

Welcome to Elora Road Christian School!

ERCS is a Christian Elementary School for children in Junior Kindergarten through Grade 8. The vision of ERCS is that each student will reach their full God-given potential. This vision is enacted through our mission to Educate, Equip, and Empower our students.

EDUCATE:

We provide an excellent God-centered education that strives to meet the individual academic needs of our students so they are prepared to succeed when they graduate.

EQUIP:

We focus on cultivating Christ-like character in each of our students so they can reach their full potential. We also provide many opportunities for personal growth and development through involvement in our extra-curricular arts and athletic programs.

EMPOWER:

We want our students to make a positive impact on the world, whatever their sphere of influence may be. Our students are empowered to use the unique gifts God has given them to respond with love to the world around them, and to serve others as taught by Christ.

There are 4 steps to our admission process:

1. School tour & Information Session
2. Meeting with the Principal
3. Standardized test to determine grade placement for students entering Grades 1-8
4. Registration package & \$100 Registration fee (increases to \$150 after May 1st)

We look forward to welcoming your family to Elora Road Christian School. If you have any questions about ERCS and our application procedure, please feel free to contact us and we would be happy to assist you.

Elora Road Christian School is a ministry of the Elora Road Christian Fellowship and as such subscribes to the following Statement of Faith and Statement of Core Family Values.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe that God the Father, eternally existent, has revealed Himself in His Son, Jesus Christ, by the Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:40); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory. (Acts 1:11, Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
5. We believe in the resurrection of the saved. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-23, Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18)

Statement of Core Family Values

1. We believe that human life begins at conception and therefore an unborn child is a fully human person. (Genesis 1:28, Psalm 127:3, Psalm 139, Exodus 20:13)
2. We believe that sexual activity, including but not limited to intercourse, is intended for marriage. (Ephesians 5:31, 1 Corinthians 6:16-20, 1 Corinthians 7:2)
3. We believe that God's design for marriage is exclusively heterosexual. (Romans 1:27, Ephesians 5:31)
4. We believe that promoting or encouraging hatred against any individual or group is incompatible with the teachings of Christianity and is unacceptable in our school. (1 Corinthians 13, Galatians 5:22)

Tuition Policy

- Standard tuition rates, which include an activity fee, apply to all families attending the school.
- Tuition payments are due in advance. There are 2 payment options:
 1. The entire annual fee can be paid July 1, 2018.
 2. Payments can be made by automatic withdrawal (EFT) in 12 equal installments, on the first of each month. The payment plan begins July 1, 2018. The last automatic withdrawal will be June 1, 2019.
- Initial payments must be received in order for children to be admitted to class in September.
- In the event of unpaid tuition from the previous school year, children will not be readmitted in September unless approved by the Principal.
- An administration fee of \$25.00 will be applied to all N.S.F. transactions, and changes to tuition and/or bus payments.
- If you are facing financial difficulties please contact the school before your tuition payment is due so that alternative arrangements can be made.
- Student activity fees and the fees associated with our hot dog and pizza days are non-refundable.
- Tuition assistance and single-parent bursaries are available for qualifying families. (Please see next page for details.)

Special Circumstances

- Where a family gives 1 month written notice of leaving the school or changing their bus service, tuition, and/or bus payments if applicable, are due up to and including the attended month.
- Where a family does not give one month written notice of leaving the school and/or changing bus arrangements:
 1. If they used Option 1 in the payment schedule, they would be reimbursed 50% of the unused portion of the tuition/bus payments.
 2. If they used Option 2 in the payment schedule, they would forfeit the 2-month tuition/bus fees paid ahead (July and August.)
- Where a student is expelled or withdrawn at the recommendation or request of the school, tuition/bus fees will be due on the basis of 1/184th of the annual rate to the date the expulsion occurred (based on 184 school days in a year.)
- ERCS considers that all unpaid tuition accounts from the past year(s) are still owed to ERCS. Careful records are kept and any parent may determine the status of his/her account by contacting the Principal.

Tuition Assistance & Bursary Programs

ERCS offers tuition assistance to qualifying families who wish to send their children to the school but are unable to afford full tuition payments. This program is 100% funded by the Elora Road Christian Fellowship so we ask that all other possibilities of funding be explored before applying to this program. Applications are submitted directly to Apple Financial Services. Apple Financial Services will confidentially review and analyze applications and provide recommendations to ERCS.

Tuition Assistance Guidelines

- Any family may apply for tuition assistance.
- The application cost is \$100/family and is paid directly to Apple Financial through their website.
- Families need to re-apply for tuition assistance each year.
- Tuition assistance received is based solely on the assessment and recommendations of Apple Financial. Filling out an application does not guarantee that you will receive assistance.
- Bus fees are NOT eligible for tuition assistance.
- To apply go to: <https://applefinancialservices.ca> (a link is also available through our school website.) All families will need to first register their family and set-up an email and password. Then the application form may be completed. The on-line instructions are easy to follow and there is an excellent FAQ section that will answer any questions you may have.
- If Apple Financial is missing any of the required supporting documents they will contact you directly to obtain these documents. Your application will not be forwarded to ERCS until Apple Financial has completed their assessment.
- On-line applications are due to Apple Financial by **May 15th**.
- Application results for applications received by May 15th, will be communicated to families by June 30th.
- Applications that are received after May 15th will not be processed before June 30th. If tuition assistance is approved after June 30th, it will result in larger monthly payments (i.e. annual tuition will be divided by less than 12 months.)

Bursary Program

- Single-parent families may also be eligible for tuition assistance through our Bursary Program. In order to qualify for our Bursary Program an-online Apple Financial application **must be completed by May 15th**. Individuals who apply after this date will NOT be eligible for our Bursary Program.

ELORA ROAD CHRISTIAN SCHOOL UNIFORM REQUIREMENTS

LEGEND
M: Mandatory uniform item
R: Highly Recommended
NA: Not applicable
Order through Premium Sportswear
Order through ERCS
Parents provide

GIRLS	JK/SK	Grade 1/2	Grades 3-8	Additional Info
WHITE Cotton Short Sleeve Polo	M	M	M	
Cotton Long Sleeve Polo				
Performance Sweater				
1/4 Zip Knit Sweater				
Female Cardigan				
Skirt OR Pants	M	M	M	Girls must have navy skirt or pants for performances.
Shorts				
Phys-Ed T-Shirt	NA	M	M	
Phys-Ed Shorts	NA	M	M	
Phys-Ed Track Pants	NA		R	Grades 3-8 participate in outdoor Phys-Ed activities
Phys-Ed Sweater	NA		R	Grades 3-8 participate in outdoor Phys-Ed activities
Navy socks/knee-hi socks/tights/leggings (only 1 item of your choice is mandatory)	M	M	M	Also available through Premium Sportswear
Non-marking indoor running shoes	M	M	M	
Black casual or dress shoes	M	M	M	Shoes must be solid black (no coloured stripes or soles.) Open toe, runners, hi-tops and crocs are not permitted.

BOYS	JK/SK	Grade 1/2	Grades 3-8	Additional Info
WHITE Cotton Short Sleeve Polo	M	M	M	
Cotton Long Sleeve Polo				
Performance Sweater				
1/4 Zip Knit Sweater				
Pants	M	M	M	
Shorts				
Phys-Ed T-Shirt	NA	M	M	
Phys-Ed Shorts	NA	M	M	
Phys-Ed Track Pants	NA		R	Grades 3-8 participate in outdoor Phys-Ed activities
Phys-Ed Sweater	NA		R	Grades 3-8 participate in outdoor Phys-Ed activities
Blue or black socks	M	M	M	Also available through Premium Sportswear
Non-marking indoor running shoes	M	M	M	
Black casual or dress shoes	M	M	M	Shoes must be solid black (no coloured stripes or soles.) Open toe, runners, hi-tops and crocs are not permitted.

Registration Checklist

Family Forms (1 per family):

- ERCS New Family Registration Form
- Student's and Parent's Pledge: Parents please read and sign. Students in Grades 5-8 must also read and sign this form.
- Privacy Act and Permissions
- Tuition Rates 2018/2019 School Year
- Automatic Withdrawal Authorization Form: Please complete and sign and attach a void cheque.
- \$100 Family Registration Fee

Student Forms (1 per student):

*If you are registering more than one student, please ask the school office for additional forms.

- New Student Information
- Request for OSR (if student is transferring from another school)
- Completed Immunization Data Form (found in this package)
- Copy of your child's Immunization Record
- Copy of your child's Birth Certificate or Passport
- Copy of last 3 report cards

ERCS New Family Registration

Family Information

Date: _____

Surname: _____

Full Address: _____

Home Phone: _____

Father's Name: _____ Mother's Name: _____

Father's Cell Phone: _____ Mother's Cell Phone: _____

Father's Employer/Position: _____ Mother's Employer/Position: _____

Work Phone: _____ Work Phone: _____

Living with student(s)? Y / N Living with student(s)? Y / N

Home Church: _____ Pastor: _____

Email address(es) for school communication (please print clearly):

Please indicate the phone # you would like to be reached at if necessary during the school day:

I give permission for my contact information to be printed in the ERCS School Directory. This directory is distributed to school and staff only. Home phone numbers will be listed in the directory unless otherwise requested here.

Emergency Contact Information:

Person to contact in case of emergency, if parents are not available:

Name: _____ Phone: _____ Relationship to student: _____

Family Doctor: _____

Name

Address

Phone #

Family Dentist: _____

Name

Address

Phone #

Why do you want your child(ren) to attend ERCS?

Request for Bus Service

Name of Student(s)	Grade in September 2018
Pick-up address:	
Drop-off address:	

- The bus is a service arranged by ERCS that covers the Elora-Fergus area with a single bus. Bus fees cover the cost of the service. The bus fee may be included in a lump sum payment or with monthly automatic withdrawal. The same payment/refund policies apply as tuition payments.
- Bus fees are collected on a per family basis. There are no discounts available for part-time use. Since there is only one bus, families may be assigned an early bus pick up time/late drop off time.

Newsletter Information

If you would like your child's Grandparents or other family friends to receive the quarterly ERCS newsletter, please fill in the appropriate spaces below.

Name(s): _____ Phone #: _____

Email Address: _____

Name(s): _____ Phone #: _____

Email Address: _____

Pre-School Siblings (to help us plan for the future!)

Name	Gender	Date of Birth

Office Use Only:

Registration processed by: _____

Notes: _____

Student's Pledge - Grades 5-8

I promise my sincere effort to do the following:

1. Have a positive attitude and always try my best.
2. Act respectfully towards my classmates, school staff, and parents.
3. Seek to grow in Christ-like character and demonstrate it both inside and outside of school.

Student 1 Signature: _____ Date: _____
Student 2 Signature: _____ Date: _____
Student 3 Signature: _____ Date: _____

Parent's Pledge – all parents

The vision of Elora Road Christian School is that each child will reach their full God-given potential. We recognize that this can only be accomplished when home and school work together to achieve this goal. This pledge serves not as a binding document but rather as a promise by parents to work with the school in the education of their children.

By signing this document, we state that:

1. We have read and accept the vision, mission, statement of faith, and statement of core family values of Elora Road Christian School and understand that these values and statements will be taught to our students.
2. We recognize that ERCS may suggest that a child repeat a grade in order for them to successfully complete the curriculum requirements. ERCS may also suggest that a child skip a grade in order to ensure that they are challenged academically.
3. We recognize that to discipline is to teach and to train and with this in mind ERCS will discipline our child as required.
4. We agree to provide ERCS with all pertinent behavioural and/or health related information that relates to our child.
5. We recognize that ERCS reserves the right to dismiss any student who is consistently disrespectful and/or who refuses to cooperate with the educational process. Dismissal will only occur after a concerted effort has been made to correct this behaviour.
6. We understand that tuition rates do not cover all the costs of operating the school and therefore our participation in fundraising activities is necessary in order for ERCS to continue to provide an excellent education to our child. We will support the fundraising events and opportunities organized by ERCS.
7. We agree to make punctual tuition payments. We understand and agree that our tuition payments for one year must be paid in full before our child can continue the following year.
8. We understand that we are responsible for payments covering any property damage for which our child is partially or fully responsible, as assessed by the school.
9. We hereby confirm that we have no unpaid debts at any other independent/private school.
10. We agree to offer our support by praying for the staff and students at Elora Road Christian School.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Privacy Act & Permissions

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines that schools must adhere to when protecting the personal information of their students. The Act requires that students and parents/guardians of the student, under the age of 16, be informed of the uses, disclosures and maintenance of their personal information and that they be given the opportunity to make inquiries about the same. During the 2018-2019 school year, your child(ren) will be involved in a variety of school related activities and events consistent with the purpose of educating students in accordance with the Education Act. We bring to your attention the following areas that your and/or your child's personal information may be revealed without further notification to you. The intent of this document is to bring to your attention the following areas. We ask that you review this information carefully and sign your consent or specify the restrictions you would like to put in place.

Home phone numbers will be released to create telephone lists for distribution as follows:

- **emergency procedures** - to **volunteers** and **bus operators** for the purpose of making contact during an emergency, such as inclement weather
- **parent associations** - to be used for soliciting parent involvement in a variety of school related activities that will benefit your child
- **school telephone directory**

Medical Information—the school will share and update necessary student information with the **Wellington-Dufferin-Guelph Health Unit**. The information will include your child's birth date, address, home telephone number and work number of the parents, for the purpose of "establishing and maintaining a child health record according to the Health Protection and Promotion Act and Immunization of School Pupils Act."

Students with Life-Threatening Medical Conditions - their medical protocol will be shared with all staff members and appropriate bus operators.

ERCS Bus Transportation Service - for the safety of those students who receive transportation, their personal information is provided to the appropriate bus operator.

Students' work and their **first and last name** and **grade levels**, may be displayed in the classroom or school hallways, or may be shared with the public through science fairs, art projects, bulletin board displays & school newsletters. Class lists may also be shared with other class parents for addressing class greeting cards or invitations.

The Media may be invited to the school to take photos and write articles about student achievements, graduations or special events. Once again, the student may be identified **by first and last name** and **grade level**. The information gathered is used as part of the school's communication plan to share newsworthy events that occur at the school. Please note, most newspapers are published on the internet.

Photographs and Videos of Students (with their names and grades) collectively or individually, may be taken by ERCS staff and/or photographers that have been approved by the ERCS principal and may be used in the following manner:

- bulletin boards that are displayed in the classroom and in school hallways,
- school yearbooks, school newsletters or for school identification purposes,
- during classroom activities, open house or parents' night, school program, etc.,
- in local newspapers and on local television.
- School website, social media outlets, promotional materials, and videos.

This permission is in effect for the 2018-2019 school year only.

- I have read this document and consent to the use of information, photos and videos in the areas specified.**
- I do not want information, photos and videos used in the ways listed below (please specify.)**

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

Tuition Rates 2018/2019 School Year

Student Names (Oldest to Youngest)	Grade	Grade JK-8 Full-time	JK/SK Part-time (3 days)	Activity Fee (see table below)	Annual Rate
1.		\$6162	\$3698		
2.		\$2464	\$1479		
3.		\$1848	\$1109		
4.		\$1232	\$ 740		
5.		\$ 616	\$ 369		
Student Activity Fees (per student by grade)				Tuition Subtotal	
JK,SK, Grades 1 & 2	\$40			Bus Fee (if Applicable) \$1848	
Grades 3 & 4	\$45			Supplemental Donation	
Grades 5 & 6	\$50			Total Due	
Grade 7	\$55			monthly payments	/12
Grade 8	\$200			Final Total	

Notes:

Student Activity Fees: Student activity fees cover the cost of class trips, skating days, bus rentals, CAASO events, in-school activity days. The Grade 8 fee also includes the graduation banquet.

Supplemental Donation: Elora Road Christian Fellowship contributes for every student from its tithe dollars. A tax receipt for a charitable donation will be issued for any gift over and above tuition.

Tuition Assistance: If you anticipate receiving tuition assistance, please register now and complete the Automatic Withdrawal Authorization Form with the full amount for the first month's tuition. The amount to be withdrawn will be changed at the time tuition assistance is granted.

JK income tax deductions: JK is tax deductible as child care for the parent with lower income. For more information contact the office.

Registration Fee: A \$100 registration fee applies to all applications received before May 1st, 2018. After May 1st, the Registration fee is \$150. The fee is due at the same time the application is submitted.



Automatic Withdrawal Authorization Form

Pre-Authorized Debit (PAD) Agreement

Name: _____ Today's Date: _____

Please debit my/our bank account our total tuition amount for the 2018-2019 school year \$ _____ on July 1, 2018.

