

# 2019 – 2020 Registration Procedures



## Secondary

4081 Clearbrook Road  
Abbotsford, BC  
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www.meischools.com

Principal: M. Thiessen

Vice Principal: M. Bergen

Welcome to MEI. Thank you for considering our school for your child. 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.

#### 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.

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 licence, rental agreement, 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).
- A copy of the student's most recent report card.

## School Guidelines

MEI operates on the premise that if the home and school work together and are in agreement on fundamental issues, harmony and well-being will result. 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 note or phone call from a parent/guardian.
- 2. Character:** Students attending MEI should be of positive character, considerate of others, wanting to learn and willing to obey the rules and regulations of the school.
- 3. Dress Code:** Dress should be tasteful, modest and discreet. Specific details are documented in the Student Handbook.
- 4. 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 cigarettes, e-cigarettes, vaping, alcohol and other drugs, and therefore MEI students shall not be involved in their use on or off campus.
- 5. Homework:** Completing and handing in assigned homework is vital to achieving a good academic standing. Students who persistently fail to do assigned homework will be dealt with according to the Discipline Policy outlined in the Student Handbook.
- 6. Care of Property:** Students are expected to treat school property and the property of others with care and respect at all times. Lockers are to be clean, clear of markings and free of inappropriate pictures and slogans. Damage resulting from student carelessness or deliberate actions will be repaired with all related costs being covered by the students involved.
- 7. Motor Vehicles and Parking:** Students are expected to drive with caution and courtesy on school property. Parking areas are available for students. Students driving a motor vehicle to school are required to purchase a parking permit from the office.
- 8. Technology Device Use:** Students are expected to comply with the MEI policies regarding the use of technology and devices as outlined in the Student Handbook.

Discipline of students will be done as fairly and equitably 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 time of registration receive a discount in tuition rates.

Abbotsford Community  
Alderbrook Community  
Arnold Community

Bakerview MB  
Central Heights  
Emmanuel Mennonite

King Road MB  
The Life Centre  
Mountain Park Community

Northview Community  
Ross Road Community  
South Abbotsford MB

## Tuition Policies

**Please note that the 2019 – 2020 Tuition Schedule will be published in May 2019 and will be available on our website 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 pre-payment discount of \$50 per child will apply for those payments received by August 1.*
  - **Semi-annual payments:** Two equal payments (due September 1 and February 1) 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 extracurricular activities will be accepted and applied towards those activities.
- School administration reserves the right to require pre-payment 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 include school fees related to course/extra-curricular fees or school trips and supply fees.



# 2019 – 2020 Registration Secondary School

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

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

Student No.: \_\_\_\_\_

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

Parent E-mail: \_\_\_\_\_ Language spoken at home: \_\_\_\_\_

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 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 the same residence)

*\*Is a court order in place concerning the care or custody of the student?  Yes  No If yes, please attach a copy. In the absence of a court order, both parents will have access to the student and student's records.*

In case of emergency, if a parent cannot be reached, call:

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

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

Doctor: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_ Care Card No.: \_\_\_\_\_

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

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

Do you attend church? 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

Name of Sibling	Grade (in 2019-20)	Date of Birth (dd/mm/yy)	Currently Enrolled at MEI (Yes/No)	New Registrant at MEI (Yes/No)	Attends Other School (if so, where)

# 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 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 do arise 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  Yes  No If so when: \_\_\_\_\_ What school: \_\_\_\_\_  
 Adaptations/Modifications to curriculum (sometimes on checklist/should be noted or report card)  
 Yes  No If so when: \_\_\_\_\_ What school: \_\_\_\_\_  
 Ed Psych Report  Yes  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: \_\_\_\_\_

How did you become interested in MEI?  Friend/Family  Church  School Tour  Newspaper  
 Other \_\_\_\_\_

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

### 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 internet 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.
- ◆ Authorizes MEI Schools to administer and engage in assessments with your child as determined by MEI Schools.
- ◆ Acknowledges that photos, videos and/or student 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 per policy.
- ◆ Certifies that you are a legal resident of British Columbia.
- ◆ Confirms that MEI may contact previous schools for further information.

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

\_\_\_\_\_  
**DATE**

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

\_\_\_\_\_  
**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 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.

<b>For Office Use Only:</b>	
Date Received: _____	Registration Fee: _____
<input type="checkbox"/> Birth Certificate <input type="checkbox"/> Report Card <input type="checkbox"/> Residency	Cheque/Receipt No.: _____

