



**RICHMOND
CHRISTIAN
SCHOOL**

**Local Student Application
2012-2013 School Year**

Dear Parents and Guardians,

Thank you for your interest in Richmond Christian School. We are pleased to present to you our information/application package for the 2012-2013 school year.

Since 1957, Richmond Christian School has been working with Christian families to provide quality Christ-centered education. We are dedicated to equipping young people with the academic, physical, social and spiritual skills necessary for a life of service and leadership.

Please read the attached information carefully. If you wish to begin the application process, please complete the attached forms, include a copy of the latest report card and a \$200 cheque which is a non-refundable application fee. Bring the information to our Admissions Office at our elementary campus. When all paperwork is completed and satisfactory, an interview will be scheduled.

We begin accepting applications for the 2012-13 school year on November 1, 2011. Interviews for prospective families will begin in February 2012.

If you have any questions, please do not hesitate to contact the Admissions Office at 604-272-5720 (located at the elementary campus), or email info@richmondchristian.ca. May God richly bless you as you seek His will in making this important decision.

Sincerely,

Mr. Roger Grose
Lead Principal

Elementary Campus and Main Office:
5240 Woodward's Road
Richmond, B.C. V7E 1H1
Tel: (604) 272-5720
Fax: (604) 272-7370

Middle Campus
10200 No. Road
Richmond, BC V7A 4E5
Tel: (604) 274-1122, press 1
Fax: (604) 274-1192

Secondary Campus
10260 No. 5 Road
Richmond, B.C. V7A 4E5
Tel: (604) 274-1122, press 2
Fax: (604) 274-1128

MISSION STATEMENT

It is the mission of the Richmond Christian School, in obedience to the infallible Word of God and led by His Spirit, to provide a quality, Christ-centered education, equipping all students to serve Christ joyfully in all aspects of life.

The basis of the Society is the infallible Word of God as interpreted in the Reformed Creeds. The Association is committed to the following fundamental principles:

- a) **LIFE.** That since human life in its entirety is religion; God summons men to serve Him everywhere and requires that we educate our children in the fear of the Lord.
- b) **BIBLE.** That the Bible is the written Word of God, the Truth that enlightens our understanding, the power that directs our lives and the infallible authority that governs all our activities, including the education of our children. In revealing that the world in its origin, gracious preservation and ultimate restoration is the work of God and that the glorification of His name is the purpose of creation, the Scriptures provide us with the key to the knowledge of God, ourselves and the world.
- c) **GOD AND CREATION.** That since God who created all things by His Word and Spirit constantly reveals His wisdom and power in the cosmos and exercises His dominion everywhere; we can rightly understand the world only in its relation to the Triune God.
- d) **MAN.** That man was created in the image of God to enjoy covenantal fellowship with his Creator, and was instructed to exercise dominion over the world in strict and loving obedience to God to interpret all reality in accordance with His design and law, and to reflect in his person and works the excellencies of his Maker.
- e) **SIN.** That man, by disobeying God's law and forsaking his office, estranged himself from God and his neighbour, and brought God's curse upon the creation. As a result, fallen man has become blind to the true meaning of life and misuses and represses the knowledge of God which confronts him in creation and in Scripture.
- f) **CHRIST.** That the Christ of the Scriptures, The Word of God incarnate, reconciles the world to God, redeems our life in its entirety, restores our fellowship with God and the neighbour and renews our mind to know rightly God, ourselves and the world in which we live.
- g) **THE KINGDOM OF GOD.** That the kingdom of God established the rule of Jesus Christ over all things and makes education and science possible and meaningful. Since we must subject every thought in obedience to Christ, we must therefore reject every attempt to withdraw any aspect of life from the divine commandment to love the Lord with all our heart and mind.
- h) **PURPOSE OF EDUCATION.** That the purpose of Christian Education is to direct and guide the child to commit his heart to Christ, the Truth, to attain to understanding wisdom and righteousness, and to perform his competent and responsible services to the Lord.
- i) **PARENTS.** That God has given parents the responsibility to nurture and educate their children. In order to fulfill their educational task, parents should establish schools in harmony with the character of a Christian Home.
- j) **THE CHRISTIAN SCHOOL.** That the school established and controlled by an Association of Christian believers in accordance with legitimate standards and provisions, possesses the freedom to function in the field of education in complete and voluntary submission to the kingship of Christ.

