

Knox Christian School
FAMILY ENROLMENT APPLICATION

410 North Scugog Court
Bowmanville, ON L1C 6T1
905-623-5871

Today's Date _____

FATHER'S/GUARDIAN'S INFORMATION

First Name _____	Last Name _____	Home Phone _____	Cell Phone _____
Address _____		City _____	Postal Code _____
Employer _____	Occupation _____	Work Phone _____	
Employer's Address _____	City _____	Postal Code _____	
Home Church _____	Father's Email Address _____		
Church Denomination _____	Pastor's Name _____	Pastor's Phone _____	

MOTHER'S/GUARDIAN'S INFORMATION

First Name _____	Last Name _____	Home Phone _____	Cell Phone _____
Address _____		City _____	Postal Code _____
Employer _____	Occupation _____	Work Phone _____	
Employer's Address _____	City _____	Postal Code _____	
Home Church _____	Mother's Email Address _____		
Church Denomination _____	Pastor's Name _____	Pastor's Phone _____	

Parents Marital Status: → Married → Divorced → Separated → Single → Widowed

If Divorced or Separated, who is the custodial parent/guardian? → Mother → Father → Both (Joint Custody)

Please include all legal custodial documents with this form. Please note: all legal custodial changes must be forwarded to office in a timely manner.

STUDENT INFORMATION

First Name _____	Last Name _____	Grade _____	Date of Birth _____	School Last Attended _____
First Name _____	Last Name _____	Grade _____	Date of Birth _____	School Last Attended _____
First Name _____	Last Name _____	Grade _____	Date of Birth _____	School Last Attended _____
First Name _____	Last Name _____	Grade _____	Date of Birth _____	School Last Attended _____

Knox Christian School
STUDENT ENROLMENT

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STUDENT MEDICAL INFORMATION

Name (First, Middle)	(Last)	Date of Birth	Registered for Grade
			<input type="checkbox"/> JK/SK 3 Day
			<input type="checkbox"/> JK/SK 5 Day
Ontario Health Card # (include letters)		Expiry Date	Gender
Student's Doctor	Doctor Telephone #	Citizenship	
Has the student been diagnosed with allergies?	→ No → Yes	If yes, please describe:	
Does the student require an EPI-PEN?	→ No → Yes		
Has the student been diagnosed with asthma?	→ No → Yes		
Does the student take any medication regularly?	→ No → Yes	If yes, provide name of medication:	

STUDENT ACADEMIC HISTORY

School Previously Attended (if applicable)	School Address
School Phone Number	Grade
* Please attach the latest report card or transcript	
Does this student have any special educational needs?	→ No → Yes Describe:
Has the student ever been suspended or expelled from school?	→ No → Yes Explain:

EMERGENCY CONTACT AND RELEASE AUTHORIZATION

The school is authorized to release the student to the individuals listed below. These individuals can also be contacted in case of emergency should the School not be able to contact the parent(s)/guardian(s).

EMERGENCY CONTACT	RELATIONSHIP	HOME/CELL #	WORK #	EMAIL

PLEASE SIGN BELOW TO CONFIRM THAT THE ABOVE INFORMATION IS COMPLETE, CORRECT AND GIVE CONSENT

I hereby grant permission for Knox Christian School personnel to communicate with my child(ren's) previous school personnel regarding academic, social and behavioural development

Custodial Parent or Guardian's Signature	Date
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*We acknowledge that there is a **three-month mandatory probation period** for all new student enrollments. The school may terminate the enrolment at any time.

Custodial Parent or Guardian's Signature	Date
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Knox Christian School
PARENTAL CONTRACT

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QUESTIONS

Name

Name

Please answer the following questions about your situation:

1. Why do you wish to enrol your child(ren) in Knox Christian School?
2. In your opinion, what are the goals of Christian education?
3. How did you become aware of and interested in Knox Christian School?
4. How do you express your Christian commitment in your home?
5. What are your expectations of Knox Christian School?

STATEMENT OF PARENTAL/GUARDIAN AGREEMENT

We, as custodial parents/guardians agree that:

1. We are enrolling our child(ren) because of our desire that our child(ren) receive a Christ-centred education.
2. Our child(ren) be educated in a manner consistent with the beliefs and objectives of Knox Christian School.
3. Our child(ren) will be subject to disciplinary action of the school.
4. We are bound by the financial obligations to the Bowmanville District Christian School Society.
5. Our child(ren)'s admission to the school is subject to principal approval and possible academic testing. All pertinent information regarding our child(ren) will be made available to the principal. After completing that first step, the admission is subject to Board approval.
6. Our child(ren)'s enrollment does not automatically entitle us to membership in the Bowmanville District Christian School Society. Membership may be obtained by application to the Board. Once the applicant(s) attend an orientation evening, the Board considers approval of the membership application.

Do you agree with this statement of Parental Agreement? → No → Yes

Applicant's Signature(s)

Date

FOR OFFICE USE

Board Action

Date Passed

Comments

Board Chairperson's Signature

Knox Christian School REQUEST FOR TRANSPORTATION

410 North Scugog Court
Bowmanville, ON L1C 6T1
905-623-5871

BUS PICKUP LOCATION

Home Address

City

Postal Code

Transportation Contact Phone Number

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade

You will be emailed by the Office with your bus pickup location and times.

CODE OF CONDUCT AGREEMENT

Each family is given the privilege of riding the bus. Below you will find the expectations for bus use. We pray that the Lord will guide us as our drivers put many kilometers on the buses.

1. Please ensure that you respect each bus driver and rider. Arrive at your pick-up point at least five minutes prior to pick up time. Board the bus in single file and in an orderly manner. Always obey directions and instructions of the driver.
2. Please keep your equipment and body parts out of the aisle where possible. Each student may board the bus with a school bag and band instrument. If the item does not fit into the bag, it may not come on the bus unless previous arrangements have been made. Skates must have skate guards or protective material in place.
3. Students are requested to keep the volume down so that drivers can safely carry the passengers. Refrain from talking to the driver while the bus is in motion, except in case of an emergency.
4. No eating or drinking on the bus at any time.
5. Always sit in your seat while the bus is in motion. Never leave the bus at any stop other than that predetermined by school or parental permission.

I acknowledge that I have read and discussed the Code of Conduct with my child(ren).

Parent/Guardian Name

Signed

Date

In addition, please be aware of the following:

- When buses are delayed or cancelled, notification will be placed on the Knox website, www.knoxchristian.com, and broadcast on local radio stations including 94.9FM, KX96 FM, CKDO 1580 AM, and www.durhamradionews.com. Please ensure you check these sources in the case of inclement weather. An automated telephone system is also in place to call or text families with cancellation notification. Please ensure the phone number on this sheet is where you wish to receive cancellation calls.
- There will be no allowance for students to ride on alternate buses under any circumstances. Parents should arrange to transport their children to birthday parties or other student get-togethers. A bus driver is not to allow a student to get off the bus at other than the student's regular stop without written authorization from the Transportation Coordinator.
- When dropping off or picking up your children at Knox, please use the front parking lot only.
- Bus Stops: Within existing routes, where feasible, consistent student pickup/drop off transportation service shall be defined as one (1) fixed location, five (5) days per week for the school year. However, the location for pickup, five (5) days per week, may be different from the location for drop-off, five (5) days per week. All exceptions must be submitted in writing to the transportation coordinator and approved by the principal.
- Students may be asked to walk the following distances to meet the bus:
 - JK - Grade 3 - .5 km and Grade 4 - Grade 8 - 1 km.
- Drivers may not allow students to get off the bus at any stop other than their own without written confirmation.
- We require all JK to grade 3 students be met by a care-giver. If parents cannot be there, a note, directed to the Transportation Coordinator, is required that states who will be picking up the student or written confirmation that the child may walk on his/her own.

