



320 19 Street SE, Calgary, AB T2E 6J6

APPLICATION FORM 2023 - 2024

This application form is a legal document. It must be accurate, complete and signed by the parent, legal guardian or independent student. 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.

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 Last name:	Legal First Name:	Legal Middle Name:
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Preferred Name(s):	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> X	Preferred Pronoun: <input type="checkbox"/> He <input type="checkbox"/> She <input type="checkbox"/> They	Date of Birth:
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<input type="checkbox"/> Canadian Citizen: Please provide one: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> My documents are on file (<i>Returning Students only</i>) <i>This application will not be processed until you provide a copy.</i>	Entering Grade:	Are you: <input type="checkbox"/> NEW <input type="checkbox"/> RETURNING	Age on Sept. 1: <i>Must be 4 yrs and 8 mos on Sept 1 (ESC)</i> <i>Must be 5 yrs and 8 mos on Sept 1 (Gr.1)</i>
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<input type="checkbox"/> Foreign Citizen - Foreign Citizens MUST provide BOTH Foreign Citizenship Documents AND Work Visa or Residency documents <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Other AND <input type="checkbox"/> Work Visa Expiry: <input type="checkbox"/> Passport <input type="checkbox"/> Residency Documents
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Aboriginal Self Identification: For further information: www.alberta.ca/first-nations-metis-or-inuit-student-self-identification.aspx or contact Alberta Education at 780-427-8501. If you have questions about the collection of this information, please contact the school.

- Status First Nation Non Status First Nation Métis Inuit

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

#1 Parent / Legal Guardian (First & Last): *This will be our <u>primary</u> contact	#2 Parent / Legal Guardian (First & Last): *This will be our <u>second</u> contact
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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 _____
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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
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Address:	Address (if different):
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City:	Postal Code:	City:	Postal Code:
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Cell Phone:	Alt Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work	Cell Phone:	Alt Phone: <input type="checkbox"/> Home <input type="checkbox"/> Work
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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 <i>This application will not be processed until you provide a copy.</i>	Is there a Protection Order in place? <input type="checkbox"/> No <input type="checkbox"/> Yes <i>This application will not be processed until you provide a copy.</i>
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Emergency Contact (<i>NOT one of the adults listed above</i>):	Relationship to Student:	Phone Number:
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STUDENT EDUCATIONAL PROFILE 2023 - 2024

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 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 Last Name:	Legal First Name:	Language(s) spoken at home:
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
 ESL
 Coding: list code(s): _____
 Behavioral Plan
 Current Psych Ed Assessment

Learning Challenges: Briefly describe.

Please supply names of any other professionals involved in the care of this student: SLP, OT, Physiotherapist, Psychologist, Physicians, etc

Family Circumstances: Please briefly describe any family circumstances that you wish the school to be aware of.

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, you must stay on-site with your student.

Dietary preferences and/or restrictions: We cannot guarantee that classes and events can accommodate all dietary preferences or restrictions.

DECLARATION: By signing below, I verify that I have the legal authority to register the student identified on this form and that I have identified all of the parents and legal guardians for this student. I declare that I have filled out this application fully and to the best of my knowledge. I also acknowledge that I will notify the school immediately of any changes to any of the information on this form.

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

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



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 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



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 Workspace domain.

1. Privileges

- The use of Phoenix internet and network is a privilege and inappropriate use will result in disciplinary action.
- Based on this policy, the Administrator or designate, and the school Principal will deem what is appropriate use and their decision is final.
- The administration 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 offenses may be referred to the RCMP/ CPS for investigation and possible criminal charges if the offense warrants such action.
- The Phoenix network has limited bandwidth and Phoenix may limit personal access to the network to preserve bandwidth.

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 Google drive 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 behavior to the Phoenix Administrator or Principal in a timely manner.

5. Accounts and Password

- 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.
- Protect your email accounts 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:
 - Network use is restricted to only those users that have been issued an authentic username and password by the Phoenix Administration.
 - 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.
 - All unauthorized and unlicensed software is prohibited on the Phoenix network.
 - 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 pretenses, promises, or representations; or to damage or destroy computer-based information or information resources.
 - 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. Personally-Owned Devices

- Individuals may use their own personal electronic devices on the Phoenix network.
- When using a personal electronic device, all of the above conditions apply.
- Personal devices registering/using on the Phoenix network can be monitored and the computing activities can be traced to the user.
- Only connect to the Phoenix wireless network.
- Do not use peer-to-peer sharing (music/video/gaming) software or web-hosting services while connected to the Phoenix guest network.
- Use personal electronic devices appropriately at all times.
- The security, care, connectivity, technical support and maintenance of personal devices is the user’s responsibility.
- Phoenix is not responsible for the loss, theft, or damage of personal devices.

PARENT / GUARDIAN CONSENT

I have read, understood, and reviewed this agreement with my student. My student will abide by the Phoenix Foundation Responsible Technology Use 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. I understand that Phoenix will use it’s best efforts in order to limit internet 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 student coming into contact with inappropriate and unacceptable material and I will not hold Phoenix responsible for materials acquired on the internet. I recognize the importance of my child becoming technologically aware in an increasingly technological society, and I give consent for my student to access the internet, Schoology and email systems of the Phoenix Foundation.

