

John Knox Christian School **Oakville, Ontario**

2232 Sheridan Garden Dr. Oakville, Ontario L6J 7T1

www.jkcs-oakville.ca

For enquiries in Chinese, please contact our International Student Consultant Mr. Larry Guo in Oakville Canada at larryguo@jkcs-oakville.ca and our Program Representative Ms. Echo Tan in Beijing China at echotan@jkcs-oakville.ca.

来自中国的学校申请、问题咨询、中介合作，请联系中国招生负责人：

Larry 郭老师

e-mail: larryguo@jkcs-oakville.ca

手机: 416-841-0688

微信: 通过 18804282346 添加

工作时间: 加拿大多伦多时间

Echo 谭老师

e-mail: echotan@jkcs-oakville.ca

手机: 13521999904

微信: 104909992

工作时间: 中国北京时间

International Student Program (ISP) Policy and Admissions Procedure

As Christians, it is our responsibility to become effective in cross-cultural interactions in order for our witness to become more effective in a multi-cultural environment. By educating international students at our school, we are providing a wonderful opportunity for cross-cultural understanding to develop so that we can become effective co-workers in bringing God's redemptive story to those who have not been exposed to it in an educational environment.

RATIONALE FOR INTERNATIONAL STUDENT ENROLLMENT

- 1. To enrich the school's culture by enrolling students from a variety of backgrounds.** International students bring with them their own experiences, insights, cultural expressions, and perspectives. All students become part of a changing school community as integration takes place. The presence of international students gives all the students the opportunity to develop skills in effective communication across cultures.
- 2. To help create a mosaic that celebrates diversity.** The gospel gives us a global perspective that envisions a church made up of all nations.

DEFINITION OF INTERNATIONAL STUDENTS

International students are those who do not have Canadian citizenship, permanent residence status in Canada, or a work permit in Canada and are authorized for study in Canada with a valid Study Permit or a valid visitor's visa for the duration of their stay.

THANK YOU

Thank you for considering our school as a place in which your child will learn, grow, serve, think, and act. John Knox Christian School desires to provide a challenging program for all students registered, including our international students. Our prayer is that students will grow in their faith and experience what it means to live in a global community. There are expectations of each student/family enrolled in the International Student Program (ISP). Please read the pages that follow and sign this document as your agreement. A signed agreement confirms your understanding of the following enrollment guidelines.

Approved by the JKCS Board
December 2018

ENROLLMENT GUIDELINES

1. Enrollment of international students will be limited to a number per classroom as determined by the Principal on a yearly basis. On average, they are not to exceed three full-time students per classroom.
2. The application is subject to the availability of an appropriate space or program available for the applicant's child(ren).
3. Grade placement will be generally based on the age of the student. However, the administration reserves the right to determine placement based on the student's academic abilities and needs.
4. Students will be fully integrated into the school in terms of language development, curriculum level and extra-curricular involvement *before* being considered outside of the three per classroom limit.
5. International students will live with a parent or a guardian in a Christian home environment that is consistent with the vision and admission policy of JKCS.
6. JKCS will provide international students with support services such as the development of an Individual Education Plan which may include an English as a Second Language program as well as some program modification and accommodation.
7. Each student will abide by the laws of Canada and the discipline policies of John Knox Christian School. Violation may result in dismissal from the school.
8. Parents of international students are not permitted to become members of the JKCS school society.

PROCESS FOR ADMITTING INTERNATIONAL STUDENTS

1. For a successful student enrollment to take place, a signed **Application for International Students Admission Form** must be received along with:
 - Birth certificate or passport
 - Most recent report card, translated into English
 - Guardianship documents (where applicable)
 - Initial non-refundable \$1,200 registration fee and \$2,500 capital assessment fee

In addition, these items must be completed or received before the first day of school:

- Proof of medical insurance while in school in Canada
- Participated in a Skype or telephone conversation with the Principal
- Received notice from the Principal that enrollment has been accepted
- Received notification that all financial arrangements and fees have been made and completed
- Submit Immunization record to <https://www.halton.ca/For-Residents/Immunizations-Preventable-Disease/Immunization/Report-Your-Immunizations>

John Knox will then provide a **Letter of Acceptance (LOA)** and a receipt for fees paid for VISA purposes. Letters of Acceptance will be drafted on request immediately (within 2 working days) after a receipt is issued.

