

# Nanaimo Christian School

## Application for Enrolment



Dear Parents/Guardians,

Thank you for your interest in considering Nanaimo Christian School for your child(ren)! If we have the privilege of welcoming your child(ren) to our school, we do so with the pledge to partner with you in the education of your child(ren) towards the development of a Christian commitment and lifestyle.

School needs to be a place where students feel safe, loved and cared. It needs to be a place where they know that they belong and they are known for who God has created them to be. All that we do is planned with this mind, a student first approach.

We desire to partner with families in the education and spiritual development of each student and strive to intentionally celebrate their individual growth in relationships, in their Faith and in their academics.

At NCS we teach the curriculum provided by the BC Ministry of Education, but we do it our way. We recognize that each student is unique and we are constantly changing how we teach to meet the needs of our students. We believe that all students can achieve greater success this way.

In making this application, you will find:

- Admissions considerations, dates and procedures
- Mission, Vision, core values and Statement of Faith
- NCS (1988) Society Constitution and Bylaws
- Community Standards Policy
- Pastor's Reference Form
- Authorization for Release of Information
- Legal Residency of Parent Form
- Family and Student Information Form
- Tuition and Financial Information
- Parent Declaration Form
- Parent and School Partnership Form

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## ADMISSIONS CONSIDERATIONS, DATES and PROCEDURES

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### Basic Considerations

1. The school focuses on Christ-centered learning, and therefore, parents must support and want their children to be educated in accordance with the school's Christian program of instruction.
2. If the school needs to limit its enrollment, it will give preference to children of parents who are society members and/or already have children enrolled in this school or other Christian schools.
3. The school will accept a student if it can provide an appropriate educational program. In some instances, the school may decide that it lacks the resources to provide for children with certain special needs.
4. Kindergarten and grade 1 children must have reached five (5) and six (6) years of age respectively by December 31st of the year of enrollment. Government funding regulations require that parents supply the school with proof of age and citizenship.
5. Schools do not receive government grants for students whose parents are not Canadian citizens or landed immigrants. Therefore, such students are charged additional tuition fees to cover the lack of such grants.
6. All newly accepted students will be enrolled on a 3 month probationary period in order to verify that NCS is able to provide a suitable educational program.
7. If the school need to limit enrolment, it will give preference following guidelines in the procedures section #6 of this Admissions Policy.

### Dates

September 1	New registrations for the following September enrollment are accepted, but will not be processed until January 1.
January 1	Processing of new registrations for September enrollment
January 15	Re-registration process begins for current NCS families
February 1	Re-registration deadline for families with children currently enrolled at NCS. Classroom spaces will be filled with new registrations as per the procedures below.
February 15	Classroom spaces for students and families who are accepted and placed in a waiting pool will be filled if there is space available.
June 1	Recommended registration deadline for all students, whether they require support or not, to ensure that classroom placements, programs and support are available.

## Procedures

1. Enrollment openings will be determined based on meeting the class size policy of NCS
2. All documentation must be received prior to the processing of an admissions application. This includes:
  - a. Pastor's Reference Form (pg 11)
  - b. Legal Residency Form (pg 15)
  - c. Family Information Form (pg 17)
  - d. Student Registration Forms (pgs 13, 19-22)
  - e. Parent Declaration Form (pg 25)
  - f. Parent/School Partnership Form (pg 27)
  - g. Application fee
3. The following documents, along with the completed application forms, must be submitted prior to proceeding in the enrollment process:
  - a. Most recent school assessments, including pre-school assessments.
  - b. Applicants for gr. 11 or 12 must provide a copy of their transcript. All applicants for high school (gr. 9-12) must submit a final report card prior to course selection.
  - c. Any specialist assessments which may include; psychology, occupational therapy, physical therapy, speech therapy, and medical evaluations.
4. All students coming from a Home School or Online school program will follow these additional steps, as required by the Principal:
  - a. Must provide the additional following documents:
    - i. Report cards/evidence of learning
    - ii. Evidence of participation in community activities or sports teams
  - b. Provide a contact number from the Home School or Online school program and permission for NCS to contact.
  - c. Provide samples of student work
  - d. Be willing to be pre-assessed by a Student Support or Learning Assistant Teacher
5. The administration will review the student's report card and any other relevant documentation, and may conduct a phone reference check with the student's previous school to ensure that:
  - a. the student is accurately represented on the report card
  - b. the students would be successful in NCS's educational program
  - c. the parents/guardians are supportive of our school philosophy and program, and will comply with school procedures.
6. In filling class openings, the following are considered, in priority order:
  - a. Children of NCS staff members.
  - b. Currently enrolled NCS students repeating a grade.
  - c. Siblings of students who have been attending NCS for 6 months.
  - d. Children transferring from another SCSBC or CSI school, who meet the guidelines for admissions as outlined in this policy.
  - e. Children of families where at least one parent is actively attending and involved in a Christian church.
  - f. New students, according to the date and time of paid submission of complete registration.



