



320 19 Street SE, Calgary, AB T2E 6J6

APPLICATION FORM 2021-2022

This application form is a legal document. It must be accurate and complete. All information will be treated confidentially. In recognition of PIPA requirements, the supervising authority can only use the personal information collected on this form for the purposes of approving, monitoring and supervising a school program. Should you have any questions regarding this collection, please contact our office.

PROGRAM CHOICE (SELECT ONE)

- | | | | | | |
|---------------------------------------|---------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Kindergarten | <input type="checkbox"/> BlendEd Gr. 1-6
BASIC | <input type="checkbox"/> BlendEd Gr. 1-6
ENHANCED | <input type="checkbox"/> BlendEd Gr. 7-9
ENHANCED | <input type="checkbox"/> Online Gr 1-6 | <input type="checkbox"/> Home Education |
|---------------------------------------|---------------------------------------------------|------------------------------------------------------|------------------------------------------------------|----------------------------------------|-----------------------------------------|

STUDENT INFORMATION: A student cannot be registered without proof of legal name, age and Alberta residency. A legal document such as: birth certificate, vital statistics document, landed immigrant documents, Canadian citizenship document, passport, student visa or driver's license must be presented with your application.

Legal Surname:	Legal First Name:	Legal Middle Name:
Preferred Name(s):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Preferred Pronoun: <input type="checkbox"/> He <input type="checkbox"/> She
<input type="checkbox"/> Canadian Citizen: Please provide one: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Other	Entering Grade:	Are you: <input type="checkbox"/> NEW <input type="checkbox"/> RETURNING
		Age on Sept. 1: <i>Must be 4.8 yrs on Sept 1 (ECS) Must be 5.8 yrs on Sept 1 (Gr.1)</i>

<input type="checkbox"/> Foreign Citizen - Foreign Citizens MUST provide Foreign Citizenship Documents AND Work Visa or Residency documents	
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other	<input type="checkbox"/> Work Visa Expiry:
AND	<input type="checkbox"/> Residency Documents

Aboriginal Self Identification:
For further information, please refer to: <https://education.alberta.ca-supports/results-report> or contact Alberta Education at 780-427-8501

Status Indian /First Nations **Non Status Indian /First Nations** **Métis** **Inuit**

FAMILY INFORMATION: The family must be a resident of the Province of Alberta on Sept. 30 to qualify for funding. It is important to fill out information for each parent or guardian, whether or not they are living together, or with the student.

Parent One (First and Last):	Parent Two (First & Last):
Relationship to Student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other	Relationship to Student: <input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Guardian <input type="checkbox"/> Other _____
Student Resides with this parent: <input type="checkbox"/> Yes <input type="checkbox"/> No	Student Resides with this parent: <input type="checkbox"/> Yes <input type="checkbox"/> No
Address:	Address (if different):
City:	City:
Postal Code:	Postal Code:
Cell Phone:	Alt Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work
	Cell Phone:
	Alt Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work

Email is our primary mode of communication. Please list **ALL** of the emails that you wish to add to your student's account.

Is there a Custody/Parenting Agreement or Guardianship Order in place? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>This application will not be processed until you provide a copy</small>	Is there a Protection Order in place? <input type="checkbox"/> No <input type="checkbox"/> Yes <small>This application will not be processed until you provide a copy</small>
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Emergency Contact & Relationship:	Phone Number:
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STUDENT EDUCATIONAL PROFILE: We are not a designated special needs school and do not offer programs suited to students at either end of the learning spectrum. If your student has an IPP, ISP or behavioral plan from their current school, you must provide this to us in order to ensure that Phoenix is able to provide support for your student. Failure to disclose this may result in non-acceptance or the withdrawal of your application.

ADMISSION: The Principal has the authority to determine the grade placement of each student enrolling or re-enrolling in the school. Whilst the school may continue to admit students of a wide range of abilities and learning needs, the Principal will not offer admission to a student who, in their opinion, will not be able to benefit from the opportunities in the school, or when a student's presence is likely to disturb the learning of other students in the school.