PROGRAMS FOR INTERNATIONAL STUDENTS AND THEIR PARENTS

We are interested in supporting our international students and parents well during their time in Canada. Therefore, you will find us providing stimulating learning opportunities in the acquisition of the English language, in understanding Canadian culture, in experiencing tourist and historical sights, and in visiting the United States. We want to ensure that this experience has a profound effect for a lifetime.

1. Programs for International Students Enrolled in the International Program

Students who stay for three months or more are enrolled in the Student International Program. See below for the explanation of the four different parts of our program.

A. A Canadian Christian School Academic Program

International students will experience an educational program which includes Bible, math, English language arts, art, physical education, music, science, social studies, health, chapel, and the use of technology. All students who complete one term worth of academic work for these subjects will receive a Student Learning Report. Tuition fees cover the costs associated with this academic program.

B. Weekly Support during the School Day

This program has three main objectives:

- a. It provides ways to assist the international student in becoming acquainted with John Knox Christian School and the local community. This includes learning about school rules, routines, procedures, and other matters. It also includes learning which teacher or person to talk to when certain matters need to be addressed.
- b. It provides some English language support. This includes an emphasis on learning how to ask and answer certain important questions and also includes learning to understand and speak common English phrases.
- c. Intermediate and Beginning leveled students will receive four periods a week of English Language Learner Support, including reading, writing, listening, and speaking skills.

Students will all take French classes and will also meet in groups during the school day to work on English language development. The first two weeks of support will involve addressing the first objective (see **Ba** above). After that, the support will focus on the second and third objectives (see **Bbc**).

C. The English Language Academy (EL Academy)

The EL Academy is designed to provide English language instruction around the themes of “reading and writing” and “speaking and listening.” All new international students will undergo an English language assessment upon arrival at JKCS. New international students who demonstrate a high level of proficiency of the English language will be excused from the EL Academy. All students with beginning to intermediate proficiency in English must attend the EL Academy. Grades 5-8 will attend the after school EL Academy program offered twice weekly from 3:45 – 5:15 p.m. beginning in October.

International students are required to attend the English Language Academy (EL Academy) unless their level of English (reading, writing, listening, and speaking) is deemed sufficient by the ESL staff. Students will continue to attend the Academy until their English competency is deemed sufficient by the ESL staff. No students will be required to attend the EL Academy for longer than 5 months.

The costs for each level of EL Academy are as follows: JK, SK and grade 1 – no cost. Grades 2, 3 and 4 are \$200 per person for the first two-month mandatory session and \$250 for the second 3 month session (if required). Grades 5, 6, 7, and 8 are \$350 per person for the first two-month mandatory session and \$450 for the second three-month session (if required).

2. Programs for International Students Enrolled in the Short-term International Program

Students who enroll for one or two months are enrolled in the “Short-term International Student Program.” Short-term applications will only be considered in October if spots are available at that time.

A. A Canadian Christian School Academic Program

International students will experience an educational program which includes Bible, math, English language arts, art, physical education, music, science, social studies, health, chapel, and the use of technology. Tuition fees cover the costs associated with this academic program. No formal academic learning reports will be issued due to the limited time spent in the classroom. An anecdotal report including a brief language assessment will be issued instead.

B. Weekly Support During the School Day

This program has three main objectives:

- a. It provides ways to assist the international student in becoming acquainted with John Knox Christian School and the local community. This includes learning about school rules, routines, procedures, and other matters. It also includes learning which teacher or person to talk to when certain matters need to be addressed.
- b. It provides English language support. This includes an emphasis on learning how to ask and answer certain important questions and also includes learning to understand and speak common English phrases.
- c. It provides some curriculum support. This includes helping the student understand what he or she needs to do in order to complete some of the assignments.

C. Cultural Experiences During the Stay (Optional Program)

On Wednesdays, international students will experience some of the tourist sites in the southern Ontario area. Trips will include some of the following: Niagara Falls, University of Toronto, Art Gallery, Chinatown, CN tower (tallest freestanding structure in North America), Science Centre, Casa Loma, Medieval Times, tubing, skiing, skating, Royal Ontario Museum, Toronto Symphony. Fees for these optional experiences will depend on locations, entry fees, and duration.

