

Our Lady of Lourdes Elementary School

2547 Hebert Road, Westbank, BC V4T 2J6
 Phone: (250) 768-9008 Fax: (250) 768-0168
www.ourladyoflourdeswestbank.com

REGISTRATION PACKAGE

Dear Parents,

Thank you for enquiring about Our Lady of Lourdes Catholic Elementary School. At our school your child will receive an outstanding academic education as well as a solid moral and spiritual foundation from people who share your values. We provide a safe, caring, warm "family" environment for all our students and value a close liaison between school and home.

Our Lady of Lourdes School follows the BC Ministry of Education Curriculum with highly dedicated and committed BC certified teachers. Daily prayer, school masses, sacramental preparation, and religious education are an integral part of our school life. A fully equipped computer lab, library, gymnasium compliment the educational program. Numerous extra-curricular activities provide opportunities for our students to develop fully mind, body, and soul.

Our parents enjoy the convenience of Archangels Children's Centre on site offering Daycare, Out of School Care, and Preschool programs. The centre's hours of operation are from 7am to 5:30pm and can be contacted by calling 250-768-3614.

If registering please complete all the necessary forms with appropriate data, documents, and registration fee and return to the school office for processing. More information regarding Our Lady of Lourdes School can be found on our website www.ourladyoflourdeswestbank.com or contact the school office to set up an appointment to meet with the principal.

Our Lady of Lourdes School is a School with a Difference and we believe we will make a difference in your child's life.

Sincerely,
 Mary T. Manton
 Principal

The following documents are required to be submitted with your registration package;

<i>For Office Use only</i>	Received	Initial	Comments
Registration Fee \$25			
Method of Payment- auto-debit, paid in full, post-dated cheques			
Student Activity Fee \$30.00 K \$40.00 Gr. 1 - 7			
Parent Participation Fee \$100.00			
Parent Participation Form			
Birth Certificate (Child & Parent)			
Baptism Certificate			
Legal Citizenship Form			
Family Statement of Commitment			
Consent to Travel			
Immunization Forms			
Care Card			
Volunteer Criminal Record Check			
OLOL Parish Registration #			



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Application for Registration- Year _____
***Please fill out all lines of information**

Date _____
For office use only

Referred by: _____
Student ID # _____

LEGAL LAST NAME: _____ LEGAL GIVEN NAME: _____
First and Middle Names

SEX M / F GRADE IN SEPTEMBER: _____ BIRTHDATE: _____
BIRTH PLACE: _____ FORMER SCHOOL: _____ LANGUAGE AT HOME: _____
City, Province, Country

MAIL NAME: _____ ADDRESS: _____
CITY/PROVINCE: _____ POSTAL CODE: _____ HOME PHONE: _____

MOTHER'S NAME: _____ WORKPLACE: _____ WORK NUMBER: _____
CELL NUMBER: _____ EMAIL: _____
CITIZENSHIP STATUS: Canadian Citizen: _____ Landed Immigrant: _____ Other: _____

FATHER'S NAME: _____ WORKPLACE: _____ WORK NUMBER: _____
CELL NUMBER: _____ EMAIL: _____
CITIZENSHIP STATUS: Canadian Citizen: _____ Landed Immigrant: _____ Other: _____

ALTERNATE PERSON TO CONTACT IN CASE OF EMERGENCY: _____
RELATIONSHIP TO CHILD: _____ PHONE: _____ CELL: _____

FAMILY DOCTOR: _____ PHONE: _____ CARE CARD NUMBER: _____
PLEASE LIST ANY MEDICAL/ BEHAVIOURAL/ LEARNING NEEDS THE SCHOOL SHOULD BE AWARE OF:

LEGAL RESTRICTIONS: Please provide copies of documentation, if applicable: _____

CHILDS RELIGION: _____ FATHER'S: _____ MOTHER'S: _____
PARISH/ CHURCH: _____ Envelope #: _____
Inclusion of a envelope # entitles family to Parish Member tuition rate

SIBLINGS (NOT YET ATTENDING ELEMENTARY SCHOOL)
NAME: _____ BIRTH YEAR: _____ NAME: _____ BIRTH YEAR: _____
NAME: _____ BIRTH YEAR: _____ NAME: _____ BIRTH YEAR: _____

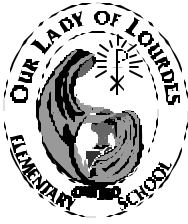
ITEMS TO ACCOMPANY REGISTRATION FORM OFFICE WILL MAKE PHOTOCOPIES IF NEEDED:

- _____ \$25 REGISTRATION FEE (ONE TIME FEE PER FAMILY)
- _____ \$100 PARENT PARTICIPATION FEE PER FAMILY
- _____ TUTION PAYMENT _____ Post dated cheques for the first of the month
- _____ VOID cheque for Auto-debit first of the month
- _____ Annual/ Semi Annual Payment (5% discount)
- _____ STUDENT ACTIVITY FEE (\$30 for Kindergarten, \$40 Gr.'s 1-7)
- _____ BIRTH CERTIFICATE _____ Student _____ Parent
- _____ BAPTISM CERTIFICATE DATE OF BAPTISM: _____ CHURCH: _____
- _____ FIRST COMMUNION DATE OF FIRST COMMUNION: _____ CHURCH: _____
- _____ IMMUNIZATION RECORD
- _____ FAMILY STATEMENT OF COMMITMENT
- _____ PARENT PARTICIPATION COMMITMENT FORM
- _____ FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT FORM
- _____ LEGAL RESIDENCY
- _____ STUDENT TRAVEL

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS COMPLETE AND CORRECT:

Signature of Parent/Guardian: _____

Date: _____



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Consent Form for Student Registration Form

I consent to having **Our Lady of Lourdes Elementary School** collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and e-mail address, behavioural, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of **Our Lady of Lourdes Elementary School** (1) for the purpose of establishing, maintaining, and ending the student's or parent's relationship with **Our Lady of Lourdes Elementary School**, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in **Our Lady of Lourdes Elementary School's** Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of **Our Lady of Lourdes Elementary School**.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Our Lady of Lourdes Elementary School is Mary T. Manton and may be reached at 250-768-9008

Signature: _____ Date: _____

Name: _____

FAMILY STATEMENT OF COMMITMENT

Please sign this copy. Keep the opposite page for your records.

I have read and understood the "Family Statement of Commitment" and I hereby accept them as stated.

Child's(ren's) Name _____

Parent/Guardian (please print) _____

School Phone Directory

Students and Parents appreciate the convenience of a School Phone Directory.

Please indicate:

_____, **Yes**, permission for my child(ren)'s name/ phone # to be in the 2008-2009 School Phone Directory is granted. **Name of Student:** _____ **Phone number** _____

_____, **NO**, please do not include my child(ren)'s name/ phone # to be in the School Phone Directory.
Parent's Signature: _____



FAMILY STATEMENT OF COMMITMENT

RETAIN THIS SHEET FOR YOUR RECORDS

Philosophy

"Motivated by a Christ-centered vision of humanity and human history, our school promotes the formation of the whole person. Such formation embraces not only intellectual, but also physical, emotional, moral, and spiritual dimensions of human growth. Intellect, emotions, creative ability, and cultural heritage have a place in the life of the school. Human Knowledge and skills are recognized as precious in themselves, but find their deepest meaning in God's plan for creation." From PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF B.C. by Catholic Bishops of B.C.

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.

The following statements support the goals and philosophy of our Catholic school and need to be accepted and supported by all members of the community. Read them carefully. They ask 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 Principal, Pastor, or the Chairperson of the Education Committee who will gladly discuss them with you.

By returning the signed statement, you accept the responsibility of this commitment. The commitment is a requirement of your child's enrolment at our school.

1. Parents and guardians agree that they and their families are expected to 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 School of Nelson Diocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including Liturgical celebrations (excluding reception of the Sacraments for non-Catholic children), retreats, prayer, etc.
3. Parents/Guardians are expected to support the Religious Education Program and to participate in it as required.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of their full academic potential.
5. Each student is expected to support and participate in the fund-raising activities of the school. This means each family shares in the responsibility of educating our children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are to know and support school policy and procedures.
8. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.

If any of these conditions are not met, the school reserves the right to:

- a. refuse admission, or
- b. remove the students from the school.

Please sign opposite page and retain this sheet for your records.

Parent Volunteer and Participation Commitment

2008-2009

At Our Lady of Lourdes Elementary School we pride ourselves on our parent involvement. As an Independent School, we as parents have the privilege to be involved in our school in ways that encourage a higher quality of education and a greater community atmosphere. Throughout a school year there are many opportunities to be part of your child's(ren's) education; attending assemblies, prayer celebrations, Christmas concerts, classroom presentations, School liturgies, Parent / Teacher conferences, watching inter school sports events; to name a few. Your presence at these events shows a tremendous commitment to your child's(ren's) education.