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7. All new students, from Kindergarten to Grade 12, will go through the following academic screening process to ensure that NCS can meet individual needs.
  - a. Review birthdates
  - b. Review report cards - contact present teacher for clarification of information, if required
  - c. Review samples of student work (writing, reading comprehension and math)
  - d. Review Health Record Information (including outside specialist assessments and other special needs information)
8. For students with no special needs, Administration will place the student into an appropriate class.
9. For students with special needs, the Special Education or Learning Assistance Coordinator will consult with Administration and make a recommendation for acceptance and class placement. Acceptance will be determined based on the ability of NCS to provide a suitable educational program and the availability of support personnel required as identified in the educational program. Class placement will be determined as per the Special Education and Class Size Policies.
10. The principal and/or Assistant Principal, will interview all parents in which at least one parent is actively attending a Christian Church and have submitted a Pastor's reference. The Principal may include or designate an assistant Principal to conduct the interview but must still be the final approval. The interview will acquaint the parents (preferably both should be present) more fully with the aims and policies of the school. It will establish or confirm:
  - a. The school's intent to help children become responsible disciples of Jesus Christ in today's society.
  - b. The commitment of the parents to a Christian faith.
  - c. The sincere desire of parents for their children to benefit from a Christian atmosphere and a program of Christian instruction.
  - d. The parents' acknowledgment that their children will submit to all school policies and values.
  - e. The school's and the parents' commitment to follow established communication channels and are committed to resolve problems, should any arise.
  - f. The parents'/guardians' acceptance of the financial obligations (tuition and other fees)
  - g. The school's ability to meet the educational needs of the child(ren)
  - h. Middle school and high school students are encouraged to attend, however, the Principal may require their attendance.
11. The Principal and an Assistant Principal or Board member, will interview all parents who are not actively attending a Christian church. The interview will acquaint the parents (preferably both should be present) more fully with the aims and policies of the school. It will establish or confirm:
  - a. The school's intent to help children become responsible disciples of Jesus Christ in today's society.
  - b. The commitment of the parents to respect and support the Christian beliefs as outlined in the statement of faith and in the community standards policy.
  - c. The sincere desire of parents for their children to benefit from a Christian atmosphere and a program of Christian instruction.
  - d. The parents' acknowledgment that their children will submit to all school policies and values.
  - e. The school's and the parents' commitment to follow established communication channels and are committed to resolve problems, should any arise.



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- f. The parents' willingness to accept the financial responsibility for tuition and other fees.
  - g. Middle school and high school students are encouraged to attend, however, the Principal may require their attendance.
12. Parents/guardians who already have children enrolled in the school will not be interviewed again.
13. NCS reserves the right to refuse admission to anyone who does not meet the requirements as outlined in this policy.
14. The Principal may accept the student, conditionally. Conditions such as board approval, satisfactory arrangements with the finance committee, or educational reasons must be met before final approval is granted.
- a. The parents must be made aware of the implications of the conditional nature of enrolment, should the student be placed in the school before final approval is granted.
  - b. The finance committee may meet with the parents to finalize financial arrangements. Should the finance committee decide suitable financial arrangements cannot be made, the conditional period may be extended after consultation with the Principal.
  - c. The Principal, will give the parents and the student a date by which a decision will be made about the student's regular status, (generally not to exceed two weeks) and the conditions to be met before final approval is granted.
  - d. Conditional acceptance may not be given to a family who would be counted in the 10% of enrolled families who do not have a Pastor's reference from a Christian church.
15. When a student application has been approved by Administration, the family will be notified by Administration, or designate.
16. Where it is determined that NCS cannot meet the student's academic or special needs, the Principal will advise the family that the student's application has not been accepted.
17. All admissions will be submitted to the Board for information.
18. All appeals of the Student Admissions Policy shall be made in writing to the Board of Directors for their consideration, in consultation with the Education Committee. The Board will advise the family of their decision. All decisions of the Board are final.

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## MISSION

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In community, NCS pursues Christ-centered educational excellence that equips students to live Biblically, act responsibly, work cooperatively, communicate effectively and achieve success in who God has called them to be.

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## VISION

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Nanaimo Christian School will be a community:

- Where God comes first;
- Where gifts will be developed;
- Where leaders will be created;
- Where students will be known and will come before programs;
- Where learning, playing, performing, creating and serving will be celebrated;
- Where partnerships with families will be formed;
- Where impact will be made on the community;
- Where finances and resources will be used responsibly and
- Where facilities will be a place for dynamic learning, providing opportunities for growth and community engagement.

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## CORE VALUES

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Nanaimo Christian School is **Christian community** – everything that we do and teach is rooted in the Christian faith and founded upon God and His Word. We desire to partner with families in the education and spiritual growth of our students.

Nanaimo Christian School is a **community of grace** – we go beyond just rules and consequences in order to reach the hearts of our students and inspire Christ-like transformation.

Nanaimo Christian School is **responsive** – we recognize the uniqueness of each student and strive to exceed expectations and provide a positive school experience for all.

Nanaimo Christian School is a **safe haven** – we commit to provide an environment where students are protected both physically and emotionally, and provide a loving atmosphere where they can safely grow into the person God has called them to be.

Nanaimo Christian School is **forward-thinking** – we value innovation and strive to discover the best practices for student learning.

Nanaimo Christian School is **intentional** – we lead, serve, and teach with great passion because we are confident in what God has called us to do. We work to cultivate that same passion in every one of our students.

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## STATEMENT OF FAITH

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The purpose of Nanaimo Christian School shall be to glorify God in the education of children for Christian life and service. The board of directors and staff of Nanaimo Christian School hold to the following statement of Faith.

