



International Student Program (ISP) Information Package & Admission Forms

Welcome to JKCS: Igniting Wonder for God, Neighbour, and Creation

At JKCS, we foster a community of belonging: all tribes, nations, peoples, and languages belong here. “English language learners (ELLs) bring to JKCS a wide variety of life situations and understandings and a range of educational experiences. Within the safe and welcoming classroom environment, teachers are given a unique opportunity to tap into the rich resource of knowledge and understanding that ELLs bring to school, and which, in turn, enriches the learning of all students in the classroom. The role of the school community and the teachers is critical in supporting their identities and development as bilingual learners, and in helping ELLs shape a vision of the future in which they will take their place as global citizens” (Ontario Ministry of Education, 2008, p. 7). As it states in Revelations 7:9-10: “After this I looked, and behold, a great multitude that no one could number, from every nation, from all tribes and peoples and languages, standing before the throne and before the Lamb, clothed in white robes, with palm branches in their hands, and crying out with a loud voice, “Salvation belongs to our God who sits on the throne, and to the Lamb!”

Thank you for considering our school! We hope to meet you soon.

Learning English at JKCS

1. English Language Assessment

- a. ELLs will be assessed using the Steps to English Proficiency (STEP) Assessment. “[STEP] is a framework for assessing and monitoring the language acquisition and literacy development of English language learners across the Ontario Curriculum” (Edugains, 2015, p. 4). The assessment process matches that used in public and Catholic boards across Ontario.
 - i. There are six STEPS ranging from early beginner (1) to late advanced (6).
- b. An initial STEP Assessment conducted shortly after the students’ arrival at JKCS.
- c. Ongoing STEP assessments will be conducted bi-annually with relevant teachers and the Director of Language Learning to determine the ELL’s level of English.
 - i. A formal English Language Assessment will be sent home with Learning Reports.
- d. ELLs should receive ESL program support until they have acquired the level of proficiency required to learn effectively in English with no ELL support. (Policies and Procedures for Ontario Elementary and Secondary Schools, K to Grade 12, 2007, 2.10) Academic and socio-emotional factors will be considered.
 - i. The decision to remove a student from the ELL Program will be made by the Director of Language Learning in conjunction with Administration and relevant teachers.

2. English Language Programs

a. *Canadian Christian School Academic Program*

International students will experience an educational program which includes Bible, math, English language arts, art, physical education, music, science, social studies, health, and French. Students will have opportunities to experience Canadian culture through field trips with their class throughout the year. Students may participate in extra-curricular activities offered

during the school year, such as soccer, volleyball, basketball, choir, and Servant Team. Tuition fees cover the costs associated with all programs.

- i. All students who complete one term's worth of academic work for these subjects will receive a Learning Report.
- ii. An ELL's program may be modified and accommodated as deemed necessary by the classroom teacher in conjunction with the Director of Language Learning.

b. *English Language Support*

An ELL's STEP level determines the type of programming they receive at JKCS.

- i. STEPs 1-2 (Beginner): Many modifications and accommodations; withdrawal and in-class support; French exemption; frequent check-ins with Director of Language Learning
- ii. STEPs 3-4 (Intermediate): Some modifications and accommodations; possible withdrawal and in-class support; possible French exemption; frequent check-ins with Director of Language Learning
- iii. STEPs 5-6 (Advanced): No modifications and limited accommodations; no additional support required; some check-ins with Director of Language Learning

JKCS will provide ELLs with necessary support services to be determined by the Director of Language Learning in conjunction with relevant teachers. These services may include:

- i. In class support: curriculum and routine support
- ii. Small group support: English language support (reading, writing, listening, and speaking), curriculum support, preteaching, and review
- iii. Individual support: English language support (reading, writing, listening, and speaking), curriculum support, preteaching, and review
- iv. French Exemption (FE): additional English language and curriculum support

c. *English Language Academy*

This extra curricular program is offered after school twice a week free of charge for families enrolled in the ELL program. The program is run on an as-needed basis during the school year.

Parent Support

1. Personal Orientation

Each family will participate in a personal or small group orientation session before beginning at JKCS. This 45 minute session will be translated as needed to ensure that the family understands JKCS procedures well.

2. Multilingual Family Picnic

When you arrive in Oakville, you may wonder where to sign up your child for tennis lessons or swim club. JKCS hosts a target-language picnic for Mandarin- and Korean-speaking families at the beginning of each school year and it is the place to get all of your questions answered. International families will have an opportunity to converse in their first language and get to know one another and our community better. The picnic is held off-site to showcase some of the beautiful scenery in the Oakville/Mississauga area.

