



Enrolment Procedures and Checklist

Submit the following to the Admissions Coordinator:

- Copy of Birth Certificate**
- Copy of Proof of Citizenship/Landed Immigrant *(if applicable)***
- Proof of Residency**
- Copy of Alberta Health Care card**
- Immunization Record**
- Copy of most recent Report Card**
- Completed Registration Package**
- Completed Notice of Activities Permission Form**
- Completed Transportation Release Form *(if applicable)***
- Transportation Fee *(if applicable)***



APPLICATION FOR ADMISSION 2016/2017

STUDENT INFORMATION

Student's Legal Name: _____ Preferred Name: _____
First Middle Last

Date of Birth: ____/____/____ Registering for grade: _____
Day Month Year

Gender: male female

Citizenship: _____ Place of Birth: _____

Address: _____
House Number&Street Name City/Town Province Postal Code

Phone Number: _____

Last School Attended: _____ Grade: _____

CONTACT INFORMATION

CONTACT 1 (parent/guardian)

First & last names: _____ Relationship to student: _____

Address: _____
House Number&Street Name City/Town Province Postal Code

Same as above

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Occupation: _____

CONTACT 2 (parent/guardian)

First & last names: _____ Relationship to student: _____

Address: _____
House Number&Street Name City/Town Province Postal Code

Same as above

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Email Address: _____ Occupation: _____

Student is living with (check all that apply) contact 1 contact 2 other _____

CITIZENSHIP/IMMIGRATION STATUS

CANADIAN CITIZEN: Yes A copy of the student's birth certificate is required.

CANADIAN CITIZEN: No Complete the following section.

BIRTH COUNTRY, IF NOT CANADA:

Temporary Resident (student has a study permit and living under the care of a legal guardian).

Non-refundable registration fee and International Fees apply.

Student Visa Expiry Date: MONTH _____ / DAY _____ / YEAR _____

A child lawfully admitted to Canada for permanent residence must present a permanent residency card.

A child living in Canada, with a biological or adopted parent who is a Canadian Citizen.

A child living in Canada, with a biological or adopted parent who has Landed Immigrant Status or Study Permit or Work Visa. Proof of parent's documentation and copy of child's passport required.

ENGLISH AS A SECOND LANGUAGE (ESL)

A student may be eligible for ESL support when the primary language spoken at home is a language other than English.

Is your child's primary language English? YES NO

If No, my child's primary language is: _____ The language commonly spoken at home is: _____

FIRST NATION/METIS/INUIT

Indian Affairs Information Band: _____ Treaty: _____

If you wish to declare that you are an aboriginal person, please specify: Living on Reserve YES NO

Status Indian/First Nations

Non-Status Indian/First Nations

Metis

Inuit

Alberta Education is collecting this personal information pursuant to Section 33(3) of the Freedom of Information and Protection of Privacy Act, as the information relates directly to and is necessary to meet its mandate to measure system effectiveness over time and develop policies, programs, and services to improve Aboriginal learner success. For further information, or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Education, 9th Floor, Commerce Place 10155 102 Street, Edmonton AB, T5J 4L5, Phone 780-427-5151.

CERTIFICATION

I/we hereby certify that the information provided on this form is true, correct, and complete to the best of my/our knowledge and belief. 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.

This application will not be considered for registration if it is not signed by the legal parents/guardians.

Parent/Guardian NAME

Parent/Guardian SIGNATURE

Parent/Guardian NAME

Parent/Guardian SIGNATURE

DATE

Khalsa School Calgary



ਖਾਲਸਾ ਸਕੂਲ ਕੈਲਗਰੀ

RR6 Site 1 Box 2 Calgary, AB T2M 4L5

Phone: 403-293-7712 Fax: 403-293-2245

SEVERE ALLERGY/MEDICAL CONDITION ALERT

The purpose of collecting this information is to respond to potential emergency situations involving your child, whom you have identified as having a potentially life-threatening allergy or medical condition. If you have any questions concerning the collection, use or disclosure of this information, please contact the school.