Parent Volunteer Time

LOL School Council and staff value and appreciate all volunteer time by our parents. Parents are welcome to volunteer in their child's(ren's) classes, helping out with various activities, events and fieldtrips when and wherever they are able to do so. We recommend that you meet with the teacher(s) to determine days and times that work best for all involved. As of January 2007 Criminal Record Checks are now mandatory for all parents volunteering with children. Volunteers include anyone helping in classrooms; driving for field trips and Sports events; helping with the lunch program; or in any dealing with children.

Parent Participation Fee and Hours

In our efforts to keep tuition fees down, Our Lady of Lourdes School Council mandates that parents contribute ten Parent Participation Hours that are directly related to helping in the financial operation of the school. At the time of registration a \$100 Parent Participation Fee is required. This is a one-time fee provided you contribute the ten hours annually. If you are unable to fulfil this commitment your Parent Participation Fee will be forfeited and you will be required to pay the Parent Participation Fee again the following year. School Council recognizes that many families exceed their Parent Participation Hours and are very thankful for their support.

The following is a list of events and activities that assist the school financially. This list is by no means complete and if any parent has an idea please contact the school administration. We ask that you look over the following list and select areas you wish to commit your parent participation hours to. As you complete your participation hours, we ask that you record them on the service sheet provided by the school at each Report Card Term. Hours **must** be committed to by June 1st.

School Council Events

Black Tie Dinner/Dance (Nov)
School Yard Cleanup (Twice a year)
(Fundraising events may change from year to year)

PSG Events

Family Fun Night (May)
Fun Lunch (Once a week on a rotation)
Other Fundraising Events
(Fundraising events may change from year to year)

School Events

Christmas Concert (making of costumes, props/staging, decorations)
One to one reading (one morning week)
Lunch hour playground supervision (Backup for our regular staff when sick)
School Maintenance
Classroom Prep/Activities (as designated by teacher)
Office Helpers
Library Helpers
Driving to/from Fieldtrips

Please retain this memo for your records and complete the attached sheet and return it with your registration forms. Should you have any questions please contact the school office.

Parent Participation Hours Commitment

The following is a list of events and activities that assist the school financially. This list is by no means complete and if any parent has an idea please contact the school administration for further discussion.

Please complete this form and return it with your child's(ren's) registration forms.

Name: _____ Phone: _____

Child(ren) attending OLOL: _____

Please mark off the areas you would be interested in helping out:

School Council Events

Black Tie Dinner/Dance (Nov) set-up___ clean-up___ food-serving___ bartending___ auction items___

Walk-a-Thon (April) lunch___ driving ___ assisting on track ___ first aid ___

School Yard Cleanup (twice a year)___

(Fundraising events may change year to year)

PSG Events

Family Fun Night (May) set up___ clean up___ work 5pm-6pm___ work 6pm-7pm___

Fun Lunch baking___ cooking and serving during lunch hour___

Other Fundraising Events _____

(Fundraising events may change year to year)

School Events

Christmas Concert (making of costumes, props/staging, decorations) _____

One to one reading (one morning a week) _____

Lunch hour playground supervision (Backup for our regular staff when sick) _____

School Maintenance _____

Classroom Prep/Activities (as designated by teacher) _____

Office Substitute _____

Library Helpers _____

Driving to/from Fieldtrips _____

OTHER IDEAS _____

I promise to fulfill the obligation of the Parent Participation Hours. I understand that it is my responsibility to arrange for a replacement, if unable to attend my assigned duties.

Signed: _____

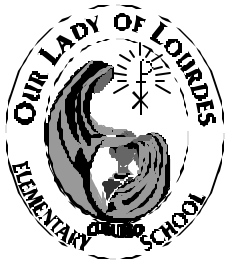
Date: _____

If you choose to forfeit your fee in lieu of hours please sign here and include your fee.

I wish to forfeit my fees:

Signature
Chq# _____

Date



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The Freedom of Information and Protection of Privacy Act

Students FULL NAME: _____

The Freedom of Information and Protection of Privacy legislation came into effect in the fall of 1994. Personal Information Privacy Policy for Catholic Schools of the Nelson Diocese was developed in September 2004. Copies are available in the office. To ensure that we are complying with the legislation, we ask that you read the following information carefully.

1. There are occasions when our school would like to have contact with parents to consult them directly about school issues or meetings, or to plan school related activities. The school will normally make your name, home address and phone number, as well as the child's name and grade available to school council personnel and the PSG. Your personal information will not be disclosed to anyone for business or commercial purposes. Please sign the statement below to indicate your wishes.

_____ Yes, I permit the release of my personal information for purposes consistent with the above.

_____ No, I do not permit the release of my personal information for purposes consistent with the above.

Signature

Date

2. It is a tradition in our school to allow staff, parents and the media to photograph individual students and groups of students to commemorate events and to promote various educational, sports and cultural events taking place in the school. While photographs add to the community life of our school, they are not required for education purposes. Students' names, photographs and comments may be published in the school newsletter, yearbook and, on occasion, the school's annual report, or in the news media. Please sign the statement below to indicate your wishes.

_____ Yes, I permit my child to be involved in such coverage, consistent with the above.

_____ No, I do not permit my child to be involved in such coverage, consistent with the above.

Signature

Date

3. Our Lady of Lourdes Elementary School has a school website at www.ourladyoflourdeswestbank.com. On our website we post the newsletter and pictures of our students. Please sign the statement below to indicate your wishes. PLEASE CIRCLE CHOICE.

Yes / No, I permit my child's name to be allowed on the school's website.

Yes / No, I permit my child's picture to be allowed on the school's website.

Yes / No, I permit my child's picture and name together on the school's website.

Signature

Date

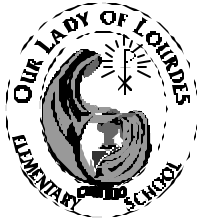
4. Parent Personal Information

I acknowledge that my vehicle insurance information and driving record are required by the school to protect against third party liability claims in case of an accident, should I use my vehicle to drive for the school. I understand that this information will only be released in the event of an accident.

Signature: _____

Date: _____

Name: _____



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Parent/Guardian Consent for Student Travel and Booster Chair Regulations

Curricular and extra-curricular field trips are provided by the school as a part of the program to enrich the course of studies through observation of "real world" situations, or as a logical extension of the classroom program. Care is taken to assure that a field trip is carried out in a safe manner by requiring the use of duly authorized drivers as a means of transportation. Parents will be informed in advance of any field trips that are planned during the year.

The purpose of this form is to request your parental authorization for your child to participate in the local (not overnight) field trips that are planned for your child while they are a student at Our Lady of Lourdes Elementary School.

Also these are the guidelines for fieldtrips for Children to AGE 9 or 145cm (4'9") :

- ALL students who have **not yet reached 40 pounds** must be in a car seat/booster seat when travelling to and from fieldtrips at OLOL School.
- Students Must be in a Booster seat who are at least 18kg (40lbs) to Age 9 or 145cm (4'9"), whichever comes first
- Parents are responsible for providing a car seat/booster seat for their child if they are within the new recommended guidelines the day of the field trip.
- If no car seat/booster seat is provided and your child is not yet 40 pounds, under 4'9" and not yet 9 years old, he or she will not be able to participate in the fieldtrip.

No student will be allowed to attend a field trip without the written consent of the parent/guardian. To have your child included in the local field trips that are planned, please complete the form below.

Parent/Guardian Consent for Student Travel and Booster Seat Regulations

Consent is hereby given for _____

Name of Student

to participate in the local field trips planned for him/her during their time at Our Lady of Lourdes Elementary School.

Please indicate any medical condition(s) that the supervising teacher should be aware of when taking your child on a field trip.

I understand that all the requirements of the School Code of Conduct will apply while students are on field trips and that any field trip will be planned according to Our Lady of Lourdes Elementary School Council Policy.

Date

Parent's Guardian Signature

Booster Seat Regulations for under 9 years old

My child, _____, does/ does not require a car/ booster seat under the above regulations.

Parents Signature

Print Name

Our Lady of Lourdes Elementary School

Tuition 2008-2009

As an Independent Group 1 School in British Columbia, Our Lady of Lourdes Elementary School receives only 50% funding of the per student operating costs of the local public school district from the British Columbia Government. Our Lady of Lourdes School also does not receive any provincial government funding for capital expenses. **Tuition** along with Parish subsidy, donations, and fundraising, are required to make up the shortfall for the operating and capital costs of the school.