**Scripture** – We believe God has spoken in the scriptures, both Old and New Testaments, through the words of human authors. As the verbally inspired Word of God, the Bible is without error in the original writings, the complete revelation of his will for salvation, and the ultimate authority by which every realm of human knowledge and endeavor should be judged. Therefore, it is to be believed in all that it teaches, obeyed in all that it requires, and trusted in all that it promises. (2 Timothy 3:16-17)

**Creation** – We believe God created the entire universe out of nothing; it was originally very good, and he created it to glorify Himself – (Psalm 33:6,9, John 1:3, Colossians 1:16, Revelations 4:11)

**Man** - We believe God created man and women in his own image; male and female he created them. (Genesis 1:27, 2:22 5:1-2 Mark 10:6)

**Human Condition** – We believe God created Adam and Eve in his image, but that they sinned when tempted by Satan. In union with Adam, human beings are sinners by nature and by choice, alienated from God, and under His wrath. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed (Genesis 1:26-27, Genesis 3, Romans 3:9-18, Romans 3:22-26, 1 Timothy 2:25)

**God in Three Persons** – We believe God eternally exists as three persons, Father, Son, and Holy Spirit, and each person is fully God, and there is only one God (Matthew 28:19 2 Corinthians 13:14)

**Jesus Christ** – We believe Jesus Christ is fully God and fully man, One Person in two natures. Conceived by the Holy Spirit and born of the Virgin Mary. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God our Father. (Matthew 1:18,20 Luke 1:35, Matthew 27:24-26,50 Luke 24:50)

**Salvation** – We believe that Jesus Christ, as our representative and substitute, shed his blood on the cross as a perfect, all sufficient sacrifice for our sins. His death and resurrection are the only grounds for salvation. (John 3:16, Ephesians 1:7, 1 Corinthians 1:18). We believe in the existence of the Devil who is at work in the world to destroy the souls of men and women and prevent their salvation. (Luke 10:18, Jude 1:6&7, Matthew 25:30,41,46, Luke 16:22-24)

**Holy Spirit** – We believe the Holy Spirit, the third person of the trinity, who convicts the world of sin, righteousness and judgement. He is the life of the believer and He empowers the preaching and teaching of the gospel. (John 14:26, John 16:13)

**The Believer** – We believe saving faith is trust in Jesus Christ as a living person for forgiveness of sins and for eternal life with God. We believe that faith and repentance must come together and that repentance is a heartfelt sorrow for sin, a renouncing of it, and a sincere commitment to forsake our sin and walk in obedience to Christ. (Acts 20:21, 2 Corinthians 7:9-10 Matthew 11:28-29)

**Christian Living** – God commands us to love Him with all our heart, soul and mind and our neighbors as ourselves. To live out our faith with care for one another, compassion toward the poor and justice for the oppressed. In obedience to Christ's commission, we are to make disciples among all people bearing witness to the gospel in word and in deed. (Matthew 22:36-39, Matthew 5:2-11, Matthew 28:16-20)

**The Church** – We believe that the true church comprises all who have been justified by God's grace through faith alone in Christ alone, they are united by the Holy Spirit in the body of Christ, of which He is the Head. (Ephesians 2:8, Colossians 1:18)

Based on the statements in the paragraph above, the following principles provide the framework for Christian Education.

**Teaching and Learning:** That teaching and learning must proceed in the light of God's written Word and in accordance with God's creation order.

**Education:** That the purpose of Christian Education is to nurture children into a life of obedience, true to their calling as image-bearers of God which is: to love God; to love their fellow human beings; and, to be stewards in their God-given abilities, thereby contributing to the advancement of God's Kingdom in this world.

**Parents:** That responsibility for educating children rests primarily upon parents to whom children are entrusted by God.

**Students:** That each child is a unique image-bearer of their Creator God. Their gifts and talents are God-given and are to be nurtured and celebrated.

**Teachers:** That Christian teachers, in response to God's renewing work, have a distinct pedagogical responsibility while educating the child in school.

**Community:** That each student, parent, teacher and staff member belong to and are valued members of the school community. They depend on each other to fulfil their Kingdom calling to develop the earth and to serve God and their neighbour in education.

**Educational Freedom:** That Christian schools, organized and administered in accordance with legitimate standards and provisions, should be fully recognized in society as free to function according to these principles.

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## NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY CONSTITUTION

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1. The name of the Society is NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY.
  2. The purposes of the Society are:
    - a. To establish and maintain a Christian school to serve Central Vancouver Island in accordance with Article 3 of the Constitution "Basis" and "Religious Principles".
    - b. To hold as trustees or otherwise own, buy, sell, convey, mortgage, lease and otherwise deal in lands and properties calculated to help and effect the above-mentioned objective and that generally may benefit the Society.
  3. See Statement of Faith above
  4. In the event of any winding up of the Society, any monies rising from the liquidation of assets of the Society shall be divided among those Christian charitable organizations or denominations with the Province of British Columbia (then registered as charitable organizations pursuant to the Income Tax Act of Canada then in force) as shall be concurrently determined by the Directors of the Society, who shall so decide. This provision is unalterable.
  5. The operations of the Society are to be chiefly carried on in the County of Nanaimo, in the Province of British Columbia. This provision is unalterable.
  6. Article 2. (a) and (b)  
Article 3. (a), (b) and (c) all parts in their entirety are UNALTERABLE.
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## NANAIMO CHRISTIAN SCHOOL (1988) SOCIETY BYLAWS

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### Part 1. Interpretation

1. (1) In these bylaws, unless the context otherwise requires,
  - (a) "Directors" means the directors of the Society for the time being.
  - (b) "Societies Act" means the Societies Act of the Province of British Columbia from time to time in force and all amendments to it;
  - (c) "registered address" of a member means his address is recorded in the register of members;
  - (d) "school" is the school operated by the Society.(2) The definitions in the Societies Act on the date these bylaws become effective, apply to these bylaws.
2. Words importing the singular include the plural and vice versa; and words importing a male person include a female person and a female person and a corporation.

