



# **Banbury Crossroads School Forms and Documents**

**To be reviewed,  
completed and returned to  
Banbury Crossroads School**



# Banbury Crossroads School Registration Form

## Personal Information Regarding Student:

\*Surname: \_\_\_\_\_ Registration Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
(y/m/d)

\*Given First Name: \_\_\_\_\_ **\*Please provide legal names.**

\*Middle Name(s): \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_\_ Gender: \_\_\_\_\_  
(y/m/d) **\*Please include a copy of the student's birth certificate\***

## Student Address:

Address While in School:	Permanent Mailing Address: (if different)
Address: _____	Address: _____
City: _____	City: _____
Province: _____	Province: _____
Postal Code: _____	Postal Code: _____
Phone: _____	Country: _____

## Academic Information:

Previous Grade Completed: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Alberta Education ID: \_\_\_\_\_ School ID: \_\_\_\_\_

**\*Resident Board:** \_\_\_\_\_

Last School: Name: \_\_\_\_\_  
(if not BCS) Phone: \_\_\_\_\_

Other Previous School(s) (please name):  
\_\_\_\_\_

Name and relationship of family member(s) who attend(ed) Banbury Crossroads School:  
\_\_\_\_\_

**\*Resident Board** is the school jurisdiction where you live that your child would be attending if you were not attending Banbury. (Example: Calgary Public or Rockyview)



# Banbury Crossroads School Registration Form

<u><b>Legal Father</b></u>	<u><b>Legal Mother</b></u>
Surname: _____	Surname: _____
Given Name: _____	Given Name: _____
Business Name: _____	Business Name: _____
Business Address: _____ _____	Business Address: _____ _____
E-Mail: _____	E-Mail: _____
H-Phone: _____	H-Phone: _____
B-Phone: _____	B-Phone: _____
C-Phone: _____	C-Phone: _____
Fax: _____	Fax: _____
Driver's License Number (for ID purposes): _____	Driver's License Number (for ID purposes): _____

<u><b>Other Guardian</b></u>	<u><b>Other Guardian</b></u>
Surname: _____	Surname: _____
Given Name: _____	Given Name: _____
Business Name: _____	Business Name: _____
Business Address: _____ _____	Business Address: _____ _____
E-Mail: _____	E-Mail: _____
H-Phone: _____	H-Phone: _____
B-Phone: _____	B-Phone: _____
C-Phone: _____	C-Phone: _____
Fax: _____	Fax: _____
Driver's License Number (for ID purposes): _____	Driver's License Number (for ID purposes): _____

**Citizenship Information:**

Citizenship: _____
If this student is not Canadian, please check <b>one</b> of the following that applies:
<input type="checkbox"/> Permanent Resident/Landed Immigrant <input type="checkbox"/> Child of a Canadian Citizen <input type="checkbox"/> Child of one who has been lawfully admitted to Canada for permanent or temporary residence

**Eligibility for French Immersion Instruction:**

Check "Yes" only if <u>at least one</u> of the following applies: <input type="checkbox"/> Yes <input type="checkbox"/> No
<ul style="list-style-type: none"> <li>• Either parent's mother tongue is French</li> <li>• Either parent was educated in French in Canada</li> <li>• One or more children in your family have received primary or secondary school instruction in French in Canada</li> </ul>



# Banbury Crossroads School Registration Form

*If you wish to declare that you are an Aboriginal person, please specify:*

- Status Indian/First Nations                       Métis  
 Non-Status Indian/First Nations                 Inuit

Alberta Education is collecting this personal information pursuant to section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) as the information relates directly to and is necessary to meet its mandate and responsibilities to measure system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. This information will also be used to determine the provincial First Nations, Métis and Inuit funding allocation provided to school authorities.

Pursuant to section 7 and 8 of the Personal Information Protection Act (PIPA) accredited private schools in Alberta are collecting this information for the purposes of measuring system effectiveness over time and develop policies, programs and services to improve Aboriginal learner success. It will also be used to determine the provincial First Nations, Métis and Inuit funding allocation available to the school and will be disclosed to Alberta Education accordingly. By declaring that I am an Aboriginal person, I consent to the collection, use and disclosure of this information by the private school for the purposes stated above. PIPA requires signed consent, below, from the Student or Parent/Guardian.

Student or Parent/Guardian consent:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

For further information, or if you have questions regarding the collection activity by Alberta Education, please contact the office of the Director, Aboriginal Policy, Policy Sector, Information and Strategic Services Division, Alberta Education, 10155 – 102<sup>nd</sup> Street, Edmonton, Alberta, T5J 4L5, 780.427.8501.

## **Health/Emergency Information:**

Doctor's Name: \_\_\_\_\_ AHC: \_\_\_\_\_

Doctor's Phone: \_\_\_\_\_

Known Allergies/Conditions: \_\_\_\_\_

Does your child take any regular medication (please indicate if any):  
\_\_\_\_\_

Other health comments: \_\_\_\_\_

Emergency Contact (not living with student):

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

H-Phone: \_\_\_\_\_ B-Phone: \_\_\_\_\_



# Banbury Crossroads School Registration Form

## Authorization to act in the event that the student requires medical attention:

I consent that the School staff may secure such medical advice and services, including administering first aid, which may be deemed necessary for my child's safety. I shall be financially responsible for such advice and service.

Parent/Guardian consent:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In the event of injury or illness requiring medical attention, every effort will be made to notify the parent(s), legal guardian(s) and/or emergency contact(s).

## Photography:

Banbury Cross School has a website at [www.banburycrossroads.com](http://www.banburycrossroads.com). On this site we will be periodically posting photos of School events and scenes that depict the ways that our School is unique. As well, from time to time, we require pictures for *newsletters, albums/scrapbooks, yearbooks, projects, posters, books, videos, graduations, brochures, blogs, and our hallway gallery of field trips pictures. Also there may be pictures used for other promotional campaigns or events.*

In order to comply with Alberta's Freedom of Information and Privacy Act (FOIP Act), Banbury Crossroads is requesting consent from parents to use children's photographs for the purposes listed above. If you feel comfortable allowing pictures of your child to be used for these purposes, please sign below.

- Once photographs, or videos are released in any public forum, Banbury Crossroads School cannot control or prevent further distribution, or use of the material by those who access the information.
- Parents are under no obligation to consent. It is your voluntary decision to do so. If you do not feel comfortable giving this permission, then you do not need to sign this form, and this will indicate a refusal to consent.

I hereby **give permission** for photographs of my child (named on this registration form) to be used for the purpose stated above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Banbury Crossroads School Registration Form

## Privacy:

Your personal information at Banbury Crossroads School is protected under the Personal Information Protection Act of Alberta (PIPA).

We will collect and use your personal information only for the purposes of delivering and supporting educational services we provide to you or your child, including:

- Educational services, activities and programs
- Enrolment development
- Student counseling
- Student health and safety, including emergencies
- Fundraising and special events
- Communication with students' families

For more information, please contact the School's Privacy Officer Anne Bransby-Williams at 403.270.7787.

## Application Agreement:

- We, the Parents of the Student, hereby apply for the above-mentioned Student to be admitted for the School term indicated on this application.
- Registration is not complete, or official, until the Tuition and Fees Contract is complete and cheques are submitted.
- A copy of the student's birth certificate is required for all students.
- We have received a copy of the School brochure, as well as the Conflict Resolution Policy.
- We have received and signed the Parent Acknowledgement of Responsibilities form.

I hereby certify that I accept the conditions on this document, and that the information provided is true and accurate.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please submit the following items before your child attends our School:

- All completed registration and permission forms
- Copy of child's Birth Certificate and/or Passport
- Recent photograph of child
- Copy of recent Report Card and pertinent educational documentation
- Registration Fee, Tuition Fees and other relevant Fees
- Parent Acknowledgement of Responsibilities form



# Banbury Crossroads School

## Section 08: Tuition and Related Fees Policy

(Revised Spring, 2017)

Each year, a new Tuition Fees Schedule must be written to reflect changing economic needs of the School, in keeping with inflationary, rental, instructional and energy costs, as well as with government funding trends. This schedule shall attempt to be equitable to all parties.

\*\*\*\*\*

### Background:

Alberta Education grants do not cover all the costs of running a school. Both Instructional and Non-Instructional costs must, therefore, be subsidized by Tuition Fees. These fees must support our small student-teacher ratio of 1:10. It cannot be emphasized enough that this is an *economically intensive program to operate*. In addition, the School's commitment to excursions and off-campus education, for "real world" learning, incurs high expenses. Our registration procedures help administration predict staffing and field trip planning for the upcoming school term. It also becomes important as school enrolment grows, and space becomes limited.