Legal Surname:	Legal First Name:	Language(s) spoken at home:
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New Students - Name of previous school:	New Students - Please include your most recent Report Card.	Has your student ever been suspended?
------------------------------------------------	--------------------------------------------------------------------	----------------------------------------------

Does your student have: Check all that apply **AND** provide the most current copy of any of these documents

IPP
 ISP
 Coding: list code(s): _____
 Behavioral Plan
 Current Psych Ed Assessment

Families issues or concerns:

Medical issues, medication or allergies: We cannot guarantee that Phoenix is an allergen-free zone. Please ensure you or your student carries an epi-pen or inhaler at all times and is able to use it. If your student has life threatening allergies or conditions, we require you to stay on-site with your student.

Please supply names of any other professionals involved in the care of this student (SLP, OT, Physio, Psychologist, Physicians, etc).

By signing below, you verify that you have filled out this application fully and to the best of your knowledge. It is an accurate representation of your family and student's current academic, medical and family situation.

Parent Signature:	Print Name:	Date:
Parent Signature:	Print Name:	Date:

If required by a court order, all parents / legal guardians must sign this form.

HOME EDUCATION REGULATION A.R.145/2006
NOTIFICATION FORM
School Act, Section 29

The personal information collected on this form is collected pursuant to the provisions of Section 33(c) of the **Freedom of Information and Protection of Privacy Act**, R.S.A 2000, cF-25, the *Student Record Regulation, A.R. 225/2006* and Section 2 of the *Home Education Regulation, A.R.145/2006* (in the case where the collection is done by an associate board) and pursuant to the provisions of the **Personal Information Protection Act**, the *Private Schools Regulation, A.R. 190/2000* and Section 2 of the *Home Education Regulation, A.R.145/2006* (in the case where the collection is done by an associate private school) for the purposes of: (a) notifying a School Board or an Accredited Private School that a parent wishes to educate a student in a home education program, (b) verifying that a student is eligible for a home education program, (c) and for providing further particulars on the home education program in which the student will be participating so that the associate board or accredited private school can supervise the program to ensure compliance with the **School Act**. This information will be treated in accordance with the **Freedom of Information and Protection of Privacy Act** and the **Personal Information Protection Act** as applicable and depending on whether the personal information is in the custody of an associate board or an associate private school. Should you have any questions regarding this activity, please contact Zone 6 Services Branch, Alberta Education at 10044-108 Street, Edmonton, Alberta, T5J 5E6 phone: 780-427-5381.

Alberta Education does not require parents who complete a Notification Form to complete a registration form for the associate board or associate private school.

Parents choosing blended programs may be required by the school to complete additional forms.

Part A and B must be completed by the parents and submitted to the proposed associate board or associate private school.

Part C must be completed by the associate board or private school. Parents must be notified in writing of the decision of the associate board or private school to supervise or continue to supervise the home education program within 15 school days of the associate board or private school receiving the Notification Form.

Part D must be completed by the parent and submitted to the proposed associate board or associate private school. This part relates to the required descriptions of those components of the proposed Home Education Program that relate to Learning Outcomes referred to in the *Home Education Regulation*.

PART A Student Information

Notification of Intention to Home Educate with a new associate board or associate private school.

Notification of Renewal of Intention to Home Educate with the same associate board or associate private school.

