

# 2019-2020 Registration Procedures



## Middle

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Principal: Heather Smith

Vice Principal: Sean LaForest

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 and 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 re-evaluated as spaces become available. If no spaces become available by the end of the calendar year, the registration fee will be reimbursed.

Registrations will be considered valid 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** (fee for new student registration)  
(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)
- A copy of the student's most recent report card

# School Guidelines

MEI operates on the premise that if home and school work together and are in agreement on fundamental issues, they collaboratively provide the best educational support for a student. It is expected that parents and students will support the school's guidelines as outlined in the Student Handbook.

- 1. Attendance:** Students should make every effort to attend all classes and to be on time. All absences shall be supported by a phone call or email from a parent/guardian. Students needing to leave early should bring a note.
- 2. Student Character/Conduct:** Students attending MEI should be of positive character, considerate of others, desiring to be taught and to learn, willing to obey the rules and guidelines of the school and be willing to contribute to the school.
- 3. Community:** We form a community at school. Students should use discretion and be inclusive when relating to others.
- 4. Dress Code:** The maintenance of Christian standards and a Christian testimony in a permissive age necessitates that dress should be tasteful, modest and discreet. Specific details are documented in the Student Handbook.
- 5. Smoking, Drinking, Drugs:** We appreciate and uphold the Biblical injunction that our bodies are the temple of the Holy Spirit and that we should keep them healthy. We recognize the physical destructiveness of tobacco, e-cigarettes/vaping, alcohol and other drugs and therefore MEI students shall not be involved in their use on or off campus.
- 6. Academic Diligence:** Participating in class, completing and handing in assigned homework is vital to achieving a good academic standing. Students who persistently fail to do their best or complete assigned work will face consequences up to and including probation or being asked to leave MEI.
- 7. Vandalism:** It is expected that students will treat school property and the property of others with care and respect. Lockers are to be clean, clear of markings, and free of inappropriate pictures and slogans. Vandalism resulting from carelessness or deliberate action must be compensated.
- 8. Use of Technology:** Students are expected to comply with the MEI Technology Policy as outlined in the Student Handbook and Student Agreements.

Discipline of students will be done as fairly as possible. The school will deal with students according to the Discipline Policy outlined in the Student Handbook.

## 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 the 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

## Tuition Policies

**Please note that the 2019-2020 Tuition Schedule & Policies will be published in May 2019 and will be available on our website [www.meischools.com](http://www.meischools.com) and in each school office.**

- 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 1<sup>st</sup>.*
  - ♦ **Semi-annual payments:** Two equal payments (due September 1<sup>st</sup> and February 1<sup>st</sup>) 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).
- Late payments and NSF's are subject to a \$35 administration charge.
- Failure to make payments ON TIME may result in the student being asked to leave MEI.
- Students who transfer in by the 15<sup>th</sup> of the month will be charged a full month's tuition. Those who transfer in after the 15<sup>th</sup> of the month will be charged a half month's tuition for that month.
- Students who withdraw from MEI must give 30 days' notice or pay one month's tuition in lieu of notice.
- Tuition accounts are expected to be in good standing before payments for extra-curricular activities are made and applied towards those activities. Failure to pay students fees may result in students being unable to participate in certain activities.
- School administration reserves the right to require prepayment of tuition in cases where there is a history of late tuition payments.
- 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.



# 2019-2020 Registration

## Middle School

Grade to be enrolled: \_\_\_\_\_

School attended last year: \_\_\_\_\_

Student #: \_\_\_\_\_

Student's Name: \_\_\_\_\_  
Legal Surname                      Legal First Name                      Middle Name

Male  Female Birth Date: \_\_\_\_\_ Place of Birth: \_\_\_\_\_  
Day Month Year Country Province (if Canada)

Mailing Address: \_\_\_\_\_  
Street  
City Province Postal Code ( )  
Home Phone

Student's Citizenship:  Canadian  Landed Immigrant  Other \_\_\_\_\_

Aboriginal Ancestry Information:  N/A  Inuit  Metis  Non-Status  Status on Reserve  Status off Reserve

Mother: \_\_\_\_\_  
Legal Surname                      Legal First Name                      Middle Initial                      Preferred Name (if applicable)

Father: \_\_\_\_\_  
Legal Surname                      Legal First Name                      Middle Initial                      Preferred Name (if applicable)

Mother's Email: \_\_\_\_\_ Father's Email: \_\_\_\_\_

Mother's Cell Phone: ( ) \_\_\_\_\_ Father's Cell Phone: ( ) \_\_\_\_\_

Mother's Place of Employment: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Father's Place of Employment: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Legal Guardian: \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_  
(If applicable)

Student resides with:  Father & Mother  Father\*  Mother\*  Joint\*  Legal Guardian\*  
(at same residence)

*\*Is a court order in place concerning the care or custody of the student  Yes  No If yes, please attach a copy.*

### Please list all other school aged children in your family and indicate where they attend school:

Siblings Name	Grade 2019-20	Birthdate dd/mm/yr	Currently Enrolled at MEI	New Registrant at MEI	Attends Other School (if so, where)
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	

In case of emergency, if parent cannot be reached, call (please note that only those listed may make decisions or pick up students from school in an emergency):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Doctor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Care Card #: \_\_\_\_\_

Please list any physical restrictions, allergies, or health concerns of the student that the school should be aware of:

Mild  Moderate  Life Threatening What medication does the student carry/require? \_\_\_\_\_

**Please note:** MEI Middle requires a Student Emergency Response Plan signed by a doctor from all new registrants with life-threatening allergies. Forms are available in the office.

