



**Annunciation School**  
627 Fifth Avenue West Prince Rupert, B.C. V8J 1V1  
Phone: (250) 624-5873 Fax: (250) 627-4486  
email: [annunciation@cispg.ca](mailto:annunciation@cispg.ca)  
website: [www.annunciationpr.ca](http://www.annunciationpr.ca)



## Application for Enrollment

Thank you for your interest in enrolling your child at Annunciation School. Please complete the following form, and return it to the school office as soon as possible.

**ADMISSION POLICY TO CATHOLIC INDEPENDENT SCHOOLS**  
in the Diocese of Prince George  
*from the CIS Education Policy Manual, Policy 501 [revised March 31, 2016]*

All schools must have a process for admitting students. The Principal and the Pastor shall meet with each new family. From the interview and the information available the Principal (and if necessary in consultation with the Pastor and/or School Council) will determine if the school can provide a program and resources that meet the needs of the student and whether the family meets the requirements for admission to the school. In cases where students are accepted, the family shall sign the Family Statement of Commitment prior to being accepted into the school. These families will be accepted according to the established priorities set by CISPG policy. For purposes of this policy, “practicing Catholics” shall mean those individuals who are registered in a parish and attend Sunday Mass faithfully.

**1. PRIORITIES FOR (RE) ADMITTANCE INTO CATHOLIC INDEPENDENT SCHOOLS DIOCESE OF PRINCE GEORGE SCHOOLS**

- 1.1 Students presently enrolled in the school.
- 1.2 Students with siblings presently enrolled in the school. (It is understood the school will make every effort possible to accommodate Catholic students.)
- 1.2 Students whose families are parishioners (defined as practising Catholics)
- 1.3 Students whose families are not practicing Catholics but accept the goals and philosophy of the school and sign the Family Statement of Commitment.

### Application Process

1. Completed Application Form to be returned to the office with all accompanying documents.  
*\*For Catholic families: baptismal certificate and reference from your Pastor are mandatory.*
2. Meeting with Principal (note that if the class is already full, your application will be placed on Hold, and the process will continue when space is available);
3. Review of application by Admissions Committee;
4. Final acceptance (if offered) with all required documents on file.  
*\*Note that as a Catholic School, first priority is given to Catholic families, even though there may be others already on a waitlist.)*

### After Final Acceptance

You will be provided with ordering information and forms for uniforms. *Any other information (and tuition statement) will be given to you as it becomes available. Current calendar and handbook are on the school website.*

If you have any questions, do not hesitate to contact us at the school office at 250-624-5873.

Thank you,  
*Laura Lowther*  
Principal

Current School Fees  
**2018/2019 school year**  
effective September 1, 2018  
subject to change

All families:  
1 student \$ 250 per month  
2 or more children \$ 310 per month

Supply Fee: \$55 per child



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## Application for Enrollment / Registration Form

FOR OFFICE USE ONLY:

Application Received: \_\_\_\_\_

HOLD WAITLIST Acceptance: \_\_\_\_\_

Enrolling in Grade: \_\_\_\_\_

Requested Entry Month / Year: \_\_\_\_\_

CHILD's Legal Surname: \_\_\_\_\_

First and Middle Name(s): \_\_\_\_\_

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

Gender:  Male  Female

Date of Birth: Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_

Place of Birth: \_\_\_\_\_

Religion: \_\_\_\_\_ *If Catholic, indicate sacraments received:*

Baptism  Communion  Confirmation  Reconciliation

Child Living With:  Both Parents  Mother only  Father only

Child's Home Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_  Listed  Unlisted

FATHER's Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

Home Phone (if different from child): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Workplace: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*If not parent, indicate relationship to child: \_\_\_\_\_ Proof of Legal Guardianship must be provided.*

MOTHER's Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Citizenship: \_\_\_\_\_ Religion: \_\_\_\_\_

Address (if different from child): \_\_\_\_\_

Home Phone (if different from child): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Workplace: \_\_\_\_\_ Work Phone #: \_\_\_\_\_

*If not parent, indicate relationship to child: \_\_\_\_\_ Proof of Legal Guardianship must be provided.*

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Primary language spoken at home:     English     Other: \_\_\_\_\_

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Correspondence Language:             English             Other: \_\_\_\_\_

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Child's English Fluency:             Fluent                     Good             Poor

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First Nations Ancestry: <input type="checkbox"/> Yes <input type="checkbox"/> No	Living On Reserve: <input type="checkbox"/> Yes <input type="checkbox"/> No
D.I.A. #:	Band Name:

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PREVIOUS ELEMENTARY SCHOOL ATTENDED:

School Phone #:

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**MEDICAL / EMERGENCY INFORMATION**

\*\*\*In case of emergency (ie: child's illness or sudden school closure) we will attempt to contact parents first. Please list alternate contacts who we can call, if necessary. We ask that you choose someone who would be available to pick-up your child within a reasonable amount of time.

Emergency Contacts (other than parent)

Name: \_\_\_\_\_  
 relationship to child: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name: \_\_\_\_\_  
 relationship to child: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Child's Personal Health #:**

**Medical Problems / Allergies:**

Doctor's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Dentist's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Volunteer Opportunities:

The success of many of our class and school events rely on the time and talents of parent volunteers. Whatever skills you have (ie: in music, art, sewing, technology, trades...) we would certainly appreciate any help you are able to give. Please note that all volunteers must complete a Criminal Record Check (and a Driver's Abstract, if providing rides to students). These forms are available at the office.

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**COPIES OF THE FOLLOWING DOCUMENTS MUST BE ATTACHED:**

- Child:
- Birth Certificate
  - Copy of Latest Report Card (if transferring from another school)
  - Catholic applicants also include: Copy of Baptism Certificate; Copy of First Communion and Confirmation Certificates (if applicable)
- Parent / Guardian:
- Proof of Legal Residency (if not Canadian Citizen)
  - Proof of Legal Guardianship (if applicable)
  - Proof of Legal Custody (if applicable)
  - Catholic applicants also include: Reference from the Pastor
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## PERMISSION FOR SCHOOL ACTIVITIES

### Walking Field Trips:

At times, classes are brought outside of the school grounds for school-related activities. *Some examples are: science/socials walkabouts, community events, or visits to the museum, fire hall, library, etc.* The classroom teacher will ensure that all field trips are adequately supervised and follow established safety procedures.

This permission is for **walking** field trips only. A separate request for permission for trips requiring rides in vehicles will be sent home as needed.

***I hereby give consent for my child to take part in supervised walking field trips as organized. I understand that there are risks inherent to this activity, such as when crossing streets or in inclement weather. I freely and voluntarily assume the risks/hazards inherent in the program/activity and understand and acknowledge that my child may suffer personal and potentially serious injury arising from his/her participation.***

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Parent / Guardian Signature

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Date

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### Consent for Use of Information

I acknowledge that the information provided in this application is accurate to this date. I consent to having Annunciation School collect all of the above information, and any related documents, 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 Annunciation School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with Annunciation School, including events and fundraisers as organized by the Annunciation School Parent Support Group, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Annunciation 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 Annunciation School.

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**Parent / Guardian Signature**

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**Date**

**CATHOLIC INDEPENDENT SCHOOLS  
DIOCESE OF PRINCE GEORGE**



**FAMILY STATEMENT OF COMMITMENT**

“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 in accordance with the teachings of the Catholic Church. 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 the PHILOSOPHY OF EDUCATION FOR CATHOLIC SCHOOLS IN THE PROVINCE OF BC by Catholic Bishops of BC.

Catholic Schools are committed to fidelity to Jesus Christ, Who said, “Seek first the kingdom of God.” The school emphasizes first and foremost the teaching and practice of the Catholic faith. All students, regardless of their religious affiliation, must participate in all the religious instruction and activities of the school community.

CISPG Schools recognize that students may come from family situations that do not conform to the moral teachings of the Catholic Church. The personal family background of a student is not an absolute obstacle to enrolment in a CISPG school. If parents choose a lifestyle directly opposed to the Church’s deeply held moral teachings, they should recognize that the school is not the right place for their child, since the home and school would be giving contradictory teaching.

Partners (home, school, parish) in Catholic education must work together to provide an environment where faith and learning go hand in hand, leading young people to fullest development. Parents and guardians who enrol their children accept that the school will at all times uphold the teachings of the Roman Catholic Church. While present on the school campus and in school-related activities offsite, every adult must demonstrate conduct that upholds the school’s declared mission. A coherent witness to Catholic moral teaching is expected at all times, especially in the public forum.

The following statements confirm parental support of the goals and philosophy of our Catholic school and need to be accepted by all members of the community. Read them carefully. They ask you to make a commitment to the values of our Catholic School community. If you have any questions or concerns regarding this family commitment form, please bring them to the Principal or Pastor who will gladly discuss them with you.

By returning the signed statement with your completed application, you accept the responsibility of this commitment.

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 CISPG Board of Directors.
2. All students are required to participate in our religious education curricular and co-curricular programs, including liturgical celebrations, prayer, retreats and other spiritual activities.
3. Parents/Guardians are expected to participate in the religious education program 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 his/her full academic potential. Parents are expected to support the academic program as required.
5. Each family is expected to support and participate in the fund-raising activities of the school.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend program-related events including but not limited to parent/teacher conferences and meet the teacher events.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities.
10. If any of these conditions are not met, the school reserves the right to refuse admission, or remove a student from the school.

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

\_\_\_\_\_  
Family Name (Please Print)

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**LEGAL RESIDENCY OF PARENT**

(if parents are deceased, use Appendix B)

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.

***(Lawfully admitted into Canada)***

1. I am (please X one):

- A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card)
  - A landed immigrant (attach photocopy of landed immigrant status paper)
  - Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach photocopy of document):
    - Admission as a refugee claimant
    - A person claiming refugee status who has a letter of no objection
    - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years)
    - Employment authorization (working 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 as a diplomatic or consular official (with a foreign representative acceptance counter foil in his/her passport)
    - Other - document description: (must be cleared with Immigration Canada)
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***(Residency in British Columbia)***

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

- Yes – Residency address: \_\_\_\_\_
- No – I am not a resident of British Columbia

**Confirming signature:**

3. Parent's/legal guardian's name: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_