



St. Mary's School
New Families
Information Package
& Application Form
2017 – 2018

ABOUT OUR SCHOOL

For over 80 years, St. Mary's School has provided quality Catholic education for families of St. Mary's Parish and the surrounding community. St. Mary's School is a proud member of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA).

It 1931, construction began on the school, and the doors were opened to students in September that year. In 1979, a second floor was added to the building. Archbishop James Carney blessed the expanded facility on June 22nd, 1980, marking a new era for St. Mary's School.

Since then, St Mary's School has continuously evolved to provide the best academic education in an environment of faith and virtue. Recent enhancements include a new score board in the gym, office space, another classroom built on the lower level, a learning assistance centre, a before and after-school club room, fully equipped music room, interactive whiteboards in every classroom and an iPad cart station.

Today the school has a dedicated team of 28 teachers, educational aides and administration staff guided by our esteemed Principal, Ms. Brenda Krivuzoff, whose strong vision has ensured the continued success of the school and its 284 students.

As well, our school has a Parish Education Committee (PEC), made up of a number of committed parents, staff and Fr. Pierre to govern local policies on school matters. In partnership with the staff, the PEC is able to continue the legacy of creating the best environment for our children to learn and grow in all facets of life – faith, academics, arts, language, sports and community service. With the generosity of the families of the Parish community, the PEC is able to achieve these goals through successful fundraising campaigns. On behalf of the members of the PEC, I would like to thank all the families, past and present, who have made St. Mary's school what it is today. Your sacrifice, commitment, and charity have helped create a thriving learning environment for our children. We hope through your continued support, we can continue to address the evolving educational needs of our children and our school.

To make these possibilities a reality we must have FAITH to believe all things are possible through God the Father, Son and Holy Spirit. So that in HOPE we are able to embrace the future with confidence in God. With LOVE we can open our hearts to offer support, acceptance and compassion to all.

This is so that our children can develop respect and build relationships based on trust, honesty and integrity. That they will have gratitude in appreciating and stewarding the many talents and blessings they receive. In the end our children will learn to become great leaders, as they will emulate the active service, generosity and compassion of their mentors.

Let us continue to do greater things for their future and for those of the next generation!

Yours faithfully,

Mrs. Jamie Esmeria-Bantog
Chairperson of Parish Education Committee

Fr. Pierre Leblond, OP
Pastor

2017 – 2018 Admission Information for New Families

Please read the following information carefully. In order for your registration to be considered, you must complete and submit the following to St. Mary's School Office:

- 1) Application Form for Admission (attached)
- 2) Copy of Birth Certificate
- 3) Copy of Baptismal Certificate
- 4) Copy of Immunization Record
- 5) Copy of recent Report Card for Gr. 1-7 only
- 6) Application Fee: \$50.00 cheque made out to: St. Mary's School

Return all forms to St. Mary's School Office as soon as possible.

Required Fees:

1. An Application Fee is required for every submitted registration. The Application Fee covers the costs involved in the processing of registrations. Application Fees are payable at the time of registration and are Non-refundable if the student is not admitted into the school.

Note: Admittance of your child should not be considered **CONFIRMED** until you have been interviewed and accepted by the principal.

Required Documents for New Students:

1. Our school system regulations require that **Birth and Baptismal Certificates** be presented when the child is registered. Please attach a **photocopy of your child's Birth and Baptismal Certificates along with the application form.**
2. Children registering for Kindergarten must have been born in **2012 (January 1, 2012 – December 31, 2012)**. Please note that until proof of age is established, enrollment for your child will not be considered complete.
3. Our Government regulation requires that completed **Immunization Records** be given to the school. Please attach a **photocopy of your child's Immunization Record along with the application form.**
4. New students entering **Grade 1- 7 (ONLY)** must present a recent **Report Card** from their previous school. Please attach a photocopy of your child's most recent Report Card.
5. **Legal Residency of Parent Form.** This Government form is required to verify the parents or legal guardian have lawful admission to Canada and residency in British Columbia. **This form is given to you if you are accepted into the school.**

2017- 2018 Admission Policy

ALL CHILDREN MUST BE (RE) REGISTERED EVERY YEAR.

St. Mary's is a Catholic school is committed to the goal of being an inclusive community of learners. Our school implements a program and curriculum enabling it to accept and meet the needs of all students.