Fees may be paid by cheque, money order, bank draft, Visa, MasterCard, e-transfer, or cash. *For Visa and MasterCard payments, a 5% surcharge will be levied* to cover our costs of providing this service. **International students must pay only by certified cheque, cash or money order.**

*Once the School has decided to admit a student, the parents of that student must commit to a full-year attendance at the school. The signing party is responsible for the full year's tuition. In addition, no reduction or refund will be allowed, for any reason, in the case of temporary absence, early withdrawal, or dismissal.* We are obliged to provide Banbury's students and parents with the highest quality of education. Staff members are hired according to our registered student numbers at the beginning of each school term, and *we must honor our financial commitments to our teachers*. The small nature of the school means that a mid-year withdrawal of a student's funds could have a substantial negative impact on the quality of education for those students remaining. **Therefore, this guarantee needs to be honoured.**

**Payment of all fees is to be provided to the school with the Registration documents, before students are authorized to begin classes and before they can be officially registered with Alberta Education.**

### Procedures:

#### 1. Registration and Re-Registration Fees:

- All Registration Fees for new and returning students are **\$350.00**. These fees are non-refundable.
- However, **for returning students registering before May 31<sup>st</sup> 2017, the Early Bird Fee is reduced to \$250.00.**



**Banbury Crossroads School**  
**Section 08: Tuition and Related Fees Policy**  
*(Revised Spring, 2017)*

**2. Part-Time Students:**

**Elementary and Junior High Students:**

- **At this age, all students are required to attend full-time, unless they sign up for homeschooling, and attend the school as a Blended Student.** In the case of Blended Students, the responsibility for the students' academic program is shared between the school and the parents, with each party taking responsibility for certain subjects. Therefore, the parents will be charged on a pro-rated basis, according to how much time they attend the school (according to Alberta Education's Homeschooling regulations, **at least 50% of the time**) and based on the fees applicable at the time of registration. Students will also be charged applicable Instructional Materials, Physical Education and Field Trips Fees.
- Blended students may be registered for their home education portion either with Banbury, or with another Home-Education Program. If they are registered with us, their Facilitator will be one of their teachers here.

**High School Students:**

- High school students may come part-time to attend certain courses, whether they are Blended or not. Therefore, tuition is computed on a pro-rated basis, depending on time of attendance (according to Alberta Education's regulations, **at least 20% of the time**) and based on the fees applicable at the time of registration. Students will also be charged applicable Instructional Materials, Physical Education and Field Trips Fees.
- Government grants are not provided for foreign students, Canadian students attending less than 20% of the time, and adult students who are over-age (age 19 by Sep 01 2016). For these students, tuition will be charged on a pro-rated basis, depending on time of attendance, and an **extra hourly fee of \$50.00** is also levied for tutoring and marking services.

**3. Tuition Amounts and Procedures:**

**Annual Tuition Fees** for the 2017-2018 School Term are as follows:

	Up to Sep 30, 2017	After Sep 30, 2017 & Part-Time pro-rated
Pre-School:	\$10,000.00	\$ 10,000.00
E.C.S. and Elementary:	\$ 9,000.00	\$ 11,000.00
Junior High School:	\$ 9,500.00	\$ 11,500.00
Senior High School:	\$10,000.00	\$ 12,000.00
International Students and Adult Students (19 years and older):	\$13,000.00	\$ 13,000.00





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**Pre-payment of Tuition** may be paid as follows:

- **Enrollment before Sep 30, 2017:**

If students enroll before Sep 30, 2017, annual Tuition payments can be paid in one of the following ways:

1. **Lump sum payment.** If this is received in full by May 31<sup>th</sup> of the current year, a 4% discount will be applied.
2. **Twelve installments.** Each being one-twelfth the year's Tuition Fee, and paid monthly, by pre-authorized payments, or post-dated cheques dated the last day of each month, beginning on Jun 30 2017, and ending on May 31 2018.