RICHMOND CHRISTIAN SCHOOL ASSOCIATION ADMISSION POLICY

I. ADMISSION TO THE RICHMOND CHRISTIAN SCHOOL

The Richmond Christian School exists to provide a Christ-centered education for children of Christian families. The Richmond Christian School desires to enroll all families where parents and students are committed to, and supportive of, the goals and directions of this school. The Richmond Christian School believes that home, school and church should work together in the nurture of our children.

II. ADMISSION PROCESS

A) FAMILY ADMISSION

1. Read through the 8 statements which follow:

- a) I/we accept the Bible as the infallible Word of God.
- b) At least one parent in this family is a born-again professing Christian.
- c) Our family is actively involved in a Bible-based Christian church.
- d) Our family desires a distinctively Biblical Christian Education and is committed to working with other families in "training up our children in the way they should go."
- e) Our family is prepared to financially commit itself to the costs of operating the Richmond Christian School.
- f) All children in our family, during their time of attendance, will reside with at least one parent or legal custodian (school must be supplied with a copy of the Legal Custodian Agreement).
- g) We, the parents and the children who desire to enroll, are Canadian Citizens, have Permanent Resident Status or are living here on a valid work or study permit.
- h) At least one parent/guardian will attend the two orientation meetings as part of the requirement for membership to the Richmond Christian School Association.

B) STUDENT REGISTRATION

1. The Administration will determine whether more information is needed. Previous schools may be contacted and students may need to be tested. Richmond Christian School will accept students if it believes it can provide suitable programs for them.
2. Kindergarten and Grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the school year of enrollment. Government funding regulations require that parents supply the school with proof of age.

3. Original documents of Citizenship or Permanent Resident status for both student AND parents must be submitted (to be photocopied) for verification before meeting with the Principal.
4. Enrollment at the Richmond Christian School is a privilege. In order for the home and school to work together in harmony, there must be agreement with the methods and process of discipline. The first three months are considered an evaluation/adjustment period, during which time we expect to see acceptance of responsibility on the part of students and parents. At any time during this probationary period it may be necessary to review the enrollment.
5. In certain cases it may be necessary for the school to expel a student whose conduct and attitude conflicts with the Christian character and program of the school.

III. ADMISSION PROCEDURE

- A. PARENTS submit the completed registration forms. When the application is completed and any necessary testing/assessing is complete, the secretary will arrange an interview session with the Principal or other Administrator or Board Member.
- B. The Administrator meets with all parents and students from grade 6 and up. The interview will inform and challenge parents with the particular characteristics of RCS. Parents will also have an opportunity to ask questions and tour the campus. These sessions usually take about 45 minutes.

This interview will establish or confirm:

1. the school's intent to help children become responsible disciples of Jesus Christ in today's society.
 2. the parent's acceptance that their children will be subject to all school policies.
- C. The SCHOOL ADMINISTRATION will meet with each Secondary Student to determine whether students are prepared to submit to the Christian emphasis of our school and whether suitable programs of study are available. Students will complete their desired course selections at this time. Special needs will be assessed and some testing may be required.

IV. ORIENTATION SESSIONS

RCS is a cooperative venture of Christian parents in the education of their children. RCS is operated by a B.C. registered Society consisting of such parents and other like-minded Christians. We hope that all parents will be desirous of participation and commitment to the Society that operates the school.

All parents new to the school are required to attend the School's Orientation Sessions usually held in early September. These sessions include information about the history of the Richmond Christian School, the basis and purpose of the school as described in the school's constitution, a description of the school's character and its program, and the rights and obligations of society membership.