D. Homestay

For International Students who choose to stay with us only one or two months, John Knox can help facilitate a connection with a homestay JKCS family upon request. If it is not needed, the International Student Consultant, Agent or parent will ensure that the arranged homestay is an appropriate Christian environment that is consistent with the school’s expectations.

3. Programs for the Parents of International Students

A. Parent Support Group

On a weekly basis, our ELL teacher leads a support group in which International Parents come together to talk and share together. This meeting usually takes place at John Knox.

B. The English Language Academy For Parents (Optional Program)

The EL Academy is an optional program offered to parents and will begin in October. The classes will be separate from the students if numbers warrant. It is designed to provide English language instruction around the themes of “reading and writing” and “speaking and listening.”

REQUIRED FEES FOR INTERNATIONAL STUDENTS

FEE	AMOUNT	DUE DATE
Non-refundable Registration Fee	\$1,200 per registration*	With Application
International Student Development Fee	\$2,000 (one-time fee)	One week before the first day of school
Non-refundable Capital Assessment Fee	\$2,500 (one-time fee)	With Application
Academic Support Fee	\$1000	Added to tuition invoice
Tuition Fee	See current tuition fee schedule below	Full tuition by July 15 (receive 1% discount) OR 12 equal installments beginning July 15 (dependent on VISA and school approval)
Senior Student Fee (only applied if student is in grades 6, 7, or 8)	\$850 per student each school year	Added to tuition invoice
English Language Academy Fee	\$0/\$200/\$350 (1 st session) and \$250/\$450 (2 nd sessions)	Payable before first day of session
School Clothing Costs	\$45-\$160 (depending on buying used or new)	One week before the first day of school and worn on the first day

*\$1,200 registration fee must be paid again if admissions process is not completed within four months and family wishes to re-apply.

REQUIRED FEES FOR SHORT-TERM (2 MONTHS) INTERNATIONAL STUDENTS*

FEE	AMOUNT	DUE DATE
Non-refundable Registration Fee	\$1,200 per family*	With application
Tuition Fee	1/10 th of the published tuition rates per month	With application
English Language Academy Fee	\$350 per person	With application
School Clothing Costs	\$45-\$160 (depending on buying used or new)	One week before the first day of school and worn on the first day
Academic Support Fee	1/10 th of the published Academic Support Fee	Added to tuition invoice

*\$1,200 Registration Fee must be paid again if registration is extended from a short-term to long-term registration.

*Students can be exempt from the EL Academy. Please refer to section #1.C

OPTIONAL SERVICES

FEE	AMOUNT	DUE DATE
Busing Fee	\$2,000 per family each school year (\$200 per month if a short-term student)	Added to tuition

TUITION FEES FOR THE 2021-2022 SCHOOL YEAR

FAMILY STATUS	AMOUNT
1 student in Part-time (M, W, F) Kindergarten	\$11,400 per year
1 student (Kindergarten – 8)	\$14,300 per year
2 students (Kindergarten – 8)	\$19,900 per year
3 students (Kindergarten – 8)	\$22,500 per year
4 or more students (Kindergarten – 8)	\$25,000 per year

*One Short-Term stay per academic year.

SHORT-TERM TUITION FEES

Short-Term International students are charged 1/10th of the posted tuition fees per month. For example, two students coming to visit JKCS for two months will be charged \$1,990.00 per month (1/10th of the two-student tuition fee of \$19,900) for a two-month total of \$3,980.00

REFUND POLICY

1. All fees will be refunded (except the Registration Fee of \$1,200) if the Canadian Embassy does not approve the student VISA due to documented health concerns. An original copy of the letter of rejection from the government is required.
2. The Registration Fee (\$1,200) is not refundable once paid. The Capital Assessment Fee (\$2,500) is not refundable once the school has accepted the student.
3. Parent/guardians who intend to withdrawal their student(s) prior to the beginning of the school year are required to give written notice prior to July 15. Once the payments have started on July 15 and beyond, 30 days written notice prior to their withdrawal is required or pay for one month's tuition in lieu of notice.
4. Parent/guardians who intend to withdraw their student(s) after the beginning of the school year are required to give John Knox Christian School written notice at least 30 days prior to their withdrawal or pay for one month's tuition in lieu of notice.
5. Fees may not be transferred to the next term or school year once paid for the current term or year.
6. There are no refunds for days in which the international student did not attend school.
7. There are no refunds for short-term (two months) arrangements.