**International students may not pay monthly, but rather by a lump sum.**

The specific payments for the 12-month payment plan are as follows:

Pre-School:	\$ 833.33/month
E.C.S. and Elementary:	\$ 750.00/month
Junior High School:	\$ 791.67/month
Senior High School:	\$ 833.33/month
Adult Students (19 years and older):	\$1,083.33/month

3. **Ten installments.** Each being one-tenth the year's Tuition Fee, and paid monthly by post-dated cheques only, dated the last day of each month, beginning on Aug 31 2017, and ending on May 31 2018.

**International students may not pay monthly, but rather by a lump sum.**

- **Enrollment after Sep 30 2016:**

**All tuition fees for students from E.C.S. through Grade 12 received after Oct 01 2017 will be increased by \$200.00 per month**, due to Alberta Education's policy to deny all grant money to schools for all subsequent registrations. Therefore, this dual fee schedule is in effect in order to **only partially** cover the loss of grant monies. If students arrive from Oct 2017 through Jun 2018, the tuition amount may be paid either by lump sum (with a 3% discount), or by post-dated cheques pro-rated over the months left in the school year.

- **Default of Payment:**

**A service charge of \$50.00 will be levied on each NSF and/or returned payment.** *Non-payment of fees may result in the student being suspended until payment is made.* **There will be a 3% interest charge levied on all fees that are 60 days or more overdue.** In addition, after 90 days of non-payment, a collection agency will be contacted, and/or legal action will occur.



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**4. Family Rate:**

In order to help our families, **Tuition Fees** are reduced when a family has more than one child attending the School, at the following rate:

First child:	Full fare
Second and subsequent children:	4% reduction

**5. Additional Fees for Full-Time Students:**

**Instructional Materials Fee:**

- **Elementary Students:** *All students are charged an Instructional Materials Fee of \$450.00 per year. Fees pay for: manipulative materials, usage of school textbooks and library/resource books, photocopying and consumable workbooks, technology costs, and non-core subject costs – including room rental for music and drama.*
- **Secondary Students: Book costs are being handled in the same manner as last year.** Due to the Alberta Education Distribution Centre shutdown, all students will be ordering their own books directly from the publishers, according to instructions from their teachers. Students may also purchase books from other students who are finished with them. When there are textbooks available for rental at the school, a fee of \$40.00 per book will be charged per year. Nevertheless, there will be an **Instructional Materials Fee of \$250.00** to cover subject resource materials, photocopying, and primarily, technology costs.

**Physical Education Fees:**

- *For all students from Pre-School through Grade 10, and for students in Grades 11 and 12 who choose to register, a \$300.00 fee will be levied for Physical Education classes. This fee will help to cover the significant costs incurred by our program: gymnasium rentals, admission to other sports facilities, specialized instructors, transportation, equipment purchase and rental, and insurance. The only extra physical education costs that will be charged to parents are optional and expensive ones, such as ski trips, horseback riding, camping or swimming classes that offer badge programs.*

**6. Instructional Materials for Blended or Part-Time Students:**

- **Elementary Students:** The Materials Fee is **\$350.00, regardless of time attended.**
- **Secondary Students:** Applicable books will be ordered directly by the student. The Instructional Materials Fee will be **\$200.00, regardless of time attended.** These books are owned by the students, so they will have a choice at the end of the term of selling them to other students or the school (if we need them), or else keeping them.



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**7. Materials Fee for Junior/Senior High Options:**

For certain courses, fees are set on a per-student basis.

Art and Food Studies:	\$ 100.00 per course
Music:	\$ 150.00 per course (plus instrument, if applicable)
Drama:	\$ 150.00 per course

**8. Field Trips:**

Excursions are crucial to the integrated approach Banbury takes to the learning process. Many of our field trips involve admission fees charged by the institutions that offer tours and programs. **Most costs for field trips are included with Tuition Fees.** The only ones that may require small contributions are for expensive outings such as theatre attendance. The full cost will be charged for out-of-town or out-of-country trips, optional courses and excursions such as camping. These are levied as they arise.

**9. Extra-Curricular Activities:**

Fees for extra-curricular activities are charged when applicable, on a per-activity basis.

**10. Out-of-School Care:**

Banbury does not offer formal out-of-school care. Parents who need out-of-school care need to inform the office, so that they can be connected with available babysitters.