STUDENT INFORMATION

Name of Student: _____ AHC#: _____
 Address: _____ DOB: _____
 Name of Parents/Guardians: _____
 Home Phone: _____ Work Phone: _____
 Cell Phone: _____ Cell Phone: _____
 Emergency Contact 1: _____ Phone: _____
 Emergency Contact 2: _____ Phone: _____
 Doctor's Name: _____ Phone: _____

TO BE COMPLETED BY PARENT

A. ALLERGY

This student has a dangerous, life-threatening allergy to the following:

B. MEDICAL CONDITION

This student has the following medical condition:

Medication Required:

TYPE: _____

DOSAGE: _____

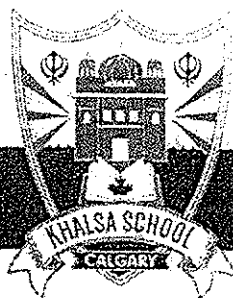
INSTRUCTIONS: _____

Emergency Measures:

I agree that Khalsa School Calgary may post my child's picture, administer prescribed medication and/or take the emergency measures required. I acknowledge that this information will be shared, as necessary, with the staff of the school and health care providers.

 Parent/Guardian SIGNATURE

 DATE



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 that 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.

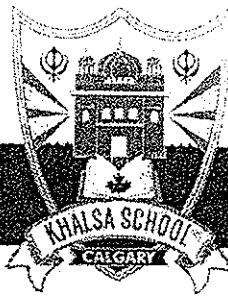
1. The use of a student's name, photograph, or comments about the school in the school newsletter, calendar, or other school publication.
2. The use of student names on art work or other creative work or material displayed at the school or at school sponsored displays within the community.
3. The use 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 other school sponsored activities.
5. The use of student names, addresses, 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 and 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.
8. Where individual students are identified or interviewed and the material will be used outside the school, the Media Permission Form will be required.
9. The circulation of information on a "need to know" basis regarding students who have severe or life-threatening conditions.
10. 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).
11. The sharing of personal information with the Board of Trustees, when required.

I hereby give Khalsa School Calgary permission to use information/photos of my child for all purposes specified above.

CHILD'S NAME: _____

Parent/Guardian SIGNATURE

DATE



MEDIA PERMISSION FORM

During the school year, the 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 student's names may be used.

Please complete the section below. 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

DATE

Khalsa
School
Calgary

Media Consent and Release Form

(To be completed by parent or guardian if under 18 years of age)

By my signature at the bottom of this Media Consent and Release, I hereby agree to the following in respect of _____ (the "Participant"):

I consent to the collection of, and grant full permission in perpetuity to Free The Children and Me to We (the "Group") and its related organizations to copy, reproduce, use, reuse, license, exhibit, display, distribute and create derivative works of any photographs, slides, films, videotapes, recordings or any other content taken of the Participant in connection with Sea Through Synergy Projects (event), held on 2016-2017 (date), whether in print, CD-ROM, videotape, electronic or other format for any purpose whatsoever (including, but not limited to, promotional materials such as informational brochures, websites, television shows and public information campaigns) and to make the Materials available to third parties for broadcast and publication without further notice and with no financial or other consideration to be paid to the Participant in connection therewith. The Participant or, if the Participant is under the age of 18, the parent/legal guardian of the Participant, acknowledge and accept that Materials, including any appearance of the Participant included therein, may be edited at the sole discretion of the Group or its related organizations. I understand that the Group is not obligated to use the Materials and that they will not be provided or returned to the Participant.

I agree to indemnify Free The Children, Me to We, its officers, directors, employees, agents, and licensees (the "Group") in respect of any claims made by third parties against the Group or any person included in the Group, in the event that the rights granted herein violate any other obligation of the Participant.

I agree that in the event that the Participant suffers any loss, claims, damages or injuries arising out of any use of the Materials, I will not make a claim against the Group or its related organizations or their employees or directors and I hereby release them from any such claims.

If under the age of 18, I represent that I am the parent or legal guardian of the aforementioned Participant, that I am authorized to sign on their behalf, that I agree to the terms of this Media Consent and Release and that I shall be bound thereby.

Name of Participant: _____

Name of Parent/Guardian (if under 18): _____

Home Telephone Number: _____

Signature: _____ Date: _____

(Signature of parent/guardian if Participant is under 18 years of age.)



TRANSPORTATION REQUEST

****One form per family****

I request Khalsa School Calgary to provide bus service for the named child/ren for the 2016/2017 school year.
I am aware that Khalsa School Calgary will contract these services out to Southland Transportation Ltd.

Parents' Names: _____

Address: _____

*Please Note: The bus company will organize a specific pick up/drop off location for students. There will NOT be door-to-door service.

