

Issachar Christian Academy Enrollment Application and Agreements

This form, to be filled out, is in SECTION 4 – FORMS TO BE FILLED OUT AND HANDED IN

Part 1: Enrollment Application

A. General Information

Date of Application: _____

Student's Full Name: _____

Names of Parents or Guardian (Legal relationship): _____

Primary Address: _____

Secondary Address (If applicable): _____

Phone Numbers Home: _____

Mother/Guardian Cell: _____ Father Cell: _____

Mother/Guardian Work: _____ Father Work: _____

Mother/Guardian Email: _____ Father email: _____

Alternate Emergency Contact (name, relationship, address, phone number(s)): _____

Names of any individuals other than parent(s)/guardian authorized to pick up child from school (state relationship)

If multiple residences are involved, please indicate where and how we are to address correspondence regarding school activities and student progress.

B. Student Information

Date of Birth (YYYY/MM/DD): _____ Gender: F / M

Present School: _____ Present Grade: _____

Grade applied for: _____

Do you agree to transfer student files to the school? Yes / No

Signature: _____ Date: _____

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C. Student Health Information

Student's Name: _____

Student's Ontario Health Insurance Plan (OHIP Card) Including Version Code: _____

Family Doctor Name and Phone Number: _____

Are there any health concerns we should be aware of, or that your child is receiving testing for? (for example epilepsy, vision, hearing, speech therapy) Please list:

Does your child have any known food or drug allergies? (If yes, you will be required to complete an "individual plan for students with special medical consideration form" prior to school starting)

Please list allergy and reactions:

D. Additional Documents Required

Proof of identity: One (1) of _____ Birth Certificate _____ Birth Registration _____ Other

Is your child registered with the North Bay and Parry Sound District Health Unit for Immunization? Y / N

_____ Legal papers to confirm custody arrangements if student is not living with both parents.

E. Authorization for Media Appearances (One Parent/Guardian to complete and sign)

Photographs, videos, and promotion in public media such as newspapers, television, or radio are important in publicizing our school. Pictures of student and staff in the classroom and on field trips could be used in promotional flyers, posters, yearbooks, and on the school's website to make the school marketable. For security purposes, students are not usually mentioned by name (there are some exceptions to this guideline, for example, if a student won an award and the local newspaper wanted to publish a picture). We recognize, however, that some families have valid reasons why they do not want pictures or interviews of their children to be published. Please express your preferences below, and we will do our best to honour them.

Parent or Guardian's Name (Please print): _____

Child(ren)'s Name: _____

Please circle and sign one (1) of the following two (2) options:

1. Permission

I hereby give permission for ICA to use pictures or interviews of my child(ren) for promotional purposes. I understand that the child(ren)'s name will not be published without obtaining my prior permission, when possible.

Signature: _____ Date: _____

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2. NO Permission

I hereby request that ICA not use pictures or interviews of my child(ren) in promotional materials for the school. I understand that occasionally my child(ren) may appear in the background of a photo or as part of a large group, in which case the school will attempt to ensure that the child's features are not easily recognizable.

