



Application for Admission Package to

# St. Francis Xavier School



## **History of St. Francis Xavier School**

The Grey Sisters of the Immaculate Conception from Pembroke, Ontario, founded St. Francis Xavier School in 1933. From a donation, a house and land was purchased at the corner of Georgia Street and Princess Avenue in Vancouver's Chinatown. A Kindergarten was opened in one of the rooms of the house with the first class consisting of 30 Kindergarten students. The Kindergarten was then moved to another building across the street in 1934. The grade school began in 1938, housed in three rented classrooms on the third storey of a bank building at the corner of Main and East Pender Street. There were three grades in each classroom with a total enrolment of merely 30 students. In 1940, the very first school building, located at the corner of East Georgia Street and Princess Avenue, was constructed to accommodate about 70 students.

Over the years, the school population had outgrown the school building to such an extent that more than half of the students had to be housed in various rented buildings. Another building was later acquired on East Pender Street. The parish and school fundraised for over 20 years to build a new school. The construction then took another two years to complete when finally, in 2001, the current school building at 428 Great Northern Way was completed. Operations began in September 2001. Most Reverend Adam Exner, OMI, Archbishop of Vancouver blessed the new school on December 2, 2001.

The new school building was joined by the new Church in 2008, as well as a two-level parking garage. A playground was built on the parking garage rooftop, complete with a "Big Toy" play area for the students, which was completed in 2011. The school also added a very important aspect to our academic program in 2011-12 when it decided to include a daily Mandarin program within the curriculum for students from Kindergarten to Grade Seven. The program is designed to teach students not only the Mandarin Chinese language, but also the Chinese culture, highlighted by our annual celebration of Chinese New Year. The school additionally installed interactive projectors in each classroom for teachers to use in conjunction with their class laptops for delivering lessons. The School is expanding its technology programme with class sets of iPads and laptops for student use in the classroom. Currently, the school has 16 classrooms serving 448 students.

## **Principal's Letter to New Applicants**

Dear Prospective Parents,

Thank you for your interest in applying to enrol your child(ren) to St. Francis Xavier School. It is very gratifying as the principal to have parents come to apply to our school. It is a great show of faith that this school will do a good job in helping to educate your child(ren) academically, physically, emotionally, socially, and spiritually. We are proud of the quality education we offer and we are encouraged by the interest shown for our school. We strive to continue to deliver the best possible education for your children with your continued support and assistance.

May God bless you and your families,

Mr. Brian Fader, Principal

# ADMISSION POLICY AND SCHOOL INFORMATION

## Admission Priorities

Admission of students is granted with the following priorities:

1. Catholic children of supporting parishioners of St. Francis Xavier Church with a sibling in the school.
2. Catholic children of supporting parishioners of St. Francis Xavier Church without a sibling in the school.
3. Catholic children from other parishes with a sibling in the school.
4. Catholic children from other parishes without a sibling in the school.
5. Non-Catholic children with a sibling in the school.
6. Non-Catholic children without a sibling in the school.

## Withdrawal

Any request for withdrawal must be made and signed in writing.

## Registration and School Fees

You must submit the Pre-Authorized Debit (PAD) form by April 30<sup>th</sup>. Fees for the school supplies are paid on the first day of school and are non-refundable. Application fees of \$100 for new students are also non-refundable.

## Participation

Once admitted, families are required, as an active school community member, to participate in the various activities of the school. If a family is unable to fulfill the requirements of participation when scheduled, they will be assessed a penalty fee of \$25 per shift/activity missed. The child may not re-enrol until all accounts for the current year have been settled.

## Insufficient Funds

If a Not-Sufficient-Fund (NSF) cheque is returned to the school by the bank, an additional charge of \$15 will be levied to the family.

## Financial Assistance

Financial Assistance for Catholic Education will be considered upon request.

## Uniform Dress Code

The uniform policy at St. Francis Xavier is in place to create a sense of community and foster respect. It is important that all students abide by the dress code. Regular uniform inspections will occur throughout the year and notices will be sent home if students are not following the uniform guidelines. Students must come to school in full uniform and non-uniform outer-wear is not permitted during school hours (see description below).

Students are required to have two sets of shoes at school – black dress shoes (non-marking), and P.E. runners (non-marking). Boots are not acceptable.

On the days when Primary (K-3) students have P.E. they will be allowed to wear their P.E. strip all day. Intermediate students must wear their uniform all day and change when it is time for P.E. Students must wear sweatpants over their shorts on Mass days.