### Part 2. Membership

3. The members of the Society are the applicants for incorporation of the Society, and those persons who subsequently have become members, in accordance with these bylaws and in either case, have not ceased to be members.

4. A person may apply to the directors for membership in the Society and shall be granted membership in the Society if he or she:
  - a) Eligibility - Membership in this Society is restricted to those persons 19 years of age or older who are wholeheartedly committed to the basis, religious principles, and elements of Christian education as they are set forth in the Constitution of the Society.
  - b) Application - Application shall be made to the Board of Directors and shall include the annual membership fee and the nomination by two members in good standing. Before membership status is granted, applicants are required to attend an orientation session(s), to be introduced to pertinent facts about the Society and its school, such as its history, its reasons for existence, its goals and religious principles on which the Society and its school are based. Also the privileges and the obligations of membership will be stressed and discussed. The Board may waive the requirements to attend the orientation session(s) if the application concerns a transfer from another Christian Education Society affiliated with Christian Schools International and/or any other approved Christian education organization. If membership is granted, the applicant will become and remain a member in good standing, provided membership fees are fully paid up and membership has not been terminated.
  - c) Privileges and Obligations - Only members in good standing as defined and stated, may share in the privileges of the Society. Such members have the right to serve on the Board and/or committees.
5. Every member shall uphold the Constitution and comply with these bylaws.
6. The amount of the annual membership dues shall be determined by the directors.
7. A person shall cease to be a member of the Society:
  - a) by delivering his resignation in writing to the secretary of the Society or by mailing it to the address of the Society; or
  - b) on his death; or
  - c) on being expelled; or
  - d) on being a member not in good standing as defined in Paragraph 9 herein, and such condition continuing for a period of sixty (60) days.
8. a) A member may be expelled from the Society by the directors for non-payment of any indebtedness by him to the Society after thirty (30) days written notice to the member and for misconduct without notice. Persons expelled shall be notified in writing by the Board and such notice shall include the reasons for expulsion.
  - b) Persons who have been expelled by the directors shall have the right to appeal the expulsion at a general meeting or a special general meeting of the Society. The directors shall be given notice of such appeal within eighteen (18) days of the date on which the Board mails to the member notice of his/her expulsion or delivers the notice personally to the member.
  - c) A member may be expelled for misconduct by an ordinary resolution of the members assembled in general meeting.

- d) The notice of ordinary resolution for expulsion shall be accompanied by a brief statement of the reason or reasons for the proposed expulsion.
  - e) The person who is the subject of the proposed resolution for expulsion shall be given an opportunity to be heard at the general meeting before the ordinary resolution is put to a vote.
9. All members are in good standing except a member who:
- a) has failed to pay his current annual membership dues by October 15 of any calendar year;
  - b) has failed to pay any subscription or debt due and owing by him to the Society;
  - c) has been expelled.

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## COMMUNITY STANDARDS POLICY

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At Nanaimo Christian School teachers, administrative staff, board and committee members and support staff and members of the school society are called to promote and advance the vision of Nanaimo Christian School to Nanaimo.

In order to do so, teacher, administrative staff, support staff and board and committee members and society members are expected to adhere to the standards of conduct which the school holds for itself.

The standards of conduct of the school are found in the constitution and its other constituting documents, policies, employment contracts and various handbooks. This policy is not intended to replace those standards but restate and add to them.

Teachers, administrative staff and support staff must, as a term and condition of their employment, support and adhere to the standards of conduct held by the school, wherever such requirements are found (see comments above). Likewise, board and committee members shall only hold office if they support and adhere to the same standards of conduct. As these people occupy positions of leadership within the school, these standards must be adhered to in their public and private life and in school related and non-school related activities.

The standards of conduct of Nanaimo Christian School are rooted in the great command of Jesus in Matthew 22:37-40 that we first "Love the Lord your God with all your heart and with all your soul and with all your mind", and second "Love your neighbour as yourself". It is these two commandments that set the ultimate standard for all conduct in Nanaimo Christian School.

Teachers, administrative staff, board and committee members and Society members can show their love for the Lord by submitting in all things to Christ's authority and by devoting themselves to prayer and the reading and study of scripture and through an exemplary Christian walk in speech and acts that is evident both inside and outside the school.

Teachers, administrative staff, support staff, board and committee members and Society members can demonstrate that they love the students and all others in the school community by recognizing in each person a reflection of God their Maker and motivating them to develop their unique gifts so that they may better serve others as God has called them to do. Teachers, administrative staff, board and committee members ought to be willing to encourage and discipline in a way that demonstrates love and graceful Christian standards.

The following particular standards of conduct of Nanaimo Christian School are important non-exhaustive examples of how teachers, administrative staff, board and committee members and Society members are to live in the school.

- Enrol their children unless special circumstances are verifiable
- Active involvement in a Christian church
- Respect for heterosexual marriage
- Respect for the sanctity of life
- Refrain from sexual misconduct such as adultery, sexual relationships outside of heterosexual marriage, the use of pornography or other sexually explicit material and the like
- Refrain from the abuse of alcohol, drugs and the like

Nanaimo Christian School is a community. Allegiance to that community is demonstrated through agreement with the school's standards of conduct and through the modelling of conduct that is consistent with those standards.