Signature: _____ Date: _____

Part 2: Enrollment Agreements

- I/We understand the unique nature of Issachar Christian Academy (hereafter referred to as ICA), its purpose and vision as expressed in the Constitution, By-Laws and Educational Philosophy; and as practiced in the daily operation of the school.
- I/We desire to have my/our child(ren) receive a Christ-centered education and agree that my/our child(ren) shall be educated in a manner consistent with the beliefs and objectives of ICA.
- I am / We are aware of the Board's policies regarding enrollment and discipline and promise to support and abide by them. I/We have completed and submitted the Enrollment Screening Questionnaire. I/We promise to support in our home the ethical and moral standards spelled out in the Student Code of Conduct: honesty, proper speech (no swearing or vulgarity), and respect.
- I/We have read the Parent Reminder Sheet and The Parent as Advocate and will do my/our best to support these guidelines. I/We agree that my/our child(ren) will participate in all school-related activities unless special arrangements have been made in advance. I/We understand that I/we are entitled to access to the normal channels and processes available to all parents and students regarding the daily educational program at ICA.
- I/We agree to accept our financial obligations for the current school year, or other period of time as agreed upon with the Board, by completing the Parental Financial Commitment Form and returning it with payment as indicated on the form.
- I/We give notice that I/we have read, understand, and agree to follow the ICA Grievance Policy and Confidentiality Agreement. I/We agree to submit to final decisions of the Board on all matters of concern or complaint which I/we may bring forward. I/We realize that failure to comply with the Board's decision will result in the implementation of the process described in the Grievance Policy.
- I/We submit to the Confidentiality Agreement as follows: I/We do willingly promise to respect the privacy of students, staff, and other personnel of the ICA Society, in compliance with the laws of Canada and Ontario and with the ICA Personal Information Privacy Policy. I/We understand that as part of the school community I/we may have access to sensitive information regarding students or staff or the business of the school which is of a personal or confidential nature. I/We promise that I/we will not disclose any of this information inappropriately or without prior authorization.
- I/We agree to provide and keep current the information that is requested in this application. I/we consent to the use of this information for the purposes of educating my/our child(ren), and I/we understand that this information will not be transferred to a third party except as required by law.
- I/We understand that reaffirming my/our support of school policies is a condition of re-enrollment in subsequent school years. Signed:

(Parent/Guardian): _____ Date: _____

(Parent/Guardian): _____ Date: _____

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Part 3: Transportation and Other Authorizations

(Please have one enrolling parent/guardian complete and sign.)

A. Authorization for School Trips and Special Events

I consent to allow my child(ren) to be taken off the property for designated field trips and other school outings. I understand that these trips will be planned in advance and properly supervised, and that only persons who have been screened as volunteers or staff members of ICA or persons previously authorized by me will be allowed to transport my child. I understand that any person carpooling students must have valid vehicle insurance and driver's license and may transport only as many children as the number of seatbelts in the vehicle.

B. Authorization for Emergency Treatment

In the case of an emergency, I understand that every effort will be made to contact a parent or guardian of the student(s). In the event that neither I nor any other person authorized as parent, guardian, family physician, or emergency contact in this application can be reached, I give permission to the Principal or his designate to secure proper medical treatment for my child(ren).

C. Statement of Agreement Regarding Student Conduct on the Bus

I have read the information regarding school bus operation and have reviewed the rules and regulations with my child(ren) to impress upon them the importance of compliance.

_____ for field trips and special outings only.

Please note that if you arrange to have a friend or family member (other than those individuals listed on page 1) to pick up your child(ren) from school, you must notify the school in advance.

I, _____, the parent or legal guardian of the following child(ren)

who are applying for enrollment at ICA _____

_____,
understand and hereby confirm Statements A, B, and C above.

Signature of Parent/Guardian: _____ Date: _____

Issachar Christian Academy Enrollment Screening Questionnaire

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Please answer the following questions concerning your child. (One (1) copy for each child enrolling) This information is used by the Principal and the Enrollment Committee to screen potential enrollees and identify any special needs or concerns. All information will be kept strictly confidential as outlined in the ICA Confidentiality Agreement and Personal Information Privacy Policy, and this form will not be entered into the student's OSR.

Name of Student: _____

Academic Needs:

Does your child have any special academic needs of which we should be aware?

____ Struggles in some specific areas and may need special assistance.

____ Is exceptional in some areas and may need enrichment.

Social Needs and Behavioural Concerns:

Does your child have any special social needs or behavioural concerns?

____ Struggles in some specific areas and may need special guidance.

Behaviours of Note:

Does your child struggle with any of the following behaviours? (Please check any that apply.)

____ shyness

____ temper tantrums

____ swearing or other foul language

____ bullying or threatening

____ acts of physical violence to other children

____ tendency to blame others for difficulties and problems he or she has caused

____ difficulty submitting to authority

Miscellaneous History/Behaviours: (Please check any that apply to your child.)