All schools must have a process of admitting students. As part of this process, the Pastor/Archbishop's Representative, the Principal and, when practical, a member of Education Committee shall meet with each new family. From the interview and the information available to them, the Pastor, along with a member of the Education Committee and the Principal, will decide if the school can meet the needs of the student and if the family and the student can meet the requirements of the school. In those cases, when it is decided to accept the student, the family shall read and sign the Family Statement of Commitment prior to being accepted into the school. Such families will be accepted according to the established priorities.

For purposes of this policy:

- **"Practicing Catholics"** shall mean those individuals who are registered in a parish and attend Sunday Mass regularly.
- **"Active in Parish"** shall mean those who support the parish by using envelopes and participate in the work related activities required of them.

Priorities for admittance into St. Mary's elementary school shall be:

1. Children presently enrolled in the school if they and their families meet the expectation of the school.
2. Siblings of children already in the school, whose families are practicing Catholics active in the parish.
3. Children whose families are practicing Catholics active in the parish.
4. Siblings of children already in the school, whose families are practicing Catholics active in other parishes.
5. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic school elsewhere.
6. Children whose families are practicing Catholics active in other parishes.
7. Children whose families are neither practicing Catholics nor active in their parishes.
8. Non-Catholics. Once accepted into the school, non-Catholics need to meet only criteria expected of other students to be re-admitted in subsequent years. Sibling of non-Catholics cannot be given priorities over Catholics.

2017-2018 School Tuition Fees:

If you are accepted into the school, you will be required to sign up for Direct Withdrawal for your monthly Tuition Fees. **September Tuition Fees will be paid upon acceptance as a deposit.**

- 1) **Application Fee for each NEW student** **\$50.00**

- 2) **One cheque for Activity Fees dated September 15, 2017**

Kindergarten to Grade 6	\$200.00
Grade 7's	\$300.00

*(All Activity Fees include: Field Trips, EduPac (school supplies) and Technology Fees.
Grade 7 Fee also includes Confirmation Gown rental, Spirit Day and retreat.*

- 3) **Tuition Rates: The table below summarizes the school's monthly tuition fee schedule for the 2017-2018 school year.**

Tuition Fees	Category 1 (St.Mary's Parishioner)	Category 2 (Non-Parishioner)	Category 3 (Non-Catholic)
One child	\$295.00	\$345.00 ($\$295 + \50)	\$375.00 ($\$295 + \80)
Two children	\$561.00	\$656.00 ($\$561 + \95)	\$713.00 ($\$561 + \152)
Three or more children	\$801.00	\$936.00 ($\$801 + \135)	\$1,018.00 ($\$801 + \217)

Category 1: (St. Mary's Parishioners)

- Your family members are registered parishioners of St. Mary's Parish.
- Your family regularly attends the Parish Liturgical celebration (Mass/Sacraments).
- You regularly use the Parish Sunday Envelope program (**minimum of 35 times per calendar year**). This requirement is waived for those attending St. Mary's School for the first time.
It is imperative for children to learn their faith by attending Catholic school and by attending Mass, along with their families.

Note: Catholic Families who regularly attend another Catholic Parish that does not have an elementary school and who submit an "Outside Parish Subsidy Form" must request the Category 1 rate from their parish priest, whose responsibility it is to provide the subsidy.

Note: Families who use the online donation option are still required to use envelopes and mark them "online giving."

Category 2: (Non-Parishioners)

- Catholic families who belong to another parish but have children in St. Mary's school, and all other Catholic Families who do not meet Category 1 requirements.

Category 3: (Non-Catholics)

- ❖ **A penalty of \$35.00 will be levied for all NSF cheques.**
- ❖ **Special consideration for tuition if required will be discussed during your interview.**
- ❖ **Families who take their children on holidays during the school year, and thereby not qualify for full government grant, will be expected to reimburse the school for the amount lost.**