Students may wear a white T-shirt or their P.E. shirt under their long sleeve shirt. Other coloured shirts are not permitted. Outerwear is not permitted to be worn on top of the uniform inside the school building or at Mass.

Girls must wear knee socks. Ankle socks are not permitted. Boys must wear plain socks without logos.

*Note: All uniforms can be purchased through Neat Uniforms, 1050 Boundary Rd, Burnaby, B.C. Tel: 604-205-7555.*

Girls – Plaid kilt, Oxford white crested shirt, navy crested pullover, navy knee socks, and black shoes. Long hair should be neatly tied back or braided at the back with a modest hair clip or elastic. Cosmetics, including nail polish, hair tinting etc., are not allowed.

Boys – Twill navy pants, Oxford white crested shirt, navy crested pullover, navy socks, and black shoes.

P.E. – Uniform shorts, T-shirts and NON-MARKING running shoes are required for all P.E. classes. Uniform sweat suits are required for cooler days (and Mass days). For safety reasons no necklaces should be worn during P.E. lessons.

## Special Programs

### A) Mandarin Classes within School Curriculum

St. Francis Xavier School is unique in the city of Vancouver with its Mandarin classes taught within the structure of the school curriculum. The objective of the class is to nurture and increase students' interest in the Chinese language, in order that they may use it in their daily lives. Students are encouraged to retain and appreciate Chinese traditions and culture. The program began in 2011-12 with each class in the school receiving 30 minutes of instruction in Mandarin daily. There are two teachers in the Mandarin program, one who focuses on Primary (K-3) and Intermediate (4-7). The highlight of the Mandarin program is the annual celebration in the school of Chinese New Year, with performance in Mandarin as well as the traditional Lion Dance.

### B) After-school Chinese Classes

St. Francis Xavier School provides a Chinese Language/Culture program after school five days a week. The emphasis in the lessons is on listening and oral skills, although reading and writing are encouraged. Homework is normally assigned on Friday, but is up to the discretion of the teacher. Students who are experiencing difficulties coping with the English curriculum will not be eligible for this program.

### C) Extra-Curricular

St. Francis Xavier School offers students an opportunity to participate in a variety of sports such as volleyball, soccer, basketball, badminton, and track and field. Our teams compete annually in many of the CISVA-sponsored leagues and tournaments. Since 2004, our sports teams have been called The Dragons. Our range of extra-curricular activities and clubs (with more unlisted) are as follows:

- SFX Leadership Group

*The purpose of the SFX Leadership Group is to promote leadership skills, responsibility, and school spirit within the school community. Any students who want to make a positive contribution are welcome in the Leadership group to participate in the planning and organization of school Spirit Days and Assemblies. The SFX Leadership Group has been instrumental in our local and global fundraising efforts, particularly the village well and schoolhouse in Tanzania, Africa.*

- Peer Helpers

*In 2012, the school formed a special group of students called the Peer Helpers group. These students volunteer their time and recess breaks to assist with the younger children in the school to learn how to get along and play together in appropriate ways. These students receive conflict resolution training and give their time freely to assist the supervisors by being proactive in avoiding possible conflict.*

- Altar Servers

*Intermediate students are given the opportunity to serve God and their school and parish community with their dedicated service as altar servers. Altar servers are trained to perform the various key roles that altar servers do during the Mass. Their vital service adds to the solemnity and meaning of the mass every Friday.*

- Green Club

*Environmental awareness is the key goal of this group. Students are tasked with the responsibility of helping other students be aware of ways they can be more environmentally friendly. Whether it be collecting candy wrappers or leading the charge against plastic water bottles, these dedicated students do their best to care for our planet.*

- Spelling Bee

*Every year, there is a CISVA sponsored Spelling Bee for students in Catholic schools throughout the Vancouver Archdiocese. Spelling Bee members meet weekly to practice spelling words and expand their vocabulary. Eventually, a school Spelling Bee is held to determine a school representative at the CISVA Spelling Bee.*

- Choir

*Over the past several years, the St. Francis Xavier School choir has enjoyed not only singing but enjoyed much success as a choir as well. Led by Mrs. Harris, the choir has won two gold medal certificates in the past two years. The choir was impressively moved to the Junior High division and awarded the gold certificate.*

# TUITION RATES

Tuition rates and other fees for the up-coming year of 2016-2017 are as follows:

Parishioner of St. Francis Xavier Church (Category 1):	<i>Youngest Child</i>	\$290/month
	<i>2<sup>nd</sup> or Eldest Child</i>	\$190/month
	<i>3<sup>rd</sup> and up</i>	\$90/month

Catholics from Other Parishes (Category 2):	<i>Youngest Child</i>	\$385/month
	<i>2<sup>nd</sup> or Eldest Child</i>	\$285/month
	<i>3<sup>rd</sup> and up</i>	\$185/month

Non-Catholics (Category 3):	<i>Youngest Child</i>	\$450/month
	<i>2<sup>nd</sup> or Eldest Child</i>	\$450/month
	<i>3<sup>rd</sup> and up</i>	\$450/month

Other Fees:	Emergency and Supplies	<i>Per Child</i>	\$160/year (submit on 1 <sup>st</sup> day of school)
	Parent Participation	<i>Per Family</i>	\$500/year (post-dated)
	Parking Patrol Deposit	<i>Per Family</i>	\$750/year (post-dated)
	Application Fee	<i>Per NEW Child</i>	\$100 one-time fee

An applicant is considered a parishioner at **St. Francis Xavier Church** (category 1) when all the following criteria are met:

- The candidate must be baptized before the end of the year 2016
- The candidate's immediate family must be a supporting member of the parish
- The candidate's family regularly attends mass supported by volunteering for the parish
- Supporting the parish with weekly Sunday Envelopes
- St. Francis Xavier Church's pastor must sign the statement below to verify the candidate's family as participating and supporting parishioners **BEFORE submitting your application**

An applicant is considered a parishioner at **another Catholic Parish** (category 2) when all the following criteria are met:

- The candidate must be baptized before the end of the year 2016
- The candidate's immediate family must be a supporting member of the parish
- The candidate's family regularly attends mass supported by volunteering for the parish
- Supporting the parish with weekly Sunday Envelopes
- The Pastor of the Catholic parish your family attends must fill in and sign the form (Pastor Approval Letter) provided by St. Francis Xavier School to verify the candidate's family as participating and supporting parishioners **BEFORE submitting your application.**

For more information, feel free to contact the school office at (604)254-2714 or email us at [admin@sfxschool.ca](mailto:admin@sfxschool.ca).



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## ADMISSION CHECKLIST AND PROCESS

Please follow the procedures outlined below to submit a successful application to St. Francis Xavier School.

1. Parent(s)/Guardian(s) must submit the following:
  - Application for Admission Form
  - Application Fee of \$100 (non-refundable)
  - Pastor Approval Letter (applicable for **Category 2**)
2. Late applications and incomplete applications will not be accepted.
3. Once Application package is submitted, the school office administrators will schedule an interview with the candidate's family at the school office where a formal interview with the principal and a student assessment will occur.
4. Successful applicants will be asked to submit further documentation (birth certificate, citizenship cards, etc.) and will be advised of acceptance shortly after all interviews have taken place. **Please DO NOT call the office.** If all spaces are filled, applicants will be placed on a wait-list and notified when one becomes available.

*Application Deadline:*

**February 8, 2017**

OFFICE USE ONLY

Applicant's Name: \_\_\_\_\_

Applicant's Grade: \_\_\_\_\_

App Fee: \$100 Cash /Chq# (\_\_\_\_\_)

Application Return:

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



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## APPLICANT INFORMATION

*\* In order to provide a safe and productive learning environment, it is important that all medical/educational information affecting education be disclosed to the school at the time of application or re-application. Admission is contingent upon appropriate disclosure of relevant information and may be revoked if such information is withheld. Disclosure of information will not affect your child's admission status, but rather allows St. Francis Xavier School to plan for the upcoming year. \**

### 1) APPLYING FOR GRADE

K       1       2       3       4       5       6       7

### 2) STUDENT INFORMATION

Name: \_\_\_\_\_ in Chinese: \_\_\_\_\_  Male     Female  
(Last)                      (First)                      (Middle Initial)

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_ Citizenship: \_\_\_\_\_  
(Date/Month/Year)                      (City, Country)

Address: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
(Apt.)                      (Street)                      (City)                      (Postal Code)

First Language: \_\_\_\_\_ Language Spoken at Home: \_\_\_\_\_

### 3) FATHER INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(Last)                      (First)                      (Middle Initial)

Address (if different): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
(Apt.)                      (Street)                      (City)                      (Postal Code)