- | | |
|---------------|---------------------|
| _____ | _____ |
| Legal Surname | Legal Given Name(s) |
- | | | |
|------------------|------------------------|-----------------------------|
| Birthdate: _____ | 3. Gender (M/F): _____ | 4. Registration Date: _____ |
| (mm / dd / yyyy) | | (mm / dd / yyyy) |
- | | |
|------------------------------|---------------|
| Student Also Known As: _____ | _____ |
| Surname | Given Name(s) |
- | | | | |
|---------------------------------------------------------------------------------------------------|---------------------|--------------------------------|----------|
| The name of the student's parent (as defined in the School Act , Section 1(1)(q) and (2)): | | | |
| _____ | _____ | _____ | _____ |
| (last name) Mother | (first name) Mother | Home Phone | Work/Fax |
| _____ | _____ | _____ | _____ |
| (last name) Father | (first name) Father | Home Phone | Work/Fax |
| Family E-mail Address: _____ | | Alberta Education I.D. # _____ | |
| | | (To be provided by the school) | |

7. The address and telephone number of the student:

Street address or legal description		(Area code) Telephone number
Community	Province	Postal Code

The address and telephone number of the parent (if different from the student's):

Street address or legal description		(Area code) Telephone number
Community	Province	Postal Code

8. The address where the education program is to be conducted (if different from the above):

Street address or legal description		(Area code) Telephone number
Community	Province	Postal Code

9. The citizenship of the student and, if the student is not a Canadian citizen, the type of visa or other document by which the student is lawfully admitted to Canada for permanent or temporary residence, and the expiry date of that visa or other document:

10. The estimated grade level of the student: _____

11. The name of the resident school board: _____

12. Education program and name of school or name of associate board or associate private school for the previous school year: _____

13. Is assistance required in preparing the home education program plan? (Check one) Yes No

14. Provide the name of the person(s) providing the home education program or instructing the home education program, if not the parent: _____

15. a) **For associate school boards** – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. Alberta school boards are also collecting this information pursuant to the same section in conjunction with section 2(1)(t) of the Student Record Regulation and for the same purposes.

For further information or if you have questions regarding the collection activity, please contact the office of the Director, Aboriginal Policy, Policy Sector, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by your school board, please contact the School Board Superintendent.

b) For associate private schools (if private school is a Level 2 Accredited Funded Private School) – please see note below:

If you wish to declare that you are an Aboriginal person, please specify:

- Status Indian/First Nations Non-Status Indian/First Nations Métis Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success.

Pursuant to section 13 and 14 of the Personal Information Protection Act (PIPA), Level 2 accredited private schools in Alberta are collecting this information in order to develop policies, programs and services to improve Aboriginal learner success.

For further information or if you have questions regarding the collection activity by Alberta Education, please contact the office of the Director, Aboriginal Policy, Strategic Services Division, Alberta Education, 10155-102 Street, Edmonton AB, T5J 4L5, (780) 427-8501. If you have questions regarding the collection activity by the school, please contact the school principal.

16. Section 23 Francophone Education Eligibility Declaration

Section 2 (1) of the Student Record Regulation states that:

*To be completed only if associate board is supervising Home Education

The student record of a student must contain all information affecting the decisions made about the education of the student that is collected or maintained by a board, regardless of the manner in which it is maintained or stored including (s) if the parent of a student is eligible to have the student taught in the French language pursuant to section 23 of the Canadian Charter of Rights and Freedoms, a notation to indicate that and a notation to indicate whether the parent wishes to exercise that right.

Pursuant to Section 23 of the *Canadian Charter of Rights and Freedoms*:

Citizens of Canada

- whose first language learned and still understood is French; or
- who have received their primary school instruction in Canada in French have the right to have their children receive primary and secondary instruction in French; or
- of whom any child has received or is receiving primary or secondary school instruction in French in Canada, have the right to have all their children receive primary and secondary school instruction in the same language.

In Alberta, parents can only exercise this right by enrolling their child in a French first language (Francophone) program offered by a Francophone Regional authority.

A. According to the criteria above as set out in the *Canadian Charter of Rights and Freedoms*, are you eligible to have your child receive a French first language (Francophone) education? (Please place an X in the appropriate box.)

- Yes No Do not know

B. If yes, do you wish to exercise your right to have your child receive a French first language (Francophone) education?

