



Banbury Crossroads School Forms and Documents

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



Banbury Crossroads School

Demographics Update for Returning Students

This document is provided to streamline the Re-Registration process for returning families. It is designed for parents whose basic information, given initially on their child/ren's Registration Form, has not changed. In these circumstances, this Demographics Update will be sufficient to Re-register for the upcoming school term.

*Surname: _____	Registration Date: ____/____/____ (y/m/d)
*Given First Name: _____	*Please provide legal names.
*Middle Name(s): _____	
Preferred Name: _____	
Date of Birth: ____/____/____ (y/m/d)	Age: _____ Gender: _____

Student Address:

Address While in School:	
Address: _____ City: _____ Province: _____ Postal Code: _____ Phone: _____	Current Grade: _____ Alberta Education ID: _____

<u>Legal Father</u>	<u>Legal Mother</u>
Surname: _____	Surname: _____
Given Name: _____	Given Name: _____
E-Mail: _____	E-Mail: _____
H-Phone: _____	H-Phone: _____
B-Phone: _____	B-Phone: _____
C-Phone: _____	C-Phone: _____



Banbury Crossroads School

Demographics Update for Returning Students

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).

In order to submit this Demographics Update, you must ascertain that the following information, contained in the Registration Form, is still current:

- Parent-School Agreement
- Resident Board
- Guardianship Information
- Health/Emergency Information
- Citizenship
- Health Information
- Photography Consent
- Permanent Mailing Address
- Eligibility for French Immersion
- Aboriginal Status Declaration

Application Agreement: We, the Parents of the Student, hereby acknowledge the veracity of the above information.

Parent Signature: _____

Date: _____



Banbury Crossroads School

Section 08: Tuition and Related Fees Policy

(Revised Spring, 2019)

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 31st of each year, the **Early Bird Fee is reduced to \$250.00**.



Banbury Crossroads School
Section 08: Tuition and Related Fees Policy
(Revised Spring, 2019)

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 September 1st). 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:

	Up to Sep. 30th	After Sep. 30th & 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



Banbury Crossroads School
Section 08: Tuition and Related Fees Policy
(Revised Spring, 2019)

Pre-payment of Tuition may be paid as follows:

- **Enrollment before September 30th :**

If students enroll before September 30th of each year, annual Tuition payments can be paid in one of the following ways:

1. **Lump sum payment.** If this is received in full by May 31th 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 June 30th and ending on May 31st.

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 August 31st and ending on May 31st.

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

- **Enrollment after September 30th:**

All tuition fees for students from E.C.S. through Grade 12 received after October 1st of each year 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 October through June of each year, 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.



Banbury Crossroads School
Section 08: Tuition and Related Fees Policy
(Revised Spring, 2019)

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.



Banbury Crossroads School
Section 08: Tuition and Related Fees Policy
(Revised Spring, 2019)

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 3% 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:	\$
Total Fees:	\$



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:

Parent/Guardian Signature

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

Documentary Media Release Form

I am very excited that, after many years of operating Banbury Crossroads with an optimistic spirit and the participation of many, many teachers, students and parents, I am finally in the process of writing a book about Banbury. It will describe what we do, and why we do that. In addition, I have found two filmmakers within our school community who are willing and excited to translate this information into a documentary. There will be footage taken around the school and on field trips that include your child. Our purpose is to illustrate our school visually, so that people will know that it exists and understand its unique nature. Therefore, we are asking you for permission to include him or her in this project.

I, _____ (Full name), hereby grant Banbury Crossroads School and Banbury Crossroads School Society Members, its legal representatives and assigns (including, but not limited to any agency, client, or publication) irrevocable permission to publish photographs and video content of my child/ren _____ for any lawful purpose in regards to the documentary produced by the School's team.

I understand and agree that these photos and video footage will be shown at various film festivals or events of any kind, used for promotional campaigns and media platforms. In order to comply with Alberta's Freedom of Information and Privacy Act, (FOIP Act) Banbury Crossroads School is requesting consent from parents to use footage of their child/ren for the purposes listed above. All media rights will belong to Banbury Crossroads School.

I hold harmless the aforementioned filmmakers, and the School itself, and representatives from any liability, by virtue of any post-production editing or advertising that may occur in producing the film.

I have read and understood the above. I hereby give permission for my child, mentioned above, to be filmed for the uses stated above.

Parent Printed Name: _____

Parent Signature: _____

E-mail Address: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Country: _____