Home Phone: _____ Cell: _____

| <u>Students Requiring Bus Transportation</u> | <u>Grade</u> |
|--|--------------|
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| | |
| | |
| | |
| | |

Please indicate your requirements by circling the days and times below.

| MONDAY | | TUESDAY | | WEDNESDAY | | THURSDAY | | FRIDAY | |
|--------|----|---------|----|-----------|----|----------|----|--------|----|
| AM | PM | AM | PM | AM | PM | AM | PM | AM | PM |

***We will not be able to confirm transportation for one way riders until September 6th. If space is available on this date one way riders will be placed on a regular stop. Additional stops will not be created for one way riders.**

I/we acknowledge that we have read, understood, and agree to the Conditions of Service (attached) and discussed it with my/our child(ren). I/we share Khalsa School's commitment to student safety and conduct and also accept the responsibility of the financial obligations for transportation.

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



TRANSPORTATION TERMS AND CONDITIONS

- ANNUAL BUS SERVICE FEE IS **\$900.00** FOR THE FIRST CHILD/ **\$700.00** FOR THE SECOND CHILD/ **\$500.00** FOR THE THIRD CHILD/ **\$250.00** FOR ADDITIONAL CHILDREN.
- PAYMENT MUST BE MADE UPON STUDENT REGISTRATION.
- PAYMENT MUST BE MADE BY CHEQUE OR BANK DRAFT AND MADE PAYABLE TO KHALSA SCHOOL CALGARY.

Terms and Conditions of Use:

1. I acknowledge and agree that my child must comply with the policies and procedures of Khalsa School Calgary regarding transportation. Riding privileges and 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 pick up and drop off times are not guaranteed. Weather and traffic can sometimes cause delays. Parents will be notified if bus service is cancelled for any reason.
4. I understand that the school has no obligation to provide transportation services 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 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 2.4 kms.

Khalsa School Calgary



ਖਾਲਸਾ ਸਕੂਲ ਕੈਲਗਰੀ

RR6 Site 1 Box 2 Calgary, AB T2M 4L5

Phone: 403-293-7712 Fax: 403-293-2245

PLEASE FILL IN FOLLOWING INFORMATION AND BRING WITH YOU WHEN YOU COME TO PAY THE FEE

School Year: 2016/2017

Student Name: _____

Grade Registering in: _____

Student is taking the bus: NO YES (if 'yes', please fill in the Transportation Request Form)

Donation Fee: _____ (Payable to Dashmesh Culture Centre)

Bus Fee: _____

Activity Fee: _____ } (One cheque payable to Khalsa School Calgary)

Year Book Fee (Optional): _____

Date: _____

Receipt issued for: _____

Note: Donation receipt issued is an official donation receipt for income tax purposes.

PAY IN PERSON

Please bring three cheques for Donation fee and one cheque for Bus fee, Activity fee and Year book fee.

Cashier's office hours are Monday – Friday 9:30am – 3:30pm

When paying by cheque:

- Cheques should be made payable to Dashmesh Culture Centre or Khalsa School Calgary.
- Your Name, current address and phone number should be written on the front of the cheque.
- If a cheque is returned for any reason, it will be considered that no fee has been paid by the due date. Khalsa School will make one attempt to contact you and a late fee payment penalty will be charged (See tuition fee schedule).
- If 2 cheques are returned to the school, then personal cheques will no longer be accepted as a method of payment, bank draft will be required.
- The School charges a fee of \$20.00 for any returned cheque.

ALL PAYMENTS AND DONATIONS ARE NON-REFUNDABLE

Dear Parent/Guardian,

To highlight school *Policy B-5*, the School hereby affirms that

"No portion of the fees, paid or due, will be refunded, transferred or cancelled in the event of a student's absence, withdrawal or dismissal from Khalsa School Calgary."

This protects the school community from financial loss due to late or unexpected withdrawals. There will be an exception made for bus payments if bus service ends up being not available in your area.

Our registration process begins in February of each year and that provides the School with student numbers early enough in a year to prepare budgets before the next School year begins. We ask for a financial commitment up front and another deposit in May to make sure we are enrolling students whose parents have determined that this is their School of choice. Therefore, please be cognisant of the non-refund policy in the event you are considering enrolling your student at another institution as well.