- Yes No

PART B Declaration by Parent

I/We, _____, the parent(s) of _____ the student, declare to the best of my/our knowledge that the home education program and the activities selected for the home education program will enable the student (check as applicable):

- to achieve the outcomes contained in the Alberta Programs of Study.
 to achieve the outcomes contained in the Schedule included in the *Home Education Regulation*.

In addition, I/We understand and agree that the instruction and evaluation of my/our child's progress is my/our responsibility and that the associate board or private school will supervise and evaluate my/our child's progress in accordance with the *Home Education Regulation*.

I/We understand and agree that the development, administration and management of the home education program is our responsibility.

Parents who provide home education programs acknowledge that there are implications when they choose to use programs different from the Alberta *Programs of Study*:

1. Students may not apply to a high school principal for high school credits.
2. Students may not receive an Alberta High School Diploma.

Any student in a home education program may write a high school diploma examination. However the diploma examination mark achieved will stand alone and will not result in a final course mark unless accompanied by a recommendation for credit by a high school principal. A final course mark requires both a school awarded mark and a diploma examination mark. Arrangements to write diploma examinations should be made well in advance of the writing date by contacting the associate school board or associate private school for assistance or Learner Assessment Branch at 780-427-0010.

Signature(s) of Supervising Parent(s) or Legal Guardian(s)

(mm / dd / yyyy)

PART C Associate School Board or Associate Private School Notification of Acceptance

As per Section 2(3) of the *Home Education Regulation* the associate board or associate private school must reply in writing to the parent not more than 15 school days after the date on which it is notified whether it agrees to supervise or continue to supervise the Home Education Program.

This agreement is accepted is not accepted by the is provisionally accepted by

(Print the name, address and phone number of the associate board or private school)

Signature of Superintendent or Principal

(mm / dd / yyyy)

PART D Requirements for the Home Education Program for Components of the Program that Do Not Follow the Alberta Programs of Study

If portions of the student program will enable the student to achieve the outcomes contained in the Schedule included in the Home Education Regulation, please attach according to this Form the required written description of the Home Education Program for a student who is following the *Schedule of Learning Outcomes for Students Receiving Home Education Programs That Do Not Follow the Alberta Programs of Study*:

1. Describe in the home education program plan, the instructional method to be used, the activities planned for the program and how the instructional method and the activities will enable the student to achieve the learning outcomes contained in the Schedule.
2. Identify the resource materials, if different from provincially authorized materials, to be used for instruction.
3. Describe the methods and nature of the evaluation to be used to assess the student's progress, the number of evaluations and how the evaluation addresses the learning outcomes in Question 1.
4. Describe the associate board or associate private school facilities and services that the parent wishes to use.



1. Phoenix Education Foundation (hereafter known as *the school*), arranges for students to participate in classes, workshops, camps, field trips, tours, off-campus activities, athletic events and/or other excursions (hereafter known as *events*) which have educational, athletic, or cultural value.
2. **I agree** that while my student is participating in any event hosted, organized, or promoted by the school, they must abide by the Student Code of Conduct. Any events coordinated in conjunction with other organizations and venues are also subject to their availability, registration procedures and event guidelines. If my student's behavior is inappropriate they will be removed from the class and I will need to pick them up.
3. **I agree to** register for events and classes no later than 4:00 pm the Friday prior to the event for any events for which the student shall participate. Registration will not be considered complete unless the appropriate fees have been paid at the time of registration. Parents must advise the school in writing prior to the commencement of any event, if they withdraw consent for the student to participate in the event. If the student is ill, parents must call to advise the school that the student will not be attending the event. **Registration fees are non-refundable and non-transferable.**
4. All outstanding amounts on the student's account are payable on June 15th of each year and **I agree that** the school may charge my credit card for any and all outstanding amounts after that date, if not paid in full.
5. Participants are required to be on time, dress appropriately and participate fully in any school function, field trip, event or program. Possession of drugs, alcohol, tobacco, cannabis, vaping products and/or weapons is strictly prohibited and intentionally destructive behavior such as hitting others, spitting, swearing and willful destruction of other's property will not be tolerated.
6. Due to the nature of the school, there may be a limited number of spots available for events and as such, registration for events is on a first-come, first serve basis. The school has the right to cancel any event for any reason such as weather condition, venue cancellation, lack of participants, etc. If the school cancels the event, a credit will be issued to the student's account.
7. **I agree** to transport our student named above to and from any events that s/he may be participating in that have been organized by the school. **I agree** to have in effect the necessary vehicle and liability insurance and that I will use a certified child safety seat to transport a child under 40lbs as required by law.