In cases where this is not the case, then the consequences of breach will be determined on a case by case basis in view of the relevant circumstances. The consequence of breach may involve a letter of reprimand, suspension from duties and termination, again depending on the nature and seriousness of the breach. For some single instances of breach, such as serious sexual misconduct, immediate termination may be the consequence. In cases of less serious breach, some form of progressive discipline may be imposed. In all cases of breach, discernment will be exercised to recognize the difference between a single and deeply regretted mistake and a flagrantly disobedient lifestyle, which is not open to correction.

In these cases, all disputes pertaining to community standards will also be sought to be resolved directly between the involved parties failing which the dispute will then be resolved by the Mediation and Arbitration Committee of the SCSBC in accordance with its policies and procedures.

This is a policy of the board of Nanaimo Christian School and is also incorporated into and subject to the terms and conditions of the school employment contracts.

PASTOR'S REFERENCE FORM



Nanaimo Christian School

198 Holland Road, Nanaimo, B.C. V9R 6W2

Tel: (250)754-4512 • Fax: (250)754-4271

Web: [www.ncsnanaimo.com](http://www.ncsnanaimo.com) • email: [dawna.ferris@ncsnanaimo.com](mailto:dawna.ferris@ncsnanaimo.com)

TO BE COMPLETED AND RETURNED TO THE SCHOOL BY YOUR PASTOR

Family Name: \_\_\_\_\_

Student(s) Name: \_\_\_\_\_

Dear Pastor,

Nanaimo Christian School is committed to being a support for the Christian family and church. The family named above, who have applied to enrol their child(ren), have indicated they presently attend your church. Your co-operation in completing this form will be a real service to the family and to us. Thank you for your assistance.

In His Service, James Sijpheer, Principal

1. How long have you known this family? \_\_\_\_\_

2. How well do you know them? \_\_\_\_\_

3. How would you evaluate the following?

a. Their Church attendance: \_\_\_\_\_

b. Their involvement in church activities: \_\_\_\_\_

c. Their personal relationship with Jesus Christ: \_\_\_\_\_

d. Their interest in having their child(ren) know and walk with the Lord?

4. Do the student(s) have any problems, personally or at home, that we should be aware of?

5. In what way may Nanaimo Christian School be helpful to the family?

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

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



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AUTHORIZATION FOR RELEASE OF INFORMATION

I/We consent to having Nanaimo Christian School collect personal information that may include, but is not limited to, student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and email address, behavioural, academic and health information, report cards, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

I/We further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Nanaimo Christian School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with Nanaimo Christian School, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in Nanaimo Christian School's Personal Information Privacy Policy, a copy of which is available on request. I/We also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of Nanaimo Christian School.

This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Nanaimo Christian School is James Sijpheer and may be reached at (250) 754-4512.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Date: \_\_\_\_\_  
(Parent/legal guardian signature[s])

Nanaimo Christian School acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written/verbal authorization from a parent or legal guardian is provided to the school. The school will securely store all digital and hard copy parent and student personal information.

James Sijpheer, school privacy officer.

\_\_\_\_\_

I/We \_\_\_\_\_ parent/legal guardian of \_\_\_\_\_  
(name of parent, please print) (name of student, please print)

authorize the release of school records for transfer to/from Nanaimo Christian School.

\_\_\_\_\_  
(parent/guardian signature) (date)





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## LEGAL RESIDENCY OF PARENT

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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 counterfoil in his/her passport)
  - Other - document description: (must be cleared with Immigration Canada)

Please provide the entry date to Canada: \_\_\_\_\_

### (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: \_\_\_\_\_

Parent's/legal guardian's signature: \_\_\_\_\_

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



## FAMILY INFORMATION

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Please complete the following questions.

1. How or where did you hear about the school? Please check all that apply.

- |  |  |
|--|--|
| <input type="checkbox"/> NCS family/staff: _____         | <input type="checkbox"/> Other Christian school: _____ |
| <input type="checkbox"/> NCS website/Internet search     | <input type="checkbox"/> NCS preschool                 |
| <input type="checkbox"/> Former NCS family/alumni: _____ | <input type="checkbox"/> Social media                  |
| <input type="checkbox"/> Employment at NCS               | <input type="checkbox"/> Advertising                   |
| <input type="checkbox"/> Church community                | <input type="checkbox"/> Open house event              |
| <input type="checkbox"/> Athletic attendance             | <input type="checkbox"/> Other: _____                  |

2. Why are you applying to have your child(ren) enrolled?

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3. Who is Jesus Christ to you?

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4. What does it mean to you to be a Christian?

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5. What are your expectations of the school?

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6. What is your understanding of Christian education?

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7. What are your areas of interest for becoming involved in the school?

<input type="checkbox"/> Classroom help	<input type="checkbox"/> Athletics (coach, scorekeep, drive, etc.)
<input type="checkbox"/> Field trips & retreats	<input type="checkbox"/> Groundskeeping & maintenance
<input type="checkbox"/> Recess & Parking lot duty	<input type="checkbox"/> Clerical/office help
<input type="checkbox"/> School events (kitchen, decorating, etc.)	<input type="checkbox"/> Library & book fairs
<input type="checkbox"/> Hot lunch	<input type="checkbox"/> Fundraising (auction, phone calls, etc.)
<input type="checkbox"/> Parent Cafe	<input type="checkbox"/> Financial support or in-kind donation
<input type="checkbox"/> Concessions	<input type="checkbox"/> Other: _____

**CHURCH AFFILIATION**

If you are currently attending or connected with a church please have your Pastor complete the Pastoral reference form included in this application package.

