



Elementary

2019 – 2020 Registration Procedures

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Principal: S. Burkinshaw

Vice Principal: G. Wardle

Welcome to MEI. Thank you for considering MEI for your child(ren). We are all about people - our mission is to provide education and ministry to the youth of our community. MEI is a place where all aspects of life - intellectual, emotional, physical, and spiritual are nurtured and developed. We look forward to seeing you here!

The Priority Categories listed below indicate the order in which applications are considered. Final acceptance to MEI is determined on an individual basis.

Priority Categories:

Category 1

- ◆ Students presently enrolled.
 - ◆ **Exception: If a student is transitioning out of the International Program to the regular program at MEI, they must register as a student new to MEI (See Policy 5020).**
- ◆ Enrollment at MEI Preschool does not give priority status for MEI Kindergarten registration.

Category 2

- ◆ Children of MEI Society church pastors, missionaries, or MEI staff.

Category 3

- ◆ New students who are siblings of students presently enrolled, and who are members, or whose parent(s) are members, of MEI Society churches.
- ◆ New students who are members, or whose parent(s) are members, of MEI Society churches.

Category 4

- ◆ New students who are siblings of students presently enrolled and who are not members, or whose parent(s) are not members, of MEI Society churches.

Category 5

- ◆ New students who are not members, or whose parent(s) are not members, of MEI Society churches.

Applications that are not accepted during the January intake process will be held for the remainder of the calendar year and reevaluated as spaces become available. If no spaces become available by the end of the calendar year, the registration fee will be reimbursed.

Registration will be considered complete when accompanied by the following:

- A completed and signed registration form.
- A copy of proof of citizenship/immigration status of the parent.
- A recent copy of one of the following: utility bill, driver's license, rental agreement or tax assessment.
- Registration fee of \$100 by **cheque or cash only**.

(Cash will be refunded and cheques that are being held for waitlisted students will be destroyed in the event we are unable to enroll your student)

- The student's **original** birth certificate (which we will photocopy). Please note: To be registered in Kindergarten, children must turn 5 years of age in that year (between January 1 and December 31).
- A copy of the student's most recent report card.

Note: The office requires a copy of any custodial agreements in effect.

Tuition Policies

Please note that the 2019 – 2020 Tuition Schedule & Policies will be published in May 2019 & will be available on our website www.meischools.com & in each school office

1. Tuition is invoiced monthly at the beginning of each month and is expected to be paid on time. Payment must be made by one of the following options:
 - ♦ **Annual payment:** Payment for the entire year can be made by cash, cheque/debit or credit card. A *prepayment discount of \$50 per child will apply for those payments received by August 1st.*
 - ♦ **Semi-annual payments:** Two equal payments (due September 1st and February 1st) can be made by cash, cheque/debit or credit card.
 - ♦ **Monthly payments:** Payment can be made by pre-authorized debit only and will be collected on the first day of each school month (September to June).
2. Late payments and NSF's are subject to a \$35 administration charge.
3. Failure to make payments ON TIME may result in the student being asked to leave MEI.
4. Students who transfer in by the 15th of the month will be charged a full month's tuition. Those who transfer in after the 15th of the month will be charged a half month's tuition for that month.
5. Students who withdraw from MEI must give 30 days notice or pay one month's tuition in lieu of notice.
6. Tuition accounts are expected to be in good standing before payments for extra-curricular activities will be accepted and applied towards those activities.
7. School administration reserves the right to require prepayment of tuition in cases where there is a history of late tuition payments.
8. Unless arrangements have been made with administration and the MEI finance office, students will not be permitted to commence classes if any tuition or fee payments are in arrears from the previous year. Similarly, students will not be permitted to re-register for the coming year if any tuition or fee payments are in arrears. Fee payment includes school fees related to course/extra-curricular fees or school trips and supply fees.

MEI School Organization

The Mennonite Educational Institute is owned and operated by the MEI Society which consists of Mennonite and Mennonite Brethren churches. Each of the following churches elects two members to serve on the MEI Board of Directors. Parents/legal guardians or students who are members of MEI Society churches at time of registration, receive a discount in tuition rates.

Abbotsford Community Church	Bakerview M.B.	King Road M.B.	Ross Road Community
Alderbrook Community	Central Heights	Mountain Park Community	South Abbotsford M.B.
Arnold Community	Emmanuel Mennonite	Northview Community	The Life Centre

Educational Program and Class Placement Information

This section must be completed with your child's history as acceptance to MEI is conditional upon its full and accurate completion. Information disclosure does not necessarily preclude a student's acceptance into MEI, but is rather used to ensure we will provide the best educational program possible with available staffing and resources.

1. Describe your student's strengths and interests: _____

2. Does your child have any specific learning needs that require additional assistance or special education support?

Yes No Describe: _____

3. Does your child have a **CURRENT** Individualized Education Plan? YES NO

*Please note that registration is considered complete only when a copy of the IEP is submitted with the student's most recent report card.

4. Has your child been designated as a child with special needs in the education system in BC? YES NO

If so, which category/designation: _____

5. Has your child had or is currently receiving tutoring outside of school? YES NO

If so, please indicate when and for which subjects: _____

6. Is English your child's first language? YES NO

If no, what language is his/her first language? _____

What language is primarily spoken in your home? _____

Does your student **CURRENTLY** receive ELL/ESL support at school? YES NO

7. Has your child been diagnosed or do you suspect any of the following issues:

ADD/ADHD	Diagnosed	Have wondered about this
Anxiety	Diagnosed	Have wondered about this
Behavioral Issues	Diagnosed	Have wondered about this

8. Has your child ever experienced any:

Social interaction/relationship issues school? YES NO

Emotional (including anxiety) issues at school? YES NO

Behavioral issues at school? YES NO

If you answered yes to any of the above, please describe: _____

9. Does your child take any prescribed medication on an ongoing basis? YES NO

If yes, please explain: _____

10. Has your child **EVER** received the following services:

Speech and Language Therapy (SLT) YES NO When: _____ What School: _____

Occupational Therapy (OT) YES NO When: _____ What School: _____

Physical Therapy (PT) YES NO When: _____ What School: _____

Counselling Support YES NO When: _____ What School: _____

ESL or ELL Services YES NO When: _____ What School: _____

Learning assistance pull-out YES NO When: _____ What School/agency: _____

Learning assistance in-class support YES NO When: _____ What School/agency: _____

Special education programming YES NO When: _____ What School/agency: _____

Educational Assistant (EA support) YES NO When: _____ What School: _____



STATUS OF PARENT/GUARDIAN
(ADMISSION TO CANADA AND RESIDENCY) – FORM A

To be completed and signed by a parent or legal (court-appointed) guardian. If legal guardian, attach a copy of court order appointing you as legal guardian.

(Lawfully Admitted into Canada)

1. I am (*please ✓ one*):

- A Canadian citizen (**please attach a copy of parent’s birth certificate or citizenship paper/card**).
- A Permanent Resident (please attach a copy of parent’s landed immigrant status paper or Permanent Resident card).
- Lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada) with one of the following documents (please mark the appropriate box below and attach a copy of document):
 - Admission as a refugee or refugee claimant.
 - Valid student permit for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - Valid employment authorization (work permit) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years).
 - A person carrying out official duties under the authority of the Visiting Forces Act or as an accredited diplomatic agent, pre-clearance officer, consular officer or official representative in Canada of a foreign government with a consular post in British Columbia.
 - Other - document description: (must be cleared with Citizenship and Immigration Canada):

(Residency in British Columbia)

2. I am a resident of British Columbia (*please ✓ one*):

- Yes Residency address: _____

(Please attach a recent copy of a utility bill, driver’s licence, mortgage document, rental agreement or tax assessment.)

- No I am not a resident of British Columbia.

Confirming signatures:

3. Parent/Legal Guardian’s name: _____

Parent/Legal Guardian’s signature: _____

Date: _____

For Office Use Only:

Proof of Residency: _____
Initials

Date: _____