____ Has attended two or more different schools in the last three years.

____ Has a history of frequent absence from school.

____ Has difficulty making friends or likes to be a "loner."

____ Has had serious disciplinary problems at school or in the community.

____ Has been suspended from school during the past two years.

____ Has been expelled from a school.

____ Has had difficult circumstances at home that affected his or her behaviour.

If you checked any of the above items, or have any other information concerning your child of which we should be aware, please explain and give details (attach a separate page if necessary and attach any documentation or names of references which would be helpful).

I/we certify that we have answered the above questions to the best of our knowledge. I/we respect the right of ICA to decline our enrollment application on the basis of the information provided. I/we will agree to follow any terms of a probationary enrollment if mutually agreed upon during the enrollment process. I/we agree to cooperate with the Staff and/or Principal of ICA in matters of disciplinary action concerning our child.

Signature: _____ Date: _____

Signature: _____ Date: _____

Issachar Christian Academy Philosophy of Education

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- c. The word education can be used to denote the general process, either formal or informal, of intentionally changing or attempting to influence a person's mind through selected means of rational persuasion. Learning is a general and natural capacity in all human beings, to consciously change one or many internal states. It is not exclusively related to education.
- d. The basic distinction between nurture and schooling is very significant, but like all paradigms, not simple to explain. The school is characterized by its instructional (pedagogical) intent. The actual student outcomes are important but not definitive of the school as institution.
- e. Teaching (instruction) is the authoritative development of the intellectual functions of the child primarily through controlled, analytical reflection on human experience as mediated through various languages.
- f. The curriculum embodies the image of the educated person. In today's instant, mass society this ideal image should focus on the attitudes and competencies necessary for conserving Christian cultural traditions.
- g. Issachar Christian Academy is currently using an edited Ontario Curriculum which incorporates a biblical world view into each subject area. To better understand the biblical world view please read through Article III and Article IV of the ICA constitution.

I understand the value of Issachar Christian Academy's Philosophy of Education as stated above, and I have read Article III and Article IV of the constitution; I agree that I want my child(ren) to be taught at ICA with this philosophy of education and biblical content implemented into the daily curriculum.

Signature: _____ Date: _____

Signature: _____ Date: _____

Adapted from: Effective Governance for Good Schools – OACS, 2003 p.155-156

Issachar Christian Academy Grievance Policy and Confidentiality Agreement

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B. Board Review

(Process if the issue is not settled at the level of the Committee Chair). The Board will review the issue and process and the Chair will communicate the decision of the Board to the individual.

C. Appeal

If the individual wishes to appeal the decision of the Board, he or she will be invited to attend a Board meeting to discuss the issue in person. Following this discussion, the decision of the Board will be final. The individual must submit to the final decision of the Board.

D. Disciplinary Action

If the individual persists in the disagreement, refusing to submit to the decision of the Board, the following steps will be taken:

1. The Board Chair and one other Board member will contact the individual in writing and in person to remind him or her of this signed agreement and the implications of violating it.
2. Following this discussion, if the problem persists, a formal statement of reprimand will be sent by the Chair of the Board reminding the individual of the severity of the consequences of continued refusal to comply.
3. If the problem persists following this letter, the Board has the authority to suspend or revoke the individual's right to continue as a member of the North Bay Christian School Society, and the individual's right to enroll children in the school. If the person is a non-member parent, the Board may suspend the individual's right to enroll children at Issachar Christian Academy. (Reference: Bylaw 1, Articles V and VII--Prerequisites for Enrollment and Obligations of Enrollment). This revocation of membership and/or enrollment will still be enforced in the case of only one parent being in conflict. If the individual is a staff member, the procedures in the staff contract schedules will apply. If the individual is a part-time contract teacher or a volunteer or relates to the school in some other capacity not named above, the Board has the right to determine the appropriate disciplinary action, up to and including terminating the individual's privileges to enter the building and participate in school activities.