Church Attending: \_\_\_\_\_ Are you members? Y\_\_\_\_ N\_\_\_\_

If you are not currently attending a church:

- Would you be interested in connecting with a local church?
- Would you like a referral to a local church? What would you be looking for in a church referral (denomination, children’s programs, location, etc.)  
\_\_\_\_\_
- Not interested. Reasons: \_\_\_\_\_



**SIBLINGS:**

List other children of school age: \_\_\_\_\_

If these children do not attend NCS please explain why not?

\_\_\_\_\_

1. List all schools attended - starting with the most recent (include preschool and daycare)

School Name	Address	Year	Grade(s)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Is your child currently

- Registered as a homeschooler
- Enrolled with a distributed learning school

Describe your child's personality (shy, nervous, outgoing, strong-willed, cooperative, confident, etc.).

\_\_\_\_\_

Describe how your child learns best (visual, kinesthetic, auditory)

\_\_\_\_\_

\_\_\_\_\_

What is his/her learning experience to date?

\_\_\_\_\_

\_\_\_\_\_

What are your child's strengths?

- Academic \_\_\_\_\_
- Creative \_\_\_\_\_
- Athletic \_\_\_\_\_
- Communication skills \_\_\_\_\_
- Interpersonal skills \_\_\_\_\_
- Other \_\_\_\_\_

What kinds of challenges does your child have or had in the past?

- Behaviour \_\_\_\_\_
- Social \_\_\_\_\_
- Anxiety \_\_\_\_\_
- Depression \_\_\_\_\_
- Compliance \_\_\_\_\_
- Mental health \_\_\_\_\_

Has your child ever received or been recommended for any diagnostic assessment or testing? I.e. Psyched, OT assessment, Speech and Language

- Yes, please specify \_\_\_\_\_
- No

Has your child received any of the following services?

- Child Development Center
- Occupational Therapy
- Psychologist
- Speech and Language
- Learning support
- Child, Youth Family Support Worker
- Counseling
- Other

Does your child have an IEP, Student Learning Plan or Behaviour Plan? If so, please attach copies.

- Yes
- No

How many days of school did your child miss last year? \_\_\_\_\_

What is the first language spoken at home? \_\_\_\_\_

Will you be using the NCS bus service? (See Admissions for bus information and registration forms)

- Yes, please specify route and stop \_\_\_\_\_
- No

**SCHOOL MEDICAL INFORMATION**

NAME and ADDRESS and PHONE NUMBER of **local** persons (other than parents, they are always contacted first for emergencies).

1. \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

2. \_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Relationship \_\_\_\_\_

**CONFIDENTIAL MEDICAL INFORMATION:**

B.C. Medical Number \_\_\_\_\_

Family DOCTOR: \_\_\_\_\_ Phone \_\_\_\_\_

Family DENTIST: \_\_\_\_\_ Phone \_\_\_\_\_

Does your child have any of the following? (Please Check)

Diabetes \_\_\_\_\_ Hearing problem \_\_\_\_\_ Asthma \_\_\_\_\_ Vision problem \_\_\_\_\_

Heart Condition \_\_\_\_\_ Allergies \_\_\_\_\_ Specify \_\_\_\_\_

Contact Lenses \_\_\_\_\_ Epilepsy \_\_\_\_\_ Other \_\_\_\_\_

Explain briefly above conditions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is your child currently taking any medication?

- Yes, please specify \_\_\_\_\_
- No

Is your child able to participate in a FULL P.E. PROGRAM? Y\_\_N\_\_

If "NO", an exemption note from your family physician will be required as P.E. is a compulsory subject. If conditions change during the year, please inform the school.

# Tuition and Fees

2021-22

## Continuous Enrollment

Nanaimo Christian School practices a Continuous Enrollment process to streamline the annual re-enrollment process, reduce paperwork, and make it more efficient and convenient for our loyal NCS families.

Previously the re-enrollment process had been an "Opt-IN" program. Annually we asked every family, "Are you coming back?" Since the large majority (on average over 94%) of NCS families return year after year, Continuous Enrollment flips it to an "Opt-OUT" process.

As long as you have signed a Continuous Enrollment Contract with Nanaimo Christian School, you will never have to worry about re-enrolling again. Our re-enrollment approach is "once enrolled, always enrolled".

## How do you need to respond for the 2022-23 school year?

In order for Continuous Enrollment to start at NCS, you will need to complete the attached Continuous Enrollment contract. That's it! We will not need to contact you in September for tuition arrangements, or remind you to re-register next January.

## How will it work after that?

As an existing NCS family, you will ONLY need to contact the Admissions Office IF:

1. Your total number of children enrolled will change, either increasing or decreasing. Exception: For those with 2022 graduates, we will record their completion at NCS and you will not need to inform us of their enrollment status.
2. Your family will not be returning for the new school year; that is you are choosing to discontinue enrollment at Nanaimo Christian School.