STATEMENT OF FAITH

Our statement of faith forms the basis of the Christian worldview taught at John Knox Christian School. All international families must agree to have their children taught with this perspective as part of the education.

Believing that the Lord God, by graciously giving us the Scriptures, has revealed to His people ordering principles intensely relevant to education, and mandates us to bring the whole Word of God to bear in all its power upon education, we believe the following:

Life: Human life in its entirety is religious, since God created us to serve Him everywhere. This requires us to educate our children for His service.

Bible: That the Bible as the written Word of God is the Truth by which the Holy Spirit enlightens our understanding of God, ourselves and the world, and the infallible authority by which He directs and governs all our activities, including the education of our children.

Creation: That we can understand the world rightly only in its relation to God, because the world, in its origin, gracious preservation and ultimate restoration is the world of the Triune God, and since the glorification of His Name is its purpose.

Humans: That we were created in the image of God to enjoy covenantal fellowship with our Creator and to reflect in our person and works the excellences of our Maker, and were instructed to exercise dominion over the world in strict and loving obedience to God and to interpret all reality in accordance with His design and law.

Sin: That sin is disobedience to God's law and that we, by sinning, forsook our office and task, estranged ourselves from God and our neighbour, and brought God's curse upon the creation. As a result, we have become corrupt in heart and blind to the true meaning of life and repress and misuse the knowledge of God which confronts us in creation and in Scripture.

Christ: That Jesus Christ, of whom the Scriptures testify, who is truly God and fully man, has reconciled the world to God and redeems our life in its entirety. Through His Spirit He renews our heart to love God and our neighbour, and redirects our understanding to know rightly God, ourselves and the world.

The Kingdom of God: That the Kingdom of God is His present and future, righteous and universal reign through Jesus Christ. This reign of grace and power makes education possible and meaningful. In obedience to Christ we submit in every area of life to His commandment to love the Lord with all our heart and mind.

Purpose of Education: That the purpose of Christian education is to direct and guide the children to commit their hearts to Christ the Truth, to attain understanding, wisdom and righteousness, to perform competent and responsible service to the Lord in church, state and society.

Parents/Guardians: That God has given parents/guardians the responsibility to nurture and educate their children. Therefore parents/guardians should establish and maintain schools. The Christian school is an institution established and controlled by an association of Christian believers, to function in education in total and voluntary submission to Christ, the King.

The Student: That the student as a child, entrusted by God to parents/guardians needs ordering, correction and instruction. Children of the Christian home are a heritage of the Lord and share in the promises and the demands of His covenant. Hence they ought to receive Christian education.

The Teacher: That "teachers", as servants of God, exercise authority in the performance of their office in educating the children in school.

POLICIES

Parents/guardians must agree to abide by the following school policies/guidelines which are detailed in the Parent Handbook or are listed as separate policies, all of which are located on the school website, www.jkcs-oakville.ca under “Learn More about JKCS” and then “Policies”:

- 1) Parent Handbook
- 2) Junior Kindergarten and Senior Kindergarten Handbook
- 3) Discipline Policy
- 4) Bus Use Policy
- 5) Child Welfare Policy

LAWS OF THE SCHOOL AND CANADA

Parents/guardians will abide by the laws of Canada and the rules, regulations and policies of John Knox Christian School. Violation of the above may result in my dismissal from the school. In the case of dismissal, there will be no refund of tuition.

PARENTS RESIDING WITH THEIR OWN CHILDREN

According to Provincial/Federal laws, children under the age of 18 must live with a responsible adult. If a parent/guardian wishes to visit the home country, s/he will inform JKCS of the plans and arrange for a responsible adult to live with and supervise the children while away. Parents/guardians will notify the school personnel and the International Student Consultant.

ATTENDANCE

Students must understand and accept the obligation to attend all classes in the educational program provided. Parents/guardians agree to inform the school informed of any absence either by telephone, written note or email to: office@jkcs-oakville.ca. Unexplained absences may lead to dismissal from the program.