IV. Grievance Policy Agreement

(This copy is for the applicant's files. The signed copy which the school keeps on file is a part of the relevant application form, such as for enrollment or for membership). I, the undersigned, give notice that I have read, understand, and agree to follow the NBCSS/ICA Grievance Policy as described on these pages. I agree to submit to final decisions of the Board on all matters of concern or complaint which I may bring forward. I realize that failure to comply with the Board's decision will result in the implementation of the process described in this Grievance Policy.

Signature: _____ Date: _____

Signature: _____ Date: _____

Note: If this agreement is part of an enrollment application, it must be signed by both parents or by the guardian(s) of the child(ren) for which enrollment is requested. (In the case where only one parent has custody of the child or children, the signature of the other parent is not required).

Issachar Christian Academy Grievance Policy and Confidentiality Agreement

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V. Confidentiality Agreement

I, the undersigned, do willingly promise to respect the privacy of students, staff, and other personnel of the North Bay Christian School Society/Issachar Christian Academy, in compliance with the laws of Canada and Ontario and with the ICA Personal Information Privacy Policy. I understand that as part of the school community I may have access to sensitive information regarding students or staff or the business of the school which is of a personal or confidential nature. I promise that I will not disclose any of this information inappropriately or without prior authorization.

Signature: _____ Date: _____

Signature: _____ Date: _____

Issachar Christian Academy Grievance Policy and Confidentiality Agreement

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VI. Form for Notification of Concern

1. Statement of the concern (use the other side of the page if necessary).

2. History of the concern (when did it start and what has happened?)

3. People with whom this concern has been discussed:

4. Suggestions for resolution of the concern:

5. Board response to the concern:

6. Final resolution of the concern:

Signature Member or Parent(s): _____ Date: _____

Signature Board Chair: _____ Date: _____

Print Names: _____

Issachar Christian Academy Student Code of Conduct

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and cooperation for my teacher, fellow students, and myself. I will avoid talking out, talking back or being disruptive in any way.

- I will do my best to act as a role model for all students, especially the younger children, by showing kindness, gentleness and a sharing attitude. I will dress in a way that honours God, myself and others.
- I will treat others as I like to be treated. I will not participate in any bullying type of behaviour. Bullying includes leaving others out (whispers, note sharing), pushing, spreading false stories and gossip about others, putting others down for any reason, (whether they are younger or different than you or your friends) bossing others, name calling and physical abuse (inappropriate touching, slapping, pointing, hitting, shoving).
- I will deal with any conflict without using physical or verbal violence. I will be allowed to take space or time to gain or attain self-control.
- I understand that foul language, swearing, lying, bullying, vandalism, and physical violence will not be tolerated.
- I will continue to behave in an appropriate manner on the bus and on any school trips or sporting events. I agree to behave respectfully and within school guidelines while using school transportation.

PROCESS OF DEALING WITH ISSUES

- I understand that I am able to approach any teacher for help in a situation that I am not comfortable in. This is not considered “telling on” or “tattle tailing” on others.
- I understand that the staff at ICA will determine the course of action to be taken depending on the seriousness of the issues. The parents in some cases the Board of Directors will need to be involved.
- I understand that bullying, physical violence, disrespect for authority, vandalism and foul language are considered serious inappropriate behaviour and warrant quick and direct action that may lead to suspension or even expulsion. I understand and accept the terms of this agreement

Teacher: _____ (please print)(please sign) Date: _____

Student: _____ (please print)(please sign) Date: _____

Parent: _____ (please print)(please sign) Date: _____

Issachar Christian Academy Parental Financial Commitment Form

This form, to be filled out, is in SECTION 4 – FORMS TO BE FILLED OUT AND HANDED IN

The Parental Financial Commitment Form outlines your required financial commitment to the school for the coming year. You are required to sign the attached form and then return it with payment. All information will be kept secure in accordance with the school's Personal Information Privacy Policy and will be used only for the purposes of collecting the tuition due and issuing receipts in accordance with government guidelines. Payment is due in advance on a monthly basis. Amounts overdue by six (6) weeks or more will be considered arrears, and the Delinquent Account Policy will be applied. If a family is in arrears at the end of the school year, the Board reserves the right to refuse that family's child(ren) admission for the following school year until all amounts in arrears are paid in full. For further information, please request a copy of the Tuition Payment Policy and Delinquent Account Policy. Tuition rates are detailed in the current tuition fee schedule.