OR

Please debit my/our bank account for the 2018-2019 school year monthly \$ _____ on the first day of each month (from July 1, 2018 to June 1, 2019.)

Your Bank/Financial Institution (FI) Information

FI Name: _____

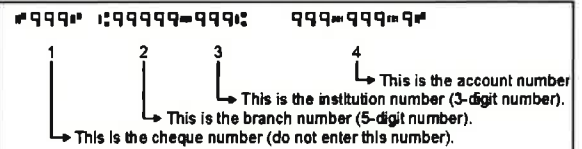
FI Branch Number: _____

FI Institution Number: _____

FI Account Number: _____

(please attach a VOID cheque from your bank account)

Sample number sequence found on cheques.



Account Holder Name (print): _____

Signature: _____

Joint Account Holder Name (if applicable): _____

Signature: _____

Account Holder Address: _____

Phone Number: _____

Email Address: _____

New Student Information *(please fill out one per student)*

Please fill in the following section and submit a copy of the birth certificate, immunization record and last 3 report cards.

Name: _____
 First Middle Last

Date of Birth (dd/mm/yy): _____ Health Card #: _____

School History

List all previous schools attended:

Name of school	City/Town	Grade(s)	Principal
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please indicate any relevant information below:

Allergies _____

Medical Condition(s) _____

Requires medicine at school _____

Formal Assessments (i.e. Speech, Occupational Therapy, etc.)

Any other information you would like ERCS to know about your child or family:



Request for Ontario School Record

Please forward the Ontario School Record for:

Surname First Middle

Date of birth: _____

Enrolled in Grade: _____

at:

Elora Road Christian School
5696 Wellington Road 7
RR #5, Guelph, Ontario
N1H 6J2
519.824.1890
school@ercf.ca

This is to certify that this school is listed by the Ontario Ministry of Education.

As parent/legal guardian, I hereby consent to the transfer of the school record folder.

Parent/Legal Guardian

I hereby agree to accept responsibility for the records, and to use, maintain, protect, and transfer the records following the procedures outlined in the manual authorized for use with the Ontario School Record System.

A handwritten signature in black ink, appearing to be 'P. H. H.', is written over a horizontal line.

Principal

Date

Immunization Data Form

Please PRINT Clearly in Ink

Name of School: _____	<input type="checkbox"/> New Student
	<input type="checkbox"/> Kindergarten student starting _____ (month/year)

Child's Last Name: _____	First _____	Middle _____
Date of Birth: _____ / _____ / _____	Male []	Ontario Health Card #: _____
Year Month Day	Female []	_____
Parent/Guardian: _____	_____	_____
(Last Name)	(First Name)	(Relationship to Child)
Address: _____	Unit/Apt.: _____	Home Phone # [] _____
City/Town: _____	Postal Code: _____	Work Phone # [] _____
Family Physician: _____	Dr's. Phone # [] _____	
Name of Previous School (if applicable): _____		
Address: _____	City/Town: _____	Prov. _____

Immunization History:

Please attach a photocopy of all of your child's records to this form.

Date: _____ **Parent/Guardian's Signature** _____

PLEASE NOTE:

In order to attend school in Wellington-Dufferin-Guelph, you must provide a complete history of your child's immunization to Public Health (Medical Officer of Health) or produce a signed medical exemption from your physician or an affidavit stating a religious or philosophical conflict. The Immunization of School Pupils Act requires that students have up-to-date immunization against six designated diseases: **diphtheria, tetanus, polio, measles, mumps and rubella (German measles).**

It is the responsibility of parents to maintain a record of immunization for their children and to inform Wellington-Dufferin-Guelph Public Health when additional immunization is given.

If you are unable to complete this form or cannot locate your child's record, please contact your previous physician or call Public Health for assistance.

The information on this form is collected under the authority of Health Promotion and Protection Act and in accordance with the Municipal Freedom of Information Protection and Privacy Act and the Provincial Health Information Protection Act. This information will be used for the delivery of public health programs and services, the administration of the organization, the maintenance of health care databases, registries, related public health research and compliance with legal and regulatory requirements. Any questions about this collection should be addressed to the Director of Administration.



Public Health

Wellington-Dufferin-Guelph Public Health
1.800.265.7293 www.wdghu.org info@wdghu.org