If previous years are any indication, this means that more than 94% of existing NCS families will not have to respond. If your family aligns with either of the above scenarios, please contact the Admissions Office as soon as possible:

Dawna Ferris, Admissions Coordinator  
E-Mail: [admissions@ncsnanaimo.com](mailto:admissions@ncsnanaimo.com)  
Phone: 250-754-4512 ext 6



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## IMPORTANT DEADLINES:

To avoid the collection of enrollment fees and withdrawal penalties, families are required to dis-enroll or "Opt-OUT" of Continuous Enrollment by:

- February 3, 2022 - prior to collection of the annual Enrollment Fee on February 15th.
- July 15, 2022 - prior to the collection of 2022-23 Tuition & Fees on August 1st.

Why is there an annual Enrollment Fee for Continuous Enrollment? The Enrollment Fee holds your student's place for the next school year and assists NCS in effectively planning for required staffing and curriculum. Furthermore, while Continuous Enrollment is more convenient and saves time for families, the real cost of the "behind the scenes" re-enrollment process and administration still exists for our school principals, admissions and accounting office staff.

## Looking for more information on Continuous Enrollment?

Please ask for the Continuous Enrollment FAQ sheet.

If you still have questions about your enrollment, please contact Dawna Ferris, Admissions Coordinator.

## Parent Participation Fee (SUSPENDED FOR 2021-22)

Parent participation is vital to the effective running of our school and all of its activities. This fee program is asking families to volunteer 20 hours or pay \$250.00 each year. The requirement is the same regardless of the number of children you have enrolled in the school. Volunteer hours can be completed by any adult family member who is willing to adhere to Nanaimo Christian Schools policies and complete a Criminal Record check. Understandably, some families may not be able to volunteer so we do provide an alternative option to donate to the Parent Participation Fund instead. If either option creates a hardship, please speak to the School's Administration.

A post dated cheque can be provided to the business office or the parent participation fee will be processed along with the final tuition payment for families who were not able to fulfill their 20 hours.

## New Family Capital Improvement Fee

This is a one time tax receiptable fee due upon enrollment, per new family, of \$1000. The purpose of this fee is to help maintain and improve the school campus. This fee also acknowledges that current and past school families have contributed and laid the foundation but that ongoing support from new families is still essential. Families who can not make this contribution will need to meet with the Business Office or Principal.

## Nanaimo Christian School

### Tuition and Fees - 2021-22

#### Tuition for 2021-22

As a level 1 funded school in the Province of BC, Nanaimo Christian School receives 50% of the student grant given to the local public schools. As an example, if a School District 68 student receives \$8000, NCS would receive \$4000 for that student. The rest of the funding is made up through tuition. NCS has made a deliberate attempt to make Christian education affordable for families and offers a graduated tuition rate. As a level 1 school, our costs can not exceed the cost per student in our local school district which means we need to make sure that the combination of tuition and government grants are not higher than the amount the school district receives.

Each year, the Finance Committee and Board reviews the tuition to ensure that the school can function and operate successfully. This includes ensuring staff are compensated fairly, that students have access to programs and resources and that facilities are maintained and safe.

## Tuition Payment Guidelines

#### Tuition for 2021-22

	Oldest 1st Child	Oldest 2nd Child	Oldest 3rd Child	4th Child	5th Child
K-8	6850	2100	1000	200	0
High School	7200	2400	800	200	0

#### After Tax Cost

Every year, parents may receive two tax receipts from Nanaimo Christian School, both of which are used on your tax return to reduce the taxes payable to the government. One receipt incorporates any donations made over and above tuition payments, including those made to the capital campaign, Dare to Believe. The second receipt consists of the portion of the family's tuition relating to "religious" education after deducting the portion allocated to so-called "secular" education. This calculation is made in accordance with Canada Revenue Agency's guidelines and can vary from year to year depending on a number of factors. As an illustration, if a family with two children at NCS paid tuition of \$7500, and the "secular" cost of education was calculated to be \$500 per student, the family would receive a tuition donation receipt of \$6500 (\$7500 tuition minus \$500 per child). For BC residents, all

donations in excess of \$200 attract a tax savings of 43.7%, so for a family with two children and a tuition payment of \$7500, the tax savings would be about \$2840, resulting in a net tuition cost to that family of \$4660. **Bottom line: the actual “out-of-pocket” cost of tuition is approximately 2/3rds of posted rates.**

## Guidelines

### We Plan for Families to be With Nanaimo Christian School for the Entire School Year

Due to the nature of education, much of the planning required to run an effective school must be done on an annual basis. Significant financial commitments are made annually: teachers are hired, curriculum and capital assets are purchased, programs are developed and a host of other plans are created to function for the entire year. As such, by enrolling your child(ren) at Nanaimo Christian School you are committing to partner with the school for the entire year. For families entering the school mid-year, you are committing to partner with Nanaimo Christian School for the remainder of the school year.