Detach and return this portion with payment in a sealed envelope marked "Treasurer".

Family Name: _____

Number of Students Enrolled _____

Tuition Fee: \$ _____ (Show calculations below or on reverse.)

Add other (please specify, e.g., \$100 for enrollment package submission):

Subtotal \$ _____

Subtract (please specify): _____ (Tuition Assistance if available per discussion with the board)

Total for the Year: \$ _____ Monthly Total: \$ _____

Method of Payment: Please check one (1) of the following and attach corresponding payment:

____ One (1) cheque for full tuition amount dated by August 25th, 2018.

____ Two (2) cheques in the amounts of 40% of tuition fee by August 25th, 2018 and 60% by December 22nd, 2018.

____ Twelve (12) months of equal payments with either postdated cheques or money orders: July 1st, 2018 - June 1st, 2019.

We, the undersigned, acknowledge that we have read and understand the above policies and pledge to honour our financial commitment to Issachar Christian Academy during this school year.

Date: _____ Signature(s): _____

Name of Board or Committee member preparing/reviewing form: _____

Issachar Christian Academy Tuition Assistance Application Form

This form, to be filled out, is in SECTION 4 – FORMS TO BE FILLED OUT AND HANDED IN

NAME _____

ADDRESS _____ City _____

POSTAL CODE _____ PHONE (H) _____ (W) _____

MARTIAL STATUS: MARRIED _____ SINGLE _____ OTHER _____

OF CHILDREN IN IMMEDIATE FAMILY _____ # OF STUDENTS at ICA _____

Are you financially supporting anyone other than your immediate family? Yes _____ No _____

If yes, what is their relationship to you? _____

How much of your annual income is used for their support? _____

Has there been a drop in your income level during the past year? Yes _____ No _____

If yes, please explain _____

Why do you feel you require tuition assistance? Please explain in detail.

Please list the names of any individuals that you know who might be willing to donate to the Tuition Assistance Fund in order to assist families with the cost of Christian education.

TERMS OF THE TUITION ASSISTANCE POLICY (*See note below)

1. Assistance procedures will only commence after the applicant has been recommended by the Board as being in good standing.
2. The normal deadline for application for tuition assistance will be June 15th for re-enrollees. New enrollees may apply as part of the enrollment process. Grant applications received after completion of enrollment or re-enrollment will be considered if evidence of an unforeseen emergency situation can be shown to the committee. A new application form will be required each year that assistance is requested.
3. Applicants must be prepared to make a financial commitment for the coming year by signing the Parental Financial Commitment Form.
4. Applicants must be willing to discuss their financial circumstances in detail with two (2) members of the Tuition Assistance Committee.
5. Applicants must be prepared to provide copies of tax returns and financial statements to the Tuition Assistance Committee, if requested, for the purposes of confirming the need for assistance. All personal information will be protected as per the Personal Information Privacy Policy. Once a decision has been ratified by the Board, financial statements will be returned or shredded.
6. All applications will be discussed and approved by a majority consensus of the entire Tuition Assistance Committee.
7. An applicant who is not satisfied with the Committee's recommendation may appeal to the Board Chair.
8. Applicants may be asked to provide volunteer service to the school in return for financial assistance.
9. Recognizing that the assistance they receive comes from willing donors, it is expected that applicants would be willing to contribute to the Tuition Assistance Fund, as God permits, in the future in order to assist other families with the cost of Christian education.
10. All decisions made regarding the assistance given to a family pertaining to tuition are to be kept strictly confidential by the Tuition Assistance Committee, the Board of Directors, and the families receiving assistance. Please read the Issachar Christian Academy Personal Information Privacy Policy found in the Parents Handbook.

*Subject to availability of funds in program.

I/WE UNDERSTAND THE ABOVE-MENTIONED TERMS AND AGREE TO ABIDE BY THEM;

Signature: _____ Date: _____