Student Legal Surname:	Legal First Name:
Preferred Name:	
Home Phone:	Cell Phone:
Email address:	
Emergency Contact and Relationship:	Phone:
Medical issues, allergies or family issues:	

On behalf of the student named above, I _____ HEREBY WAIVE AND RELEASE the **PHOENIX EDUCATION FOUNDATION** and any Staff member, affiliate or volunteer hired by the Foundation from any and all liability to the above named minor. I am fully aware of the risks and potential for harm involved in such classes/events/field trips/excursions, and on behalf of such minor, release from liability the Phoenix Education Foundation and waive any claims such minor may have as a result of an accident, mishap or negligence of the Released Party and/or other party under or affiliated with the Released Party.

PARENT SIGNATURE

DATE

SOARING TO BRILLIANCE



When student information is shared in a way that makes the student publicly identifiable, PIPA requires the Phoenix Education Foundation to obtain parent consent. Sharing this information, for non-profit educational purposes, helps us celebrate the successes of our students with parents, the community and general public.

Giving consent means that we have permission to use your child's personal information (image, grade, samples of work) in the following ways:

- Displays and presentations in the school
- Phoenix's website and social media
- Schoology (Learning Management System)
- Print and electronic publications that provide information about Phoenix and school initiatives or activities (brochures, invitations, reports, newsletters, etc)
- Videos, lessons and student work may be digitally recorded as evidence for staff development or to demonstrate good professional practices. These may be shared with other educational organizations.

This consent does not apply to:

- Use of student information by media or third party organizations. This consent will be expressly provided in a separate form.
- Photographs and recordings taken by parents during school events either on or off Phoenix property.
 - *Parents may take recordings of students at school events. Once parents have taken photographs or videos, Phoenix cannot restrict or limit their subsequent publication or re-broadcasting.*
- The educational use of student information within Phoenix.

Consent for Release:

____ I give the Phoenix Education Foundation consent to use my child's information as described above.

____ I DO NOT give consent to use my child's information as described above.

Name of Student *(please print)*

Name of Parent/Guardian *(please print)*

Signature of Parent/Guardian

Date (YYYY-MM-DD)

*** Consent is valid for the current school year only.**



Students, staff, and administrators of the Phoenix Foundation have the opportunity to access the Phoenix network for education purposes or to conduct school business. Anyone having access to our network shall be considered a user. The Phoenix Foundation does not have sufficient resources to monitor every aspect of network use and users are expected to act in a responsible and courteous manner at all times regarding its use. The following guidelines apply to all users when they access the Phoenix network connection which includes but is not limited to Schoology (Learning Management System) and the Phoenix Google Apps for Education domain.

1. Privileges - The use of Phoenix internet and network is a privilege, not a right, and inappropriate use will result in disciplinary action. Based on this policy, the Administrator or designate, or the school principal in conjunction with the system administrators will deem what is appropriate use and their decision is final. The administration and school staff of the Phoenix Foundation may deny, revoke, or suspend/close specific user accounts or specific privileges such as Internet or email use at any time as required. Serious offences may be referred to the RCMP/ CPS for investigation and possible criminal charges if the offence warrants such action.

2. Property, System Use and Maintenance - The Phoenix network and e-mail system is the property of the Phoenix Education Foundation. Users may not move, repair, reconfigure, modify or attach external devices to the networks. Unauthorized use of the network and e-mail system is prohibited. E-mail or other files stored on a Phoenix file server are not considered private property and may be removed by the Administrator or designated personnel without prior notice to the User.

3. Privacy - Users do not have a personal privacy right in any matter created, received, stored in or sent from the Phoenix network or e-mail system. The Administrator or designate reserves the right to access any files to determine whether or not an employee or student is using the system for items of true “educational value”. The Phoenix Foundation may at times and without prior notice, monitor and review e-mail messages and web site retrieval by network users to ensure proper use.

4. Personal Safety - Always think about your own personal safety while using the Phoenix network or e-mail systems. Protect your privacy, as well as the privacy of others. Do not give out personal information, never agree to get together with someone you “meet” on-line, never send a personal picture or any other personal information, do not respond to any messages that are inappropriate, mean or in any way make you feel uncomfortable. Report inappropriate behaviour to the Phoenix Administrator or Principal in a timely manner.

5. Accounts and Passwords - Users must obtain an authorized account and password from the Phoenix Foundation Administrator in order to access the Phoenix network and e-mail system. Do not share the account or password with any other person or leave the account open or unattended at any computer system. It is the user’s responsibility to protect email accounts from unauthorized use by changing passwords/keys periodically and using passwords that are not easily guessed. Attempts to log-in to the system as any other user will result in disciplinary action. The Phoenix network may occasionally require new registration and account information from you to continue the service.

6. Responsible Use - The use of your account must be in support of education and research and consistent with the educational objectives of the Phoenix Foundation. Transmission of any material in violation of any Federal or Provincial regulation is prohibited. This includes, but is not limited to the following:

6.1 Network use is restricted to only those users that have been issued an authentic username and password by the Phoenix Administration.

6.2 Respect copyright laws. Downloading or transferring copyrighted materials to or from any Phoenix computer without the express consent of the copyright owner is a violation of federal law and is expressly prohibited.



6.3 All unauthorized and unlicensed software is prohibited on the Phoenix network.

6.4 Users will not engage in illegal or unethical acts, including use of network access to plan or carry out any scheme to defraud or to obtain money, or other things of value by false pretences, promises, or representations; or to damage or destroy computer-based information or information resources.

6.5 Use of e-mail and other Phoenix network communications facilities to harass, defame, offend, or to disseminate defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive, illegal material, or otherwise annoy other users of the networks is forbidden. Each user has the responsibility to report all such violations.

7. Warranties - Phoenix makes no warranties of any kind, whether expressed or implied, for the service it is providing. Phoenix will not be responsible for any damages you suffer. Without limiting the generality of the foregoing, this includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence, errors, or omissions. Use of any information obtained via the Phoenix network is at your own risk. Phoenix specifically denies any responsibility for the accuracy or quality of information obtained through this service.

8. Security - Security on any computer system is a high priority, especially when the system involves many users. If you identify a security problem on the Phoenix network, please notify the system administrator or principal as soon as the problem is identified. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Phoenix network.

USER CONSENT

I have read, understood, and will abide by the Phoenix Foundation Responsible Use and Ongoing Consent Agreement. I realize that violation of these provisions may result in loss of use of network privileges, as well as possible disciplinary actions. This may include, but is not limited to, revocation or suspension of network privileges, suspension or expulsion from school, and/or appropriate legal action.

User Name: _____ Signature: _____ Date: _____

PARENT / GUARDIAN CONSENT

I understand that Phoenix will use its best efforts in order to limit such access to only those areas of educational value, however, I understand that no matter how much supervision and monitoring and technical barriers Phoenix may utilize, there will always be the possibility of my child coming into contact with defamatory, inaccurate, abusive, obscene, profane, sexually-oriented, threatening, racially offensive or illegal material. Notwithstanding this fact, I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I give consent for my child to access the internet, Schoology and email systems of the Phoenix Foundation.

Signature: _____ Date: _____



Students and parents may need to participate in virtual classes and meetings as part of their required attendance in their program.

In all cases, the Phoenix Education Foundation **Student Code of Conduct** applies to behavior and actions of students participating in a virtual or online setting. Breaches of the **Code of Conduct** will be dealt with in accordance with the **Student Discipline Policy**. Both policies are available at the school and on our website.

In addition, the **Phoenix Foundation Responsible Use and Ongoing Consent Agreement** governs use of the Phoenix Network, including Schoology and Google Apps for Education.

Access to virtual and online classes is only permitted for registered Phoenix students and their parents or guardians. The host may record the class for the expressed purpose of sharing the recording with other teachers or students. Participants will be notified of the recording.

The virtual setting is unique and in order for virtual classes and meetings to be effective for all, participants must abide by the following online and virtual etiquette standards:

Parents

- Ensure that students have a space that is quiet and free of distractions. Other devices such as cell phones, tablets, TVs and other apps on their computer should be turned off.
- Ensure that you are available to assist your student with technology problems as well to monitor student participation and behavior.
- If your student is in grades K - 3, you **must** attend with your student.

Students

- Arrive early.
- Dress appropriately. This is still a classroom.
- Use your proper name when you sign on.
- Address teachers and fellow students by their proper title and names.
- Use the chat feature responsibly. Comments must be relevant to the lesson.
- Mute your microphone.
- Participate. Use the “raise your hand” button and wait for your teacher to acknowledge you before unmuting.
- Be polite. Be kind. Always.
- Do not use vulgar, belittling or offensive language, symbols, or gestures.

Name of Student *(please print)*

Name of Parent/Guardian *(please print)*

Date (YYYY-MM-DD)

Signature of Parent/Guardian

Student Name:	Grade:
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Program:	<input type="checkbox"/> K <input type="checkbox"/> Home Ed Online - 1-6 <input type="checkbox"/> BlendEd - 1-6 Basic <input type="checkbox"/> BlendEd - 1-6 Enhanced <input type="checkbox"/> BlendEd - 7-9 Enhanced
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Submitting an Application form and paying the application fee does not guarantee admission to the school. In accordance with our Admission policy, a notice accepting or declining your application will be sent to you by email, regular mail, or in person.

APPLICATION FEE: REQUIRED. NON-REFUNDABLE. This fee must be paid at the time of your application. Application fees are capped at 3 students per family. New student application fees will be calculated first.

New students pay \$75.00. Returning students pay \$50.00. A returning student is one that was registered and attended Phoenix in 2020-2021 (any program except Preschool).

Application Fee \$0 *4th child \$50 \$75

BASIC BlendEd 1-6: Includes 3 Creation Studio Themes (6 weeks of programming/theme. Select Tuesday or Thursday), 1 Camp session (3 weeks of programming. Select Tuesday or Thursday). Fees apply to additional classes, clubs and events.

ENHANCED BlendEd Gr 1-6: Includes full year, single day registration (all Creation Studio classes, Camps, Outdoor Week. Select Tuesday or Thursday), plus Friday specialty classes and events. Does not include field trips, clubs or guest speakers.

ENHANCED BlendEd Gr 7-9: Includes full year on-site class registration. Students attend every Wednesday and scheduled half day Friday (approx 10). Includes all core classes, electives, field trips and teen events.

ADDITIONAL FEES

	Resource Deposit <i>*refundable*</i>	Lunch Supervision	Tuition Fee	Total
BlendEd - Gr. 1-6 BASIC	\$50.00	\$105.00	\$0	\$155.00
Payment Option	<input type="checkbox"/> One	<input type="checkbox"/> Two		
BlendEd - Gr. 1-6 ENHANCED	\$50.00	\$175.00	\$775.00	\$1000.00
Payment Option	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four			
BlendEd Gr. 7 - 9 ENHANCED	\$75.00	n/a	\$925.00	\$1000.00
Payment Option	<input type="checkbox"/> One <input type="checkbox"/> Two <input type="checkbox"/> Three <input type="checkbox"/> Four			

PAYMENT OPTIONS - ENHANCED PROGRAM ONLY -

Option One:	Fees paid in full upon acceptance	Option Two:	Fees paid in full on September 1, 2021
Option Three:	50% due June 1, 2021 (or at acceptance for July - August registration) 50% due September 1, 2021	Option Four:	Monthly payment plan. Tuition and fees must be paid in full by February 1, 2022. All monthly plans are subject to \$25.00 admin fee and 2% finance fee.



320 19 Street SE, Calgary, AB T2E 6J6

TUITION AND FEES 2021-2022

PLANNED GIVING: OPTIONAL - You can contribute directly to these funds at the time of registration or at any time throughout the year. Thank you for helping to make Phoenix a unique and compassionate place to be!

Phoenix is now a Registered Charity and will issue a tax receipt for any donation of \$20.00 or more. Your official tax receipt will be issued under the name of the person who made the donation. If you make the donation by credit card, then the receipt will be issued to the cardholder name on the credit card.

Compassion Fund (Optional Donation) - The Compassion Fund is used for cards, thank you gifts, Christmas food hampers, transit passes, or flowers during a time of loss. Your donations make a real difference!

- \$25
- \$50
- \$100

Scholarship Fund (Optional Donation) - We are very proud to present the Venley Conn Literacy Award, the Act of Kindness Award and the Michael Batas Environmental Stewardship Award. Recipients receive gift certificates, books, recognition and more. These great awards are presented annually to Phoenix students.

- \$25
- \$50
- \$100

Special Projects (Optional Donation) - The money raised goes to many various special projects, such as our Creation Studio, classroom refurbishment, the Bees, and the Food Forest garden.

- \$25
- \$50
- \$100

Soaring to Brilliance Fund (Optional Donation) - our **SOARING TO BRILLIANCE** fund assists students in achieving their dreams. This fund provides support for learning events and activities outside the academic program we offer through Phoenix. Students must apply and demonstrate need.

- \$25
- \$50
- \$100

BALANCE OWING

TOTAL APPLICATION & TUITION:

TOTAL DONATIONS:

BALANCE OWING:

WITHDRAWAL and TUITION FINE PRINT

*Tuition fees may be refunded when a student withdraws from Phoenix.
Withdrawal notice must be in writing and submitted to the Principal at michelle@phoenixfoundation.ca*

1. Withdrawal notice received prior to August 31, 2021 - Full refund of tuition and refundable fees
2. Withdrawal notice received from September 1, 2021 - February 28, 2022. Pro-rated refund of tuition and refundable fees
3. Withdrawal notice received after February 28, 2022 - No refund of tuition or fees

PAYMENT METHOD

I understand that my fees and tuition will be collected according to the following schedules:

Application Fee: Due immediately

Donations: Due upon acceptance

Additional Fees: Due according to my payment schedule

E-TRANSFER: send to payments@phoenixfoundation.ca

CREDIT CARD NUMBER: REQUIRED - I authorize the Phoenix Education Foundation (Phoenix) to bill the credit card number listed below for any Phoenix event(s) or product(s) that either myself or my student has registered for, participated in, consumed or damaged that exceeds the student's BlendEd or Home Education program allotment. I understand and agree that I am responsible for any outstanding amounts. Withdrawal from Phoenix does not remove this obligation. I hereby give permission for the Phoenix Education Foundation to keep this credit card number on file. This information shall be kept confidential at all times.

Name on card:

MasterCard

Visa (no visa debit)

Card Number:

Expiry:

CVC:

Signature: