

CACHS APPLICATION FOR ENROLLMENT

Application and Enrollment Process

1. Complete a student application form listing each child being enrolled. Submit this to the school office along with:
 - a. Each child's birth certificate or landed immigrant status.
 - b. Pastoral Reference Letter completed for first time families only.
 - c. A copy of the student's most recent report card. (if applicable)
 2. Admissions interviews:
 - a. First time families will have an interview at CACHS with two Board members.
 - b. Both parents (legal guardians), if applicable, are expected to attend the Board interview.
 3. Parents will be informed once their application has been approved by the Board.
 4. Business administrator will contact the family regarding tuition commitment.
 5. New families are encouraged to attend the Parent Information Night in September.
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Eligibility (Policy 105 Student Admission Policy, Jan. 2025 update)

The following items constitute the basic requirements set forth by the school board for the parents/guardians who wish to enroll their children at Central Alberta Christian High School. The following list of conditions must be met for a student to acquire and retain eligibility for enrolment.

1. Parents/guardians must agree, support, and promote the objectives of the school as set forth in the CACHS constitution and outlined in Policy 408-Faith & Fidelity Statement for Families, which is to be signed upon enrollment.
2. Parents/guardians must agree to fulfill financial obligations with regards to enrollment and course fees.
 - i. Procedure for a family not fulfilling financial obligation: The previous year's tuition agreements must be paid in full or a tuition assistance plan must be in place in order for the family's student(s) to be enrolled for the subsequent school year. This will be monitored and implemented by the Board treasurer and Board chair.
3. Tuition agreements must be completed and signed prior to enrollment.
4. All parents/guardians of students transferring in from another school should attend an orientation meeting.

5. Families that are new to the school must be interviewed by representatives of the board and receive board approval prior to enrollment. Prospective student(s) from these families will not attend classes until approved by the board.
 6. The final decision to accept or reject enrollment rests with the board as a whole. **Applications for the upcoming school year received after August 15th cannot be guaranteed to be approved before the first day of school.**
 7. Enrollment is subject to review by the Board at any time.
 8. The board reserves the right to limit enrollment.
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Objectives of Central Alberta Christian High School Society

1. The objectives of the Society are as follows:
 - a. To promote the cause of distinctive Christian education by the establishment of a high School(s) for Christian education in Central Alberta.
 - b. To provide a united witness regarding the role of Christian High Schools in contemporary society.
 - c. To assist and encourage its members to function effectively in areas of promotion, organization, administration, and curriculum, and to help establish standards and criteria to guide the operation of its members.
 - d. To foster and develop high professional ideals among its teachers and other personnel.
 - e. To administer appropriate programs for the economic well-being of its teachers and other personnel.
 - f. To establish and maintain communication between Christian Schools International and its member schools, districts, colleges, churches, government agencies and the general public.
 - g. To prepare, publish and distribute instructional, promotional and other materials for the accomplishment of the foregoing purposes.
 - h. To promote the following basis and principles, namely:

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and mandates man to bring the whole Word of God to bear in all its power upon education we accept as BASIS of the Society the Word of God, incarnate in Jesus Christ, and inscripturated in the Books of the Old and New Testament, in the sense that they are confessed in the following:

 1. The Holy Scriptures: That God by His written Word directs the education of our children, since these Scriptures are His inspired and infallible revelation which enlightens our understanding of God, ourselves, and the universe, and regulates all our activities; "...in Thy light shall we see light." Psalm 36.9

2. Creation: That in their education, children must come to learn that the world, and man's calling in it, can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His Kingdom and the glorification of His name.
 3. Sin: That because man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life, and misdirects human culture.
 4. Jesus Christ: That through our Saviour, Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and the Way for, our human life in its entirety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.
 5. Purpose of Christian Education: That the purpose of Christian Education is to train children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellowman, and to be stewards in their God-given cultural task.
 6. Parents: That the responsibility for the direction of education of their children rests primarily upon the parents to whom those children are entrusted by God. Christian parents should be aware of this God-given obligation in view of the covenantal relationship which God has established with believers and their children. They should therefore seek to discharge this obligation in sending their children to Christian schools.
 7. Community: That, since God's covenant not only embraces parents and children, but a people in its entirety, and since Christian education plays an important role in the furtherance of the KINGDOM OF GOD, therefore the whole Christian community has a responsibility to establish and maintain Christian schools.
 8. Teachers: That teachers, in obedience to God, and in cooperation with the parents exercise a pedagogical (teaching) authority when they are called to educate the child in school.
 9. Pupils: That Christian schools must take into account the variety of abilities, needs and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.
 10. Education Freedom: That Christian schools, organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to these principles.
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Vision: Striving for excellence through Christ.*

Parental Commitment

1. Why do you desire Christian Education for your children?

2. What are your expectations from Central Alberta Christian High School?

3. Do you believe in the Word of God, & do you believe that Jesus Christ is your personal, risen Saviour?

4. Are you an active member in a Christian church community? What part does it play in your life?

5. What church do you attend? _____

6. Pastor's Name: _____ Pastor's phone: _____

7. Are you members of the church you attend? Yes _____ No _____

CACHS Statement of Faith and Fidelity

I, _____ (print full name), declare that I fully support and agree with the mission, objects and efforts of Central Alberta Christian High School.

1. I specifically affirm that the Bible is the inspired, infallible and authoritative Word of God.
2. I understand that instruction and other educational practices at CACHS will reflect the following:
 - a. The Apostle's, Athanasian and Nicene Creeds and the Heidelberg Catechism, Belgic Confession and Canons of Dort are authoritative expressions and interpretations of Biblical truths.
 - b. My active support is essential for the successful education of all CACHS students. This support includes but is not limited to prayer, full payment of the tuition commitment and other fees, and the commitment to appropriately participate in the life of the school.
 - c. I will not publicly denigrate Central Alberta Christian High School or its Board, staff and supporting community.
3. I agree to support the constitution and bylaws of the society, the policies of the School Board.



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Commitment Statements

In making this application,

1. I have read the Objectives of Central Alberta Christian High School and the Statement of Faith Fidelity and commit to supporting that kind of education for my child(ren).
2. I understand that children must be of suitable age for the program or grade assigned. Grade placement is determined by the administration.
3. In matters of discipline, our child(ren) will be subject to the disciplinary action of the Staff and Administration. Parents may discuss disciplinary matters affecting their child(ren) with the school.
4. I have read the accompanying Tuition Policy.
5. I have completed and signed the required forms. I understand this package will be reviewed with me by the (2) Board members before the Board interview.
6. I understand that the Board shall retain its authority to expel any student whose continued presence seriously impairs the development of Christian Education. I also understand that if a student is expelled, Alberta Education requires that CACHS continues to be responsible for the child's education for the remainder of the school year. As appropriate, if a parent or student believes the faith and/or value commitment of the School and the parent's or student's faith and/or values are incompatible and continuing to enroll the student in the School is not in the best interest of the student, then the School shall assist the parent or student to enroll in another school for the subsequent school year.

Father/Guardian: _____ Signed: _____ Date: _____

Mother/Guardian: _____ Signed: _____ Date: _____



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STUDENT REGISTRATION FORM
APPLICATION FOR YEAR 202__ - 202__ Date: _____
Central Alberta Christian High School

Student's proper legal name: _____
First Middle Last

Student also known as: _____
First Middle Last

PLEASE NOTE - A copy of the student's Birth Certificate, Canadian Citizenship Card or Permanent Resident Card MUST accompany this registration form.

Student's Current Mailing Address: _____
Town _____ Postal Code _____
Legal Land Description _____ Home Phone Number _____
Emergency Blue Sign _____ Student's Cell Phone Number _____
Student's e-mail _____ Date of Birth _____
Gender M / F _____ Age _____ Citizenship _____
Date of Admission Requested _____ Grade Applied For _____

Parents (or Guardians):

Father _____ Lives With Y / N
E-mail address of father: _____ Home Phone # _____
Address _____
Work Phone # _____ Cell Phone # _____

Mother _____ Lives With Y / N
E-mail address of mother: _____ Home Phone # _____
Address _____
Work Phone # _____ Cell Phone # _____

If Parent/Guardian cannot be reached, the person(s) to contact is:

Name _____ Phone _____
Name _____ Phone _____

References:

Two personal references (only one is necessary if you have given the name and phone number of your Pastor).

1. Name _____ Phone _____
Address _____
2. Name _____ Phone _____
Address _____

Academic History:

List previous school(s) attended, starting with the most recent.

School, Years Attended, Phone, Teacher

1. _____
2. _____
3. _____

2. Does the student have any academic concerns? Has your child benefited from an IPP program or had any extra help for tests/class work in any previous years? Are there any concerns in any specific subject?

3. Does the student have any social concerns of which the school should be aware?

4. Does the student have any emotional concerns of which the school should be aware?

5. List student's interests and hobbies (e.g. soccer, piano, etc.)

6. Is there any additional information which you would be prepared to disclose that would be beneficial for the school to know?

7. We give permission to share mailing information with Christian post-secondary institutions for their use in contacting our child. ____ yes ____ no



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8. We give permission for the use of any photographs of our child(ren) on the school website and any other promotional material prepared by Central Alberta Christian High School both during the time our child(ren) attend(s) the school and after graduation. _____ yes _____ no

Sibling(s) registered in this school or any other schools:

Name	Where Registered	Grade Entering
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please state briefly your reasons for wishing to enroll your child(ren) at our school.

Transportation (extra fees may apply):

Busing required? Yes _____ No _____

MEDICAL INFORMATION (CONFIDENTIAL). Please provide all information requested below:

Family Doctor: _____ Phone: _____

Does the student have any of the following? (Please check)

Diabetes _____ Vision Problems _____ Epilepsy _____ Asthma _____

Heart Condition _____ Contact Lenses _____ Hearing Problems _____

Allergies - Mild _____ Severe _____

Please specify allergies _____

Please specify any long term medication _____

Are there any other health concerns we should be aware of?

Are there any special arrangements required to accommodate the student? Please specify.

Is your child able to participate in a full physical program? _____

If 'no', an exemption note from your family physician will be required, since Physical Education 10 is a compulsory subject. If conditions change during the year, please inform the school.

PIPA (Personal Privacy Act Policy)

The Personal Information Protection Act (PIPA) (“the Act”) protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use, and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable. CACHS is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions. By signing above, you consent to allow CACHS to release, collect, and use or disclose personal information for its operational and administrative purposes. This policy is available from the CACHS office.

CACHS’s Privacy Commitment

Central Alberta Christian High School is committed to respecting the privacy of your personal information. This Privacy Commitment describes our privacy policy and practices and how we collect, use and disclose personal information of our students.

What is Personal Information?

Personal information means information about an identifiable individual.

What Personal Information Do We Collect?

We collect the information that is requested from you on the registration form that is attached to this Privacy Commitment document.

Why Do We Collect, Use and Disclose Personal Information?

CACHS collects, uses and discloses personal information to:

1. Identify your child
2. Meet the legal and regulatory requirements of Alberta Education.
3. Have references that may be used to provide information regarding your child’s suitability for enrollment.
4. Assist CACHS in providing information that you may want to share with us in regard to your child in order to help teachers in developing programs for them.
5. Ensure that you meet our enrollment criteria in regards to living as Christians.
6. Have available information that will assist us, and medical personnel in case of medical emergencies.
7. Determine if your family is eligible for reduced tuition, based only on whether the family has other children in Christian schools that require a tuition fee.

How is Your Personal Information Protected?

Student information is collected in a “Student Record Portfolio” that is stored and locked. CACHS’s “Student Records Policy” describes the guidelines for access, record retention and security of student



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records. This policy reflects Alberta Education's "Guidelines to Accompany the Alberta Education Student Record Portfolio." This policy is available for your perusal at the CACHS office.

Privacy Consent:

I/We, _____, consent to allow CACHS to release, collect, and use or disclose personal information for its operational and administrative purposes.

I/We understand that CACHS is subject to provincial and federal privacy legislation and has in place a Policy on Privacy to ensure compliance with privacy legislation and standards. (available in the office)

I/We are aware of the risks and benefits associated with consenting or not consenting to collection and that I/we may revoke my/our consent at any time by providing a signed, written statement of revocation to CACHS.

Signature(s) _____ Date _____

Aboriginal Self-identification

If you wish to declare the student is Aboriginal, please select one:

First Nation (status) _____ First Nation (non-status) _____ Metis _____ 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 Central Alberta Christian High School, please contact the school's principal, Mr. Travis Eggink, at 403-782-4535.

Commitment to Education

The education of a student enrolled at CACHS is the school's responsibility for the complete school year. If during that school year a student is expelled, he/she may attempt to enroll in another high school, although there is no obligation for them to do so for that specific year. Our response to expulsion will be that we will aid the student in enrolling in Distance Learning courses. The parents will assume the responsibility for supervision and for providing the facilities for course completion. Tuition will be refunded from the end of the month that the expulsion occurred.

We understand these conditions and will abide by them.

_____ Date: _____

Parent/Guardian Signature

Tuition fee information:

Once approved for registration you will receive the tuition agreement Google Form to fill out.

Tuition Fee Schedule and Information 2024-25 School year (subject to change each year)

Criteria	Annual amount per family
One CACHS student and no other children in private Christian school (K-12)	\$7050
One CACHS student and paying tuition in another private Christian school (K-12)	\$5300
Two CACHS students and no other children in private Christian School (K-12)	\$9650
Two CACHS students and paying tuition in another private Christian school	\$7900

* For three or more students please add \$2600 for each additional student

1. All fees include the CACHS Society membership fee of \$50 per family
2. Methods of payment:
 - a. EFT (Electronic Funds Transfer) – please provide void cheque or bank information.
 - b. E-transfer to business@cachs.ca
 - c. Cheque – payable to CACHS
 - d. Debit/Credit Card (Credit Cards will be subject to a 3% transaction fee)
 - e. Cash
3. The funding received from the government for independent schools covers only a part of the school's operating costs, therefore the need for charging tuition.
4. The CACHS community does not want to deny Christian education to anyone because of their financial situation, therefore we offer Tuition Assistance for those who are unable to meet the full cost of Christian education. Please contact the business administrator to obtain a Tuition Assistance form.

Tuition Policy	P 109
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Background

The Central Alberta Christian High School Society was established by Christian parents for the teaching and training of their children. Maintaining this commitment requires a financial plan for the operation of the school. Since independent Christian schools in Alberta are only partially funded by the government, the charging of tuition has been a necessary part of this financial plan. The Board of CACHS is committed to dealing with the collection of tuition and fees in a sensitive manner, recognizing the tension between ability to pay and the need for the financial stability of the school society.

Policy

This policy will put into place procedures for the orderly and regular collection of tuition fees and other accounts receivable.

Guidelines

The Board of directors of the Central Alberta Christian High School Society or their duly appointed delegate(s) will be responsible for collecting of tuition and accounts receivable.

Procedure

1. a) Arrangement as to payment method of tuition and fees will be made with the school office prior to the school year or the child's first day of class.
b) Families of students wishing to enroll after the beginning of the school year, who are unable to pay full tuition, shall arrange an acceptable tuition payment schedule with a Board representative before enrollment can be recommended.
2. Methods of Payment
 - a. Payment in full.
 - b. Submission of 10 or 12 post dated cheques by September 1st of each school year.
 - c. Lump sum payments – dates disclosed by September 1st.
 - d. Ten or twelve, monthly electronic fund transfers – direct deposit forms available from the school's Business Administrator, submitted before September 1st.
 - e. If none of the above is satisfactory to the family, it is their responsibility to call the Business Administrator prior to June 1st to schedule a meeting with the Board Treasurer and/or Board Chairman and one other Board Member at which time a mutually acceptable payment schedule can be arranged.

- f. Payment date can be changed by the discretion of the Business Administrator when contacted by a family to postpone a payment to a later date with the fiscal year.

3. Application of Payments – All payment received will be applied in the following order:

- a. Tuition arrears
- b. Current tuition fees

4. Arrears

- a. Any arrears are to be dealt with regularly by the Board Treasurer and Business Administrator. If deemed necessary by the Treasurer, a Board decision on the collection of arrears may be requested.
- b. In the event that the family submits a NSF cheque or NSF Electronic Fund Transfer for tuition; we will only accept payment in the form of cash, money order or bank draft to rectify the situation. Other arrangements need to be made with the Board Treasurer.
- c. Accounts in arrears may be written off with Board approval only in specific cases of need.

5. Tuition Assistance

- a. Procedure: When a parent/guardian requests tuition assistance, the Business Administrator will send them a Tuition Assistance form to be completed and returned. The Business Administrator and Board Treasurer will review the form to establish their eligibility for assistance and will then arrange an acceptable payment plan with the parent/guardian.
- b. If either the Business Administrator or the Treasurer is in a conflict of interest with the applicant, the Board Chair will be the second approver.
- c. Implementation: Families receiving tuition assistance must pay the amount in their tuition agreement. During the term of the agreement, adjustments may be allowed if the financial situation of the family changes. Tuition assistance agreements are intended to include all course related fees, excluding any extracurricular fees where the opportunity for fundraising is available.

Next review date	Reviewed and Passed
Passed May 4, 1993	April 19, 2010
	May 2014
	November 2018
	March 2022
March 2027	



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REQUIRED PASTORAL REFERENCE:

The section below is to be completed by a pastor, elder, deacon, or other church-approved leader who can speak to the character(s) of the family named.

The family named below has applied for full membership in the CENTRAL ALBERTA CHRISTIAN HIGH SCHOOL SOCIETY. The CACHS Board would appreciate your candid evaluation of the involvement of this family in your church.

The information you provide will be held in strictest confidence and will not be shared with the family.

Please promptly return the completed reference form to CACHS by email: secretary@cachs.ca

Reference for: _____ (Family Name)

Date: _____

1. Does the family above attend your church faithfully? (Circle One)

Regularly / Occasionally / Seldom

2. Are they members of your church? Yes / No / Not Sure

3. Would this family provide positive Christian influence at Central Alberta Christian High School? Yes / No / Not Sure

4. Are the parents active in church activities? Yes / No / Not Sure

Please specify: _____

5. Please provide any other information that would be helpful or relevant to us.

Name of Pastor/Elder/Deacon/other: _____

Position: _____

Church Name: _____

Signature: _____