**11. Fees for Aides, Specialists or Special Equipment:**

Parents whose children require one-to-one teaching assistance or special equipment will have extra fees levied to cover such costs. Further information on such extra costs, hiring procedures and deliverance of such programs may be found in our Policy Manual under *Special Needs Students*.



# Banbury Crossroads School Tuition and Fees Contract

**Student Name:** \_\_\_\_\_

**School ID:** \_\_\_\_\_

*We expect students to commit to a full-year attendance at the school. Longer attendance is associated with a more beneficial experience of our philosophy and methods.*

This contract supersedes any prior tuition contracts and is based upon our Tuition and Related Fees Policy. Aside from payments made by cash, all certified cheques, money orders and bank drafts are to be made payable to Banbury Crossroads School. **Fees are payable in advance before the student's registration can be confirmed, and before students will be registered formally with Alberta Education.**

**1. FEES:**

**A. Tuition**

Refer to the *Tuition and Related Fees Schedule* for applicable amounts and particulars of submitting fees. Part-Time students will be charged a pro-rated fee. This amount is pro-rated to reflect the amount of time the student attends the school and is to be paid as a lump sum or through post-dated cheques. **The above-mentioned student is enrolled in grade \_\_\_\_\_ and the tuition amount for the current year is \$\_\_\_\_\_.** This amount must be submitted either as a **series of post-dated cheques**, or as a **lump sum payment, by cash, money order, bank draft, electronic direct deposit, certified cheque or Visa.** A 4% surcharge will be levied to all Visa payments to cover our costs of providing this service. A \$15.00 charge is levied on all electronic direct deposits.

**B. Bursaries**

If any Bursaries are expected to be applied from outside agencies, list them here:

Agency:	
Bursary Amount:	\$

**C. Registration, Books, Physical Education and Other Fees**

Refer to *Fees Schedule*, to calculate particular fees owing and payable upon registration, according to individual grades and courses taken. The appropriate fees for this student are:

Registration Fee:	\$
Instructional Materials Fee:	\$
Physical Education Fee:	\$
Field Trips Fee:	\$
Tutoring/Marking Fee:	\$
<i>Other Optional Course(s) Fee (Please identify):</i>	
Art:	\$
Drama:	\$
Field Trips:	\$
Food:	\$
Music:	\$
Other:	\$
<b>Total Fees:</b>	<b>\$</b>



# Banbury Crossroads School Tuition and Fees Contract

**2. TOTAL TUITION, FEES AND PAYMENT SCHEDULE:**

The following summarizes the annual tuition, fees charged and payment schedule agreed upon by both Banbury Crossroads School and the student's parent(s) or guardian(s):

Tuition Fees:	\$
Plus Registration and Other Fees:	\$
Total Gross Fees:	\$
Less Bursary:	\$
Less Sibling Discount:	\$
Less Lump Sum Discount:	\$
Total Net Fees:	\$
Less Initial Payment:	\$
Date:	
Net Balance Owing:	\$
Less Lump Sum Payment:	\$
Date:	
Less P/D Payments:	
Number of Payments:	\$
Monthly Payment Date:	

**3. DEFAULT OF PAYMENT:**

**There will be a 3% interest charge levied on all fees that are 60 days or more overdue.** In addition, after 90 days of non-payment, legal action or collection procedures will occur. Students will not be registered with Alberta Education until fees have been submitted.

**4. REFUNDS:**

*Any School Fees paid are not refunded for any reason, neither upon early withdrawal from the school, temporary absences or dismissal. The signing parties are responsible for the full year's tuition and all other fees.*

*I hereby certify that I accept the conditions of this document and that the information that has been provided is true and accurate. I agree to be financially responsible for all the above fees as outlined in this document.*

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Signature of Payee (other than above)

\_\_\_\_\_  
Please Print

\_\_\_\_\_  
Date



# Banbury Crossroads School Tuition and Fees Contract

**Notes:**

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*Parent/Guardian Signature*

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*Authorized School Administrator Signature*



## Banbury Crossroads School Annual Fieldtrip Authorization Form

I/we understand that Banbury Crossroads School (hereinafter called "the School" which term shall include the School's successors and assigns, principals, teachers, duly appointed chaperons, tour managers, agents or employees and their heirs, executors and assigns), arranges, for the students of the School, off campus excursions, internships and sports events which, in the opinion of the School, have definite educational, athletic or cultural value and are an integral part of the School's program.