3. Multilingual Family Information Sessions

Two information sessions will be offered during Term 1 - one at the end of September and one in mid-November. In September, we will look through the school's calendar so that families can plan their year accordingly. In November, families are led through the Learning Report and English Language Assessment at JKCS. Both sessions will allow time for Q and A and will be translated into Mandarin and Korean.

4. Translation Services

JKCS offers some translation services for parents who speak a language other than English. This service is available for learning conferences and other individual meetings. Important documents are translated into Mandarin and Korean in order to ensure that parents understand their child's learning and behaviours at school well.

General Information about JKCS

1. Lunches

- a. Students eat lunches in their classrooms. Prepared lunches can be ordered ahead of time and are available daily. Information is available at www.jkcs-oakville.ca/parents/school-lunch-program.

2. Uniforms

- a. Available at: InSchoolwear located at 505 Iroquois Shore Rd., Unit 7, Oakville, OR www.inschoolwear.com
- b. Required InSchoolwear pieces: jumpers (JK-Gr. 4), kilts (Gr. 5-8), pants, shorts, skorts, hoodies, white/maroon logoed shirts, and gym t-shirts and shorts (Gr. 2-8).
- c. Pieces purchased at any store: black knee socks, black tights, white socks, blue socks
- d. Used uniforms: Contact office@jkcs-oakville.ca to set up an appointment to see what is available in our "Used Uniform" inventory which is located in the mezzanine.
- e. See the website (www.jkcs-oakville.ca under "About JKCS", then "Uniforms") for photos and more details about what is required for each grade.

3. More Information and Events in September

- a. Website (www.jkcs-oakville.ca): Updated on a regular basis with school information.
- b. Parent Update Newsletter (upon enrollment): Emailed every other week to keep our parents/guardians updated on school news and events.
- c. Classroom Connection (provided upon class placement): This e-document is updated daily with classroom news, announcements, and homework.
- d. Social Media: Check out JKCS Oakville on Facebook, Instagram, and Twitter to be kept up-to-date with news, photos, and events.
- e. New Family Orientation and Meet the Teacher Sessions: An opportunity to get to know the school and procedures, see your classroom, and meet your teacher. Held the Thursday before school begins.
- f. First Day of School is always the day after Labour Day in September.
- g. Welcome Picnic: An opportunity for Korean and Mandarin parents/guardians to get to know each other. It is held off-site the first Friday of the first week of school.
- h. Welcome BBQ: A fun, social night held the second Friday night of the school year to welcome all new and returning families.



International Student Program (ISP) Admission Form

Admissions Process

1. Apply with:
 - a. A completed International Student Program Admission Form (each page initialed) (p. 4-8)
 - b. A signed Parent & Student Declaration of Agreement (p. 9)
 - c. A completed International Student Application (p. 10-13)
 - d. A copy of parents' passport and/or immigration documents
 - e. A copy of the child(ren)'s birth certificate/passport
 - f. A copy of the child(ren)'s most recent report card (translated into English)
 - g. Guardianship documents (when applicable)
 - h. Participate in an online interview with the Principal and Director of Language Learning
2. Once accepted, international students must:
 - a. Pay the initial non-refundable \$1340 registration fee and \$2500 capital assessment fee
 - b. Submit their immunization record to
www.halton.ca/for-residents/immunizations-preventable-disease/immunization/report-your-immunizations
 - c. Provide proof of medical insurance while attending school in Canada (due by the first day of school)
 - d. Receive notice from the Principal that enrollment has been accepted
 - e. Receive notification that all financial arrangements and fees have been made and completed
3. JKCS will then provide a Letter of Acceptance (LOA) and a receipt for fees paid for VISA purposes.
LOAs will be drafted on request immediately (within two working days) after a receipt is issued.

There are expectations of each family enrolled in the International Student Program (ISP).

Please read the pages that follow, initial each page, and sign the Declaration of Agreement.

Initialing each page and signing the Declaration of Agreement confirms your understanding and acceptance of JKCS policies and procedures.

Parent initials: _____

JKCS Statement of Faith

Our statement of faith forms the basis of the Christian worldview taught at John Knox Christian School. International families agree to have their children taught with this perspective as part of their education.