St. Mary's School 2017 – 2018
Application for Admission-New Student

Enrolling Grade: _____ **ID#** _____ **PEN#** _____

Student's Name and Information	
Family Name: _____	Given Name: _____
Middle Name: _____	Preferred Name: _____
Date of Birth: _____ <small>(mm/dd/yyyy) Alpha</small>	Place of Birth: _____
Religion: _____	Female Male
Date of Baptismal: _____	Date of 1 st Communion _____
Immigration Status: <input type="checkbox"/> Canadian Citizen	Landed Immigrant
Language at Home: <input type="checkbox"/> English/	Other (specify) _____
Home Address: _____	
City: _____	Postal Code: _____
Home Phone: _____	Home Email: _____
Doctor's Name: _____	Doctor's Phone: _____
CareCard #: _____	
(Non-Parent) Emergency Contact: _____	
Phone Number: _____	
Preschool/Daycare: _____	
Elementary School: _____	
Referred Name & Contact number: _____	
Father or Male Guardian	Mother or Female Guardian
Surname: _____	_____
Given Name(s): _____	_____
Religion: _____	_____
Immigration Status: <input type="checkbox"/> Canadian Citizen/ <input type="checkbox"/> Landed Immigrant	Canadian Citizen/Landed Immigrant
Occupation: _____	_____
Employer Name: _____	_____
Work Phone: _____	_____
Cell Phone: _____	_____
Family Information	
Church of Marriage: _____	
Parish You Attend: _____	
St. Mary's Envelope#: _____	

SIGNATURE OF PARENT OR GUARDIAN

DATE

OFFICE USE ONLY			
	<u>Paid</u>		<u>Rec'd</u>
Application Fee:	\$50	Birth Certificate:	
Activity Fee:		Baptismal Certificate:	
September Tuition:	†	Immunization Form:	
Participation Category:		Previous Report Card:	

2017-2018 Parent Participation Information

Parental co-operation and support is vital at St. Mary's. Involving parents in the school community to engage with their children's learning and to integrate their faith into the parish community is a priority.

Active parent participation is essential and a necessity. There is ample research to suggest that parent involvement positively impacts school and student achievement. Parents will have a range of opportunities to contribute their knowledge, skills and talents to support school goals and to promote fundamental teachings of Catholic Education. There will be flexibility with parent work schedules and parent participation hours. Parents will log into the Participation website to select volunteer opportunities and record hours when the job is completed.

The PEC is offering the following three options for participation in the 2017-2018 school year.

Participation hours will be reviewed based on the 2016-2017 school year.

1) Full Participation Role (FPR) - minimum 60 hours (TBC) participation and no fee.

The Full Participation Role includes weekly duties with some exceptions due to the workload such as supervision and traffic control, library support, hot lunch, data entry for hot lunch, coaching, PEC, PREP, Children's Liturgy and Yearbook. To participate in this area of the Full Participation Program, you must have the required skills and be prepared to help an average of 1.5 -2 hours a week during the school year. (Sept. – June). Priorities for these positions will be given on seniority and based on the current grade of your oldest child at St. Mary's, and in some cases based on the needs of the community. A current Criminal Record Check (CRC) is required for most positions.

- 1 post-dated cheque dated June 15, 2018 in the amount of \$500 will be provided upon re-registration and cashed in the event that a family does not fulfill their participation.

2) Limited Participation Role A (LPR-A) – 30 hours participation (TBC) and \$250 monetary contribution.

The LPR-A option includes parents who provide support to the school in various ways. The Limited Participation Role includes duties such as field trips, fundraising events such as Walkathon, Apple sales, raffle ticket sales, driving students to sports league games, supervising at sporting events, Fun Day, and helping organize community events such as Graduation, Back to School BBQ and First Communion and Confirmation receptions. A current (CRC) is required for most positions.

A contribution of \$250 for the LPR will reduce a families' commitment. Paid for in full a cheque dated September 1, 2017.

- 1 post-dated cheque dated September 1, 2017 in the amount of \$250
- 1 post-dated cheque dated June 15, 2018 in the amount of \$250 will be provided upon re-registration and cashed in the event that a family does not fulfill their participation.

3) Limited Participation Role B (LPR -B) – 1 hour and \$500 monetary contribution.

The LPR-B option includes parents to provide 1 hour of support with community events and parish fundraising. A contribution of \$500 will reduce a families' commitment. Paid for in full a cheque dated September 1, 2017.

Note: Families who wish to make an alternate financial arrangement can contact our Bookkeeper, Lesley Roed, at lroed@stmary.bc.ca.

2017-2018 Participation Role Descriptions

Section	Description	Time Commitment
1. Playground Supervision & Traffic Control	Supervisors work with staff to ensure the safety of all children. Scheduled for morning (4 people), lunch (3 people) or after school shifts (2 people). There will be a mandatory supervision meeting the first week in September, when specific duties will be outlined. CRC required, First Aid training is beneficial.	Every week – 1.5 hours (Sept.-June) Morning, Lunch or After School shifts
2. Hot lunch Helpers & Hot Lunch Administrator/ Data Entry	Hot Lunch Helpers organize and distribute hot lunches to the classrooms. CRC required. The Hot Lunch Administrator liaisons between the hot lunch company rep. and parents throughout the year corresponding via e-mail, manages the opening/closing of hot lunch online website, sends out notices to parents regarding payments, inputs payments when cheques come in, inputs orders for parents who send in order forms, updates newsletter reminders, and helps input orders for Purdy's Christmas fundraising.	Hot Lunch Helpers: Every week – 1.5 hours (Sept.–June) 11:30-1:00 on Mondays, Tuesdays or Fridays Administrator: Hours are flexible
3. Library Helpers	Regular duty in the library which includes but is not limited to managing the library information program to check in/out books, read to students, inventory, displays, book shelving and covering plus attending two meetings and training sessions. CRC required.	Every week – 2 hours 10:00-12:00 or 13:00-15:00 (Sept.–June)
4. Prep Teachers/ Assistants	Involves teaching religion to children in the Parish who do not attend St. Mary's. RCAV screening process & CRC required.	Every week – 2 hours (Sept.-May) Tuesday or Wednesday nights
5. Liturgy of the Word for Children Presiders or Assistants	Liturgy of the Word for Children is celebrated during the 9:30 am Mass every Sunday during the school year (Sept.-June). Children from Kindergarten to grade 5 are invited to the church basement during the Liturgy of the Word to hear the readings of the day which are proclaimed in language that the children can easily understand. Volunteers can choose to be presiders or assistants and commit to one Sunday every four to six weeks*. No experience is necessary and training will be provided. RCAV screening process & CRC required.	Presiders: 2 hours every 4 to 6 weeks Assistants: 90 minutes every 4 to 6 weeks *the number of times per month depends on how many volunteers there are.
6. Parish Education Committee (PEC)	Members are elected or appointed by the School Pastor for a two year term, renewable three times consecutively (must meet eligibility requirements). Members must be willing to attend the CISVA Education Committee Leadership Conferences and meetings.	Hours: 60+ A minimum of 10 meetings a year, and work related to an assigned portfolio or sub-committee Elected or appointed
7. Parent Support Group (PSG)	An elected group of three officers that meets periodically to disseminate BC Gaming funds provided to the school. One member will attend parish fundraising meetings.	Hours: flexible Elected one year term
8. Coaching Sports	Coach a sports team or group of students depending on expertise with a particular sport (volleyball, basketball, soccer, track, etc.) The coach will be assigned a teacher sponsor who will coordinate consent slips, transportation, and be present at all games. CRC Required. Coaches are asked to become an approved Volunteer Driver in order to assist with transportation to games.	Hours: Varied A minimum of 2 practices and/or games per week depending on the length of the CISVA league. May involve tournaments during the week for some sports.
9. Yearbook Coordinators	Yearbook Coordinators will design and organize the annual school yearbook according to established timelines.	Hours: flexible

2017-2018 Uniform Policy

The wearing of a school uniform is a decision made by the school community. It will be strictly enforced throughout the year. Each student is **REQUIRED** to be in the following uniform:

- Boys:**
- Grey Pants
 - St. Mary's Crested Polo Shirt
 - St. Mary's Crested Burgundy Cardigan
 - Grey or White Socks
 - Grey Walking Short (Optional for Summer)
- Girls:**
- Tartan Jumper (Kindergarten – Grade 3)
 - Tartan Skirt (Grade 4 – Grade 7)
 - St. Mary's Crested Polo Shirt
 - St. Mary's Crested Burgundy Cardigan
 - Navy Blue Knee Socks or Tights
 - Grey Walking Shorts or Grey Skorts (Optional for Summer)
- Gym Strip for all:**
- St. Mary's Crested Burgundy T-Shirt available on-line at St. Mary's storefront
 - Black Short
 - Running Shoes & White Sport Socks
- Shoes:**
- Plain Black Low Heeled Dress Shoes
 - Plain Black Running Shoes
- Grade 7:**
- Graduation Sweatshirt alternative to Cardigan

Students are allowed to wear their summer uniform May-September.

At regular intervals uniform checks will be conducted to ensure conformity with the uniform policy as well as condition of garments (i.e. excessive wear or damaged clothing is not acceptable).

Everything but gym t-shirts, socks and shoes must be purchased from:

Neat Uniforms

1050 Boundary Road (corner of Parker St.)

Burnaby, BC V5K 4T3

604-205-7560

www.neatuniforms.ca

Hours of Operation

Tuesday – Saturday 10:00 am – 06:00 pm