Our Lady of Lourdes School 2008-2009 tuition structure is as follows:

Tuition for families of students attending Our Lady of Lourdes Elementary:

2008-2009 Tuition	
Kindergarten	\$170/ monthly
One Child attending OLOL _(gr.1-7)	\$215.00/ monthly
Two Children attending _(K-7)	\$280.00/ monthly
3 or more attending _(K-7)	\$310.00/ monthly
Charitable Tax Receipts are issued for tuition	

Tuition for families who support OLOL Parish:

- Our Lady of Lourdes Church subsidizes Our Lady of Lourdes Elementary School \$60,000 per year. The following reduced tuition rate is for families who are practicing members of Our Lady of Lourdes Parish and are financially contributing to the church. Your Parish envelope # must be included with your registration.

2008-2009 Tuition	
Kindergarten	\$125.00/ monthly
One Child attending OLOL _(gr.1-7)	\$170.00/ monthly
Two Children attending _(K-7)	\$235.00/ monthly
3 or more attending _(K-7)	\$265.00/ monthly
Charitable Tax Receipts are issued for tuition	

- Please contact the school office for tuition structure of families who have children attending Immaculata Regional High School and Our Lady of Lourdes Elementary School.

Tuition is payable by the following options:

1. Pre-authorized payment established for monthly withdrawals for 10 months. VOID cheque required.
2. Prepayment in full prior to September 30th with a 5% discount.
3. Ten post-dated cheques from September 1st through to June 1st of the school year.

Student Activity Fee covers the cost of fieldtrips, special school and classroom events, Agenda books for Gr. 1-7.

Kindergarten \$30.00 / Grade 1-7 \$40.00

Please submit one of the above method of payments along with the student activity fees with your child(rens) registration.

Our Lady of Lourdes SCHOOL UNIFORM

'It is the parent/guardian's responsibility to ensure that their child(ren) attend school in the required uniform that is clean, properly hemmed, in good repair and labeled with the child's name. When students are not in proper uniform they will be given a letter by administration to be taken home and signed by their parent/guardian.'

Note: Uniform purchases are made through the Neat Uniforms Website out of Burnaby B.C. The Uniform committee does keep a limited supply of uniforms on hand for EMERGENCY purchases, however it is up to the family to plan well in advance for their child's needs. Not all sizes are available at all times.

The website is www.neatuniforms.ca and use code **olol36**. You can also order through their Toll Free Number 1-888-909-6328.

- **Students are required to be in full uniform for the first day of school.**

GIRLS UNIFORM

BOYS

All Navy Uniform items must be purchased through the website

Navy blue tunic (<i>crested</i>) (\$40-\$51)	Navy walking short (\$30-\$34)
Navy walking short (\$30-\$34)	Navy cords or cotton twill pant (\$31-\$38)
Navy cords or cotton twill pant (\$31-\$38)	White dress shirt (long/short sleeve)(\$17-\$22)
Choir skirt (38-\$42)	White golf shirt (no insignias) (\$14-\$20)
White dress shirt (long/short sleeve)(\$17-\$22)	White turtleneck tops
White golf shirt (no insignias) (\$14-\$20)	Socks (navy or black)
White turtleneck tops	Navy cardigan (<i>crested</i>) (\$48-\$51)
Tights or socks (navy or black)	Navy V-neck sweater (<i>crested</i>)(\$46-\$49)
Navy cardigan (<i>crested</i>) (\$48-\$51)	Navy vest (sleeveless pullover)(<i>crested</i>)(\$43-\$46)
Navy V-neck sweater (<i>crested</i>)(\$46-\$49)	Navy Polar Fleece Vest (<i>crested</i>) (\$45-\$48)
Navy vest (sleeveless pullover)(<i>crested</i>)(\$43-\$46)	
Navy Polar Fleece Vest (<i>crested</i>) (\$45-\$48)	

**pricing from OLOL "NEAT" Brand Uniforms

- *It is a requirement that Parents/Guardians purchase one crested garment to be worn by students.*
- *Dress shirts, turtlenecks, and golf shirts can be purchased elsewhere as long as they are plain with no lace, peter pan collars, logos or insignias.*
- *It is not mandatory that each family to purchase every item listed above. These are options that are available to you so that you can find the one best suited for your child's needs. If you need any assistance please contact the Uniform Committee through the office.*

***** Note: Parents must check to ensure that all running shoes for gym use are NON-MARKING.**

Gym Strip Uniform

Students in Grades 4-7 must also have a Gym Strip uniform.
Gym Strip can be purchased through the Uniform Committee at the school.