MEDICAL RELEASE

Parents/guardians of the registered student who sign the agreement (the Parent and Student Declaration), authorize the school staff and the sponsoring guardians to consent to medical treatment or hospital care as deemed advisable for the well-being of their child(ren).

GENERAL RELEASE

Parents (the undersigned) waive and release all claims against JKCS for injury resulting from the applicant's attendance at JKCS and participation in the ISP. They also agree to indemnify the school with regard to any financial obligations or liabilities that the applicant may personally incur, or any damage or injury to the person or property of others that the applicant may cause while participating in the ISP.

TECHNOLOGY

Students in grades 3-8 will be assigned a school login, password and/or email account and they will be held accountable for using it in a way appropriate to a John Knox Christian School student. Students in grades 5-8 must bring a charged technology device to school which has a dedicated keyboard, strong battery and wi-fi capability. The device will be used during class time at JKCS for educational purposes only.

EDUCATIONAL FIELD TRIPS

Parents/guardians agree to allow their child(ren) to participate in any school activities/class/sporting trips at or away from school. They will not hold the school responsible for any accidents or injuries.

LUNCHES

Students eat lunch in their classrooms, and some classrooms (grades 2-8) are equipped with a microwave to reheat food. In addition, there is an optional purchased lunch program available called Axxis Catering. Families can register for the lunch program at <https://JohnKnox.hotlunches.net/>.

UNIFORMS

Available at: InSchoolwear located at 886 Sinclair Road, Oakville, OR www.inschoolwear.com

Required InSchoolwear pieces (*): jumpers, kilts, pants, shorts, skorts, hoodies, white/maroon long and short sleeved logoed shirts, and gym t-shirts and shorts.

Pieces purchased at any store: black knee socks, black tights, white socks

Used Uniforms for purchase: Please contact the school office at: office@jkcs-oakville.ca to set up an appointment to come to the school to shop our "Used Uniform" inventory which is located in the mezzanine.

More Details: See the website www.jkcs-oakville.ca for photos and more details of what is required for each grade under "About JKCS" and then "Uniforms".

Communication and Important Information

Website: The website is updated on a regular basis with school information.

Sycamore: Our online database provides families and students with school news, updated class homework, the yearly school calendar and more. A link for access to the database is provided to families on their first day at JKCS.

Social Media: Check us out on Facebook, Instagram, and Twitter to be kept up to date with news, photographs, and coming events.

Meet the Teacher Evening & New Parent Info Sessions: Held the Thursday evening before school begins so that our newest students can come and see their classrooms, meet their teachers and classmates. A new parent information session is held just before the class visits.

First Day of School: Always the first day after the Canadian Labour Day in September.

Welcome BBQ: A fun, social night held the second Friday night of the school year to welcome all new and returning parents/guardians and their children.

G.I.F.T.S Program: The G.I.F.T.S. Program applies to all families with children who attend John Knox Christian School. International families may choose to volunteer but are not required. The program begins in September and runs through to the end of June following the school calendar year. Parents can register for their 3 choices of G.I.F.T.S. roles in July of each year for commencement the following September.

Confirmation of your assigned role will be sent out in August.

- Canadian Police Check mandatory for all parents wishing to volunteer, attend class field trips, and participate in any school activity that involves working with children. Original copy of police check must be forwarded to the front office before parents can participate in G.I.F.T.S program.

Application for International Students Admission



2232 Sheridan Garden Dr. Oakville, Ontario L6J 7T1
Website: www.jkcs-oakville.ca

Parent Information:

Father

- First Name: _____ Last Name: _____
- Street Address: _____
- Country: _____ Postal Code: _____
- Home Phone: _____ Cell Phone: _____
- Business Phone: _____ Employer: _____
- Occupation: _____
- Email(s): _____

Mother

- First Name: _____ Last Name: _____
- Address: (same as father's) _____
- Country: _____ Postal Code: _____
- Home Phone: _____ Cell Phone: _____
- Business Phone: _____ Employer: _____
- Occupation: _____
- Email(s): _____

Canadian Guardian/Parent Information:

A written guardian agreement (if guardian is other than parent) needs to be in place between parents & guardians. JKCS assumes no responsibility for this agreement.

