



7481 10<sup>th</sup> Avenue, Burnaby, B. C. V3N 2S1

Dear Parents,

Enclosed is the Registration Package for the upcoming school year 2023 - 2024. The Registration Package **MUST** be completed in full and returned to the school ***no later than 3:00pm on Thursday, March 9, 2023.*** Failure to meet this date will **not guarantee** your child(ren)'s place in the classroom. We are blessed to have an excellent reputation and therefore have a waiting list for each class. It is each family's responsibility to ensure that the Registration Package is returned ***on or before 3:00pm on Thursday, March 9, 2023.*** Incomplete Registration Packages will **not** be processed and will be returned to the family, and this could prevent your child(ren) from securing their enrollment for the upcoming year. Registration cannot be accepted for families who have outstanding accounts owed to the school. All arrears must be paid prior to registration.

- **A family who actively participates at OLM Parish qualifies for the Category One rate.**

Active participation means that ALL the following conditions are met:

- The family is registered at OLM and has been for at least one year
- The family practices their faith and attends Sunday Mass regularly at OLM and
- The family supports the parish by using envelopes (regardless of the amount)
- The family is an active member of the parish.

- **Attendance:** Please note that it is mandatory for a pupil to attend Our Lady of Mercy School for no fewer than 135 days from the first day of school until May 15<sup>th</sup> in order to qualify for the full Government Grant. We require the Government Grant in order to meet our budget. It is therefore **the responsibility of the parents** to ensure that their children meet the above criteria. Should a pupil be forced to miss school due to illness, **it is necessary to submit a note or a doctor's confirmation to the teacher when your child returns to school.** If your child does not meet the requirement of 135 days necessary while registered, you will be asked to make up the difference of the reduced grant.

**Excused Absences:** Students are responsible for work missed during excused absences. Students are encouraged to show initiative in finding out what work was missed and how it might be made up. Teachers will provide reasonable assistance to students absent for excused absences. The office must receive a note listing the dates the student was away and the reason for the absence. Some examples of excused absences are: student is sick, student has medical/dental appointment, student requires surgery, etc.

**Unexcused Absences:** Students who are absent for more than 3 days for unexcused reasons or who are taking an extended vacation must complete the Notice of Extended Absences and/or Vacations During the School Year form. Teachers are not obligated to provide work or repeat instruction for any student who misses school due to an extended absence and/or vacation during the school year. Some examples of unexcused absences are: student is away at a hockey tournament, student is abroad visiting relatives, student is on family vacation, etc.

- **Cancellation Policies:** Our Lady of Mercy School deposits tuition through a debit transaction, also known as a direct withdrawal or an EFT (Electronic Fund Transfer). We require a minimum two weeks' notice should you change banks, or decide to withdraw from the school.

Please note:

The first month's tuition is nonrefundable if written notice of withdrawal for the upcoming school year is not received prior to June 15<sup>th</sup>.

Any parent choosing to withdraw their child(ren) from Our Lady of Mercy School must provide written notification to the attention of the school Principal. This notification must be received before the 15<sup>th</sup> of the month in order to have your next month's automatic tuition withdrawal stopped. (*Funds that have been withdrawn are non-refundable.*)

- **Tuition has been increased:** The goal of Our Lady of Mercy is to ensure every child receives a rewarding Catholic education at an affordable rate. Due to the rising operating costs of the school, the decrease in government funding and an increase in the archdiocesan school levy, families will be facing an increase in tuition rates this year, as mandated, by the CISVA Board of Directors.
- **Our Lady of Mercy Catholic School Code of Conduct:** Our Lady of Mercy recognizes parents as the primary educators of their child and, therefore, important role models in the mission of the Church shared by us. OLM has a Code of Conduct to inform the school community of expected conduct based on the principles of respect for rights and dignity of all persons in order to promote a safe and respectful environment. Enclosed in the registration package and on our website is the **Our Lady of Mercy Catholic School Code of Conduct** which gives specific examples of behaviors which parents are expected to (but not limited to) demonstrate.
- **OLM Participation Program Overview:** Catholic education exists to help parents educate their children in the Faith. The entire school community shares in the responsibility of educating our children and implementing our vision, mission and goals. We encourage parents to take an active role in our school and parish, and we value and appreciate their support and commitment overall as well as within the OLM Participation Program. The OLM Participation Program is an opportunity for building community, providing financial support and offering support to each other as we work together for the benefit and safety of our children. This program also reduces the operational costs of running the school which in turn allows the school to minimize tuition increases.
- **Enhancement Fund:** The Enhancement Fund is intended to help augment the existing programs at Our Lady of Mercy School and to help ensure that the school is sufficiently equipped to support your children and to maximize the learning environment. All donations, regardless of the amount, will help Our Lady of Mercy School achieve this very worthwhile endeavor. All donations are eligible for a tax receipt at the end of the year in which payment is made.
- **Fundraising Commitment Fee:** As a parent, you are asked to help develop the programs that nurture your children. This initiative includes a one-time \$100 commitment per child plus ongoing assistance with fundraising activities. Here's how parent-assisted fundraising works:

During the school year, fundraising monies raised offset your \$100.00 commitment. If you raise more than \$100.00, you are not required to top up the \$100.00 the following school year. If you raise less than \$100.00, you are required to bring your commitment total back up to \$100.00. This monetary \$100.00 commitment ensures participation in our school's key fundraising activities. Below are some examples of fundraising activities and the percentage that would go towards your Fundraising Commitment Fee.

Walkathon	80%
Christmas Concert Tickets	80%
Dieleman (gift catalogue)	40%
Purdys	25%

- **Core Materials Fees:**

- **Core Materials** - *The fundamental tools/materials that are needed for every student to start the year off right on the first day of school. For example, core materials fees include: iPad, binders, notebooks, pens, pencils, erasers, etc.*
- **Emergency Fee** - *Used to purchase and replenish emergency supplies that will be used to care for your child at school in the event of an emergency.*
- **Outreach Fee** – *Mandatory fee assessed to cover extra-ordinary school events and programs.*

Thank you for your cooperation and efforts in promptly returning the attached package ***on or before 3:00pm on Thursday, March 9, 2023.*** Our Lady of Mercy School's reputation and success has not only been achieved by our dedicated staff but also by the generosity of you the parents. We are looking forward to yet another successful upcoming school year in 2023 – 2024.