



Khalsa School Calgary

RR6 Site 1 Box 2

Calgary, Alberta

T2M 4L5

Phone: 293-7712 Fax: 293-2245

Email: mike.simms@khalsaschoolcalgary.ca

APPLICATION FOR ADMISSION

Useful Information for Parents

A child who turns four years old before March 1 can attend Kindergarten in the fall of that same calendar year. A child who turns five before March 1 is eligible to begin Grade 1 in that same year. It is mandatory that children are registered in school if they are six years old as of September 1st.

How do I register my child?

In order to register your child with Khalsa School Calgary, please complete the following application form, attach the required documents, and **submit to the school**. You will need to provide proof of your child's name, date of birth, and citizenship. Please bring originals as copies will not be accepted.

Registration Checklist:

1. Birth Certificate
2. Status of child: Citizenship/landed immigrant
3. Alberta Health Care Card
4. A copy of any separation agreement or court Order (If parents are divorced/separated).
5. Immunization Record
6. A completed copy of the Notice of Activities Permission Form
7. A completed copy of the Transportation Release Form
8. Enrollment Deposit- See school secretary for amount
9. \$800.00 Transportation Fee (See Schedule)
10. Proof of Residency

A cheque must be submitted for the enrollment deposit and transportation and must accompany the registration form. Please Note: These fees must be paid by a cheque or bank draft made payable to **Dashmesh Culture Centre**. The enrollment deposit is non-refundable. The remaining tuition fee can be paid in installments - please see the tuition schedule or the school secretary for details.

Parent Information:

Father's/ Legal Guardian's Name:

First

Middle

Last

Address: Check box if same as student or record below:

Ph (Home) _____ Cell: _____ Work: _____

Occupation: _____ Email: _____

Mother's/ Legal Guardian's Name:

First

Middle

Last

Address: Check box if same as student or record below:

Ph (Home) _____ Cell: _____ Work: _____

Occupation: _____ Email: _____

Family Information:

Please fill out the following if parents are divorced or separated.

Parents are separated _____ divorced _____ deceased _____

Who has legal custody of the student? _____

With whom does the student reside? _____

Are reports and correspondence to be sent to both parents? Yes No. (Circle one)

Siblings:

Please list all siblings

Name	Age	Grade and School Attended
------	-----	---------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Emergency Contact if Parent(s)/Guardian(s) are not available:

Name: _____ Ph: _____

Relationship _____ Cell: _____

Name: _____ Ph: _____

Relationship: _____ Cell: _____

Medical Information:

Does your child have any health problems/Allergies? Yes No

If yes, please specify: _____

Is your child on any routine medication? Yes No

If yes, please list: _____

Doctor's Name _____ Phone _____

In the event that your child needs emergency medical attention, the school will attempt to contact you or your emergency contacts. If the school fails to reach either one and your child has to be taken to an emergency clinic, we will do this by ambulance, taxi, or staff vehicle at your expense. We will continue to reach you or your emergency contact person. Please authorize us to take your child to an emergency clinic by signing the following statement:

I, _____, parent/guardian of _____
authorize the staff at K.S.C. to take the child to an emergency clinic for medical attention when I or my emergency contact cannot be reached.

Signature: _____ Date: _____

Please note that Khalsa School Calgary will not take responsibility for administrating any medications at School unless the parent or guardian authorizes the school to do so. Parent(s)/Guardian(s) will be asked to complete a letter of authorization if this is required.

Aboriginal Learner Data Collection Initiative (ALDCI)

If you wish to declare that you are an Aboriginal person, please specify:

**Status Indian/First Nations _____ Non-Status Indian/First Nations _____
Métis _____ Inuit _____**

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. This information will also be used to determine the provincial First Nations, Métis and Inuit funding allocation provided to school authorities.

Pursuant to section 7 and 8 of the Personal Information Protection Act (PIPA) accredited private schools in Alberta are collecting this information for the purposes of measuring system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. It will also be used to determine the provincial First Nations, Métis and Inuit funding allocation available to the school and will be disclosed to Alberta Education accordingly.

By declaring that I am an aboriginal person, I consent to the collection, use and disclosure of this information by the private school for the purposes stated above.

Student or Parent/Guardian consent: _____ Date: _____

For further information or if you have questions regarding the collection activity by Alberta Education, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by Khalsa School Calgary, please contact the principal at 403-293-7712.

Dear Parent(s)/Guardian(s):

Please sign and return this application form, along with the other required documents, to the school. This application will not be considered for registration if it is not signed by the legal parents/guardians.

I/WE AGREE TO ABIDE BY THE POLICIES AND REGULATIONS OF KHALSA SCHOOL CALGARY AS SET FORTH BY THE KSC BOARD OF TRUSTEES AND AGREE TO UPHOLD THE DECISIONS OF THE SCHOOL ADMINISTRATION. I/WE HEREBY CERTIFY THE FOREGOING INFORMATION TO BE TRUE, CORRECT AND COMPLETE.

_____	_____
Signature	Date
_____	_____
Print Name	Relationship to Child

_____	_____
Signature	Date
_____	_____
Print Name	Relationship to Child

NOTICE OF ACTIVITIES

(as required by Alberta's Personal Information Protection Act (PIPA))

The purpose of this notice is to inform you about the collection and use of student information by Khalsa School Calgary.

In most cases the information that we are requesting is required under the School Act. We must provide Alberta Education with specific information on each student. In other instances, the information will be collected and used for activities that will take place throughout the school year. We understand that there may be occasions where you have concerns with how this information will be used. If this is the case, please contact the school and we will discuss your concerns.

The following are examples of how personal information may be used for school related activities. In order to assist the school in maintaining a vital and healthy environment, participation of all students is important and encouraged.

1. The use of a student's name, photograph, or comments about the school in the school newsletter, calendar, or other school publication.
2. The use of student names on art work or other creative work or material displayed at the school or at school sponsored displays within the community.
3. The use of student names for recognition purposes on honour rolls or other awards within the school.
4. The use of student names, telephone number, grade, parent's name and related contact information for absenteeism verification, emergency fan-outs, field trips and/or other school sponsored activities.
5. The use of student names, address, phone number, parent's name and related contact information for the provision of transportation services.
6. The use of individual, class, or club photos for school purposes and the use of student photos for student records or other identification purposes.
7. The use of photos/videos of classroom or other school activities by the school where the material will be used within the school. Where individual students are identified or interviewed and the material will be used outside the school, a separate and specific consent will be required and you will be contacted prior to the disclosure taking place.
8. The circulation of information on a "need-to-know basis regarding students who have severe or life-threatening medical conditions.
9. The use of personal information in order to assist individuals who have been contracted to provide ancillary and support services. This may include individuals who provide services through Alberta Government funded projects, such as the Alberta Initiative for School Improvement (AISI).
10. The sharing of personal information with the Board of Trustees, when required.

I hereby give permission for the school to use information/photos for my child for all purposes specified above.

Signature

Child's Name

Date

KHALSA SCHOOL MEDIA PERMISSION FORM 2011 - 2012

Dear Parent/Guardian,

During the school year, staff of Khalsa School Calgary may want to take pictures of students and post them in the media for parents and others to see. The pictures may be of groups of students or individuals, and the students' names may be used.

Please complete the section below and return the form to the school office.

Thank you for your cooperation in helping us highlight the good work and efforts of our learners and instructors.

(Please check one)

- I give permission for my child to be photographed and have my child's name used.
- I give permission for my child to be photographed, but **do not** want my child's name used.
- I **do not** want my child photographed and **do not** want his or her name used.

Child's Name

Parent/Guardian Signature

Today's Date

Khalsa School Calgary

VOLUNTEER OPPORTUNITIES

Khalsa School Calgary is a non-profit organization, and needs the support and involvement of every parent who sends children to our school. We ask that each parent participate in some way.

There are many opportunities to do your part, some of which are listed here and others that may come up during the school year. Please use this list to check off ways in which you would be willing and able to serve, make a record of your commitments for yourself and return this form to the school office. Each family is asked to fill out this form.

Your name: _____ **Phone #:** _____
(please print)

Please mark with a ✓ the areas that you wish to volunteer for.	Volunteer Opportunities
	Fundraising Coordinator- responsible for planning meetings, oversee volunteers, marketing events etc.
	Fundraising Helper- assisting with fundraising projects- may include ticket sales, planning, advertising, decorating, set-up etc.
	Special Events Coordinator- responsible for planning meetings, developing volunteer base, planning events, organizing volunteers etc., working with staff
	Special Events Helper- assisting with special events, calling volunteers etc.
	Library Helper- Process books, assist with library classes
	Book Fair Coordinator- responsible for all aspects of school book fair
	Special Events Food Coordinator- Arranging snacks for parent meetings, staff appreciation event etc.
	Religious Celebrations Coordinator- Assist with planning events and arranging for Lungar when needed.
	Classroom Helper- assist with classroom work, field trips, prep work etc
	Athletics- Coach or assist with coaching a school team- Please specify sport preferred- _____
	Carpool Coordinator- Develop, distribute and update carpool registry
	Yearbook Coordinator- Work closely with a staff member to create the yearbook and oversee volunteers
	Other- Please specify an area of expertise that you could help our school with _____

Thank-you for your support! Parent involvement in school activities is the key to our success.



Transportation Request Form

I request Khalsa School Calgary to provide bus service for the named child/ren for the 2011-2012 school year. I am aware that Khalsa School Calgary will contract these services out to Southland Transportation Ltd.

****Fill out one form per family****

Family Information:

Family Surname:	
Mother's Cell #:	
Mother's Daytime #:	
Father's Cell #:	
Father's Daytime #	
Phone (evening)	

Home address of pick up and drop off: Please note-The Bus Company will organize a specific pick-up and drop-off point for students.

First Name of Student:	Grade:

I have read and agree to the terms and conditions on the attached page. I understand that by signing this agreement, I am bound by these provisions.

Parent Signature: _____

Date: _____

Bus User Fees: 2011-2012

Annual Bus Service Fee

\$800.00

Payment must be made upon student registration

Payment must be made by cheque, or bank draft made payable to Dashmesh Culture Centre

Terms and Conditions

1. I acknowledge and agree that my child must comply with the policies and procedures of Khalsa School Calgary regarding transportation. Riding privileges may be suspended or cancelled immediately for major safety infractions or after continued disregard for general bus safety rules.
2. I agree to have the student ready by the scheduled departure time and will notify the bus company or the school should the student not require bus service.
3. I understand that the pick-up and drop-off times are not guaranteed. Weather and traffic can sometimes cause delays. Parents will be notified if a bus route is cancelled for any reason.
4. I understand that the school has no obligation to provide transportation service to parents.
5. I understand that the transportation fee will only be refunded if the school is not able to accept the application for transportation.
6. I understand that the bus routes are developed by Southland Transportation. Southland will develop the routes and all pick-up/drop off points, keeping student safety and ride times as their main priorities. Although the routes will be developed to offer services to the majority of our students, we will not be able to guarantee services for all students. The Alberta School Act states that the maximum distance from the residence to a designated bus stop is 2.4km.