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### 4) MOTHER INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_  
(Last)                      (First)                      (Middle Initial)

Address (if different): \_\_\_\_\_ Citizenship: \_\_\_\_\_  
(Apt.)                      (Street)                      (City)                      (Postal Code)

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_

### 5) FAMILY INFORMATION

Parental Status:     Married     Divorced     Separated     Single Parent     Other \_\_\_\_\_

Child lives with:     Both Parents     Father     Mother     Guardian     Other \_\_\_\_\_

Is there a Court Order in effect?     Yes     No

If Yes, please give details concerning custody and guardianship: \_\_\_\_\_

### 6) EDUCATIONAL INFORMATION

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School Name	Address, City, Postal Code, Fax Number	Year	Grade

Previous Academic Achievement has been:  Within Expectations  Below Expectations

Has the Applicant ever been suspended or expelled?:  Yes  No

If so, please explain: \_\_\_\_\_

Has the Applicant ever received learning assistance, special education instruction, counselling, or been referred to a public health program or service?  Yes  No

If yes, please elaborate: \_\_\_\_\_

Has the Applicant ever been assessed or experienced LEARNING / EMOTIONAL / INTELLECTUAL / PHYSICAL / SOCIAL DIFFICULTIES (reading or speaking difficulties, physical challenges, developmental delays, attention or social issues, aggression, etc.)  Yes  No

**If there are any relevant documents pertaining to the above, please submit with application.**

### 7) RELIGIOUS INFORMATION

Indicate Sacraments received and Dates if applicable:

Baptism: \_\_\_\_\_ (Date/Month/Year)  Reconciliation: \_\_\_\_\_ (Date/Month/Year)  First Communion: \_\_\_\_\_ (Date/Month/Year)

Child's Religion: \_\_\_\_\_ Mother's Religion: \_\_\_\_\_ Father's Religion: \_\_\_\_\_

Name of Parish Family Attends: \_\_\_\_\_ Sunday Envelope No. (2016): \_\_\_\_\_

**If Religion is NOT Catholic faith, please sign the following acknowledgement:**

*I hereby acknowledge and accept the values and philosophy of a Catholic School and that my child will participate in the prayer life, church and church-related activities, religious courses, instruction and exercises in which Catholic ethical and moral standards are taught.*

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 8) SIBLING INFORMATION (including pre-school/daycare/infant siblings)

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (Date/Month/Year) Grade Level: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (Date/Month/Year) Grade Level: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_\_ (Date/Month/Year) Grade Level: \_\_\_\_\_

### 9) CONSENT

I consent to having St. Francis Xavier School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parental contact information, behavioural and academic and health information, previous report cards, emergency contact information, doctor's information, health insurance number, and any similar information needed for registration.

This information is required in order to register your child at this school. It will assist the school 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.

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_, certify that the above information is correct.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date Signed

**Please print the name for income tax receipt purpose:** \_\_\_\_\_

### For Parishioners of St. Francis Xavier Church Only

*Please have the Pastor's Approval for Parishioner's tuition fee before submitting this application form.*

I certify that \_\_\_\_\_, parent of \_\_\_\_\_, is a participating and supporting member of St. Francis Xavier Parish.

Note from St. Francis Xavier Church: \_\_\_\_\_

\_\_\_\_\_  
Pastor of St. Francis Xavier Church



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## PASTOR APPROVAL LETTER (for applicable for Category 2)

### PASTOR'S AUTHORIZATION FORM

#### SECTION A

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

Parish attended by family \_\_\_\_\_

Home phone number \_\_\_\_\_

Sunday envelope number \_\_\_\_\_

Student's First Name \_\_\_\_\_

Grade in September 2017 \_\_\_\_\_

Indicate Sacraments received and Dates:

Baptism: \_\_\_\_\_  
(Date/Month/Year)

Reconciliation: \_\_\_\_\_  
(Date/Month/Year)

First Communion: \_\_\_\_\_  
(Date/Month/Year)

Confirmation: \_\_\_\_\_  
(Date/Month/Year)

#### SECTION B (To be completed by Pastor only)

##### ADMISSION AUTHORIZATION

\_\_\_\_\_

Name of Parish

\_\_\_\_\_

Pastor's Name

As Pastor of the above parish, I hereby authorize St. Francis Xavier to accept the above-named student, provided that the student meets the admission requirements of St. Francis Xavier Elementary School.

\_\_\_\_\_

Pastor's Signature

\_\_\_\_\_

Date