- First Name: _____ Last Name: _____
- Canadian Address: _____
- Canadian Home Phone: _____ Canadian Cell Phone: _____
- Business Phone (if applicable): _____
- Employer (if applicable): _____
- Occupation (if applicable): _____
- Email(s): _____

Agent Information (If applicable):

- Name: _____ Email: _____
- Phone #: _____
- Company Name and Address: _____

Canadian Church Information (If applicable):

- Church: _____ City: _____
- Pastor's Name: _____ Email: _____

Transportation Information:

- Will your child(ren) need to take the bus: Yes No
- Will your child(ren) be driven to school: Yes No
- Who will be picking up child(ren): Father Mother Guardian
- Other people who have permission to pick up child(ren):
- Name(s) & Relationship(s): _____

Student(s) Information:

- Please choose – Cultural Experiences Program? Yes No

Oldest Student

- First Name: _____ Last Name: _____
- Address: same as father’s same as mother’s other: _____
- Birth Date: Month _____ Day _____ Year _____
- Gender: Female Male
- Allergies: YES * No Asthma: YES * No
 - If YES, please indicate allergy: _____
 - Is this allergy anaphylactic? YES * No
- If yes, please provide the school with an epi-pen and/or asthma medication and completed Critical Medical Alert form (found on school website) on the first day of school.
- Grade Level applying for: _____
 - If applying for Kindergarten: Part-time (Mondays, Wednesdays & Fridays) or Full-time
- Photocopy of Latest Report Card Attached (translated into English): Yes No
- Starting Date: _____ (Month/Day/Year)
- Finishing Date: _____ (Month/Day/Year)

Tell us about any special needs or concerns (educational, social or physical): _____

Tell us more about your child (i.e. likes, dislikes, personality traits): _____

Tell us about your child’s level of English: Beginner Intermediate Advanced

Has this student previously attended school in Canada or The United States? Yes * No

- If yes, please indicate which school:
 - Name: _____
 - Address: _____
 - Phone Number: _____

Next Oldest Student

- First Name: _____ Last Name: _____
- Address: same as father’s same as mother’s other: _____
- Birth Date: Month _____ Day _____ Year _____
- Gender: Female Male
- Allergies: YES * no Asthma: YES * No

- If **YES**, please indicate allergy: _____
- Is this allergy anaphylactic? **YES** * **No**
- **If yes, please provide the school with an epi-pen and/or asthma medication and completed Critical Medical Alert form (found on school website) on the first day of school.**
- Grade Level applying for: _____
 - If applying for Kindergarten: **Part-time** (Mondays, Wednesdays & Fridays) or **Full-time**
- Photocopy of Latest Report Card Attached (translated into English): Yes No
- Starting Date: _____ (Month/Day/Year)
- Finishing Date: _____ (Month/Day/Year)

Tell us about any special needs or concerns (educational, social or physical): _____

Tell us more about your child (i.e. likes, dislikes, personality traits): _____

Tell us about your child's level of English: Beginner Intermediate Advanced

Has this student previously attended school in Canada or The United States? Yes * No

- If yes, please indicate which school:

Name: _____

Address: _____

Phone Number: _____

Next Oldest Student

- First Name: _____ Last Name: _____
- Address: same as father's same as mother's other: _____

- Birth Date: Month _____ Day _____ Year _____
- Gender: Female Male
- Allergies: **YES** * **No** Asthma: **YES** * **No**
 - If **YES**, please indicate allergy: _____
 - Is this allergy anaphylactic? **YES** * **No**
- **If yes, please provide the school with an epi-pen and/or asthma medication and completed Critical Medical Alert form (found on school website) on the first day of school.**
- Grade Level applying for: _____
 - If applying for Kindergarten: **Part-time** (Mondays, Wednesdays & Fridays) or **Full-time**
- Photocopy of Latest Report Card Attached (translated into English): Yes No
- Starting Date: _____ (Month/Day/Year)
- Finishing Date: _____ (Month/Day/Year)

Tell us about any special needs or concerns (educational, social or physical): _____

Tell us more about your child (i.e. likes, dislikes, personality traits): _____

Tell us about your child's level of English: Beginner Intermediate Advanced

Has this student previously attended school in Canada or The United States? Yes * No

Name of Parent Signature of Parent Date

Name of Guardian/Agent Signature of Guardian/Agent Date

For Office Use Only:
Received in JKCS office on _____ by _____