

## 2022-2023 Registration Procedures

Thank you for considering Cascade Christian School. It is our aim to provide an excellent biblical education for your child(ren). Cascade Christian School is a place where all aspects of life - intellectual, emotional, physical, and spiritual are nurtured and developed.

### Priority Categories:

#### Category 1

- Students presently enrolled

#### Category 2

- Children of Cascade Christian School staff
- Students on the wait list who have siblings presently enrolled
- New students who are siblings of students presently enrolled

#### Category 3

- New students – Registration opens to new families on and after January 17, 2022 at 8:30am. *We are unable to accept registration forms before the specified time of registration. Registrations will be accepted at the school office only, not by email or mail.*

### Admissions Process:

**Step 1: Inquiry** – Call the school office 604-793-7997 or email Amber McNutt at [amcnutt@cascadechristian.ca](mailto:amcnutt@cascadechristian.ca)

**Step 2: Tour/Registration Package** – Our Admissions Coordinator, Amber McNutt will meet you at the front desk for a scheduled tour of our campus. She will also answer any questions you may have about our school and the registration process. *A registration package will be provided to you at that time.*

**Step 3: Submit Completed Package** – The registration package will need to be completed in full with all documents and attachments required. If the submitted package is not complete, you will be contacted with the details. **The admissions process will not continue to the next step if the package (including all supporting documents) is not complete.**

Registrations will be considered **valid** when accompanied by the following:

- A completed and signed registration form by parent(s)/guardian(s) and student(s)
- A completed and signed legal residency form with a copy of proof of citizenship/immigration status
- A recent copy of one of the following: utility bill, mortgage papers, rental agreement or tax assessment
- Registration fee of \$100 (**cheque or cash only**)  
(Refundable only in the event we are unable to enroll your student & the student does not remain on the wait list)
- A copy of the student's birth certificate (original birth certificate must be verified by office staff)  
(If enrolling in Kindergarten, student must be 5 years old by Dec. 31<sup>st</sup>)
- A copy of the student's most recent report card (if applicable)
- Copies of any relevant documentation (*see Educational Support Services section*)
- A reference form from your pastor or a character reference (new families only)  
(i.e. doctor, lawyer, employer, past employer, landlord, social worker, etc.)

*Note: The office requires a copy of any custodial agreements in effect.*

**Step 4: Admissions Interview with Principal** – Meeting families is an important part of our admissions process. This allows us a chance to get to know your family and to ensure that Cascade is a good fit for your child(ren) and your family. Once all the documentation is completed and submitted, you will be contacted to schedule an appointment with our Principal, Ryan Morrow. You will also have a chance to go over any questions or concerns you may have during the interview.

**Step 5: Communication** – The decision to accept a student is based on several factors. Families will receive notification of the result of the registration process from the Principal or Admissions Coordinator.

Standard Rates	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child +
High School (10-12)	3995	2990	1500	1500
Middle School (6-9)	4725	3235	1590	765
Elementary (K-5)	4380	3087	1590	765

<i>*Reduced Rates</i>	1 <sup>st</sup> Child	2 <sup>nd</sup> Child	3 <sup>rd</sup> Child	4 <sup>th</sup> Child +
High School (10-12)	3240	2390	1500	1500
Middle School (6-9)	3780	2610	1590	765
Elementary (K-5)	3495	2460	1590	765

Families with more than one student at Cascade Christian School receive a discount as noted above. "1<sup>st</sup> Child" indicates the sibling in the highest grade, "2<sup>nd</sup> Child" in the next highest grade and so on.

*\* Reduced rates, as noted in the above table, are offered to active, self-supporting, full time missionaries and full-time pastors.*

### Tuition Policies

- Tuition is due on the 1st of each month and is expected to be paid on time. To assist Cascade Christian School families, the following options are available:
  - ♦ **One Payment** - Payment for the entire year can be made by cash or cheque.  
*A prepayment discount of \$50 per child (grades K – 9 only) will apply to payments received by August 31<sup>st</sup>.*
  - ♦ **Two Payments** - Two equal payments (due Sept. 6, 2022 and Feb. 1, 2023) by cash or cheque.
  - ♦ **Monthly Payments (10 or 12)** - Monthly payments can be made by pre-authorized debit only. Payments are due on the first day of each month **September to June** for 10 monthly payments and **July to June** for 12 monthly payments. **Payments must be started in July for the 12-month option.** Monthly pre-authorized payment plans are submitted once, and then carried forward and adjusted annually. Forms needed to set up these payment options are available at the school office.
- Late payments and NSF's are subject to a \$25 administration charge.
- Continued failure to make payments ON TIME will result in the student being asked to leave Cascade Christian School.
- Students who transfer in by the 15<sup>th</sup> of the month will be charged a full month's tuition. Those who transfer in after the 15<sup>th</sup> of the month will be charged a half month's tuition for that month.
- Students who register after August 31<sup>st</sup> of the school year, are required to pay 3 months tuition in advance. This tuition is non-refundable if the student(s) withdraw before the end of the 3 months.
- Students who withdraw from Cascade Christian School must give 30 days' notice or pay one month's tuition in lieu of notice. *(Tuition fee for late registrants noted above in #5 is non-refundable).*
- Tuition accounts are expected to be in good standing before payments for extra-curricular activities will be accepted and applied towards those activities.
- If a family is unable to comply with the above policies, they must communicate this to the Principal and alternative arrangements may be made if extenuating circumstances exist.

A charitable donation receipt for tax purposes will be issued on an annual basis for the portion of net tuition paid that pertains to religious instruction. The amount of this receipt varies from year to year and is calculated in accordance with the Canada Revenue Agency



# CASCADE

CHRISTIAN SCHOOL

45657 Yale Road, Chilliwack, BC V2P 2N1  
Phone: 604-793-7997 Website : [cascadecascade.ca](http://cascadecascade.ca)

## 2022 - 2023 Registration

Grade to be enrolled: \_\_\_\_\_

School attended last year:  
\_\_\_\_\_

Student's Name: \_\_\_\_\_  
Surname First Name Middle Name

Male  Female Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Month Day Year Country Province (if Canada)

Mailing Address: \_\_\_\_\_  
Street

\_\_\_\_\_  
City Province Postal Code (\_\_\_\_\_) Home Phone

Parent E-mail: \_\_\_\_\_ (preferred email to be used for school communication, newsletters, etc.)

Student's Citizenship:  Canadian  Landed Immigrant  Other \_\_\_\_\_

Language spoken at home: \_\_\_\_\_

Father: \_\_\_\_\_  
Surname First Name

Mother: \_\_\_\_\_  
Surname First Name

Father's Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Mother's Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

Father's Email: \_\_\_\_\_

Mother's Email: \_\_\_\_\_

Father's Place of Employment:  
\_\_\_\_\_

Mother's Place of Employment:  
\_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Work Phone: (\_\_\_\_\_) \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Work Phone: (\_\_\_\_\_) \_\_\_\_\_  
(if applicable)

Student resides with:  Father & Mother  Father\*  Mother\*  Legal Guardian\*  
(at same residence)

*\*Is a court order in place concerning the care or custody of the student €No €Yes If yes, please attach a copy.  
In absence of information, both parents will have access to the student and student's records.*

In case of emergency, if parent cannot be reached, call:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_ Personal Health #: \_\_\_\_\_

Please list any physical restrictions, allergies, or health concerns of the student that the school should be aware of: \_\_\_\_\_

Mild  Moderate  Life Threatening Medications? \_\_\_\_\_

*If student requires medication to be given during school hours, please request medical alert form from the school office to be filled out by doctor.*

Church Affiliation (if applicable): \_\_\_\_\_

Please indicate whether one of the following is a member of the church:  Parent  Legal Guardian

### Educational Support Services

The following information and documentation is NECESSARY in assisting Cascade Christian School to determine whether we can best meet the student's needs. **Student acceptance is conditional upon the accurate completion of this section.**

1. Is English your child's first language?  Yes  No: If no, what is their first language? \_\_\_\_\_

2. Does your child have any difficulty with speech or language?  Yes  No

3. Has your child received, or is your child receiving, Speech Language Therapy?  Yes  No  
*If yes, please attach copy of most recent Speech Language Report.*

4. Has your child received, or is your child receiving, Occupational Therapy?  Yes  No  
*If yes, please attach copy of most recent Occupational Therapy Report.*

5. Has your child received services through a Child Development Centre?  Yes  No  
*If yes, please attach copy of most recent report.*

6. Has your child been diagnosed with ADHD, anxiety or behavior issues?  Yes  No

7. Does your child have, or has your child experienced, any social issues at school?  Yes  No  
*If yes, please explain: \_\_\_\_\_*

8. Has there ever been, or is there currently a behaviour and/or safety plan in place for your child?  
 Yes  No  
*If yes, please explain: \_\_\_\_\_*

9. Has your child received, or is your child receiving, any of the following support services:  
 Learning Assistance  
 Special Education  
 Enrichment/Gifted  
 English Language Learning  
 None of above

Does your child have an Individual Educational Plan (IEP), Student Learning Plan (SLP), or Learning Support Plan (LSP)?  Yes  No  
*If yes, please attach a copy of most recent IEP, SLP or LSP.*

**If yes to ANY of the above, please explain further and attach copies of all relevant documentation/diagnosis.**

A classroom directory **may** be available or distributed to our school families (for playdates, birthday parties, etc.)  
May we publish your name, phone number, address and email in the classroom directory?  Yes  No  
How did you hear about Cascade?  Friend/Family  Newspaper  Church  Internet/Website

**By signing below, you understand and confirm the following:**

- All information on the attached student information verification is accurate.
- I have read the Tuition Policy and take responsibility for my child's tuition obligations with Cascade Christian School.
- I confirm that I have read and understand the Parent/Student Handbook and will support and comply with the school's Uniform Policy.
- I agree to comply with Cascade Christian School's learning objectives, behavioral expectations, and Internet Use Policy.
- I acknowledge that photos of my child may be used by Cascade Christian School for yearbooks, newsletters and other promotional materials.
- I give consent to have Cascade Christian School collect, use, and disclose this personal information as outlined above and defined in the *Privacy Act*.

**Protecting Your Personal Information**

Cascade Christian School gathers and uses personal information to provide your child with the best educational services as outlined in our vision statement and core values. The personal information on these forms is required in order to register your child at Cascade Christian School and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow Cascade Christian School to respond immediately to an emergency. Cascade Christian School commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent, unless permitted under the PIPA (*Personal Information Privacy Act*) legislation. Cascade Christian School does not sell, lease or trade information about you to other parties. For more information on Cascade Christian School's use, storage and disclosure of personal information, please contact the office at 604-793-7997.

**Parent/Guardian Signature: (BOTH SIGNATURES REQUIRED UNLESS COURT ORDER STATES OTHERWISE)**

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN NAME PRINTED

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN NAME PRINTED

**Student Signature (Grade 3-9 only):**

- I have read and agree to comply with Sections 10 (Uniform Policy) and 14 (Discipline and Student Behaviour) of the *Parent/Student Handbook*.
- I will conduct myself in a respectful manner towards fellow students, staff and volunteers.
- I agree to maintain the rules and guidelines of Cascade Christian School set out in the Parent/Student Handbook.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT NAME PRINTED

**For Office Use Only:**

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

Registration Fee: \_\_\_\_\_

Birth Cert. Parent    Birth Cert. Student    Report Card   Receipt #: \_\_\_\_\_ - \_\_\_\_\_  
 Residency Form    Proof of Residency    Reference Letter (*new families only*)

**STATUS OF PARENT/GUARDIAN**  
**(ADMISSION TO CANADA AND RESIDENCY)**

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 ✓ one):

- A Canadian citizen (**please attach a copy of parent's birth certificate or citizenship paper/card**).
- A Permanent Resident (**please attach a copy of parent's landed immigrant status paper or Permanent Resident card**).
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
  - Admission as a refugee or refugee claimant.
  - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
  - Valid employment authorization (work 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 under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
- Other - document description: (must be cleared with Citizenship and Immigration Canada):

**(Residency in British Columbia)**

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

- Yes    Residency address: \_\_\_\_\_  
\*\*\*(*MUST attach a recent copy of a utility bill, mortgage document, rental agreement or tax assessment, etc.*)
- No    I am not a resident of British Columbia.

**Confirming signatures:**

3. Parent/Legal Guardian's printed name: \_\_\_\_\_

Parent/Legal Guardian's signature: \_\_\_\_\_

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

## INTERNET POLICY

It is the responsibility of Cascade Christian School to prepare our students for the 21<sup>st</sup> century. In order to prepare our students for the technology of the future, the school is providing safe, supervised access to the Internet. Please note that the Internet is an association of diverse communication and information networks. Note, too, that it is a violation of the Acceptable Use Policy, below, for students to actively seek objectionable material.

### Acceptable Use Policy

Computers and access to the Internet are to be used in a responsible, efficient, ethical, and legal manner in accordance with the mission of Cascade Christian School. We recognize the potential for students to use computers in malicious and hurtful ways to discredit or undermine students. This is considered a form of bullying and is a violation of our students.

#### **Computer/device users must not:**

- divulge personal information about themselves/others inappropriately; send/display offensive messages/pictures
- harass, insult, or attack others
- use obscene language
- allow computer viruses to infect the school computers
- engage in plagiarism (copying someone else's ideas, language or research without acknowledging the exact source or pretending it's your own) See below for details on Plagiarism
- violate copyrights (copying someone else's work without their permission)
- intentionally cause damage to computers, computer systems, programs or networks

These behaviours and standards are expected of Cascade students both on and off campus. The Cascade discipline policy may apply in both circumstances.

#### **Specific to Cascade Christian School, computer/device users must not:**

- use computers for commercial purposes
- waste system or network resources
- try to "break" passwords or gain access to protected areas
- use anyone else's password
- trespass in or tamper with anyone else's work or files
- execute any program received in an email or found on a web page except as directed by a teacher
- download or install any program except as directed by a teacher or network administrator or required by a DL course
- play internet games unless directed by a teacher
- use computers/devices for non-educational purposes (music, Netflix, YouTube, etc.)

Acceptable uses of the computers and Internet are activities which support learning and teaching. The use of the school's computers is a privilege, not a right. Inappropriate use may result in disciplinary action as determined by the administration including suspension of computer privileges, conduct referral, and school suspension/withdrawal. If warranted, legal charges could also be applied.

#### **\*Plagiarism**

Webster's dictionary defines Plagiarism as taking and using as one's own the thoughts, writings, or inventions of another; persons can plagiarize from a book, from the internet or from someone's unpublished work (copying an assignment).

**How do I avoid Plagiarism?** ALWAYS acknowledge your sources. It is okay to borrow quotes or ideas but give credit to the author! Teachers are often impressed when a student uses quotes — it shows you have done research!

#### **Cascade will take action against Plagiarism**

1. Students will not receive credit for work they have not done themselves: a plagiarizing student may fail an assignment.
2. Students referred to the office for plagiarism will be dealt with according to the Cascade Disciplinary Policy.
3. Parents will be notified if their son/daughter plagiarizes.

It is expected that parents and students will support the school's Internet Policy as outlined above. Please sign below and return to the office.

*We have read and agree to follow the Cascade Christian School Internet Policy as outlined above. We understand the consequences of inappropriate Internet use and will comply with the school's disciplinary action.*

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Student (Gr. 3-9 only)

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Parent

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Date