Current Tuition and Fees Schedule

SUBJECT TO CHANGE IN JUNE 2012

September's tuition and the student activity fee are due no later than first day of school by pre-authorized payment plan.
E=Elementary Student S=Secondary Student

TUITION FEE CALCULATION

| | | | | | |
|--------------------|--------------------|-------------------------------|----------|----------------------------|---------------------------|
| School Year | Family Rate | + Elementary per child | + | Secondary per child | Maximum per family |
| 2011-12 | \$4800.00 | + \$927.00 | + | \$2083.00 | \$9313.00 |

Elementary Campus

Kindergarten - Grade 5

Secondary Campus

Grades 9-12

Middle Campus

Elementary rates apply to Grades 6 & 7.
Secondary rates apply to grade 8.

| Tuition Schedule | | |
|--------------------------------|--------------------------|-------------------------------|
| <i>Tuition Category</i> | <i>Tuition per annum</i> | <i>Tuition per month (10)</i> |
| 1 Part Time Kindergarten (60%) | \$3,807.00 | \$380.70 |
| 1 Elementary Student | \$5,727.00 | \$572.70 |
| 2 Elementary Students | \$6,654.00 | \$665.40 |
| 3 Elementary Students | \$7,581.00 | \$758.10 |
| 1 Elementary, 1Secondary | \$7,810.00 | \$781.00 |
| 2 Elementary, 1Secondary | \$8,737.00 | \$873.70 |
| 1 Secondary Student | \$6,883.00 | \$688.30 |
| 2 Secondary Students | \$8,965.00 | \$896.50 |
| 3 Secondary Students | \$9,313.00 | \$931.30 |
| 1Elementary, 2Secondary | \$9,313.00 | \$931.30 |

RCS offers both full time (5 days a week) and part time (60%, full days M,W,F,) Kindergarten options.

Student Activity Fees

| | |
|----------|-------|
| Grade 4 | \$35 |
| Grade 5 | \$35 |
| Grade 6 | \$315 |
| Grade 7 | \$475 |
| Grade 8 | \$375 |
| Grade 9 | \$340 |
| Grade 10 | \$705 |
| Grade 11 | \$345 |
| Grade 12 | \$765 |

Other Fees

1. Application Fee \$200 per family (non-refundable). This does not guarantee an interview or enrolment. Must be submitted with the completed application forms.
2. Tuition Deposit. \$400 per family (non-refundable). Due upon acceptance. This will be applied towards tuition but is non-refundable if family withdraws enrolment.
3. Capital Improvement Fee \$1000 per family (one-time fee). To maintain and improve the school campus facilities. Payable upon acceptance (non-refundable upon start of classes in September).
4. Parents Participation Fee \$250.00 per family. A **post-dated cheque dated June 1, 2013** due upon acceptance. If the family completes the 10 hours of volunteer service during the school year, the cheque is destroyed; if parents choose not to participate or the 10 hours are not completed, the cheque will be deposited into a Benevolent Fund, (a tax-deductible receipt will be issued). Make cheque payable to "RCS Benevolent Fund."

*A large portion of your tuition is treated as a donation by CCRA. A tax receipt will be issued in February each year based on tuition paid and the number of children enrolled at the school.

POLICIES RELATING TO TUITION PAYMENTS

Standard tuition rates apply to all students admitted to the school. The following policies apply unless arrangements have been made with the business office.

- A. Tuition for the year is due the first day of the school in September. By that time, a 10 month payment plan by pre-authorized debit is required. If you choose to pay in full by the end of the first week of school, a 2% discount will be applied to the tuition portion of your fees.
- B. Students will not be readmitted until all financial obligations are met or satisfactory arrangements have been made with the Business Manager.
- C. If an account is outstanding as of July 15th and satisfactory arrangements have not been made, students' names will be removed from the class list.
- D. Continued failure to meet the above obligations to the school ON TIME may result in registration being refused.
- E. When a student is expelled, suspended or asked to withdraw, tuition for the balance of the year remains due.
- F. When a student voluntarily withdraws from the school for any reason, one full school month's notice must be given or the following months' tuition will be charged. A withdrawal form must also be completed.
- G. When a student leaves Richmond Christian School for any reason, including graduation, all unpaid accounts remain due to the school.
- H. A student activity fee is required for Grades 4-12 students to cover the costs of field trips and other required expenses that may be incurred during the school year.
- I. Shuttle Bus fees are non-refundable, when the student voluntarily withdraws from the school.
- J. A post-dated cheque of \$250 is required for the Parent Participation fee. If parents complete 10 hours of volunteer service for the school, the cheque will be destroyed. If parents choose to not participate or the 10 hours are not completed, the cheque will be deposited into a Benevolent fund to help those families in need. Make cheque payable to "RCS Benevolent Fund."
- K. A capital improvement fee of \$1000 per family (one-time fee) is payable upon acceptance and non-refundable upon start of classes in September.

Checklist

ENROLLMENT APPLICATION REQUIREMENTS

This checklist will help you to ensure that all requirements for the registration of your child(ren) have been met. Once the necessary information is complete, return the forms to the school. We will contact you when the time comes to schedule interviews.

- Application for Admission Form
- Student Information Form
- Personal Testimony Form
- Family Reference from Pastor Form
- Statement of Parent(s) or Guardian(s)
- Parents' Residency Form
- Birth certificate/Canadian citizenship card for both parents and student(s) (if child(ren) or if parent is not a Canadian Citizen or a Permanent Resident, a study or work permit is required. **A passport is not acceptable.**)
- Copy of Hydro or Cablevision bill
- Copy of most Recent Report Card
- \$200.00 Application Fee (non-refundable)

Please note that, if all of these items are not returned to the school, we will be unable to consider you for an interview. If you have any questions regarding these requirements, please call us at 604-272-5720. Thank you.



Richmond Christian School

Application for Admission

2012-2013 School Year

FOR OFFICE USE ONLY

Assessment Date & Time: _____

Comments: _____ By: _____

FOR OFFICE USE ONLY

Date Received: _____

Date Acknowledged: _____

Interview Date/Time _____

Accepted Y N

Date: _____

Principal's Signature: _____

Note: This entire form is to be completed by the applicant's parent/guardian. Please print clearly.

Family Name: _____ Father's Name: _____ Mother's Name: _____

Address: _____
Street City Prov. Postal Code

Home Phone: () _____ Email: _____

Father's occupation: _____ Place of business: _____ Own business? Y N

Father's Bus. Phone: () _____ Father's Cell Phone: _____

Mother's occupation: _____ Place of business: _____ Own business? Y N

Mother's Bus. Phone: () _____ Mother's Cell Phone: _____

Marital Status: Married Separated Divorced Widow(er) Single

Student lives with: Both Parents Father Mother Guardian
If there is a custody agreement, please provide details: _____

Name of Guardian (if applicable): _____

Address: _____

Primary Language: _____ Canadian Citizen Permanent Residency On Student/Work Visa

Church attended by student/family: _____ Pastor's Name: _____

| Names of Children you intend to enroll | Gender | Grade Entering | Birthdate |
|--|--------|----------------|-----------|
| | | | |
| | | | |
| | | | |

Would you accept placement for only one child if all could not be accommodated? Yes No

Current school(s): (List for each child)

Child's Name: _____ Name of school: _____ Grades attended: _____

Address: _____ Phone: () _____ Fax: () _____

Child's Name: _____ Name of school: _____ Grades attended: _____

Address: _____ Phone: () _____ Fax: () _____

Student Information Form

Please complete this page for each child you are enrolling:

| | |
|--|------------------------------|
| Student Name: | Birth Date: |
| Grade Entering: | School Attended in 2011/2012 |
| What language is primarily spoken at home? | |

Richmond Christian School desires to provide a quality, Christ-centred education. In the application process, students may be evaluated to ensure that learning needs are identified and placement is correct.

Reflect on this student's progress and please circle the level of ability for each category: (bracket words are for Kindergarten parents)

| | | | |
|---|--------|---------|----------------------|
| Reading (or early literacy such as letter recognition) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Writing (or willingness to color/draw) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Spelling (n/a for Kindergarten) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Math facts (or early numeracy such as counting or number recognition) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Problem solving in math (n/a in Kindergarten) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Work Habits (organization, attention, completion of tasks) | STRONG | AVERAGE | NEEDS IMPROVEMENT |
| Social Habits (sharing, thinking of others, turn-taking) | STRONG | AVERAGE | NEEDS IMPROVEMENT |

Does this student require Learning Assistance support? Yes ____ No: ____
If yes, please explain:

Does this student require English as Another Language support? _____

Please read the following list. If your child has received any of these services, please list the year(s) it took place.

| Support/ Assessment | Yes/ No | Year |
|---|----------------|-------------|
| Learning Assistance | | |
| Support for English as Another Language | | |
| Speech/Language Assessment or therapy. | | |
| Occupational Therapy | | |
| Educational Assessment | | |
| Special Education Assistant | | |
| Gifted Education classes | | |

Is there anything more about this student that you want the school to know when making a placement in a class?

FAMILY REFERENCE FROM PASTOR



Dear Pastor,

The _____ family has requested admission to the Richmond Christian School. We would appreciate information regarding the membership and involvement of this family in your church community. Please assist us by filling out the following questionnaire:

Date _____

Family name _____

Church name and address _____

How long has this family attended this church? _____

How often does this family attend? _____

Are they church members or attenders only? _____

Please provide a brief statement of your understanding of this family's personal relationship with Jesus Christ and their involvement and commitment to your church community.

With which groups is this family involved? (i.e. youth group, Bible study, etc.)

Further Comments: _____

Thank you for taking the time to provide us with this information.

Pastor's signature _____ Print name _____

Please provide an official church stamp:

LEGAL RESIDENCY OF PARENT

To be completed and signed by a parent or legal guardian (court-appointed). If you are the legal guardian, attach a copy of the court order appointing you as legal guardian.

1. I am (please mark one)

- A Canadian citizen (*attach a copy of birth certificate or if not born in Canada a copy of citizenship – this applies to both parents and students enrolling*)
- A Permanent Resident (*attach a copy of Permanent Resident card*)
- Lawfully admitted to Canada under one of the following documents

(please mark the appropriate box below and attach a 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 diplomat or consular official (with a foreign representative acceptance counter foil in his/her passport)
- Other – Document description: _____

(Must be cleared with Immigration Canada)

2. I am a resident of British Columbia:

Yes

Residency Address: _____

Please include a photocopy of a recent hydro or cablevision bill as proof of residency.

No, I am not a resident of British Columbia

3. Parent's/Legal Guardian's Name: _____

Parent's/Legal Guardian's Signature: _____

Date: _____

FAMILY APPLICATION
STATEMENT OF PARENT(S) OR GUARDIAN(S)

In signing this application, I/we agree and acknowledge that:

1. I/we agree with the mission as outlined in the registration package.
2. I/we understand that the grade placement of my child(ren) will be made upon the recommendation of the principal in consultation with the parents/guardian.
3. In matters of discipline, my child(ren) will be subject to the disciplinary action of the staff and administration. I/we understand I/we will be given the opportunity to discuss disciplinary matters affecting my child(ren) with the staff, administration, Education Committee and Board of Directors if necessary.
4. I/we understand our financial commitment and will immediately notify the Business Office if I/we cannot meet that commitment.
5. I/we understand that the school reserves the right to dismiss any student who does not respect the standards of the school or cooperate in the education process.
6. I/we have, to the best of my/our knowledge and ability, answered all questions truthfully and completely.
7. I/we hereby certify that I/we are legal resident of British Columbia (for Government grant approval)

Father /Guardian Signature

Mother /Guardian Signature

Father /Guardian Name (print)

Mother /Guardian Name (print)

Date

Date

CHECK LIST – OFFICE USE ONLY

Family Name: _____ **Father:** _____ **Mother:** _____

Children's Names

Birthdate

Grade Entering

Application Package:

- _____ Application for Admission Form
- _____ Student Information Form (1 for each child)
- _____ Personal Testimony Form
- _____ Family Reference From Pastor Form
- _____ Statement of Parent(s) or Guardian(s)
- _____ Parents' Residency Form
- _____ Copy of Hydro or cablevision bill
- _____ Proof of Status in Canada (Birth Certificate, Permanent Residency, No Passports.)
Parents _____ Children _____
- _____ Copy of Report Card(s)
- _____ \$200.00 Application Fee (non-refundable)

Enrollment Package:

- _____ Immunization Record
- _____ Student / Medical Card (1 for each student)
- _____ \$400.00 tuition deposit (non-refundable) after family is accepted
- _____ \$1000.00 Capital Improvement Fee (non-refundable after classes begin in Sept.)
- _____ \$250.00 Participation Fee post-dated to June 1, 2013.
- _____ Direct Debit Form and blank voided cheque
- _____ Privacy Letter

Additional Information:

Assessment Dates and Times:
