



**SASKATOON**  
CHRISTIAN SCHOOL

---

## REGISTRATION INFORMATION 2021-2022

---

### REGISTRATION DUE: APRIL 30, 2021

Registration forms must be completed and the fully completed registration package received by the BUSINESS OFFICE no later than April 30, 2021 to allow us time to determine staffing and classroom availability for new families.

**Payment arrangements are part of the fully completed registration package.**

**To register a NEW student (K-12), you must first contact the School Office to apply for admission.**

### NEW THIS YEAR

#### **REGISTRATION:**

Due to Covid precautions, we have included alternative ways to submit your registration. This year, you will have 3 options:

1. Send your registration by email. If your registration is easily submitted by email, you can send it to us at [businessoffice@saskatoonchristianschool.ca](mailto:businessoffice@saskatoonchristianschool.ca). Please ensure that ALL documents are complete and correct and emailed by the April 30 deadline.
2. Drop off your registration package at the School Office in the envelope provided. The School Office is a collection point **only**. The School Office staff there will not be processing your registration or answering registration questions. Please direct all registration enquiries to the Business Office.
3. Make a registration appointment. If have questions or feel that your registration is best handled in person, please book an appointment with the Business Office for the weeks of April 19-23 or April 26-30 by clicking [here](#).  
**If you choose option 1 or 2, you do not require an appointment.**

**NOTE: IF you choose option 1 or 2, you will receive a confirmation email from the Business Office. If you do not receive a confirmation email by May 31, your registration has not been received or is incomplete and your child(ren) is/are not registered for the next school year. It is your responsibility to ensure that your registration is complete and received by the Business Office.**

#### **PARENT PARTNERSHIP:**

The usual annual service commitment expected of each parent is 8 hours or \$400. **Due to Covid and our reduced ability to offer service opportunities, we have temporarily decreased the requirement for each parent to 4 hours or \$200.** Each parent is required to submit a post-dated cheque or pre-authorize a debit of \$200 for March 1, 2022 as their commitment guarantee. This payment will only be processed if the service commitment has not been fulfilled.

#### **HOT LUNCH:**

We are excited to announce that the Fun Lunch (Healthy Hunger) Fundraiser will be **replacing our current Hot Lunch program**. For more information regarding Fun Lunch, please see the information on page 3.

## REGISTRATION CHECKLIST

To consider your registration complete, you will need to complete the following by the registration due date:

<input type="checkbox"/>	Registration Form (all parent signatures/initials required on page 4)
<input type="checkbox"/>	Demographic Data Forms- one/student (signed and dated by one parent)
<input type="checkbox"/>	Media Consent Form - one/family (signed and dated by one parent and by each student 16 yrs of age and older)
<input type="checkbox"/>	Student Commitment Form - one/grade 7-12 student (signed by all parents and student)
<input type="checkbox"/>	Registration Payment Worksheet (remember to check off the tax receipt selection)
<input type="checkbox"/>	Payment Authorization Form ( <b>ALL PAYMENT ARRANGEMENTS ARE DUE AT REGISTRATION</b> )
<input type="checkbox"/>	A void cheque or bank account information printout (only required if your banking information has changed)
<input type="checkbox"/>	Credit card information (Full year payment ONLY. We <b>do not</b> offer monthly credit card payments).
<input type="checkbox"/>	Parent Partnership “commitment guarantee” <b>Option 1:</b> Separate cheque(s) post-dated March 1, 2022 for \$200/parent. <b>Option 2:</b> Fill in \$400 (\$200 per parent) on the Payment Authorization form and initial for a PAD.  If you choose the “buyout” option, payment is due September 1, 2021. <b>Cheques must be submitted at the time of registration, but can be postdated for the first day of school.</b>

## LATE OR INCOMPLETE REGISTRATIONS

The late filing fee of \$100 will be charged for any registration package not received fully completed by the April 30, 2021 deadline. Class lists will be generated based on students for whom registration is complete (including acceptable payment arrangements). Your child will not be placed on a class list at the start of the school year if registration is incomplete.

## SCS FAMILY DIRECTORY

Add or update your family information to our online Family Directory. Click on the heading “Community” and then the option “Parent Zone.” You will need to either sign in or register your account. This is a great way to grow the community in SCS! Please take a couple of minutes to ensure your family information is in our SCS directory and is up to date.

## STUDENT WITHDRAWAL

If you need to withdraw your child(ren) from SCS, please email our Community Development Officer, Pamela Johnson, at [johnsonp@saskatoonchristianschool.ca](mailto:johnsonp@saskatoonchristianschool.ca) to request a **Student Withdrawal Notification Form**. Neglecting to include a student on your registration is **NOT** sufficient notice of withdrawal.

## THE FOLLOWING INFORMATION APPLIES TO SCS ON-CAMPUS FAMILIES ONLY:

### FINANCIAL ASSISTANCE

SCS is pleased to offer financial assistance to qualifying families who would otherwise be unable to attend because of financial hardship. Awards of financial assistance are based on an analysis of a family's ability to contribute towards educational expenses. This analysis is conducted by Apple Financial Services ([www.applefinancialservices.ca](http://www.applefinancialservices.ca)).