### KEY FINANCIAL GUIDELINES:

- A. Upon admittance to Nanaimo Christian School, students in good standing are continually enrolled, from year to year, until they graduate or leave the school. Continuous enrollment requires families to maintain up-to-date personal information with the school to ensure effective communication. The school will publish the upcoming school year’s enrollment fee and tuition rates no later than February each year.
- B. When a student or family voluntarily withdraws mid-term within the current school year, for any reason, at least one full calendar month’s written notice must be given to the school. Tuition for the entire current month, plus the next month will be charged to the family’s account. For example: if a family withdraws on March 7th, tuition for both the months of March and April remains due to the school. A student or family who elects to dis-enroll for a subsequent school year, must provide written notice of withdrawal prior to July 15th to avoid collection of subsequent tuition fees.
- C. While students are continuously enrolled at Nanaimo Christian School, their placement status is not guaranteed until all financial obligations from the previous year are fulfilled. Families with an outstanding tuition account as at July 15th will cause their students’ names to be placed into classroom waiting pools for the following year.
- D. Ongoing failure to maintain a current tuition account and the ability to meet the financial obligations of the chosen payment plan may result in the release of the student.
- E. When a student is suspended, expelled, or asked to withdraw for disciplinary reasons, all tuition and fees paid to Nanaimo Christian School are non-refundable.
- F. When a student leaves Nanaimo Christian School for any reason, all unpaid accounts remain due to the school, even after graduation.
- G. For families choosing to make a single Annual payment, either by cheque or credit card, the due date is August 1st. For families choosing the 12-month Pre-Authorized Payment method, 1/12th of the tuition and annual fees is due on the first day of each month (August through July). For families choosing the 10-month Pre-Authorized Payment method, 1/10th of the tuition and annual fees is due on the first day of each month (September through June).

- H. Accounts will be charged a Returned Item Fee of \$30.00 should any payment made by credit card, cheque and/or Pre-Authorized Payment be rejected by the family's financial institution for any reason (for examples: Non-Sufficient Funds, Account Closed, etc.).
- I. Inability to comply with any of the above Key Financial Guidelines must be communicated in advance to the school Business Office.

## FINANCIAL INFORMATION

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Nanaimo Christian School receives a portion of its operating budget from the Ministry of Education of BC. The remainder of our operating budget comes through tuition, fundraising and donations. Please see the current Tuition Agreement for the amount that would be applicable for your family and for payment options. We strive to include as many of our educational costs as possible in our tuition, but there may be additional cost for particular courses, athletics, fine arts, trips, technology devices, etc. These fees are not eligible for tax receipting. There is a \$100/family (non-refundable) application fee due at the time of application.

If your situation finds tuition to be a barrier to your family attending Nanaimo Christian School please contact Admissions for information about our Tuition Assistance program.



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PARENT DECLARATION

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***This section is to be completed when the application is submitted.***

In making this application, I/we:

- Have read the constitution, bylaws, mission, values and code of conduct
- Have completed the application as accurately as possible
- Have completed a student registration form for each child (pg 21-24)
- Have provided the latest academic (report cards, IEP, assessments, etc.) and medical reports for each student. Applicants for gr. 11 & 12 must provide a copy of their transcript
- Have provided a copy of the child(ren)s Birth Certificate
- Have completed the Legal residency papers, and submitted Citizenship documents if required
- Have given the Pastor's Reference form to our pastor, if applicable
- Have provided copies of custodial papers where required
- Have submitted the \$100/family application fee (cash, cheque, InterAc, Visa or M/C)
- Have read and understand the Tuition & Fees information including our Continuous enrollment process and our withdrawal process
- Have completed the Bus registration if you will be utilizing our bus service (See Admissions for bus information and registration forms)

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

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I/We also agree to fulfill the annual tuition obligation as set by the Board. Upon acceptance for enrolment, a completed Continuous Enrollment form and enrollment fee of \$200/family needs to be received in order to finalize your family's enrollment.

\_\_\_\_\_  
Signature of Parent(s)



PARENT and SCHOOL PARTNERSHIP

As a School we commit to the following:	As parents we commit to the following
<ul style="list-style-type: none"> <li>★ Fulfill our mission and purpose</li> <li>★ Make every effort to support your child's education in school</li> <li>★ Provide a safe, nurturing environment</li> <li>★ Provide consistent communication regarding your child and the school</li> <li>★ Offer a listening ear</li> <li>★ Provide opportunities for involvement</li> <li>★ Provide consistency in values/discipline</li> <li>★ Seek information and facts and not believe rumors.</li> <li>★ Show respect for your child and your family</li> <li>★ Pray for and support your child and your family</li> <li>★ Use wisely the resources entrusted to the School</li> </ul>	<ul style="list-style-type: none"> <li>★ Support the school's mission, vision and values</li> <li>★ Make every effort to support the staff in your child's education</li> <li>★ Provide a quiet study environment at home</li> <li>★ Provide consistent communication and attend parent teacher conferences</li> <li>★ Attend pertinent school meetings and events</li> <li>★ Be interested in your child's progress and volunteer where possible</li> <li>★ Support the values and policies of the school</li> <li>★ Seek information and facts and not believe rumors</li> <li>★ Respect school administrators, teachers and support staff</li> <li>★ Provide prayerful support for our child and the school</li> <li>★ Honour our financial commitment in support of my child's education</li> </ul>
<p>_____ Principal Signature</p>	

We have read the parent/School Partnership and agree that these are appropriate and reasonable expectations. We commit to working with the school for the educational well being of our child(ren).

Parent signature(s): \_\_\_\_\_

Print Name: \_\_\_\_\_

Date \_\_\_\_\_



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**This section is to be completed at the end of the Admissions Interview**

In making this application:

- I/We profess that Christ is the center of our life and home.

**OR**

- I/We acknowledge and respect the Christian beliefs of Nanaimo Christian School

**AND**

- I/We are aware of the expectations outlined in the Code of Conduct
- I/We are aware that the curriculum at NCS will be taught from a Biblical worldview, as outlined in the constitution, code of conduct and other NCS created curriculum documents.
- I/We accept that our children will submit to all school policies and values.
- I/We are committed to following established communication channels and are committed to resolving problems, should any arise.

\_\_\_\_\_  
Signature of Parent(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Date