I/we, being the Parent(s) or Guardian(s) of \_\_\_\_\_ (hereinafter called "the student") consent to the student participating in those excursions, internships and sports activities deemed *low risk* that are arranged by the School, and I/we authorize the participation of the student.

I/we understand that the definition of low risk activities covers those events in which the loss of life or limb is improbable and the risk of injury is minimal.

This would include Fieldtrips to destinations such as the following:

Libraries, art galleries, museums, zoo, historical sites, interpretive centers, retail venues, senior citizen centers, nature parks, urban sites of interest (landfills, water treatment plants, fire halls, City Hall, courthouses, airport, train stations, Calgary Tower, etc.), performing arts centers, and indoor playgrounds.

This would include Physical Education activities that would occur in appropriate venues such as:

Hillhurst/Sunnyside Community Gymnasium, West Hillhurst Community Center, SAIT sports complex, Westhills and Southland Leisure Centers, Volleydome, city golf courses, dance studios, city parks and athletic fields, arenas, bowling alleys, etc.

These Physical Education activities include the following:

Games and skill development: badminton, floor hockey, basketball, billiards, bowling, cross-country running, curling, dodge ball, tag games, cooperative games, skipping, playground games, paddle ball, field hockey, flag/touch football, golf, martial arts, racquet games, scoop ball, soccer, table tennis, tetherball, team handball, ultimate Frisbee, Frisbee golf, volleyball, track and field events, softball;

Fitness activities: yoga, aerobics, running/walking and fitness testing; and

All types of dance.

This would also include internships and volunteer opportunities with organizations in the community, such as the following:

The Humane Society, SAIT, Mount Royal College, bakeries, computer stores, mechanic shops, engineering firms, hair salons, graphic design and music studios, and other office of corporate or not-for-profit organizations.



## Banbury Crossroads School Annual Fieldtrip Authorization Form

I/we agree and acknowledge that:

The student must meet any prerequisites that may be required for participation in any excursions, internships and sports activities.

My child has been informed of, and will abide by the regulations, instruction, limitations and safety procedures imposed on the participants of any excursions, internships and sports activities.

In the event that my child fails to abide by the regulations, instructions, limitations and safety procedures imposed on the student while participating in the program or activities, he/she may be asked not to participate in the program or activity, or I will be contacted to have him/her picked up, unless I have permitted my child to pursue alternate means of transportation as identified herein.

There are some risks and hazards inherent in some excursions types of activities and the School will not be responsible for any injury, death, property damage or loss that occurs during any excursions, internships and sports activities, unless the School is deemed negligent.

The family waives any claim they may have against the School arising from the student's participation in any excursions or sports activities and agrees to indemnify and save harmless the School for any claim, including any claim for medical services arising from his/her participation in any excursions, internships and sports activities.

The School may secure medical advice and services as it, in its sole discretion, may deem necessary for the health and safety of the student, and the student shall be financially responsible for such advice and services.

It is my/our responsibility to advise the School of any medical or health concerns of my child which may affect his/her participation in the stated program or activity.

This Release, Waiver of Claim and Assumption of Risk is binding on the student, his/her heirs, and his/her executors, administrators, personal representatives and assigns.

It is understood that my/our consent and authorization for these low risk excursions and activities are subject to the following conditions:

Where expedient, the School advising me/us of the following particulars of any tour, internship, sports activity or excursion in advance:

- a) Destination;
- b) Arranged supervision;
- c) Date(s) and time(s);
- d) Transportation plans;
- e) Service providers; and
- f) Costs, if any.





# Banbury Crossroads School Annual Fieldtrip Authorization Form

Notification may not be expedient in the case of short-term and local spontaneous excursions that may occur to capture teachable moments or special events.

The School will make every reasonable effort to ascertain that:

- a) The supervisors and staff of the Service Provider are fully trained and qualified;
- b) The students who undertake the program or activities will be adequately supervised; and
- c) The location and/or facilities, and the equipment meet the applicable health and safety standards.

My/our having the right to advise the School at least two school days before the commencement of any particular excursion, internship and sport activity, that my/our consent and authorization will be considered as withdrawn for the particular excursion or sports activity, and the student shall not participate in it. Alternate arrangements for instruction must be negotiated with teachers remaining at the School.