Knox Christian School
PERSONAL PRIVACY FORM

410 North Scugog Court
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PHOTO & VIDEO RELEASE

The Communications Department of Knox Christian School would like to use photos, videos and live streaming of our students in order to promote our school. It's a good way for parents interested in our school to see our students in action – working at their desks, playing on the play structure, singing in the choir, etc. We may use the photos/videos in a variety of ways such as in promotional brochures or banners, on our website or Facebook, in our printed and online newsletters, and in the local community newspaper. On occasion we may include a child's first name in Knox printed or online newsletters, local newspaper articles, or on our website. These opportunities to highlight student achievements, showcase families at Knox provide an insight into the life of the school and can be a source of satisfaction for students and families when their names are included in an article, blog post or newsletter highlight.

→ I **hereby give permission** to use the photos or videos of my child(ren) in promotional material for Knox Christian School.

→ I DO NOT give permission to use the photos or videos of my child(ren) in promotional material for Knox Christian School.

***Please note that on occasion groups shots will be taken which makes it impossible to not include your child(ren) in our publications.**

Custodial Parent/Guardian Name

Signed

Date

Knox Christian School
ENROLMENT CHECKLIST

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Thank you for considering enrolment at Knox Christian School. To ensure prompt processing of your application, please complete all enclosed forms and documentation. If you have any questions, do not hesitate to contact the school office at any time.

NEW STUDENT ENROLMENT CHECKLIST

Make sure that you provide the following:

PROOF OF CITIZENSHIP

- Birth Certificate
- Passport
- Citizenship or Permanent Resident Card
- Landing Papers
- Study Permit

IMMUNIZATION RECORD

HEALTH CARD

PREVIOUS REPORT CARDS (if applicable)

STEP ONE COMPLETED FORMS - ENROLMENT

- Family Enrolment Application
- Student Enrolment (one per student)
- Parental Contract
- Request for Transportation
- Personal Privacy Form
- Potassium Iodide Form
- Registration Form

STEP TWO COMPLETED FORMS – TUITION & VOLUNTEER

- Tuition Commitment Form with post-dated cheques
- Volunteer Opportunities with post-dated cheque

REGISTRATION FORM

Please fill in the form below and return back to the school along with the registration fee. If you have any questions regarding this registration form, please refer to the documentation below for a copy of the Board policy. We will gladly answer any questions in the office.

_____ Parents Name(s)		_____ Student Name
_____ Street Address		_____ Student Name
_____ City	_____ Postal Code	_____ Student Name
_____ Family Email Address	_____ Home Phone	_____ Student Name

→ I/We wish to register our child(ren) into KCSS for the upcoming school year and have included the \$250 registration fee.

→ I/We will not be enrolling our child(ren) into KCSS for the upcoming school year.

Signature

Date Handed into Office

PLEASE BE AWARE THAT POST-DATED CHEQUES, COMPLETED PAP FORMS, ETC. FOR NEXT YEAR'S TUITION ARE DUE BY JUNE 1st, 2022.

Knox Christian School REGISTRATION POLICY

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POLICY

Registration is required for all families seeking enrollment of their children for the upcoming school year. The Board (assisted by the Finance Committee) structure the budget (along with the tuition scale) according to the number of families that have registered for the following school year. The membership will vote on the budget at the Spring Membership Meeting.

The following procedures will be followed for families that intend to send their children to Knox Christian School.

1. Each year, on the first school day after the 1st of February, the registration form and policy will be sent home to all parents.
2. **By March 1** the registration form and the \$250 registration fee must be completed and submitted to the Knox office for children to be enrolled in the upcoming academic year.
3. **After the March 1 deadline**, the registration fee for returning families increases to \$500.
4. For new families a \$250 registration fee would apply at the time of registration.
5. Our policy for NSF cheques will be followed: All NSF cheques will result in a \$30.00 charge/incident.