Current families must submit their applications for financial assistance for the 2021-2022 school year by March 31, 2021. Financial assistance will not be awarded until fully completed registration packages are received, including payment arrangements. Payment arrangements will be revised if Financial Assistance is awarded.

### PARENT PARTNERSHIP

The usual annual service commitment expected of each parent is 8 hours or \$400. **Due to Covid and our reduced ability to offer service opportunities, we have temporarily decreased the requirement for each parent to 4 hours or \$200 for the 2021-2022 school year only.** Each parent is required to submit a post-dated cheque or pre-authorize a debit of \$200 for March 1, 2022 as their commitment guarantee. This payment will only be processed if the service commitment has not been fulfilled.

We understand that circumstances arise during the year which may make it difficult for some parents to fulfill this commitment, so a "buyout" option is available. If a parent chooses this option, payment of \$200 is due on the first day of school.

For more Parent Partnership information, you can visit our [website](#) under the heading "Community".

### FUNDRAISING PARTICIPATION

Every parent with a child in this school is a member of Saskatoon Society for Christian Education Inc., which owns and operates Saskatoon Christian School. By virtue of that membership, each parent is an "OWNER" of the school. Every fundraising event in this school is organized and run by the owners of this school and the owners are the principal beneficiaries of the proceeds of these fundraising events.

As a Qualified Independent School, we receive 80% of the provincial per student average funding for each of our students. This funding is limited to operating costs and makes no provision for any "capital requirements". The money required for our capital expenses and the 20% shortfall in operating funding must come from either tuition or fundraising. This means every dollar raised from fundraising is one less dollar parents need to pay in tuition. Each parent is required to participate fully in the fundraising efforts of the school.

### NEW THIS YEAR: FUN LUNCH (HEALTHY HUNGER) FUNDRAISER

We are excited to announce that the Fun Lunch (Healthy Hunger) Fundraiser will be **replacing our current Hot Lunch program**. This optional program allows you to order a lunch for your child(ren), pay online, and have the lunch delivered directly to your child(ren) at school. There is a different restaurant selection for each order date and you can participate as much or as little as you like. The best part is, this program helps us raise funds for our school with every order you place!

You must register your children **annually** on the Fun Lunch (Healthy Hunger) website: <https://healthyhunger.ca/index.php>. Watch our website and newsletter in September for information about our order dates and selections.

### GRADES 10 – 12 COURSE REGISTRATION: ONLINE AUGUST 2021

Grades 10 – 12 students will be choosing their elective classes for 2021-2022 school year online in August. The date and time will be communicated later in the year.

There will be a direct link to the online course registration on the Saskatoon Christian School homepage in August. Watch for an email with course selection information and access to the updated High School Course Selection Guide.

## **GYM UNIFORMS**

All students in grades 5 to 10 are required to have SCS gym uniforms for physical education. Watch for information regarding gym uniforms after Registration is complete.

## **INFORMATION TO COME**

The following items will be sent home with the report cards at the end of June:

- 2021-2022 School Calendar
- School Supplies List
- Kindergarten Start-up Information (if applicable)

The following information will be sent to you in August:

- Grades 10-12 Course Registration
- Covid precaution updates as needed



**SASKATOON**  
CHRISTIAN SCHOOL

---

## TEN WAYS TO ENSURE AN AWESOME REGISTRATION

---

Since registration will look a little different this year, **it will be more important than ever to complete your registration paperwork fully and correctly.**

**We need your help** to make registration run smoothly as we try to prepare well for next year.

Please read the following tips, from the least to the most important, to ensure an awesome registration, and avoid becoming a “registration re-do”!

### 10. BE “ACCOUNT”-ABLE!

#### **UPDATE YOUR BANKING INFORMATION.**

If you are paying monthly and your bank information has changed, please ensure you submit a new void cheque or bank account information printout. Handwritten bank account submissions are not accepted. This does not apply to SCS on-line families.

### 9. THIS IS A GOOD SIGN!

#### **MAKE SURE ALL SIGNATURES ARE COMPLETE.**

- *Media Consent Form* – One parent and students 16 years of age and older.
- *Student Commitment Form* – One parent and each students in grades 7-12.
- *Registration Form* – BOTH parents/guardians.
- *Payment Authorization Form* – One parent must sign form AND initial all boxes beside payment amounts.

### 8. WITH A LITTLE HELP FROM MY FRIENDS!

#### **FINANCIAL ASSISTANCE – APPLY NOW.**

Financial assistance is available to help families attend SCS. To see if you qualify for financial assistance, apply immediately as there is a 3-4 week processing time and funds are limited. Click [HERE](#) to apply. Let us know if you have applied or are planning to apply, and if you are awarded financial assistance, we will adjust your payments accordingly. This does not apply to SCS on-line families.