We ask parents to sign below to acknowledge that you have read and understand the non-refund policy and that you accept and agree to these conditions.

Student name: _____ Grade: _____

Parent Signature: _____ Date: _____

Parent Signature: _____ Date: _____



2016-2017 FEE SCHEDULE

DONATION FEE (Payable to Dashmesh Culture Centre)

| | |
|---|-----------|
| 1 st child- | \$4000.00 |
| 2 nd & 3 rd children- | \$2850.00 |
| Additional children- | \$2200.00 |

BUS FEE (Payable to Khalsa School Calgary)

| | |
|------------------------|----------|
| 1 st child- | \$900.00 |
| 2 nd child- | \$700.00 |
| 3 rd child- | \$500.00 |
| Additional children- | \$250.00 |

ACTIVITY FEE (Payable to Khalsa School Calgary) (Please see cover letter for what is included.)

| | |
|-------------------------|----------|
| Kindergarten to Grade 9 | \$175.00 |
|-------------------------|----------|

YEAR BOOK FEE (OPTIONAL) (Payable to Khalsa School Calgary)

| | |
|-------------------------|---------|
| Kindergarten to Grade 9 | \$25.00 |
|-------------------------|---------|

FEE PAYMENT SCHEDULE

| | |
|--|-------------------------------------|
| Enrolment deposit due at time of registration (1 st child) | \$2000.00 |
| Enrolment deposit due at time of registration (2 nd & 3 rd children) | \$1000.00 |
| Enrolment deposit due at time of registration (additional children) | \$1000.00 |
| Bus fee deposit due at time of registration | \$900.00/\$700.00/\$500.00/\$250.00 |
| Activity fee deposit due at time of registration | \$175.00 |
| Year Book fee deposit due at time to registration | \$25.00 |
| November 17 th - final instalment (1 st child) | \$2000.00 |
| November 17 th - final instalment (2 nd & 3 rd children) | \$1850.00 |
| November 17 th - final instalment (additional children) | \$1200.00 |

Please provide separate cheque for Donation fee payable to Dashmesh Culture Centre, one cheque for bus fee activity fee and year book fee payable to Khalsa School Calgary. Thank you!*PLEASE NOTE* A late fee of 5% will be applied to all overdue accounts in the first fifteen days, after that the late fee is 15%.

Khalsa School Calgary

2016-2017 School Calendar

| August 2016 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September 2016 | | | | | | |
|----------------|----|----|----|----|----|----|
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| October 2016 | | | | | | |
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| November 2016 | | | | | | |
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| December 2016 | | | | | | |
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| January 2017 | | | | | | |
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| February 2017 | | | | | | |
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



| March 2017 | | | | | | |
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| April 2017 | | | | | | |
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| May 2017 | | | | | | |
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| June 2017 | | | | | | |
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| July 2017 | | | | | | |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

-  School Closed
-  PD Day - No Classes
-  Report Cards
-  Parent Teacher Conferences
-  PAC Meeting

Term 1: Aug 29 - Nov 24 (57 Days)

Term 2: Nov 28 - Mar 23 (59 Days)

Term 3: Mar 24 - Jun 29 (58 Days)



KHALSA SCHOOL UNIFORM

Khalsa School Calgary is proud of its heritage, tradition and foundation. Part of our culture is that we take pride in who we are, what we do and what we stand for. Our school uniform is a symbol of our school pride as well as one means of showing respect for our school.

Research has clearly indicated that school uniforms have a positive impact on the learning environment. There are many benefits associated with school uniforms which include the following:

- Enhanced school safety and sense of well being
- Improved learning environment
- Enhanced self-esteem for students and reduction of peer pressure
- Improving school climate and professionalism

As members of our Khalsa School Community students **are required** to be in proper school uniform (Regular or Full) at all times except on Bana or Casual Days which are noted in our school calendar. Students are expected to be well groomed and uniforms are to be clean.

When students are not in proper school uniform it is a sign of disrespect for our school, for our dress code and for our expectations for student behaviour. The lack of a proper school uniform is considered a student discipline matter and will be treated as such.

The Khalsa School Calgary Uniform **must** be purchased from Elegant Design. All components of our school uniform will have our school crest and/or school initials (KSC) embroidered or silk screened on the article of clothing. Students in Grades 7 - 9 will also be required to wear a proper uniform gym strip. Gym strip will be optional for students in grades 4-6.