This consent and authorization will be in effect for the current school year only.

Where there are moderate risks and hazards inherent in some excursions, internships and sports activities, the School will be required to notify us of these excursions, utilizing the Advised Consent and Acknowledgement of Risk form. I am responsible for signing my name on this notification to acknowledge I have read and understood the details and the inherent risks.

Dated at Calgary, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
First and last name (please print)



# Banbury Crossroads School

## Parent – School Agreement

At Banbury Crossroads School, we operate as a collaborative and communicative partnership. In order for the unique features of the School to function and thrive, all parents need to understand and agree with our goals and practices. In order to ensure parental agreement on the School's methods, this document specifies Banbury's mission and commitment, as well as parental responsibilities. Our goal is to enhance the community, fulfill expectations, prevent discord, and promote understanding of the vision and mandate of Banbury Crossroads School.

### **Banbury Commitment:**

Banbury Crossroads School operates in the following unique ways:

- Our focus is on self-directed learning.
- We support students' self-responsibility and autonomy.
- We place student interest, ability and motivation at the core of all goal setting.
- Our program is tutorially-based and student-paced. We provide encouragement, mentoring and guidance to students.
- We embrace academically interested and able students to further and deepen their understandings, by dedicating time to enrichment opportunities.
- We will offer more individualized instruction to students who wish or require more time to complete their academic work. This extra assistance may result in an extension of the traditional time frame to complete their work.
- We cultivate a familial environment.
- We promote healthy communication. P.E.T. is a communication program we follow, and its principles are embedded within our Conflict Resolution Policy. We practice negotiation and problem solving with win-win resolutions. Students are expected to participate in constructive problem-solving sessions with other students and/or adults of the School's community when challenges or issues arise.
- The learning in and beyond the School is evaluated and represented through a variety of methods.
- No marks are assigned until Grade 10. Marks are given to create transcripts.
- In order to provide the best possible education for our students, the School may require parents to procure outside professional services such as counseling or academic testing.
- Banbury Crossroads School reserves the right to subject all new students to a trial period, of up to one month, to determine suitability.



# Banbury Crossroads School Parent – School Agreement

- The School will organize extra-curricular educational events in order to educate other parents, teachers and the general public about our educational approach.
- Banbury will organize fundraising and promotional events to promote sustainability and a healthy student population for the benefit of our students.

### Parent/Guardian Commitment:

I/we understand and agree that:

Initial

- I/we have read, and I/we understand the above Banbury commitment statements. \_\_\_\_\_
- My/our child can be trusted to learn, and will work at his/her own pace, even if it means that for a period of time my child's pace does not meet my expectations. \_\_\_\_\_
- I/we will provide full disclosure of my/our child's academic history, as well as issues and concerns that may play a part in my/our child's future academic achievement, including all forms of student records. \_\_\_\_\_
- I/we will maintain ongoing communication with my/our child's teachers, to ascertain progress and growth. \_\_\_\_\_
- I/we will encourage, mentoring and guidance to my/our child. \_\_\_\_\_
- I/we support the concept that my/our child will be learning alongside children of other age groups. \_\_\_\_\_
- The School's avoidance of punishment and rewards upon my/our child applies equally to all children in the Banbury Crossroads community. \_\_\_\_\_
- I/we will attend any problem solving sessions if requested to do so. \_\_\_\_\_
- If I/we have any concerns about any aspect of my/our child's experience at school, I/we will initiate contact with the School to gather information and, if necessary, work together with the School to solve the issue in a mutually-agreed manner. \_\_\_\_\_
- If initial discussions do not adequately resolve my/our concerns, I/we will initiate the formal complaint process as set out in the School's Conflict Resolution Policy. \_\_\_\_\_



# Banbury Crossroads School Parent – School Agreement

- In order to provide the best possible education for my/our child, I/we will procure outside professional services such as counseling or academic testing, should the School request it. \_\_\_\_\_
- I/we will participate in extra-curricular educational, fundraising and promotional events coordinated by Banbury Crossroads School. \_\_\_\_\_

Dated at Calgary, Alberta, this \_\_\_\_\_ day of \_\_\_\_\_, in the year \_\_\_\_\_.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
First and last name (please print)

\_\_\_\_\_  
Signature of School Representative

\_\_\_\_\_  
First and last name (please print)