### 7. COUNTING SHEEP!

#### **CONTACT THE SCHOOL OFFICE TO ADD/WITHDRAW STUDENTS BEFORE REGISTRATION.**

If you wish to add a NEW student (K-12) or withdraw an existing student(s), you must contact the Community Development Officer, Pamela Johnson at [johnsonp@saskatoonchristianschool.ca](mailto:johnsonp@saskatoonchristianschool.ca). Simply adding or neglecting to add a student to your Registration is not adequate notice of your intention to register or withdraw.

## 6. TEAMWORK MAKES THE DREAM WORK!

### SUBMIT YOUR PARENT PARTNERSHIP CHEQUES.

All parents are required to submit their "Parent Partnership Commitment Guarantee" or buyout. To submit Parent Partnership, you have two options:

- submit **one cheque per parent** for \$200 each, **postdated for March 1, 2022.**

**OR**

- fill in \$200 (for one parent families) or \$400 (for two parent families) in the Parent Partnership Commitment Guarantee on the Payment Authorization Form and enter your "initials" in the corresponding box.

Parent Partnership cheques are only processed if hours are incomplete. **If you wish to buyout** instead of serving hours, payment is due by the first day of school. This does not apply to SCS on-line families.

## 5. AN AMAZING WORKOUT!

### CAREFULLY COMPLETE THE REGISTRATION PAYMENT WORKSHEET.

The worksheet is designed to help you calculate your first payment and subsequent payments correctly. Use the results of this worksheet to help you complete the Payment Authorization Form. This does not apply to SCS on-line families.

- **Box 1:** This is where monthly payment amounts or annual payment amounts are entered. All families with more than one student must select the rate of the oldest student (ex: families with students in both grade 2 and grade 9 must select the High School tuition rate). Your first month's payment should be entered in "Total Tuition to be Paid Up Front", or "Box 1".
- **Box 2:** This where non-tuition fees are entered. The "Total Other Fees", or "Box 2", is the total of the non-tuition fees.
- **Box 3:** "Tuition and Fees to be Paid Up Front", is the total of boxes 1 and 2.

## 4. YOUR HARD WORK IS "PAYING" OFF!

### CAREFULLY COMPLETE THE PAYMENT AUTHORIZATION FORM.

Complete this form AFTER you complete the Registration Payment Worksheet. This does not apply to SCS on-line families.

- Complete the top section with your printed name, signature, date and check whether payment is from an individual or business.
- **You will ONLY complete the Credit Card Payments box if you intend to pay in full for the year by credit card. Monthly credit card payments are not accepted.**
- **Tuition & Fees to be Paid up Front** is where you enter the total from "Box 3" of the Registration Payment Worksheet. (NOTE: If you selected the 12-month payment option, you must check July 15 as the first payment processing date). Don't forget your initials.
- **Remaining Monthly Tuition Payments** is where you enter the amount of the remaining monthly payments. Select the 1<sup>st</sup> or 15<sup>th</sup> of each month for when the remaining payments are to be withdrawn. Don't forget your initials.
- **Parent Partnership Commitment Guarantee** should be completed if you prefer to have Parent Partnership withdrawn directly (in lieu of cheques) in the event your hours are incomplete. Don't forget your initials.
- **Monthly Donation** may be completed if you wish to donate monthly. What an easy way to support the school on a regular basis! Don't forget your initials.

### 3. IT ALL ADDS UP!

#### SELECT THE CORRECT TUITION/RATE PAYMENT METHOD.

Choose the tuition rate according to your family situation and payment method. This does not apply to SCS on-line families.

- If you wish to pay by credit card, you must pay in full (**no monthly credit card payments are accepted**).
- If you wish to pay in full by cash/debit/cheque, choose the 2% discounted amount. Payment must be submitted with your registration. **Cheques must be submitted at the time of registration, but can be postdated for the first day of school.**
- If you wish to pay monthly (10 or 12 months), you must use pre-authorized debit payments (please ensure we have a current void cheque on file).

### 2. PROCRASTINATE TOMORROW!

#### REGISTER BY THE DEADLINE.

All registrations submitted after the deadline are NOT guaranteed a spot in the classroom and are subject to a \$100 late fee, payable when registration is submitted.

Please register by the deadline to help us plan class lists and staffing needs and to hold the classroom spot. This is a huge task that requires many, many hours of planning and your help in submitting registration on time ensures we are better prepared to serve your children in the coming year.

### 1. ON THE TIP OF YOUR TONGUE!

#### COMMUNICATE WITH US.

If you have any questions or concerns, financial or otherwise, please let us know. While we cannot guarantee your spot if you have not registered, giving us information about how we can help or what your intentions are goes a long way. We want to be part of the solution!

Please reach out and let us know if you plan to register after the deadline or if we can help resolve any concerns. We want to hear from you! You can call us at 306-343-1494, ext. 294 or email [businessoffice@saskatoonchristianschool.ca](mailto:businessoffice@saskatoonchristianschool.ca).