Name of Student (please print)

Name of Parent/Guardian (please print)

Date (YYYY-MM-DD)

Signature of Parent/Guardian



Occasionally, as a part of a regularly scheduled class or event at the Phoenix Foundation, Learning Coaches and Instructors may walk with students off school property to venues in the Mayland Heights community that are in close proximity (walking distance) to the school. These places may include:

- Mayland Heights Playground at 3 Ave and 23 St NE
- Greenspace / field immediately south of the school
- Mayland Shopping Center
- Righteous Gelato, Lactalis

Risk mitigation and safety measures include:

- Supervision ratio of 14:1, or greater,
- Learning coaches/supervisors carry an emergency pack which includes: first aid kit, epi-pen, sunscreen, bug spray, walkie talkie and/or cell phone,
- Learning Coaches review all of the safety rules and behavior expectations with students prior to departure.
- First Aid certification for all supervisors,
- Weather related preparations (umbrellas, mitts, toques, etc),
- Parents will be notified by email prior to the class that includes a community trip.

Risks and hazards for these trips include:

- Slipping, tripping and falling
- Crossing streets
- Falling on playground equipment
- Wildlife encounters (prairie dogs, hawks)

I freely and voluntarily assume the risks and hazards inherent in the nature of the activity and understand and acknowledge that my student, as a participant, may suffer personal and potentially serious injury due to an unforeseeable or fortuitous event.

My student has been informed that they are to abide by the rules and regulations including directions and instructions from the school's Learning Coaches, instructors, and supervisors as imposed on students while participating in the activities.

Based upon my understanding of the activities and the hazards identified above:

I **GIVE** my student permission to participate in these close-proximity off-site activities. This permission is extended for the duration of the school year. This permission does not extend to field trip activities at venues that are not walking distance from the school.

I **DO NOT** give permission for my student to participate in these close-proximity off-site activities.

Name of Student (*please print*)

Name of Parent/Guardian (*please print*)

Date (YYYY-MM-DD)

Signature of Parent/Guardian

PARENT-PROVIDED TRANSPORTATION AGREEMENT



Dated and in effect this ____ day of _____, 2023

BETWEEN:

The Board of Directors of Phoenix Education Foundation

-And-

(Parent)

WHEREAS:

The Parent requires transportation service for his or her child residing within the boundaries of The **Phoenix Education Foundation** and has agreed to provide transportation services to and from school for the child; **Phoenix Education Foundation** has agreed to compensate the Parent for the provision of transportation services for the child to and from school;

NOW THEREFORE the parties to this Agreement agree as follows:

- 1 This Agreement shall commence upon the Effective Date and shall be terminated pursuant to the provisions contained in this Agreement.
- 2 The Parent shall provide transportation for the child listed below to and from their place of residence, as indicated, to the school indicated or to the school bus route.

Name of Child	Address or Legal Land Description	School Attended
		Phoenix Education Foundation School Code – 1264

- 3 The personal information collected pursuant to this Agreement is collected under the authority of the School Act that mandates program operations and services offered by Phoenix Education Foundation, and is protected under the privacy provisions of PIPA. Any questions about the collection and use of the information should be directed to the school.
- 4 Phoenix Education Foundation shall not, in any way, be liable to the Parent or to any child being transported by the Parent for any and all actions, proceedings, claims, costs, expenses and demands of any nature in consequence of bodily injury, sickness, disease or death sustained by the Parent or the Parent's child while riding in, boarding or alighting from, any vehicle provided by the Parent.
- 5 The Parent agrees that he (she) is entirely responsible for the replacement, maintenance, repair and/or operating expenses for the vehicle used to transport the child to and from school.
- 6 The Parent shall notify Phoenix Education Foundation of any change of residence location within five (5) days of such change of residence location.
- 7 Phoenix Education Foundation shall pay a transportation allowance to the Parent for each day that the child referred to in Section 2 is (are) transported to the location indicated.
- 8 The transportation allowance referred to in (2) above will be an allowance at the current rate approved by Phoenix Education Foundation which is **\$574.00*** per year for the total distance traveled that is 2.4 KM or more from home. This payment will be made in two installments in January and in May/June of each school year upon completion of teacher/parent/student interview. (**Amount is determined by Alberta Education and is subject to change*)
- 9 This Agreement may be terminated by either party giving notice in writing to the other party, and upon notice being given, this Agreement shall terminate on the last day of the same month in which the notice is given.
- 10 The Parent is advised to inform the company that insures the Parent's motor vehicle that the Parent is transporting the child (children) listed on this agreement to and from school.

PARENT

PHOENIX EDUCATION FOUNDATION

DATE

DATE



320 19 Street SE, Calgary, AB T2E 6J6

KINDERGARTEN FEES 2023-2024

Student Name:

Grade: KINDERGARTEN

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 students pay \$75.00. \$75 (New)

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: \$75.00

TOTAL DONATIONS:

BALANCE OWING:

PAYMENT METHOD

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

Application Fee: Due immediately **Donations:** Due upon acceptance

E-TRANSFER: send to payments@phoenixfoundation.ca Include your student's name in the message.

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. 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: