affects the school's overall funding envelope; and (2) it is very difficult to replace a student once spaces have been committed to. Tuition payments may only be cancelled if the student transfers out of school due to a move out of province, or pending a letter of approval from the PEC.
- c. **New Kindergarten Registrations:** For all new families (students without siblings currently enrolled at school), a deposit of two month's tuition is required upon acceptance to guarantee a spot in kindergarten. This deposit will be applied toward the May and June tuition of the first school year. A one-time New Family Fee (NFF) is also required for all new families joining ESS. The deposit and NFF are non-refundable.

3. PAYMENT METHODS

A family must sign the Pre-Authorized Debit agreement indicating one of the following methods of payment:

- a. **EFT:** Monthly automatic withdrawals (*must* provide banking information or void cheque)
- b. **Lump-Sum (EFT or Cheque):** One advance payment dated September 1st (submitted by September 1st, 2024)

4. NON-SUFFICIENT FUNDS (N.S.F.) NOTICE

If a N.S.F. is returned to the school by the bank, an additional charge of \$45 will be levied to the family.

5. FINANCIAL ASSISTANCE

École St-Sacrement is committed to providing an affordable high-quality Catholic education to families of all financial circumstances. If your family is experiencing financial hardship, contact the principal and pastor to discuss financial assistance in helping you meet your tuition payments. You must fill out and submit the *Financial Assistance form* indicating financial hardship. The pastor, on an individual case basis, will determine the assistance to the family in need. For parishioners of Blessed Sacrament Parish, the Principal, Pastor and the P.E.C. will determine the assistance.

6. BEFORE / AFTER SCHOOL CLUB

We offer a Before and After School Club. Applications run on an annual basis. Returning families must reapply each year. The monthly fee is paid on the 8th of each month/or lump sum payment on September 8th. We require an annual commitment to the Before and After School Club; the fees are non-refundable unless otherwise approved by the PEC.



MONTHLY TUITION 2024-2025

	Category 1	Category 2	Category 3	Category 4
1 child	\$ 425.00	\$ 580.00	\$655.00	\$ 1,800.00
2 children	\$ 810.00	\$ 1,095.00	\$ 1235.00	\$ 3,600.00
3 children (or more)	\$ 1,175.00	\$ 1,500.00	\$ 1,750.00	\$ 5,400.00

TUITION CATEGORIES:

CATEGORY 1 Active Parishioners (at Blessed Sacrament Parish)	CATEGORY 2 Active Parishioners (at any other Catholic parish)	CATEGORY 3 Non-practicing Catholics or non-Catholics	CATEGORY 4 International Students
<ul style="list-style-type: none"> Registered at Blessed Sacrament for at least one year Attend Mass regularly Contribute to the parish through Sunday envelopes or Project Advance Participate in parish activities Parish Form signed by pastor Permanent Resident or lawfully admitted into Canada 	<ul style="list-style-type: none"> Registered at a Catholic parish other than Blessed Sacrament Parish Form signed by pastor Attend Mass regularly Contribute to the parish with time, talent and/or treasure Permanent Resident or lawfully admitted into Canada 	<ul style="list-style-type: none"> This fee reflects the support Catholic families give to our parish, and to other parishes (ex: envelope use, Project Advance etc.) Permanent Resident or lawfully admitted into Canada (valid work visa for 1 or more years + employed for minimum 20h/week) 	<ul style="list-style-type: none"> International students are accepted on an annual basis School reserves the right to charge for additional learning support If an international student is not living with parent(s), a guardian over 25 years of age must be appointed

Note: Categories are fixed for the entire school year. Any errors in tuition can only be addressed within the current year due to tax credits.

ALL SCHOOL FEES:

APPLICATION FEE / RE-REGISTRATION FEE – annual fee	\$50 PER CHILD (non-refundable)	DUE UPON REGISTRATION payable by EFT, cash, cheque
NEW FAMILY FEE – one-time fee upon acceptance to school	\$250 PER FAMILY (non-refundable)	DUE UPON ACCEPTANCE payable by EFT, cash, cheque
TUITION – tuition is an annual commitment from September 1st to June 15th and is non-refundable after September 1st	REFER TO ASSIGNED TUITION CATEGORY	EFT, CASH, CHEQUE Withdrawal on 1 st of each mo.
ACTIVITY FEE <ul style="list-style-type: none"> Class fee: all field trips, special project materials etc. \$80.00 Resource fee: workbooks, textbooks, agendas, etc. \$100.00 Technology Fee: current technology/purchase new \$60 Athletic Fee \$55.00 Emergency Fee \$15.00 	\$310 PER CHILD Annual fee (non-refundable)	PAD (Pre-Authorized Debit) Withdrawal on September 15 th

BEFORE/AFTER SCHOOL CLUB FEES:

MONTHLY FEE PER STUDENT PER MONTH

Before School Club (BSC)	\$ 155.00
After School Club (ASC)	\$ 340.00
Tuesdays-ONLY	\$ 180.00

NOTE: All fees are subject to change each academic year.



PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

FAMILY NAME: _____

Please check your preferred method of payment for the following fees:

1. **Re-registration Fee** (\$50/student) – May 12th, 2024
2. **Monthly Tuition** – First day of every month September 2024 – June 2025
3. **Annual Activity Fee** (\$310/student) – September 20th, 2024

- EFT:** Monthly electronic pre-authorized debit payments on the first day of each month
(Please attach a blank cheque marked «VOID» or Banking Information for EFT from your bank)
- LUMP SUM:** Fees paid in one lump sum (EFT or cheque only on September 1st, 2024)
- CASH:** Fees paid by cash on a monthly basis on the 1st of each month

I (We) hereby authorize École St-Sacrement to withdraw on my (our) account with the aforementioned financial institution, for one school year September 2024 to June 2025, the **Re-registration Fee, monthly Tuition Fee** and the **annual Activity Fee**. I (We) hereby understand that tuition is a yearly commitment, and that tuition and other school fees are non-refundable. Additionally, I (We) authorize École St-Sacrement to withdraw any incidental fee for my child(ren). The school will withdraw the specified amount after first having notified us of the amount and purpose for which the fee is being levied and the date that the funds will be debited from our account.

Signature of Account Holder

Date

Signature of Account Holder

Date

**For office use only*

ASSIGNED CATEGORY: _____ **AMOUNT:** \$ _____ **NUMBER OF CHILDREN:** _____



VALID SIGNING AUTHORITY

EFT Payee: Blessed Sacrament School, 3020 Heather Street, Vancouver, BC V5Z 3K3.

I (we) warrant that all people whose signatures are required to sign on this account have signed this agreement.

Cancellation of Agreement

I (we) acknowledge that, in order to completely revoke this authorization, I (we) must provide and deliver written notice of revocation to Blessed Sacrament School. This authorization may be cancelled at any time by me (us).

Acceptance of Delivery of Authorization

I (we) acknowledge that provision and delivery of this authorization to Blessed Sacrament School constitutes delivery by me (us) to the aforementioned financial institution. Any delivery of this authorization to you constitutes delivery by me (us).

Validation by Financial Institution

I (we) acknowledge that the aforementioned financial institution is not required to verify that the debit has been issued in accordance with the particulars of the authorization including the amount and frequency of payments.

I (we) acknowledge that the aforementioned financial institution is not required to verify that any purpose of payment for which the debit was issued has been fulfilled by Blessed Sacrament School as a condition to honouring a preauthorized debit issued by Blessed Sacrament School on my (our) account.

Contract for Goods/Service

Revocation of this authorization does not terminate any contract for goods or services that exists between me (us) and Blessed Sacrament School. My (our) authorization applies only to the method of payment and does not have any bearing on the contract for goods and services exchanged.

Change of Account Information

I (we) undertake to inform Blessed Sacrament School, in writing, of any change in the account information provided in this authorization prior to the next due date of the debit.

Rights of Dispute

Items charged will be reimbursed subject to notification by me (us) to the branch account within 90 days under any of the following conditions:

- a) I (we) never provided the authorization to Blessed Sacrament School.
- b) The preauthorized debit was not drawn in accordance with this authorization.
- c) My (our) authorization was revoked.
- d) The debit was posted to the wrong account due to invalid/incorrect account information supplied by Blessed Sacrament School.

I (we) understand that a written declaration to this effect must be given to my (our) financial institution.



TUITION CATEGORY (PARISH INFORMATION FORM)

NOTE: This form must be completed annually. The assigned tuition category will remain for the entire school year (changes between categories will not be made mid-year). Leave this form blank if not applicable.

1. PARISHIONERS OF BLESSED SACRAMENT PARISH = CATEGORY 1

Complete this form and submit it with your re-registration to ESS. (You no longer need to bring this form to the parish). The school will deliver this form to Fr. Gilbert for categorical approval and signature.

2. PARISHIONERS OF OTHER CATHOLIC PARISHES IN THE RCAV = CATEGORY 2

If you belong to any parish in the Archdiocese of Vancouver, please bring this form to your parish priest. Return completed forms to our school office, or email it to registrations@ess.vancouver.bc.ca

3. NON-PARISHIONERS OR NON-CATHOLICS = CATEGORY 3

Please leave this form blank.

* * * * *

Family Name: _____ Date: _____

Child/Children's Name(s): _____

Mother's Name: _____ Father's Name: _____

Phone Number: _____ Email Address: _____

Name of your Parish: _____ Name of the Pastor: _____

ABOUT OUR FAMILY:

- Registered parishioners
- Regularly attends Sunday Mass at on Sat /Sun at _____ am/pm
- Regularly contributes to the Sunday Offering (via envelopes or online)
- Participates in the parish (*describe*): _____

PASTORS ONLY:

I certify that the aforementioned family is a member of _____ Parish since _____ . I assign this family to Tuition Category # _____ for the 2024-2025 school year.

Pastor's Name _____ Pastor's Signature _____



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