



O.A.P. Kindergarten Programs 2020-2021

CHILD'S NAME: _____

Tuesday/Thursday & Special Fridays

Monday to Thursday & Special Fridays

(Fees of \$1,000.00 apply to this program)

FEES

Fees for Monday to Thursday and special Fridays are set at the following for the 2020-2021 school year. Payments of \$125.00 for eight months totaling \$1,000.00 for the year. Your first payment of \$125.00 for September will be due August 14, 2020 using the Schoolcash link on the OAPSchool.ca website. All fees will be due on the first day of each month using Schoolcash online. If you are not able to pay your fee on time each month, please call the school to make arrangements or your registration will be cancelled.

O.A.P. Kindergarten Program

Classroom Information

Students Preferred Name: _____

Mother/Guardian Name: _____

Father/Guardian Name: _____

Grandmothers' Name: _____

Grandfathers' Name: _____

Siblings Names:

Year of Birth:



STUDENT REGISTRATION 2020 – 2021

PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, a student registration form must be completed in its entirety and signed by the parent/legal guardian or by the student (if living independently). The student registration form is used to enroll a student who is new to Northern Gateway Public Schools, who is returning to the division, or who is transferring to a school within the division. The registration form is also used annually to record important changes, such as student legal name, citizenship, residency information, legal relationship of parent/guardian to student, health information disclosure, Francophone Education rights, independent student status, or self-declaration of Aboriginal ancestry. A student cannot be registered without a copy of a legal document (birth certificate, permanent residency document, Canadian citizenship document, or passport) that provides proof of legal name and age.

OFFICE USE ONLY

Student ID # ASN # (9 digits)

School Grade Room Date of Registration (MM/DD/YYYY)

A copy of the following is attached: Birth Certificate Residency Document Canadian Citizenship Document Passport

If applicable, a copy of the legal guardianship/custody order is attached: Yes No

STUDENT INFORMATION		Print the student's legal surname (last name) and given name(s) below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first name, there is a space at the end of this section for preferred name.				
Student's Legal Last Name			Date of Birth (MM/DD/YYYY)			
Student's Legal First Name			Grade Level			
Student's Legal Middle Name(s)			Language Spoken at Home (if other than English)			
Student's Preferred First Name			Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified			
Student Citizenship or Immigrant Status						
<input type="checkbox"/> Canadian Citizen <input type="checkbox"/> Child of Canadian Citizen <input type="checkbox"/> Child of individual lawfully permitted to Canada for permanent or temporary residence <input type="checkbox"/> Lawfully admitted to Canada for permanent residence <input type="checkbox"/> International student (parent/guardian residing in another country)						
Phone Numbers (with area code)						
Home Phone			Cell Phone			
Siblings						
Last Name		First Name		School		
Last Name		First Name		School		
Last Name		First Name		School		
Town Residence Address						
Unit Number	House Number	Street Name	Street Type	Town	Province	Postal Code
Rural Legal Land Description						
<input type="checkbox"/> NE <input type="checkbox"/> NW	Section	Township		Range	W5	
<input type="checkbox"/> SE <input type="checkbox"/> SW						
Subdivision		Lot		Block	Plan	
Rural Address Sign Number						
Mailing Address (if different than student's residence)						
Address or P.O. Box			Town	Province	Postal Code	
School History						
Has the student ever registered with NGPS? <input type="checkbox"/> Yes <input type="checkbox"/> No			Previous NGPS School			
Previous Non-NGPS School Attended		Previous School Phone Number		Previous School District	Previous School Province or Country	
Medical Information (This information could be crucial to the well-being of the student, although we understand this information is optional)						
Are there any serious medical conditions about which you wish the school to be aware? Please indicate below. <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Allergies (please specify) <input type="checkbox"/> Hemophilia <input type="checkbox"/> Heart Condition <input type="checkbox"/> Asthma <input type="checkbox"/> Other (please specify)					AHC Number	
Medical Notes (if more space is required, please attach additional notes)						

Bus Transportation

Will the student require transportation on a Northern Gateway Public Schools' bus? Yes No
 Information from this form will be forwarded to the Transportation Department. The Transportation Department will contact the driver, who will call you.
 For more information regarding transportation, please visit the NGPS website at <http://www.ngps.ca/about-us/transportation-services/>
Proof of address is required i.e. Utility bill. Please attach a copy with your registration form

PARENT/GUARDIAN INFORMATION Please identify each of the legal guardian(s) for the child being enrolled. The legal guardian is the parent or person legally appointed as guardian as defined in the Family Law Act, Corrections Act, Corrections and Conditional Release Act, Young Offenders Act, or Child, Youth, and Family Enhancement Act.

FIRST LEGAL PARENT/GUARDIAN	Relationship to Student					
	Last Name					
	First Name			Mr., Mrs., Ms., Dr., etc.		
	Phone Numbers (with area code)					
	Home Phone		Business Phone			
	Cell Phone		Email Address			
	Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If address is different than the student's, please complete the section below.					
	Town Residence Address					
	Street Address		Town	Province	Postal Code	
	Rural Legal Land Description					
	<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township	Range	W5
	<input type="checkbox"/> SE	<input type="checkbox"/> SW				
Subdivision		Lot	Block	Plan		
Rural Address Sign Number						
Mailing Address (if different than student's residence)						
Address or P.O. Box		Town	Province	Postal Code		

SECOND LEGAL PARENT/GUARDIAN	Relationship to Student					
	Last Name					
	First Name			Mr., Mrs., Ms., Dr., etc.		
	Phone Numbers (with area code)					
	Home Phone		Business Phone			
	Cell Phone		Email Address			
	Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No If address is different than the student's, please complete the section below.					
	Town Residence Address					
	Street Address		Town	Province	Postal Code	
	Rural Legal Land Description					
	<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township	Range	W5
	<input type="checkbox"/> SE	<input type="checkbox"/> SW				
Subdivision		Lot	Block	Plan		
Rural Address Sign Number						
Mailing Address (if different than student's residence)						
Address or P.O. Box		Town	Province	Postal Code		

EMERGENCY CONTACTS An emergency contact person is someone who resides in the vicinity of the school, other than the student's parent or guardian, who can be called upon to quickly respond to an emergency situation if the parent or guardian is unavailable.

Emergency Contact #1		Relationship to Student	
Home Phone		Business Phone	Cell Phone
Emergency Contact #2		Relationship to Student	
Home Phone		Business Phone	Cell Phone

Guardianship Rights and Student Protection

Guardians of the student must be identified to ensure each party's rights are respected. If an order does exist affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. The court seal must be evident on the order. In rare instances, a child may be designated as "protected" if a court issues a restraining order under the Child Welfare Act, the Divorce Act, the Young Offenders Act or similar legislation.

Does a legal document exist? Yes No Document Expiry Date (MM/DD/YYYY, if applicable)

Type of Legal Document Access and/or Custody Parenting Guardianship Protection

Where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on the person to provide proof of the claim. Please ensure that the Division has copies of all current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child.

Family Circumstances

Are there family circumstances you wish to share with the school? Yes No If yes, please make an appointment with the principal.

Independent Student Status

The **School Act** defines an **independent student** as someone who is (i) 18 years of age or older, or (ii) 16 years of age or older **and** (a) who is living independently, or (b) who is party to an agreement under Section 57.2 of the Child, Youth, and Family Enhancement Act.

Are you claiming status as an **Independent Student** under the definition of the **School Act**? Yes No

Francophone Rights

According to Section 10 of the **School Act** and Section 23 of the **Canadian Charter of Rights and Freedoms**, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/guardian is a resident of Alberta **and** French was the first language learned, and is still understood, by at least one parent or one or more of the parents or one or more of their children have received/are receiving instruction in a French First Language Program or school in Canada (this does not include a French Immersion program).

Do you claim entitlement to a **Francophone Education** under the terms of the **School Act**? Yes No

If you have answered yes, the Student Record Regulation requires Northern Gateway Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from the school jurisdiction.

If **yes**, do you wish to exercise your right to have your child educated in French? Yes No

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.

Aboriginal Self-Declaration

If you wish to identify that your child has an Aboriginal ancestry, please specify:

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

For further information, please refer to www.education.alberta.ca/system-supports/results-reporting or contact Alberta Education at 780-427-8501.

If you have questions regarding the collection of student information by the school board, please contact the School Board Superintendent at 780-778-2800 or 800-262-8674.

Student Treaty Status and Residency

Does this student have treaty status? Yes No Does this student reside on reserve? Yes No

Indian Registry Number (IRN – ten digit number)

Name of Reserve

Complete Address on Reserve

Digital Citizenship and Technology Use

As a condition of using Northern Gateway Public Schools network resources, I understand that access to division information resources, including access to internet and cloud-based resources, is a privilege and agree to abide by [Administrative Procedure 140 – Digital Citizenship](#) and the regulations identified in the [Northern Gateway Digital Citizenship - Technology Use Agreement](#).

Please initial to indicate that you have read and understood the policies and regulations identified above

Initials

Using and Disclosing Personal Information

Northern Gateway Public Schools recognizes that all procedures for the collection and storing of information by Division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the Freedom of Information and Protection of Privacy Act (FOIP). Access to information is guided by [Administrative Procedure 180 – Freedom of Information and Protection of Privacy](#). Further details can be found in our [FOIP and Media Consent](#) document.

Please initial to indicate that you have read and understood the policies and regulations identified above

Initials

Media Participation

While under the supervision of Northern Gateway Public Schools, I hereby give Northern Gateway Public Schools and outside organizations permission to photograph, video tape, audio tape, and/or interview my child. I understand that this means that a photograph(s), video(s), audio tape(s), interview(s), or likeness of my child may be collected, used, reproduced, and broadcast within NGPS and by the outside organization for displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials.

I hereby give Northern Gateway Public Schools permission to use, publish, display, and copyright any work, written material, or creative work created or authored by my child through school activities. I understand that artwork, written material, or creative work may be used by Northern Gateway Public Schools in division or school displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials. I understand that Northern Gateway Public Schools may make minor edits as deemed appropriate.

I understand that consent can be revoked at any time by written notification provided to my child's school. Further details can be found in our [FOIP and Media Consent](#) document.

Please initial to indicate that you have read and understood the guidelines explained above

Initials

Consent to Post Personal Information

Northern Gateway Public Schools requests consent to post personal information (including but not limited to first name, last name, grade, photographs, video, audio, award recognition, and school related activities) to external websites, social media, media publications (including yearbooks), and promotional materials. I understand that my signature below indicates my consent.

I understand that once provided, consent, in whole or in part (e.g. last name or photo, etc.), can be revoked at any time by written notification provided to my child's school, acknowledging that although photos/videos will be removed from websites and social media accounts, it may not be possible to remove all traces of personal information from the Internet.

Further details can be found in our [FOIP and Media Consent](#) document.

Policies and Regulations

If the hyperlinked documents are unavailable for any reason, information related to the sections above is available at your school in paper format. Please ask your school secretary or principal.

Collection and Use of Personal Information Disclaimer

The information requested on this form is being collected pursuant to the [School Act](#), Section 23, A.R. 71/99 and the [FOIPP Act](#), Sections 33(c), 39(1)(b), and 40(1)(c). Information acquired through this form is kept secure and access is restricted. In accordance with the Student Record Regulation, this form will be placed in the student's record file.

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the school or the Northern Gateway Public Schools FOIPP Coordinator at Box 840, 4816 - 49 Avenue, Whitecourt AB T7S 1N9, 780-778-2800 or 1-800-262-8674, fax 780-778-6719.

DECLARATION

I am the legal guardian or the independent student referred to in this registration form. I have read and understand the information regarding guardianship and I have identified all guardians for this student. I hereby certify the foregoing information to be true, correct, and complete.

First Parent/Guardian Print Name	Signature	Date
Second Parent/Guardian Print Name	Signature	Date



PLEASE EMAIL THIS FORM PROMPTLY TO transportation@ngps.ca
or drop off at your school office.

Please complete one form for each child who is new to or changing schools. Download the form and either print and fill out or fill out the form in Adobe reader. Upon completion, sign the complete form and return the form(s) via email, or to your school office. **Proof of address is required i.e. Utility bill. Please attach a copy with your registration form.** Students who are not registered will not receive bus service.

Please Print Clearly

Name of Pupil: _____ Select School _____ Select Grade _____ Gender _____

Address: (Apt. No) _____ Birthdate: _____

Address: (Street) _____

Rural Address Sign Number: _____ Land Location (If no sign): _____

Name of Subdivision: _____ Lot No: _____

Town: _____ P.O. Box _____ Postal Code: _____

Home Contact Name: _____ Home Phone No.: _____

Work Contact Name: _____ Work Phone No.: _____

Emergency Contact Name: _____ Emergency Phone No.: _____

PERTINENT MEDICAL INFORMATION REGARDING YOUR CHILD: _____

Printed Name of Parent or Guardian

Signature of Parent or Guardian

Date

Starting Date (am/pm) _____

(Office Use Only)
Bus No.: _____ Driver: _____ Pick-up Point: _____
Eligible (n/y) _____ Amount Paid: _____ Pick-up Time: _____ Drop-off Time: _____
Paid by: School Cash Cash Debit Credit Card
Date Moved in: _____ Date Moved Out: _____ Pass No: _____

Save Form will only work once
the form has been downloaded.

Save Form

Print Form



Oscar Adolphson Primary School

PO Bag #4

Valleyview, Alberta

T0H 3N0

Phone:(780) 524-3144

Fax:(780) 524-4054

O.A.P. Positive Reinforcement Schedule:

Since the majority of student misbehaviors are attention seeking, OAP focuses on rewarding and reinforcing appropriate behaviors.

The Leader in Me

We are always teaching, modeling and discussing the 7 Habits with our students. These habits are:

- #1 **Be Proactive** – means to take responsibility for your choices and behaviors.
- #2 **Begin with the End in Mind** – means to think about how you would like something to turn out before you get started.
- #3 **Put First Things First** – Decide what is most important and take care of that first. Prioritize!
- #4 **Think Win-Win** – is the belief that everyone can win. It's not me or you – it is both of us. There is enough good things for everyone.
- #5 **Seek First to Understand, Then to be Understood** – Listen first and talk second. Take the time to listen to another person, it will help you reach a higher level of communication.
- #6 **Synergize** – is when two or more people work together to create a better situation.
- #7 **Sharpen the Saw** –have balance within your life.

Parent Signature

April 21, 2020

Dear Parents and Guardians:

Re: Proof of Residence, Legal Land Address

Beginning in the Spring of 2020, Northern Gateway Public Schools will require proof of residence as part of its regular registration process. This will facilitate accurate provincial funding claims for schools and for student transportation services.

Parents will be required to provide a copy of their resident legal land address to the school, regardless of whether they ride a school bus or not.

Proof of residence is required for all students who attend Northern Gateway Public Schools; not just for students who ride buses.

Proof of residence, legal land address can be verified with any bill or agreement that proves that this location is the student's legal home address (blue or green sign number) or street address. It can be in the form of a tax notice, lease agreement or a power or cable bill. Your school can accept this documentation by fax or by email.

Throughout the 2019-2020 school year, transportation services and operations has conducted a significant review of service, exemption processes and communication protocols.

The Board is committed to providing a safe, caring and efficient transportation service for students and maximizing provincial funding claims. Should you have questions on how best to provide your school with this information, please contact your local school.

Should you have any other questions or concerns please contact myself at the Transportation Department 1-888-785-3396 or 780-524-3833.

Sincerely,



Rhett Czaban

Director of Transportation