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and mandates us to bring the whole Word of God to bear in all its power upon education, we believe the following:

Life: Human life in its entirety is religious, since God created us to serve Him everywhere. This requires us to educate our children for His service.

Bible: That the Bible as the written Word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world, and the infallible authority by which He directs and governs all our activities, including the education of our children.

Creation: That we can understand the world rightly only in its relation to God, because the world, in its origin, gracious preservation and ultimate restoration is the world of the Triune God, and since the glorification of His Name is its purpose.

Humans: That we were created in the image of God to enjoy covenantal fellowship with our Creator and to reflect in our person and works the excellences of our Maker, and were instructed to exercise dominion over the world in strict and loving obedience to God and to interpret all reality in accordance with His design and law.

Sin: That sin is disobedience to God's law and that we, by sinning, forsook our office and task, estranged ourselves from God and our neighbour, and brought God's curse upon the creation. As a result, we have become corrupt in heart and blind to the true meaning of life and repress and misuse the knowledge of God which confronts us in creation and in Scripture.

Christ: That Jesus Christ, of whom the Scriptures testify, who is truly God and fully man, has reconciled the world to God and redeems our life in its entirety. Through His Spirit He renews our heart to love God and our neighbour, and redirects our understanding to know rightly God, ourselves and the world.

The Kingdom of God: That the Kingdom of God is His present and future, righteous and universal reign through Jesus Christ. This reign of grace and power makes education possible and meaningful. In obedience to Christ we submit in every area of life to His commandment to love the Lord with all our heart and mind.

Purpose of Education: That the purpose of Christian education is to direct and guide the children to commit their hearts to Christ the Truth, to attain understanding, wisdom and righteousness, to perform competent and responsible service to the Lord in church, state and society.

Parents/Guardians: That God has given parents/guardians the responsibility to nurture and educate their children. Therefore parents/guardians should establish and maintain schools. The Christian school is an institution established and controlled by an association of Christian believers, to function in education in total and voluntary submission to Christ, the King.

The Student: That the student as a child, entrusted by God to parents/guardians needs ordering, correction and instruction. Children of the Christian home are a heritage of the Lord and share in the promises and the demands of His covenant. Hence they ought to receive Christian education.

The Teacher: That "teachers", as servants of God, exercise authority in the performance of their office in educating the children in school.

Parent initials: _____

Fees

Parents/guardians understand that enrollment at JKCS may be terminated for non-payment of fees and agree that they will be fully responsible for the payments as outlined below. Parents/guardians understand that even if they are to leave the school, they remain responsible to pay any outstanding fees in full before leaving the school.

1. International Student Fees

Fee	Amount	Due Date
Non-refundable Registration Fee	\$1,340 (one-time fee)	With application
International Student Development Fee	\$2,220 (one-time fee)	One week before the first day of school
Non-refundable Capital Assessment Fee	\$2,500 (one-time fee)	With application (dependent on VISA and school approval)
Academic Support Fee	\$1,100	Added to tuition
Tuition Fee	(see current tuition fee schedule below)	Full tuition by July 15 (receive 1% discount) OR 12 equal installments (July 15-June 15)

2. Grades 6-8 Fee

Fee	Amount	Due Date
There is an additional cost for each child that covers the cost of additional programming (instrument rentals, etc.) and overnight trips. Grades 7-8 travel to Ottawa (3 days) and Quebec City (4 days) on alternate years. Grades 7-8 also attend leadership camps.	\$950	Added to tuition

3. Optional Services

Fee	Amount	Due Date
Busing Fee	\$2,500 per family each school year (\$250 per month)	Added to tuition

Parent initials: _____

4. Tuition Fees

Number of Students	Amount
1 part-time JK/SK student (MWF)	\$12,720
1 full-time student (JK-Gr. 8)	\$15,900
2 student family	\$22,160
3 student family	\$25,125
4 student family	\$27,880

Refund Policy

1. The Registration Fee and the Capital Assessment Fee are not refundable once the school has accepted the student and a VISA has been obtained.
2. Parents/guardians who intend to withdraw their child(ren) prior to the beginning of the school year are required to give written notice prior to July 15. Once the payments have started on July 15 and beyond, 30 days written notice prior to their withdrawal is required. One month's tuition payment is required in lieu of notice.
3. There are no refunds for days in which the student(s) did not attend school.

Enrollment Guidelines

1. Enrollment of international students will be limited to a number per classroom as determined by the principal on a yearly basis. In general, enrollment will not exceed three full-time ELLs per classroom.
2. The application is subject to the availability of an appropriate space or program available for the applicant's child(ren).
3. In general, grade placement will be based on the age of the student.
4. International students will live with a parent or guardian in a home environment that is consistent with the vision and admission policy of JKCS.
5. Each student will abide by the laws of Canada and the discipline policies of JKCS. Violation may result in dismissal from the school.
6. Parents of international students are not permitted to become members of the JKCS School Society.

Parent initials: _____

Other Policies: Parents/guardians must agree to abide by the following school policies/guidelines which are detailed in the Parent Handbook or are listed as separate policies, all of which are located on the school website (www.jkcs-oakville.ca) under “Parents” and then “Policy Documents”.

1. Parent Handbook and JK/SK Handbook
2. Discipline Policy
3. Bus Use Policy
4. Child Welfare Policy
5. Accessibility Standards
6. Sports Policy
7. Technology

Laws of the School and Canada: Parents/guardians will abide by the laws of Canada and the rules, regulations, and policies of JKCS. Violation of the above may result in dismissal from the school. In the case of dismissal, there will be no refund of tuition.

Parents Residing with their Own Children: According to provincial and federal laws, children under the age of 18 must live with a responsible adult. If a parent/guardian wishes to travel, they will complete a Vacation Withdrawal Form and arrange for a responsible adult to live with and supervise the children while away.

Attendance: Students must understand and accept the obligation to attend all classes in the educational program provided. Parents/guardians agree to inform the school of any absence either by telephone, written note, or email (office@jkcs-oakville.ca). Unexplained absences may lead to dismissal from JKCS.

Google Account: Students will be assigned a school login, password, and email account they will be held accountable for using in a way appropriate to a JKCS student.

Discipline: Parents/guardians agree to support the Administration in any disciplinary action necessary for their child(ren).

Ontario Student Record (OSR): Parents/guardians agree to have their child(ren)’s OSR transferred to JKCS (only applicable for students who have previously studied in Ontario).

Volunteering: Parents/guardians may choose to volunteer at the school. A police check is mandatory for all parents willing to volunteer at the school with children or attend class trips with students.

Educational Field Trips: Parents/guardians agree to allow their child(ren) to participate in any school activities/class/sporting trips at or away from school. They will not hold the school responsible for any accidents, injuries, or illnesses of any nature.

Medical Release: Parents/guardians of the registered student who sign this agreement authorize the school staff and to consent to medical treatment or hospital care as deemed advisable for the well-being of their child(ren).

Parent initials: _____



PARENT AND STUDENT DECLARATION OF AGREEMENT

I/we have read the International Student Program Policy. I/we understand, and agree to fulfill the obligations as set out.

_____ Name of Student	_____ Signature of Student	_____ Date
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_____ Name of Student	_____ Signature of Student	_____ Date
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_____ Name of Student	_____ Signature of Student	_____ Date
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I/we, the parents/guardians of the above student(s), have read the International Student Program Policy and agree to fulfill the obligations as set out. I/we will also use our best efforts to ensure that our child honours all the obligations as stated on pages 4-8.

_____ Name of Parent	_____ Signature of Parent	_____ Date
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_____ Name of Parent	_____ Signature of Parent	_____ Date
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_____ Name of Guardian/Agent	_____ Signature of Guardian/Agent	_____ Date
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INTERNATIONAL STUDENT PROGRAM APPLICATION

Parent Information

Father

First Name:	Last Name:
Street Address:	
Country:	Postal Code:
Home phone:	Cell phone:
Business phone:	
Occupation:	Employer:
Email(s):	

Mother

First Name:	Last Name:
Street Address:	
Country:	Postal Code:
Home phone:	Cell phone:
Business phone:	
Occupation:	Employer:
Email(s):	

Guardian/Agent Information*

Guardian in Canada (if applicable)

First Name:	Last Name:
Street Address:	
Country:	Postal Code:
Home phone:	Cell phone:
Occupation:	Employer:
Email(s):	

**A written guardian agreement needs to be in place between parents & guardians. JKCS assumes no responsibility for this agreement.*

Agent/Guardian (if applicable)

Name:	Email:
Company Name:	
Company Address:	

Canadian Church Information (if applicable):

Church Name:	City:
Pastor's Name:	Email:

Transportation Information (choose one)

<input type="checkbox"/> My child(ren) will be taking the bus to school.
<input type="checkbox"/> My child(ren) will be dropped off/picked up at school. Who will be dropping off/picking up your child(ren)? _____ Others who have permission to drive your child(ren): Name: _____ Relationship: _____ Name: _____ Relationship: _____

Student Information

Oldest Child - Please attach copy of latest report card & (translated to English)

First Name:	Last Name:
Address: same as <input type="checkbox"/> father's <input type="checkbox"/> mother's <input type="checkbox"/> guardian's	
Birthday (dd/mm/yyyy):	Gender (male/female):
Applying for Grade Level (if applying to Kindergarten, please indicate Part- (MWF) or Full-Time):	
Start Date (dd/mm/yyyy):	Finish Date (dd/mm/yyyy):
*Health Insurance Policy #:	Company:
Any special needs or concerns (social, emotional, physical):	
Important information about your child (likes, dislikes, traits):	
Allergies (yes/no; please indicate the type of allergy):	
Is this allergy anaphylactic (life-threatening) (yes/no)? _____ If yes, please provide the school with an epi-pen and Critical Medical Alert form (found on website) prior to beginning school.	
Asthma (yes/no): _____ If yes, please provide the school with asthma medication and Critical Medical Alert form (found on website) prior to beginning school.	
English level (beginner, intermediate, advanced):	

What is your child's experience learning English? (none, at school, camp, etc.)

**May be submitted at a later date (but prior to first day of school)*

Next Oldest Child - Please attach copy of latest report card (translated to English)

First Name:	Last Name:
Address: same as <input type="checkbox"/> father's <input type="checkbox"/> mother's <input type="checkbox"/> guardian's	
Birthday (dd/mm/yyyy):	Gender (male/female):
Applying for Grade Level (if applying to Kindergarten, please indicate Part- (MWF) or Full-Time):	
Start Date (dd/mm/yyyy):	Finish Date (dd/mm/yyyy):
*Health Insurance Policy #:	Company:
Any special needs or concerns (social, emotional, physical):	
Important information about your child (likes, dislikes, traits):	
Allergies (yes/no; please indicate the type of allergy):	
Is this allergy anaphylactic (life-threatening) (yes/no)? _____ If yes, please provide the school with an epi-pen and Critical Medical Alert form (found on website) prior to beginning school.	
Asthma (yes/no): _____ If yes, please provide the school with asthma medication and Critical Medical Alert form (found on website) prior to beginning school.	
English level (beginner, intermediate, advanced):	
What is your child's experience learning English? (none, at school, camp, etc.)	

**May be submitted at a later date (but prior to first day of school)*

Next Oldest Child - Please attach copy of latest report card (translated to English)

First Name:	Last Name:
Address: same as <input type="checkbox"/> father's <input type="checkbox"/> mother's <input type="checkbox"/> guardian's	
Birthday (dd/mm/yyyy):	Gender (male/female):
Applying for Grade Level (if applying to Kindergarten, please indicate Part- (MWF) or Full-Time):	
Start Date (dd/mm/yyyy):	Finish Date (dd/mm/yyyy):
*Health Insurance Policy #:	Company:
Any special needs or concerns (social, emotional, physical):	
Important information about your child (likes, dislikes, traits):	

Allergies (yes/no; please indicate the type of allergy):
Is this allergy anaphylactic (life-threatening) (yes/no)? _____ <i>If yes, please provide the school with an epi-pen and Critical Medical Alert form (found on website) prior to beginning school.</i>
Asthma (yes/no): _____ <i>If yes, please provide the school with asthma medication and Critical Medical Alert form (found on website) prior to beginning school.</i>
English level (beginner, intermediate, advanced):
What is your child's experience learning English? (none, at school, camp, etc.)

**May be submitted at a later date (but prior to first day of school)*

Emergency Contacts

Used in the event that parents cannot be contacted

Contact 1

First Name:	Last Name:
Relationship to child(ren):	Home phone:
Cell phone:	Business phone:
Email(s):	

Contact 2

First Name:	Last Name:
Relationship to child(ren):	Home phone:
Cell phone:	Business phone:
Email(s):	

Public Information: Parents/guardians agree to let their child(ren)'s photos to be used for promotional purposes and understand that at no time will names be published.

- ☐ Yes, I agree to let JKCS publish photographs. **OR**
☐ No, I do not wish my child(ren)'s photos published.
- ☐ Yes, I agree to let JKCS publish my home address in the parent directory. **OR**
☐ No, I don't wish to have my home address published in the parent directory.