Does your child require any medications be administered at school? If so, please provide details: \_\_\_\_\_  
(Medical Authorization form will be required. Form Available in office.)

Do you attend church?  Yes  No If yes, Where? \_\_\_\_\_ If this is an MEI Society church,  
please indicate whether one of the following is a member of the church:  Student  Parent  Legal Guardian

Yes  No A Family Phone Directory will be prepared by the school and distributed to all Middle School families. May we publish your name, phone number and address in the Family Phone Directory?

Yes  No I give permission to release my email address to the school photo company used by the MEI Middle School.

**How did you become interested in MEI?**

Friend/Family  Church  School Tour  Newspaper  Other \_\_\_\_\_

Is a parent(s) an alumnus of MEI?  Mother Class of: \_\_\_\_\_ Maiden Name: \_\_\_\_\_  
 Father Class of: \_\_\_\_\_

**Student Educational Planning and Class Placement**

*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 ever been designated as a child with special needs in the education system in BC?  Yes  No  
If so, which category/designation: \_\_\_\_\_ (Is the designation currently in place?)  Yes  No

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 not, what language is his/her first language? \_\_\_\_\_  
What language is primarily spoken in your home  ENGLISH  OTHER \_\_\_\_\_

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  Issues have at times arisen at  HOME  SCHOOL

8. Has your child ever experienced any:  
▪ social interaction/relationship issues at 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 so, please list: \_\_\_\_\_

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

- |                                      |                                                          |             |                      |
|--------------------------------------|----------------------------------------------------------|-------------|----------------------|
| Learning assistance pull-out         | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | What school: _____   |
| Learning assistance in-class support | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | What school: _____   |
| Special education programming        | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | What school: _____   |
| Educational Assistant (EA support)   | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | What school: _____   |
| ESL or ELL Services                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | What school: _____   |
| Speech and Language Therapy (SLT)    | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | School/Agency: _____ |
| Occupational Therapy (OT)            | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | School/Agency: _____ |
| Physical Therapy (PT)                | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ | School/Agency: _____ |
| Counselling Support                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | When: _____ |                      |

11. Documentation: Has your child **EVER** had:

- |                                                                                                 |                                                          |                   |                    |
|-------------------------------------------------------------------------------------------------|----------------------------------------------------------|-------------------|--------------------|
| Individual Education Plan                                                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No | If so when: _____ | What school: _____ |
| Adaptations/Modifications to curriculum (sometimes on checklist/should be noted or report card) |                                                          |                   |                    |
|                                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | If so when: _____ | What school: _____ |
| Ed Psych Report                                                                                 | <input type="checkbox"/> Yes <input type="checkbox"/> No | If so when: _____ | By whom: _____     |

12. Has your child ever been suspended from school .....  Yes  No

If yes, please describe: \_\_\_\_\_

13. Can your child participate in a full Physical Education program? .....  Yes  No

If not, please explain: (doctor's note required) \_\_\_\_\_

14. Has your child ever received any enrichment or challenge programming at school? .....  Yes  No

If yes, comment on when/why/in what academic areas: \_\_\_\_\_

### Protecting Your Personal Information:

MEI gathers and uses personal information to provide your child with the best educational services as outlined in our Mission Statement and Core Values. The personal information on this form is required in order to register your child at MEI and assist the school authority in making informed decisions on the suitability and appropriate placement of your child. This information will also allow MEI to respond immediately to an emergency. MEI commits to using and storing this information responsibly and will not release this information to a third party without your verbal or written consent, unless permitted under the PIPA (Personal Information Privacy Act) legislation. MEI does not sell, lease or trade information about you to other parties. For more information on MEI's use, storage and disclosure of personal information, please contact the privacy officer for MEI Schools.

### Your signature:

- ◆ Confirms that all information given is accurate and you agree to comply with MEI's learning objectives, behavioral expectations and computer use policy.
- ◆ Confirms that you have read and understood MEI's Tuition Policies and agree to pay all tuition fees and other financial obligations for your child to MEI Schools in keeping with these policies.
- ◆ Confirms that MEI may contact previous schools for further information.
- ◆ Authorizes MEI Schools to administer and engage in assessments with your child as determined by MEI Schools.
- ◆ Acknowledges that photos, videos and/or student's work of your child may be used by MEI for yearbooks, newsletters, social media and other promotional materials.
- ◆ Gives consent to have MEI collect, use and disclose this personal information as outlined above and defined as per policy.
- ◆ Certifies that you are a legal resident of British Columbia.

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/LEGAL GUARDIAN NAME (PRINTED)

A **registration fee of \$100** for new students is required to accompany all registrations, refundable only in the event we are unable to enroll your student. A copy of the student's **birth certificate (original to be verified by MEI staff)** and their most recent **report card** is required. Church membership status will be determined as of the date of registration. Should changes to church membership status occur, please notify MEI Administration and Finance Office.

**For Office Use Only:**

Registration Fee: \_\_\_\_\_

Date Received: \_\_\_\_\_ By: \_\_\_\_\_ Cash or Cheque #: \_\_\_\_\_

Completed Online Date/Time: \_\_\_\_\_

- Birth Certificate
- Report Card
- Parent Citizenship/Immigration
- Residency (Driver's License, Utility Bill, Rental Agreement, Tax Assessment)



## 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: \_\_\_\_\_