



Office Use Only	
Date Received	
Before/After School Program	Yes No
TAP Application	Yes No

# New Student Application Form

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

Name Used (if different than legal name): \_\_\_\_\_

Gender: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Age: \_\_\_\_\_ Last Grade & School Attended (if applicable): \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Saskatchewan Health Care #: \_\_\_\_\_

Child Resides with: \_\_\_\_\_

Custody Arrangements (if applicable): \_\_\_\_\_

Country of Birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

First Language spoken at home: \_\_\_\_\_ Second Language spoken at home: \_\_\_\_\_

Other Language(s): \_\_\_\_\_

In which school division do parents/guardians reside?

- Regina Public Schools; or  
 Other (specify) \_\_\_\_\_

Please specify the Aboriginal group you belong to (if applicable):

Registered Treaty Status Indian:	Inuit:
Non-status Indian:	Band Affiliation:
Métis:	Treaty Status Number:



## **Childcare Information (if applicable)**

Childcare Centre's Full Name: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Primary Phone Number: \_\_\_\_\_ Secondary Phone Number: \_\_\_\_\_

Please describe days of the week student attends childcare, time (before/after school care, PD Days, and/or holidays) and transportation method to and from PSS (grandparent, bus, childcare).

## **Guardian Information**

One of Prairie Sky School's founding principles is to educate children holistically through community. We strive to recognize all parenting adults in a child's life. This can include biological parents, adoptive parents, stepparents, foster parents, siblings, aunts, uncles, grandparents and so on. This being said, PSS is not responsible for financial arrangements between parents/guardians (please see PSS Tuition and Fee Policy).

Please list all parents/guardians below. For business purposes only, please indicate which parent/guardian(s) is the financial designate.

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_



Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_

(i.e. Parent X is Parent Z's common-law partner)

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Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_

(i.e. Parent X is Parent Z's common-law partner)

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Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_



Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_

(i.e. Parent X is Parent Z's common-law partner)

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Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_

(i.e. Parent X is Parent Z's common-law partner)



## Emergency Contacts

Name	Relationship to Child	Phone #	Alternate Phone #

## Before and After School/ERD Programs

Are you interested in the before and/or after school programs?

Before School Program?     **Yes**         **No**

After School Program?     **Yes**         **No**

Early Release Day Program?     **Yes**         **No**

## Drop Off/Pick Up

If your child will be dropped-off or picked-up by somebody else rather than their guardian(s), a *Drop-off/Pick-up form* must be completed and signed in advance. It is the parent/guardian's responsibility to keep this form up to date.

## Tuition Assistant Program and Scholarships (TAPS)

PSS offers scholarships through our TAPS to ensure Prairie Sky School remains accessible for families of all income levels. Families must apply for TAPS to be considered. We encourage families to think of the tuition they pay as a contribution to their children's education and life experiences. PSS recognizes that all families, despite personal income, undergo monetary and lifestyle transformations in order for their children to have the best education they can.

Will you be applying for TAPS?     **Yes**         **No**

**If yes, please complete all applicable TAPS application forms.**



## **New Family Information**

The information requested in the following sections is voluntary. The purpose of its collection and use is to provide the best learning environment for your child(ren), and to ensure his/her safety. It will be treated confidentially according to the *Local Authority Freedom of Information and Protection of Privacy Act*.

## **Sibling Information:**

Name	Age	School

How did you hear about Prairie Sky School?

Why are you interested in Prairie Sky School?



What is the learning style(s) through which your child best learns? Please describe.  
e.g. Visual/Spatial/Artistic, Kinaesthetic/Bodily, Verbal/Linguistic, Logical/Mathematical, Musical/Rhythmic, Interpersonal (with others), Intrapersonal (alone), Naturalist (in nature).

## **Intellectual/Social Development**

Does your child have any social, emotional, or learning special needs (either diagnosed or symptomatic)? If so, please specify the need, types of behaviour expected, special equipment required or used, and a diagnosis if available.



Please list some of your child's favourite activities.

What do you and your child like to do together?

What are your child's strengths?



What does your child find challenging?

What do you hope your child will learn and/or experience at Prairie Sky School?

Do you have any other information about your child's holistic development that you feel we should know?



# Junior/Senior Kindergarten Supplemental Form

## Two-Day Option for Junior Kindergarten and Senior Kindergarten:

- o Attends 2 Full days Mondays and Wednesdays.
- o Attends 2 Full days Tuesdays and Thursdays.

## Four-Day Option for Junior Kindergarten and Senior Kindergarten:

- o Attends 4 Full days Mondays through Thursdays.

**Please Note:** Admission preference will be given to current PSS students and new students who have older siblings at PSS; then to new students enrolling in Senior Kindergarten, and finally followed by Junior Kindergarten students.

Student's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

Student is enrolling in:

JK 2 Day Option     SK 2 Day Option     JK 4 Day Option     SK 4 Day Option

**Please Note:** The age criterion for Junior Kindergarten admission will be four years of age on or before September 1st of the enrolment year. The age criterion for Senior Kindergarten admission will be five years of age on or before September 1st of the enrolment year.

Preferred Days for 2 Day Option:

Mondays/Wednesdays                       Tuesdays/Thursdays

**Please Note:** PSS strives to accommodate family's weekday preference. Considerations such as needs of the students, classroom dynamics, siblings attending PSS, childcare arrangements, parents' work schedules, carpooling, etc. are all taken into account when setting up the upcoming JK/K school weekly schedule.



## **Parent/Guardian Signatures**

All forms must be completed in their entirety. As well, all pertinent information must be disclosed to PSS. Parents/guardians/students must read, understand and abide to PSS policies and procedures before the student is considered for enrolment. As well, it is the parent/guardian(s) responsibility to keep up to date on the Parent Handbook and PSS Policies and Procedures. Please initial the following as confirmation.

## **Registration Form Check List**

- |   |   |
|---|---|
| <input type="checkbox"/> Drop-off/Pick-up Form                                | <input type="checkbox"/> Volunteer Commitment Form                      |
| <input type="checkbox"/> Volunteer Driver Agreement                           | <input type="checkbox"/> Media Release Form                             |
| <input type="checkbox"/> Medical History/Consent Form                         | <input type="checkbox"/> Medication Administration Form (if applicable) |
| <input type="checkbox"/> Tuition and Fees Payment Form                        | <input type="checkbox"/> New Student Application Form                   |
| <input type="checkbox"/> Before/After School/ERD Program Form (if applicable) |   |

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)



Prairie Sky School educates children holistically through Art, Community, and Nature. Through our integrated Saskatchewan Curriculum, project-based, outdoor-education approach, and our individualized programs, we strive to be an inclusive school. Because of our exceptional programming, we are recognized as one of Canada's most prestigious schools. The majority of students accepted to PSS excel in our programs.

As a Qualified Independent School, the Saskatchewan Ministry of Education does not provide funding for services such as Speech Therapists, Psychologists, Occupational Therapists, Academic and Behavioural Testing, One-on-One and/or EA Support, etc.

All children have the right to an education that meets their needs. It is in this light that all new students accepted to Prairie Sky School join us on a Three-Month Trial. During this time, we will assess our ability to support your child's emotional, social, and academic needs to ensure their success in our program. At the end of the Three Month Trial, your child will be transferred to continuous enrolment and will be considered a PSS student until they move onto high school, or will be de-enrolled from PSS (Please see PSS Withdrawal Policy) for transfer to another school.

Due to the nature of our program and outdoor education, students are required to have, or be willing to develop, the following:

- An adequate, age-appropriate level of physical ability and stamina, a willingness to participate, and an interest in outdoor pursuits;
- Able to receive developmentally appropriate feedback and direction from staff;
- Able to work through a reconciliation peace process when disagreements/incidents happen;
- Able to receive instruction and work independently on projects/tasks with support from teachers and EA (not continuous one-on-one support);
- Willingness to push the boundaries of their comfort zone and try new developmentally appropriate activities and skills;
- Able to gain the age-appropriate skills needed to emotionally self-regulate and be willing to engage in lessons and activities around emotional and mental health (PSS is a holistic school and views social, emotional growth as equally important as academic);
- Able to respect their classmates and PSS staff and help foster an inclusive environment;
- Able to receive and follow instructions when outdoors and in the community. The safety of our students and staff is a top priority, and students must abide by all rules and expectations while learning inside and outside the classroom;



# Three-Month Trial Form

In order to successfully complete the Three-Month Trial, **students:**

- Are not verbally or physically violent;
- Are able to respectfully stay with the group and follow all safety guidelines when learning outdoors and in the community;
- Are able to participate in all PSS learning activities, including field trips, with minor accommodations;
- Do not breach any of the conditions described in the Expulsion Policy;
- Do not hinder the experience of the rest of the class; and
- Individual needs do not cause a detriment to the rest of the class or the planned educational program.

In order to successfully complete the Three-Month Trial, **guardians:**

- Are not verbally or physically violent;
- Do not breach any of the conditions described in the Expulsion Policy;
- Follow the Ethical Way of Being Policy;
- Behave respectfully toward all staff, students, families, board members, and the wider community;
- Understand and respect that the staff does not work for the guardians and that PSS is not a consumable product (PSS is a community built on the dreams of excellent education);
- Recognize that PSS does not offer alternative programming for students with extreme behavioural, physical, and/or cognitive needs;
- Recognize that PSS Staff approach each student with love, support, and respect and that without one-on-one support, some students may not be able to attend PSS;
- Recognize that how you support your child at home or how they act at home may be different than in a classroom setting where other students' needs and the intention of our Vision and Purpose must be taken into consideration;
- Follow all other PSS Policies, mandates, and guidelines; and
- Financial accounts must be in good standing at all times.

In the event we cannot meet your child's needs, we will inform you during the three-month trial and help create a transition plan to another program (in this event, tuition **may** be pro-rated and refunded if it has not been re-allocated to provide additional supports to your child, ie. extra EA support and/or one-on-one support. New student application fees, school and activity fees, volunteer obligations and/or buy-outs **are always non-refundable**).



# Three-Month Trial Form

**Please note:** the Three-Month Trial is an individual student assessment. That is, if you have more than one student at PSS, the outcome of their Three-Month Trial **might not** be the same as their siblings. In this event, the Withdrawal Policy is the default policy for all students on continuous enrollment.

**Student's Full Legal Name:** \_\_\_\_\_

**I/We understand that our child has been accepted to Prairie Sky School and must successfully complete a Three Month Trial in order to become a continuously enrolled student.**

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)



# PRAIRIE SKY SCHOOL The Freedom to Learn

## Memorandum of Understanding for New Families Joining PSS

Welcome to Prairie Sky School,

As you join our vibrant learning community, it is essential that all families understand and embrace the core philosophies, educational approaches, and community values that define Prairie Sky School. This memorandum serves to outline these elements and to establish a mutual understanding and agreement between your family and our school.

### **1. Educational Approaches and Philosophies**

Prairie Sky School is committed to providing an exceptional education through specific pedagogical approaches, including Waldorf, Montessori, Reggio Emilia, and land-based outdoor education. We emphasize holistic development—cognitive, emotional, social, and physical—that respects and nurtures the individual needs of each child.

### **2. Policies and Procedures**

All families are expected to familiarize themselves with and adhere to the school's policies and procedures as outlined in our Parent and Student Handbooks. These guidelines are designed to ensure a safe, respectful, and productive environment for all members of our community.

### **3. Openness and Collaboration**

We value open communication and collaborative relationships between staff and families. It is crucial, especially during challenging times, that we work together constructively and respectfully, always with the best interests of the children and the school community at heart.

### **4. Cultural Diversity and Inclusion**

Our school is a community that celebrates and supports cultural diversity. We are committed to fostering an inclusive environment that supports the Truth and Reconciliation Calls to Action, respects diverse cultures, backgrounds, and religions, and embraces the full spectrum of human diversity, including our 2SLGBTQ+ population.

### **5. Respect and Support within the Community**

Respect and support for our staff, students, families, and the broader community are paramount. It is important to remember that while families contribute financially through tuition and fees, our staff's commitment is to the educational welfare and best interests of all students. As such, respectful interaction and recognition of professional boundaries are expected at all times.



**PRAIRIE SKY  
SCHOOL**  
The Freedom to Learn

# Memorandum of Understanding for New Families Joining PSS

## 6. Commitment to Community and Educational Excellence

By joining Prairie Sky School, families agree to actively participate in fostering a positive community spirit. This includes supporting not only your own child’s educational journey but also contributing to the collective well-being and success of all students.

### Agreement:

By enrolling your child(ren) at Prairie Sky School, you agree to uphold these principles and to contribute positively to our community. Your commitment helps ensure that Prairie Sky School remains a place where every child can thrive and receive an exceptional education.

We look forward to a fruitful partnership and an exciting journey ahead at Prairie Sky School. Thank you for your commitment to our values and your active participation in our community.

Please acknowledge your understanding and acceptance of this memorandum by signing below and returning this document to the school office.

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)

## Important Dates for the Upcoming School Year:

- **February 15th** - Withdrawal Forms for Current Students Due (if applicable)
- **February 15th** - Open Registration Begins for New Families
  - New Student Registration Fee Due upon waitlist placement and/or acceptance (Non-refundable)
  - One-Time Enrollment Fee Due Upon Acceptance (Non-refundable; see conditions on Tuition and Fee Contract)
- **February 15th** - Pre-Authorized Debit Forms and Tuition and Fee Contracts Due (If applicable)
- **March 1st** - Upcoming School Year Tuition Due or Payment Schedule Confirmed
- **March 31st** - Tuition Assistance Program and Bursaries (TAPS) Applications Due
- **April 1st** - Supply and Activity Fees Due (Non-refundable)
- **July 15th** - TAPS Awarded

## Tuition Breakdown:

1. **Full Tuition**
  - a. \$7,950 Junior/Senior Kindergarten (4 Days/Week plus child care)
  - b. \$5,950 Years 1 through 8
2. **Non-Saskatchewan Residents**
  - a. \$17,000 Junior/Senior Kindergarten (4 Days/Week)
  - b. \$15,000 Years 1 through 8

## Late Enrollment Increase (After September 1st):

- Increase due to the Saskatchewan Ministry of Education's funding enrollment deadline (increase may be subject to budget allocation and the discretion of the Executive Director, please contact us).
1. **Full Tuition**
    - a. \$17,000 Junior/Senior Kindergarten (4 Days/Week)
    - b. \$15,000 Years 1 through 8



# 2025/2026 Tuition and Fee Schedule

## Fee Breakdown for New Students:

1. **Supply and Activity Fees (Non-refundable):**
  - a. **JK to Year 6:** \$500 total (\$200 Supply Fee and \$300 Activity Fee)
  - b. **Taproots:** \$900 total (\$200 Supply Fee and \$700 Activity Fee)
2. **One-Time Enrollment Fee (per family: Non-refundable; see Tuition and Fee Contract)**
  - a. \$2000 Due upon acceptance at PSS

## Fee Breakdown for Current Students:

1. **Supply and Activity Fees (Non-refundable):**
  - a. **JK to Year 6:** \$500 total (\$200 Supply Fee and \$300 Activity Fee)
  - b. **Taproots:** \$900 total (\$200 Supply Fee and \$700 Activity Fee)

## New: Fundraising Tuition Credit Program

We are pleased to introduce a new **Fundraising Tuition Credit** initiative. This allows families to reduce their tuition by up to **\$2,500 per school year** through approved fundraising activities.

### How it works:

- Families organize and run their own fundraising efforts.
- All fundraisers must be **approved by the Board** to ensure alignment with our school's values and policies.
- Funds raised between:
  - **February 1 – August 31** will be credited in **September**
  - **September 1 – January 31** will be credited in **February**
- Families paying in monthly installments will see adjustments to their PAD agreements. Those who paid in full will receive a credit toward the following school year.
- The **maximum credit per year is \$2,500** (per student).

### Please Note:

- Fundraising credits are not redeemable for cash under any circumstances. If a student withdraws from Prairie Sky School or graduates before all credits are applied, the remaining balance **will not be refunded or transferred**. Credits may only be used toward tuition at Prairie Sky School during active enrollment.



# 2025/2026 Tuition and Fee Schedule

## One-Time Opportunity for Fundraising Credit Carry-Over

As this is a new initiative being introduced mid-year, we are offering a **one-time opportunity** for families to **carry forward fundraising credits**. From now until **January 31, 2026**, families may fundraise as much as they are able. The total amount raised during this period will be credited to your account **at a rate of up to \$2,500 per year** until the full credit has been applied.

**After January 31, 2026**, families will **no longer be able to carry forward credits** from year to year. At that point, fundraising credits will reset annually and must be used within the same school year they are raised.

This is a unique window to significantly reduce your future tuition costs. For example, if you raise \$10,000 before the January 31 deadline, you will receive a \$2,500 tuition credit each year for four years.

We strongly encourage all families to take full advantage of this opportunity over the coming months.

### Fundraising Examples:

- Host a garage sale and donate proceeds to PSS.
- Run a bottle drive or walk-a-thon.
- Organize a community event (e.g., composting workshop, dance, educational seminar).
- Solicit donations from family, friends, or local businesses.

Families may use the **Great Hall** free of charge to host fundraising events.

### New: Additional Credit: \$500 New Student Recruitment Incentive

We are pleased to offer a **\$500 tuition credit** for every new student your family recruits to Prairie Sky School. This incentive is **in addition to the fundraising credit program** and is **not subject to the \$2,500 fundraising credit cap**.

**There is no limit to the number of students you can refer between now and January 31, 2026.** Any recruitment credits earned during this period that exceed your current annual tuition will be **carried forward** and applied to future school years until the full credit has been used.



## 2025/2026 Tuition and Fee Schedule

To qualify for this credit:

- The referred student must be **fully enrolled**—meaning all admission documents, contracts, and payments have been completed and submitted.
- During the admissions process, prospective families will be asked if they were referred by a current PSS family. The referring family's name will be recorded at that time.
- A "Referred By" section will be included in the **Tuition and Fee Contract** to ensure proper credit assignment.

### Important Notes:

- This **carry-over option is only available until January 31, 2026**. After this date, recruitment credits can still be earned, but they will be limited to **offsetting your tuition for the current school year only**. Any credits beyond your tuition amount will not be carried forward.
- Recruitment credits are not redeemable for cash under any circumstances. If a student withdraws from Prairie Sky School or graduates before all credits are applied, the remaining balance **will not be refunded or transferred**. Credits may only be used toward tuition at Prairie Sky School during active enrollment.

This incentive is designed to recognize and reward the important role our families play in growing and strengthening the Prairie Sky School community—**helping us move toward full enrollment and achieve our goal of becoming a Certified Independent School in Saskatchewan while maintaining our core values and community principles**. Thank you for sharing the vision of holistic, future-ready education.



# Volunteer Commitment Form

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

## Volunteer Information

1. As a Qualified Independent School (QIS), Prairie Sky School receives partial funding from the Saskatchewan Ministry of Education. Tuition fees cover 20-30% of the costs to run our programs. The remaining portion (up to 50%) is raised by countless volunteer hours through fundraising, donations, and sponsorships that are managed by the Friends of PSS Scholarship Foundation. Volunteers help keep our school accessible for all!
2. **Volunteering at PSS also:**
  - a. Builds Community;
  - b. Beters our Learning Environment;
  - c. Demonstrates to our children the importance of giving back and being involved;
  - d. Gives you the opportunity to positively impact your child's schooling experience;
  - e. Provides a healthy boost to your self-confidence, self-esteem, and life satisfaction. You are doing good for others and the community, which provides a natural sense of accomplishment. Your role as a volunteer can also give you a sense of pride and identity.
3. All families are required to complete a **MINIMUM of 60 volunteer hours** each year. Families are welcome to have relatives and friends complete volunteer hours. And of course, all families are welcome to do more than the minimum. We have volunteers that put in hundreds of hours each year to keep PSS growing and excelling in education!
4. Volunteers working in the school will need to submit a yearly **Criminal Record Check (CRC)**.
5. All families are required to submit a **Deposit when accepted into PSS**. This deposit is returned at the end of your PSS journey if yearly volunteer requirements are met and your account is in good standing. **Please note:** this deposit is separate and apart from the \$1000 Volunteer Opt-Out Payment.
6. **\$1000 Volunteer Opt-Out Payment:** Option to waive yearly volunteer requirement to be paid by September 1st of upcoming School Year.
7. Families have from July 1st to December 31st of the current school year to complete around half of their required hours (~ 30 hours).
8. Families have from January 1st to June 30th of the current school year to complete the remainder of their required hours (~ 30 hours).



9. Volunteer Hours are divided into three categories: Community (0 to max of 10%=6hrs), Fundraising (minimum 40%=24hrs to a maximum of 100%), and School (0 to a maximum 50%=30hrs).
10. **Community Hours:** volunteer hours that fall into this category are things like coming to the Parent Orientation Night, Annual General Meeting, Potlucks, Solstice and Eco-plays, PSS Suppers and/or any other community events.
11. **Fundraising Hours:** each family is required to work a minimum of three bingos each school year. Other volunteer hours that fall into this category are things like working Bottle Drives, selling tickets/working for PSS Supper Fundraisers, and/or any other fundraising endeavours. **Please Note:** As a community we have decided to keep tuition stable even though the cost of living increases yearly; we have collectively made the decision to fundraise in order to keep tuition at the bare minimum.
12. **School Hours:** volunteer hours that fall into this category are things like assisting on field trips, assisting in a classroom setting, joining a school committee/board, volunteering at work bees, volunteering at school events such as dances/concerts/plays etc.
13. Volunteer Hours Log:
  - a. Each family will have a PSS Volunteer Hours Log (electronic Google sheet) to record their hours.
  - b. The first tab in the Volunteer Hours Log is information pertaining to volunteering at PSS as well as information on how to use the Volunteer Hours Log.
  - c. Only hours entered in the PSS Volunteer Hours Log (electronic Google sheet) will be counted. Families are responsible for entering their own hours by the above dates. Admin Staff, Volunteer Event Organizers/Coordinators, and PSS Board Members are **NOT** in charge of tracking or entering your family's hours.
  - d. Entering Hours: when entering volunteer hours, round to the nearest 1/4 hour. For example, if you volunteered for 1hr and 38 mins at the Halloween dance, you would enter 1.45 in the 'Hours' column (column F; see your family's Volunteer Hours Log).
  - e. Please **do not alter** the formatting on the spreadsheet in anyway. Individual spreadsheets 'talk' to the main PSS spreadsheet. If you require additional lines for data entry, please let us know.
14. PSS has the right to put hour limits on volunteer opportunities. As well, the recording and accounting of volunteer hours is up to the discretion of the Executive Director.
15. **Questions:** for questions regarding a specific event contact the event organizer. For questions regarding the Volunteer Log or required hours please speak with the office.

Please indicate some ways your family might be interested in volunteering:

- |  |  |
|--|--|
| <input type="checkbox"/> General Classroom/Educational Support | <input type="checkbox"/> Carpentry/General Maintenance |
| <input type="checkbox"/> Parent Council                        | <input type="checkbox"/> Board Member                  |
| <input type="checkbox"/> Drivers for Field Trips               | <input type="checkbox"/> Field Trip Support            |
| <input type="checkbox"/> School Cleaning                       | <input type="checkbox"/> Garden Support                |
| <input type="checkbox"/> Fundraising                           | <input type="checkbox"/> Committee Member              |



- Special Events (i.e. family dances, cathedral village arts festival, etc.)
- Facilities Support (snow removal, art room organization, library book re-shelving, closet org. etc.)
- Guest Speaker in area of interest/expertise. Please specify: \_\_\_\_\_
- Other, Please specify: \_\_\_\_\_

As a school community, it is very helpful to know what skills and resources we have amongst us!

Are there any specific skills or interests your family might be willing to share in the classroom (baking, arts, languages, weaving, woodworking, outdoor ed/naturalist, gardening, etc.)?

---

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Are there any professional skills your family may be willing to offer if the need arises (graphic design, accounting, legal services, construction, website/ technology, etc.)?

---

---

**I/We agree to:**

- Volunteer a minimum of 60hrs/year**      **or**       **Pay the \$1000 Volunteer Opt-Out Fee**

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

**Your volunteer support is very much appreciated – thank you!!**



**PRAIRIE SKY  
SCHOOL**  
The Freedom to Learn

#10 1651 Anson Road  
Regina, SK, S4P 0E1  
306-352-1875  
www.prairieskyschool.ca



To Regina Police Service,

The following Prairie Sky School Volunteer requires a criminal record check.

Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Thank you,

Prairie Sky School



Office Use Only	
Date Received	
Met Criteria	Yes No
Accepted	Yes No

# Tuition Assistance Program and Bursaries Form

The purpose of the Tuition Assistance Program and Scholarships is to ensure Prairie Sky School remains accessible for families of all income levels. The TAPS program is funded through fundraising and donations. Families must apply for TAPS to be considered. Income verification must be submitted before rates are approved. **Please attach current income tax return statements. (Please note: the TAPS Committee may request other financial documents).**

TAPS is based on gross income, number of dependents, assets, other sources of income, etc. (as indicated on the application form). We trust that everyone who applies will report all sources of income honestly. PSS encourages families to think of the tuition they pay as a contribution to their children’s education and life experiences. PSS recognizes that all families, despite personal income, undergo monetary and lifestyle transformations in order for their children to have the best education they can.

**The Executive Director will hold personal financial information, including family TAPS rates, confidentially. Otherwise, TAPS information will only be available in summary form to the TAPS Committee.**

## TAPS Breakdown

The breakdown below is provided in order for families to determine if they potentially qualify for TAPS. Again, as many factors (income, expenses, number of dependents, etc.) determine qualification and allocation, the percentages below are given as guidelines ONLY.

1. Minimum Tuition of \$2,000/year/student is due (unless receiving special scholarship allocation)
2. One child’s Tuition ~ 10% of family income (maximum full tuition)
3. Two Children’s Tuition ~ 12.5% of family income (maximum full tuition)
4. Three Children’s ~ 15% of family income (maximum full tuition)
5. Beyond 3 Children ~ 17.5% of family income (maximum full tuition for three full-time spots)
6. Scholarships ~ the number and make-up of scholarship spots will be determined yearly

**Please Note:** The number of TAPS spots available in a given school year is dependent upon the available budget allocation. Tuition assistance is awarded only for the current school year. Applications for TAPS must be completed for each new school year. **TAPS will be available for returning families before it will be open for new applicants.**

**Example Only:**

To calculate estimated tuition you would multiply your family gross income by 10% for first child, 12.5% for two children, and 15% for three children.

E.g. Tuition For Two Children: Family Gross Income - \$49,872/year x 12.5% = \$6,234/year



## **Student Information (please print)**

Student's Full Legal Name(s): \_\_\_\_\_

## **Guardian Information**

**Please Note:** PSS believes all parents, whether biological, adoptive, step etc. have a responsibility to their children and thus in cases where children have more than one family unit, all parents/guardians must apply. Therefore, a TAPS application must be completed for each family unit.

Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_

(i.e. Parent X is Parent Z's common-law partner)

-----  
Parent/Guardian's Full Legal Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_ Driver's License #: \_\_\_\_\_

Home Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_



Home Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Work Address: \_\_\_\_\_ City/Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ Work Cell Phone Number: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Email address: \_\_\_\_\_

Custodial Parent/Guardian(Y/N): \_\_\_\_\_ Financial Designate (Y/N): \_\_\_\_\_

Relationship Status: \_\_\_\_\_  
(i.e. Parent X is Parent Z's common-law partner)

-----

Number of Dependents: \_\_\_\_\_ Names of Dependents: \_\_\_\_\_

Do you receive financial assistance from another source for tuition?  Yes  No

If yes, please specify: \_\_\_\_\_

If no, do you know of anyone who may be interested in sponsoring your child(ren)? (Please provide name, address, phone number.)

\_\_\_\_\_

\_\_\_\_\_

Why do you want your child(ren) to attend PSS? Please be as specific as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please provide a separate cover letter explaining why you are requesting Tuition Assistance for the upcoming school year. Please provide an explanation of any unusual circumstances that may not be evident from your financial data.

## STATEMENT OF CURRENT FINANCIAL SITUATION

	<b>Income/Year</b>		<b>Expenses/Year</b>
<b>Gross Salary or Wages</b>		<b>Mortgage/Rent</b>	
<b>Dividends/Interest</b>		<b>Loan Payments</b>	
<b>Child Support</b>		<b>Credit Card Debt</b>	
<b>Boarder/ Rental Income</b>		<b>Child Support</b>	
<b>Contract Work</b>		<b>Tuition - PSS</b>	
<b>Social Assistance</b>		<b>Home Insurance</b>	
<b>WCB or EI</b>		<b>Phone/Cell Internet</b>	
<b>If receiving EI benefits, please indicate time frame</b>		<b>Utilities</b>	
<b>Alimony</b>		<b>Alimony</b>	
<b>Income Tax Refund</b>		<b>Vehicle Expenses (Gas/Insurance)</b>	
<b>Other Government Assistance</b>		<b>Pension Plans (etc.)</b>	
<b>Other Income</b>		<b>Other Expenses</b>	
<b>Other Income</b>		<b>Other Expenses</b>	
<b>Please specify other source(s)</b>		<b>Please specify other source(s)</b>	
<b>Total/Year</b>		<b>Total/Year</b>	



## STATEMENT OF CURRENT FINANCIAL SITUATION

	<b>Assets</b>		<b>Liabilities</b>
<b>Cash/Bank Account</b>		<b>Mortgage (Owing)</b>	
<b>Stocks/Bonds/RRSP's</b>		<b>Loan (Owing)</b>	
<b>Life Insurance Policies</b>		<b>Taxes Owed</b>	
<b>Vehicle (s)</b>		<b>Other Notes Payable</b>	
<b>RV/Boats/ATV</b>		<b>Credit Card Balances</b>	
<b>Current Value of Property</b>		<b>Other Liabilities</b>	
<b>Other Assets</b>		<b>Please specify other liabilities</b>	
<b>Please specify other assets</b>			
<b>Total</b>		<b>Total</b>	

I/we certify that the information provided in this application is true and complete, and I understand that the Tuition Assistance Program and Scholarships will rely on this information.

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

# Tuition and Fee Contract

## Important Dates for the Upcoming School Year:

- **February 15th** - Withdrawal Forms for Current Students Due (if applicable)
- **February 15th** - Open Registration Begins for New Families
  - One-Time Enrollment Fee Due Upon Acceptance (Non-refundable)
- **February 15th** - Pre-Authorized Debit Forms and Tuition and Fee Contracts Due (If applicable)
- **March 1st** - Upcoming School Year Tuition Due or Payment Schedule Confirmed
- **March 31st** - Tuition Assistance Program and Bursaries (TAPS) Applications Due
  - Applications from current families will be given priority, and all bursary allocations are contingent on available funds and the current fiscal budget.
- **April 1st** - Supply and Activity Fees Due (Non-refundable)
- **July 15th** - TAPS Awarded

## Contractual Financial Conditions

To maintain financial stability and ensure continued access to Prairie Sky School's programs, all **accounts must remain in good standing**. Families with overdue balances may face **enrollment suspension**, loss of **Tuition Assistance Program Support (TAPS)**, and other financial penalties.

- **Tuition Assistance (TAPS) Eligibility:** Any family with an account in arrears will be **ineligible for TAPS** and may have their **continuous enrollment suspended**. TAPS may be **revoked at any time** if an account is not in good standing.
- **Payment Deadlines:** All **fees and signed payment schedules** must be received by their designated deadlines. Failure to do so will result in the child's **spot being considered open for other applicants**.
- **Interest on Late Payments:** Accounts **30 days in arrears** will incur **interest charges of 12% APR**.
- **Collections & Enrollment Suspension:** Accounts **90 days in arrears** will be sent to **collections**. Continuous enrollment may be **suspended** and/or result in **immediate de-enrollment** at the discretion of the Executive Director.
- **Pre-Authorized Debit (PAD) Requirement:** All **tuition and fees must be paid** through Prairie Sky School's **Pre-Authorized Debit (PAD) system**. Payments will be **debited from the designated financial account** of the parent(s)/guardian(s) identified as the financial designate(s).
- **Parental Financial Responsibilities:** PSS **does not mediate or take responsibility** for financial arrangements between parents/guardians. **Only one account** will be debited for tuition and fees (refer to the **PSS Tuition and Fee Policy** for details).

Families experiencing financial difficulties are encouraged to **schedule an appointment with the Financial Manager before February 15th** of the current school year to discuss possible solutions.

## Tuition and Fee Overview

As a **non-profit, Qualified Independent School**, Prairie Sky School receives **partial funding** from the Saskatchewan Ministry of Education. However, tuition fees cover only **about 30%** of the costs required to operate our programs. The remaining **up to 50%** is raised through the dedicated efforts of countless volunteers via **fundraising, donations, and sponsorships** managed by the **Friends of Prairie Sky School Charity**. Every student at Prairie Sky School benefits from **subsidized tuition** through this fund, with more than **30% of students having their tuition fully covered**.

We recognize that **all families**, regardless of financial background, make significant monetary and lifestyle adjustments to provide their children with the best possible education. We also acknowledge the **personal financial sacrifices** made by our dedicated staff, who commit their careers to **transforming education in Canada**.

For detailed tuition and fee information, please refer to the **current and upcoming Tuition and Fee Schedule**.

## New Student Registration Fee – Purpose and Structure

The **New Student Registration Fee** is a **one-time, non-refundable fee per student**, due upon acceptance to Prairie Sky School. This fee covers the **administrative costs associated with student enrollment**, including the **creation, transfer, and management of cumulative student records through the Saskatchewan Ministry of Education**, processing of acceptance forms, and **accounting services for tuition and fees**.

This essential fee ensures a **seamless transition** into the school community, supporting the administrative infrastructure required to uphold the integrity and efficiency of student record-keeping and financial processing.

## Enrollment Fee – Purpose and Structure

The **Enrollment Fee** is a one-time, non-refundable fee per family, due upon acceptance to Prairie Sky School. This fee is allocated to infrastructure and long-term development at the discretion of the Admin Team and the Board of Directors, ensuring the school can maintain and improve facilities without requiring annual contributions from families.

The Enrollment Fee is per family, not per student. This structure helps ensure that all families contribute fairly to the school's ongoing development and effectively support its mission.

# Tuition and Fee Contract

## Supply and Activity Fees – Purpose and Structure

At Prairie Sky School, **Supply and Activity Fees** ensure that every student has access to **high-quality materials and enriching experiential learning opportunities**, fully aligning with our **vision of holistic, land-based, and eco-conscious education**.

Supply and Activity Fees are paid in a **lump sum** according to the schedule and are always **non-refundable**.

### Supply Fee

Prairie Sky School **purchases all necessary school and program supplies**, meaning families **never have to buy school supplies**. This practice serves two key purposes:

1. **Breaking Down Socioeconomic Barriers** – By providing communal supplies, we **eliminate comparison** among students and ensure that every child has equal access to the **same high-quality materials**, fostering a more **inclusive and equitable** learning environment.
2. **Eco-Conscious Purchasing** – As an **eco-citizen school with a strong sustainability mandate**, we are **diligent** in selecting supplies that **minimize environmental impact**. We prioritize **ethically sourced, reusable, and sustainable materials**, reinforcing our **commitment to environmental stewardship** and ensuring that the resources we use align with our **land-based and holistic educational philosophy**.

### Activity Fee

Experiential learning is at the heart of Prairie Sky School. Our **Activity Fee** supports **frequent off-campus learning experiences** that enrich students' education, covering costs for:

- **Daily, weekly, and monthly field trips** to local **green spaces, nature reserves, and community parks**, immersing students in hands-on outdoor education.
- **Swimming lessons, outdoor adventure programs, and camping trips** that promote physical literacy, confidence, and connection to the land.
- Visits to **museums, science centers, art galleries, and cultural institutions**, fostering a deep appreciation for arts, science, and history.
- **Special guest educators, artists, and Indigenous knowledge keepers**, who provide students with **unique and meaningful learning experiences** beyond the classroom.

By collecting **Activity Fees upfront**, we can **book experiences well in advance**, as some educational partners require **up to 18 months of advance booking and payment**. This ensures **consistent access** to exceptional programming while reinforcing our **commitment to land-based, experiential, and holistic education**.

# Tuition and Fee Contract

## Late Enrollment Tuition Increase – Purpose and Structure

Students who enroll **after September 1st** of the current school year will be subject to an **increase in tuition** for the academic year. This is due to the **Saskatchewan Ministry of Education’s enrollment funding deadline**, which means **Prairie Sky School does not receive provincial funding for students enrolling after this date**.

The **tuition increase** helps offset the financial impact of late enrollments and is determined based on **budget allocation and at the discretion of the Executive Director**. Families considering late enrollment are encouraged to **contact the school for specific details**.

## Sibling Discount – Purpose and Structure

As a non-profit organization rooted in community values and a commitment to holistic family support, Prairie Sky School is pleased to offer a Sibling Discount to families with more than one child enrolled.

We recognize that choosing a holistic and independent education represents a significant financial investment for families, particularly those with multiple children. Our sibling discount is one way we can help support long-term accessibility and affordability while honouring our value of whole-family inclusion.

### Discount Structure:

- Second child enrolled: 20% off total tuition for the second child
- Three or more children enrolled: 30% off total tuition for each additional child (including the second)

The sibling discount is automatically applied to the lowest tuition rate(s) among enrolled siblings and is calculated before any Tuition Assistance (TAPS) is considered.

This discount reflects our school’s commitment to nurturing whole families within our community and our ongoing efforts to make Prairie Sky School accessible to those who share our vision for transformative, land-based, and child-centred education.

# Tuition and Fee Contract

## Tuition Payment Options and Financing Fees – Structure and Terms

Prairie Sky School, as a **non-profit corporation**, bills tuition on an **annual basis**. To offer **monthly and semester-based payment plans**, a **financing fee** is applied, similar to interest on a line of credit. All tuition payments must be made through **Pre-Authorized Debit**.

### Lump-Sum Payment Option

- **Full tuition is due by March 1st** (*10% non-refundable*).
- For **new students accepted after March 1st**, tuition is due upon acceptance.

### Monthly Payment Option (5% Financing Fee; over ten months)

- **September tuition is due by March 1st** (*non-refundable*).
- For **new students accepted after March 1st**, tuition is due upon acceptance, and the payment plan is adjusted accordingly.
- **Remaining tuition (October–June) is due in equal monthly payments from March 1st of the current year through December 1st of the upcoming school year.**

These structured payment options ensure financial stability for the school while providing families with flexibility in managing tuition costs.

## Tuition Assistance Program and Bursaries (TAPS) – Purpose and Structure

At Prairie Sky School, we are dedicated to making education accessible to families of all income levels. Our **Tuition Assistance Program and Bursaries (TAPS)** provide financial support to families who need help with tuition, ensuring that every child has the opportunity to receive a transformative education, regardless of financial circumstances.

TAPS is managed by the **TAPS Committee** under the direction of the **Friends of Prairie Sky School Charity**—a third-party organization that operates independently from Prairie Sky School’s Board of Directors, staff, and families. This structure ensures a fair and impartial process for allocating financial assistance.

### Purpose of TAPS

- TAPS is **funded entirely through fundraising and donations** and is available to families who **apply and meet eligibility criteria based on the availability of yearly funds**.
- Assistance is awarded based on **gross income, number of dependents, assets, additional sources of income**, and other bursary-specific criteria outlined in the application form.
- To ensure equitable distribution, **income verification must be submitted before rates are approved**.



# Tuition and Fee Contract

## Commitment to Accessibility

- We **trust** that all families applying for TAPS will **report all income sources honestly**.
- Families are encouraged to view their **tuition contribution as an investment** in their child’s education and life experiences.
- PSS recognizes that **all families—regardless of income—make financial and lifestyle sacrifices** to provide their children with the **best possible education**.

## Confidentiality & Application Process

- The **TAPS Committee holds all personal financial information in strict confidence**, including individual bursary rates
- TAPS information is only shared in **summary form** for reporting purposes.
- Families must **complete the appropriate TAPS application forms** to be considered for assistance.

By offering **bursary support through TAPS**, Prairie Sky School ensures that financial barriers **do not stand in the way of a child’s ability to learn, grow, and thrive** within our community.

## Student Information (please print)

Student #1’s Full Legal Name(s): \_\_\_\_\_

Student #2’s Full Legal Name(s): \_\_\_\_\_

Student #3’s Full Legal Name(s): \_\_\_\_\_

Student #4’s Full Legal Name(s): \_\_\_\_\_

## Guardian Information

For business purposes only, list all parents/guardians that are the financial designates.

Parent/Guardian’s Full Legal Name: \_\_\_\_\_

Parent/Guardian’s Full Legal Name: \_\_\_\_\_

Parent/Guardian’s Full Legal Name: \_\_\_\_\_

Parent/Guardian’s Full Legal Name: \_\_\_\_\_

**Please visit our website to review PSS’ Admittance, Fees, Tuition, Withdrawal, Volunteer, etc. and all other PSS Policies & Procedures.**

# Tuition and Fee Contract

Please read the **Policy and Procedure Contract** below carefully and print, sign, and date it to indicate acceptance of all fees and tuition and agreement to abide by all PSS Policies and Procedures.

Parents/Guardians are responsible for reading, abiding by, and staying up to date on all PSS Policies and Procedures (including, but not limited to current, new, and revisions) at all times. PSS Policies and Procedures are accessible on our website; reminders of current, new, or revised policies are communicated via the Skylark Newsletter and admin emails.

## Policy and Procedures Contract

1. **I/We have read all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current (Admissions, Tuition & Fees, Suspension/Expulsion, Withdrawal, Volunteer, Ethical Way of Being, etc.), new and any revisions.*
2. **I/We agree to abide by all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current, new and any revisions.*
3. **I/We agree to stay up-to-date on all PSS Policies and Procedures.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, current, new and any revisions).*
4. **I/We agree to read all PSS Communications.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to Newsletters, Website, Admin Emails, Curriculum Letters, Board Newsletters, Teacher/Principal/Admin Letters, and bulletin boards.*
5. **I/We agree to actively participate in the PSS community.** \_\_\_\_\_ **(Initial)**
6. **I/We agree to actively participate in PSS fundraising.** \_\_\_\_\_ **(Initial)**
7. **I/We agree to actively participate in open communication with PSS students/staff/board/community.** \_\_\_\_\_ **(Initial)**
  - a. *Such as, but not limited to, Talking Circles, Support Meetings, Goal Setting Conferences, Student Conferences, Community Cafés, Town Halls, and Peace Processes.*

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(dd/mm/yy)



# Tuition and Fee Contract

## Financial Contract

**I/We agree to pay the following fees/tuition laid out in the current Tuition and Fee Schedule to Prairie Sky School by the above deadlines:**

1. Supply and Activity Fees for my/our child(ren). \_\_\_\_\_ (Initial)
2. Yearly Tuition for my/our child(ren). \_\_\_\_\_ (Initial)
3. I/We choose to pay our Tuition through the:
  - a. Lump Sum Payment Option. \_\_\_\_\_ (Initial)
  - b. Monthly Option (5% financing fee) . \_\_\_\_\_ (Initial)

**For New Students Only: I/We agree to pay the following fees laid out in the current Tuition and Fee Schedule to Prairie Sky School by the above deadlines:**

4. **One-Time Enrollment Fee for my/our family.** \_\_\_\_\_ **(Initial)**
5. **Referred by current PSS Family:** \_\_\_\_\_

*Please speak with the Financial Manager and/or Executive Director if you require an individualized payment plan. We work diligently with our community to ensure PSS remains accessible to everyone.*

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(dd/mm/yy)**

**Name of Parent/Guardian (printed):** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**(dd/mm/yy)**



# Drop-Off/Pick-Up Form

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

Please notify Prairie Sky School if an unauthorized person will be dropping-off/picking-up your child.

For the safety and protection of students, written permission must be received in advance for school staff to release a child to an individual other than a parent, guardian, or caregiver listed in the child's registration form. It is the parent/guardian's responsibility to keep this information up to date. Valid identification may be requested of the individuals listed.

I/We, \_\_\_\_\_, authorize the following individuals to drop-off/pick-up my child from Prairie Sky School:

Name	Relationship to Child	Phone #

If an authorized individual without valid identification or an unauthorized individual attempts to pick-up my child from the school, I can be contacted at this number:

\_\_\_\_\_

All parents and guardians must make sure that a staff person recognizes that the child has been dropped-off/ picked-up from the school.

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)



# Before/After School/SCD Programs Form

Our Before/After School/SCD Programs run on a cost-recovery basis as a service to our community and must have a minimum number of students enrolled in order for us to run these programs. Families will be notified by July 2nd of each year if we are not able to run the programs.

## **PSS BSP/ASP/SCD Programs are Open to:**

- The PSS BSP/ASP (Before and After School Programs) are available to all PSS students (*Junior Kindergarten, Senior Kindergarten, and Years 1 through 8*).
- The PSS SCD Program (Friday Staff Collaboration Days which includes PD Days) is available to all PSS students (*Junior Kindergarten, Senior Kindergarten, and Years 1 through 8*).
- Please Note: Due to COVID-19 these programs will not be available to students in neighbouring schools for this 2020/21 School Year.

## **Hours/Days of Operation:**

- The PSS BSP/ASP will operate on all **regular instructional days** (please note: this does not include School Holidays, Statutory Holidays and Professional Development Days).
- The PSS SCD Program will operate on all **regular Friday non-instructional days** (please note: this includes Professional Development Days and does not include School Holidays nor Statutory Holidays).
- The **PSS Before Program** operates from **7:30 a.m. to 8:15 a.m.** (*Mondays through Thursdays*).
- The **PSS After School Program** operates from **4:15 p.m. to 5:45 p.m.** (*Mondays through Thursdays*).
- The **PSS SCD Program** operates from **7:30 a.m. to 5:45 p.m.** (*Fridays including PD Days*).

## **Full-Time Program Fees (3 to 4 days per week):**

- Full-Time Before School Program is **\$95/month** (*3 to 4 days per week*).
- Full-Time After School Program is **\$160/month** (*3 to 4 days per week*).
- Full-Time Before & After School Program is **\$220/month** (*3 to 4 days per week*).
- Fees are payable on the first day of the month through our Pre-authorized Debit Program.

## **Part-Time Program Fees (1 to 2 days per week):**

- Part-Time Before School Program is **\$50/month** (*1 to 2 days per week*).
- Part-Time After School Program is **\$85/month** (*1 to 2 days per week*).
- Part-Time Before & After School Program is **\$110/month** (*1 to 2 days per week*).
- Fees are payable on the first day of the month through our Pre-authorized Debit Program.



# Before/After School/SCD Programs Form

## SCD Program Fees:

- SCD Program is **\$150/month** ~ (including all SCD and PD Days).
- SCD Program is **\$80/month** if enrolled in the Full-Time Before & After School Program.
- Fees are payable on the first day of the month through our Pre-authorized Debit Program.

## Occasional Drop-In Program Fees (1 to 3 days per month):

- Occasional Drop-In to the **Before** School Program is **\$10/day**.
- Occasional Drop-In to the **After** School Program is **\$15/day**.
- Occasional Drop-In to both the **Before and After School** Program on the same day is **\$20/day**.
- Occasional Drop-In to the SCD Program is **\$55/day**.
- Fees will be invoiced at the end of the month and due by the first of the following month.

## Notes on Fees:

- Enrolment in any combination of the BSP/ASP/SCD programs will never exceed \$300/month.
  - E.g. - use of Drop-In program will be capped at \$300/month; or
  - E.g. - enrolment in ASP/SCD combination will be reduced to \$300/month, etc.

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_ Year at PSS: \_\_\_\_\_

### My/Our child will be attending:

- |   |   |
|---|---|
| The Full-Time Before School Program         | The Part-Time Before School Program         |
| The Full-Time After School Program          | The Part-Time After School Program          |
| The Full-Time Before & After School Program | The Part-Time Before & After School Program |
| Occasional Drop-In to the Programs          | SCD Program                                 |

**Days attending Before School Program: My child will be dropped off at \_\_\_\_\_ a.m.**

Monday      Tuesday      Wednesday      Thursday

**Days attending After School Program: My child will be picked up at \_\_\_\_\_ p.m.**

Monday      Tuesday      Wednesday      Thursday

**Days attending SCD Program: My child will be dropped off at \_\_\_\_\_ a.m. and picked up at \_\_\_\_\_ p.m.**

Special Considerations to be aware of: \_\_\_\_\_

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ (dd/mm/yy)



# Student Medical History Form

## **Student Information (please print)**

Student's Full Legal Name: \_\_\_\_\_

Saskatchewan Health Number: \_\_\_\_\_

Family Doctor: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

City/Postal Code: \_\_\_\_\_

Please list any medical history or conditions that we should know about, including the issue, level of urgency, medication, and what we should do:

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Allergies/Food Sensitivities (please list, including severity and whether or not child uses inhalers, etc.):

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## **Medication Administration Form** – if applicable

No medication, either over-the-counter (OTC) or prescription will be given to children without the parent/guardian filling out and signing a Medication Administration Form. If your child requires help administering medication (i.e. an epipen), please fill out and sign a Medication Administration Form. In the event of an emergency, PSS staff will first call 911 and then contact the parent/guardian.

## **Consent to Medical Attention:**

In the event of an emergency, where it is not possible, or prudent to contact me first, I consent to PSS staff providing first aid treatment, and/or arranging emergency medical attention as deemed necessary. I agree to pay any costs that may be incurred for such medical attention, including ambulance transport, treatment, medication, etc.

**It is Prairie Sky School's responsibility to contact me, \_\_\_\_\_,**  
**as soon as possible in case of medical emergency. I can be reached at,**  
**phone # \_\_\_\_\_, or alternate # \_\_\_\_\_.**

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

# Medication Administration Form

This form must be completed and authorized by the Principal if a student requires medication to be administered at school, with or without the assistance of school staff. This information is important for student safety – please keep it up to date.

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_

## Medication Requirements

(To be completed by the Physician, for severe allergies or medical conditions requiring prescription medication. For other conditions, to be completed by parent/guardian)

Medical condition(s) which make(s) the medication(s) necessary:

## Medication(s) that the student requires:

Please fill out the medication names and details for administering them:

Medication	Dosage	How Often	Time(s) of Day



Medication storage requirements (please list):

Does the student need staff assistance?  Yes  No

If yes, please explain assistance needed:

Possible side effects requiring emergency action:

Actions necessary if an emergency arises:

Additional instructions or information:



## Physician's Endorsement

The assistance required of staff is within the competence of a person untrained in medical procedures

Yes                       No

\_\_\_\_\_  
Physician's Name (please print)

\_\_\_\_\_  
Physician's Phone #

\_\_\_\_\_  
Physician's Location and Address

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

- 1) Primary responsibility for the administration of medication rests with the student and the student's parent/legal guardian.
- 2) Any changes in the student's medication condition or medication is to be brought to the attention of the principal promptly.
- 3) Action taken by staff will be limited to what is possible in a school setting and to what can be done by persons untrained in medical procedures.
- 4) The action taken by staff as requested above is both requested and authorized.

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

Signature of Classroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_  
(dd/mm/yy)



# PRAIRIE SKY SCHOOL

The Freedom to Learn

#10 1651 Anson Road  
Regina, SK, S4P 0E1  
306-352-1875  
www.prairieskyschool.ca



## AUTHORIZATION FOR EXCHANGE OF INFORMATION

**NOTE:** Two original signed copies are required (one for each organization). This consent is valid for one (1) year from the date it is signed. A letter/email stating the reason for this Exchange of Information must also be attached.

Re: Name of Student: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_  
Current school: \_\_\_\_\_

**I/We the undersigned, hereby authorize the exchange of information regarding my/our child (ward), stated above. Information is permitted to be shared between Prairie Sky School Inc., and the following organization:**

Agency/School: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Postal code: \_\_\_\_\_

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**(NOTE: In the case of joint custody, both parents must sign this form)**

\_\_\_\_\_  
Name of Parent or Legal Guardian 1 (Print)

\_\_\_\_\_  
Name of Parent or Legal Guardian 2 (Print)

\_\_\_\_\_  
Signature of Parent or Legal Guardian 1

\_\_\_\_\_  
Signature of Parent or Legal Guardian 2

\_\_\_\_\_  
Relationship (ie. Mother, Legal Guardian)

\_\_\_\_\_  
Relationship (ie. Mother, Legal Guardian)

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Witnessed by: (Print name and Title)

\_\_\_\_\_  
Signature of Witness



# Media Release Form

## Student Information (please print)

Student's Full Legal Name: \_\_\_\_\_

## Media Release

Prairie Sky School uses pedagogical documentation, including photo documentation, as a 21<sup>st</sup> Century tool. Photos of children engaged in activities, as learning and inquiry progress, are the most important method for gaining assessment information about a young child. Pedagogical documentation, including photo documentation, has been described as “visible listening” – using notes, slides, videos and so on to reconstruct children’s learning paths and processes. Gandini and Kaminsky (2004) similarly describe it as a “pedagogy of listening,” broadening the notion of documentation to include the collection of many forms and types of text to make student learning visible and to create an authentic record for dialogue, reflection and analysis. Pedagogical documentation is not done at the end of a lesson or unit, as a summative assessment, but is ongoing – a cyclical process that facilitates growth and improvement. This multifaceted approach transforms understanding of teaching and learning in five strategic ways: Creates Shared Understanding, Celebrates the Rights of Individual Learners, Recognizes Students’ Ownership of Their Learning, Actualizes Shared Accountability, and Provides Voice in Learning for Everyone.

**All students enrolled in any of Prairie Sky School’s programs will have their photo taken and displayed as described below. By registering your child into any of PSS’s programs you agree to all photos or short video clips of your child to be:**

- Displayed in the school building.
- Displayed on the school website (available to the general online public) with **NO NAMES** listed.
- Displayed on printed promotional materials (i.e. posters, brochures) with **NO NAMES** listed.
- Displayed in the *Skylark* - PSS school newsletter (available online via our website) with **NO NAMES** listed.
- Displayed on social media (PSS Facebook Page, Instagram, Twitter, etc.) with **NO NAMES** listed.

I/We, \_\_\_\_\_, consent to photo documentation and use of the resulting images as described above.



## School Communication via Social Media

Prairie Sky School conducted a survey in 2016 in order to improve our communication with families. From this study, we learned that daily/weekly communication, curriculum updates, and photo documentation through an online platform was something our families wanted! Although there are many online social media programs for schools, our families voted for us to use Facebook as they were already using it personally. Thus, we have created a Facebook presence for Prairie Sky School (public page, closed: volunteer, summer camp and buy and sell pages, and secret individual class pages).

To start, please like and follow our main public Facebook Page: Prairie Sky School Inc  
<https://www.facebook.com/prairieskyschoolinc/>

Next indicate which family members you would like added to the closed and/or secret groups:

Name (of family members you want added to the groups)	Facebook Profile Name	Email linked to your FB Profile

Finally indicate which closed and/or secret group pages you would like to belong to:

Name (of family members you want added to the groups)	PSS Volunteer Closed Group	PSS Buy and Sell Closed Group	PSS Summer Camp Closed Group	Rosebuds & Starflowers Secret Group	Cattails Secret Group	Wolf Willows Secret Group	Fireweeds Secret Group	Taproots Secret Group

Name of Parent/Guardian (printed): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 (dd/mm/yy)

# Field Trip Information/Consent Form for ALL Off Campus Trips

Educational field trips could involve elements of risk. Injuries, loss and inconvenience may result from the nature of the activities and can occur without fault of a student, the school, its employees or the facility or personnel where the activities are taking place. By choosing to take part in PSS field trip activities, families are accepting these risks. The chance of injury, loss or inconvenience occurring can be reduced by carefully following instructions at all times while engaged in the planned activities. Please see PSS Field Trip Policy.

Below is a list of some risks encountered during regular PSS Field Trips. Should specific risks arise that vary from those listed below, a separate Field Trip Consent form will be sent home for parent/guardian signature or they will be listed in the Individual Field Trip Notification email. By signing this form, you understand the possible risks associated with PSS Field Trips and consent to having your child participate fully in all field trip activities.

Individual Field Trips Notification will be communicated to you via email at the address provided on your Student Registration forms. These emails will come from the organizing teacher and will include the trip dates, time, location, mode of transportation, and description of the trip. They will also include the risks associated with the trip and any additional risks.

For example:

Dear PSS JK - Grade 7 Parents/Guardian,

Field Trip Notification:

- Date: Friday, December 25th, 2016
- Time: 5:30am - 5:45am
- Locations: Your Homes
- Transportation: Walking (sneaking)
- Description: Early Morning Bed jumping! All students will wake up simultaneously, wake up any other children in the house, sneak into the grown-ups bedrooms and proceed to pounce and jump rigorously on their beds. This should last for approximately 5-10 minutes or until the grown-up(s) agree to get up to investigate any night time activity that may have occurred in and around a tree.
- Elements of Risk: 1.1, 2.1, 4.5
- Additional Risks: Students risk encountering a potentially negative emotional response from the grown-ups. Should this occur students can simply cease the pouncing/jumping and replace it with soothing vocal tones and cups of coffee.

Thank you. Please let me know if you have any additional comments, questions, or concerns about this field trip.

Happy Holidays!

Ms. Claus, PSS Substitute Teacher



### **Student Information:**

Student Field Trip Participation Agreements (please read this section with your child):

1. All students have a signed PSS Field Trip Consent Form.
2. All Prairie Sky School behaviour agreements and consequences apply during field trips.
3. Unsafe or disruptive behaviour may result in your parent/guardian being called to take you home.  
A conversation will then be had about future participation in PSS Field Trips.
4. Students will stay with the group the whole time.
5. Students will use the transportation arranged for the trip (unless prearranged in writing with the Trip Organizer.)

Should you and your child choose NOT to attend a field trip, please understand that no alternative programming will be provided at the school during the times of the trip. PSS Attendance Policy applies in cases of repeated absences from curricular field trips.

\*\*\*

### **PSS Field Trip RISKS**

#### **1. Getting Lost/Crowds:**

1. It is crucial that students stay with their class or group and remain in designated areas. Students will be supervised in large or small groups by a teacher or volunteer.
2. Students will be made aware of safety rules, expectations, and procedures prior to the trip. Students will be made aware that they are not to go off alone in any case.
3. Students might also use the buddy system during trips.
4. Frequent check-ins and head-counts will occur throughout the trip.
5. Teachers will indicate a meeting spot and count groups to make sure all students are safe.
6. When appropriate, we will establish a school 'homebase' and follow Lost Child procedure should a student become separated from their group.

#### **2. Nature:**

1. Ticks, mosquitos, wasps, bees, other bugs are a reality. Bug spray and long clothes can be worn for protection if necessary. Information will be provided regarding seasonal insect risks. When interacting with bees, students will be sure to wear shoes or boots, and never block the entrance to a beehive. We must move calmly and quietly around the bees, and show respect for their home. The bees are very gentle, but wasps are a lot more unpredictable. First Aid will be administered if necessary.
2. Trips, falls, and accidents on various terrain. Through formal and informal orientation students will be encouraged to observe their surroundings and be aware of any dangers. Appropriate footwear must be worn at all times. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.

Cell phones and walkie-talkies will be used when appropriate to connect teachers and/or volunteers.

3. Wildlife: through formal and informal orientation students will be encouraged to observe their surroundings and be aware of any potential of Wildlife in the area and what to do if encounters occur.
4. Allergies to animals, dust and hay: prescribed Inhalers and Epipens for designated students will be kept in the Emergency First Aid Kit.)
5. Unpredictability of Farm Animals behaviour- Students will be monitored around animals and taught respectful/appropriate behaviour.

3. **Weather/The Elements:**

1. Hydration: Please pack a bottle of water to prevent dehydration. Water refilling stations will be sourced or provided as necessary.
2. Hunger: Students will bring appropriate food for specific trip requirements.
3. Weather Appropriate Clothing: Students must ensure they are fully prepared for all weather conditions regarding clothing.
4. Sun Exposure: Hats are a must, Sunscreen use is encouraged. Holistic first aid is available for sunburn.
5. Check the weather forecast (306-780-5744 or [www.weather.gc.ca](http://www.weather.gc.ca)).

4. **Walking:**

1. Walking vs Running: Sometimes we will be in locations that are unfamiliar to the students, so it is crucial that children stay with the group and use their WALKING feet while following the teacher. No running.
2. Traffic: Possible danger exists when walking near traffic. We must stay together with an adult at both the front and the back of the group. We will stay on the sidewalks, and follow all pedestrian by-laws. We will cross at intersections and be mindful of traffic at all times.

5. **Biking:**

1. Traffic & Cyclist Safety rules: Possible danger exists while biking near traffic. Bike safety and signalling lessons and presentations are carried out in advance of all bike trips. When appropriate, we split the students into bike ability groups and do staggered riding groups with a supervising adult.
2. Helmets: CSA approved helmets are required.
3. Theft: All students should have a quality bike lock to prevent bike theft. Sometimes we will be storing/locking our bikes together in a group.
4. Bike injuries: First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
5. Extra Vehicle Support: When appropriate, a teacher or volunteer will follow the group in a vehicle to aid with students who need help or if they need bicycle maintenance.

6. **Archery:**

1. Archery accidents: Strict instruction with the students waiting for direct commands from the facilitator will prevent any archery related injuries. Students will be seated well behind the shooting area and supervised at all times. For safety reasons zero warnings will be given for misbehaviour or misuse of the equipment and students will immediately be removed from the activity if they are not conducting themselves appropriately. Students will be given the opportunity only after the session is complete to analyse their shot.
2. Dry Fire: If the bow is released without an arrow there is risk of injury. Students will be educated and monitored about this. NASP (National Archery in Schools Program) is rated the second safest sport after Ping Pong, reporting zero accidents historically.

7. **General Physical Activities:**

1. Ladders: If appropriate, students may climb up on a ladder with adult supervision. They may only climb up one at a time.
2. Playground Equipment: Possible danger on park playground equipment, with insects, and near the lake. Students will be supervised on playground equipment at all times.
3. Construction Materials/Tool Use: Safety precautions will be taken when using tools (safety goggles worn, instructions will be read, conscientious use of the drill, hammers, screwdrivers etc.)

8. **Private Vehicles:**

1. Volunteer Drivers: volunteer drivers will have their licenses and driver's' abstracts up to date and are all approved by PSS.
2. Seat Belts: Seat belts must be worn at all times. Teachers and/or volunteers will check before the vehicle starts to move.
3. Booster seats: Saskatchewan law enforces that booster seats must be used for students under the age of 7 years, less than 4'9", and less than under 80lbs. Parents are responsible for providing booster seats on the day of the trip. Teachers will confirm with parents/guardians to whom this law applies.  
<http://www.sgi.sk.ca/individuals/safety/carseats/boosterseat.html>

9. **PSS Van:**

1. Van Travel: all regulated precautions will be taken.
2. Seat Belts: Seat belts must be worn at all times. Teachers and/or volunteers will check before the vehicle starts to move.
3. Booster seats: Saskatchewan law enforces that booster seats must be used for students under the age of 7 years, less than 4'9", and less than under 80lbs. Parents are responsible for providing booster seats on the day of the trip. Teachers will confirm with parents/guardians to whom this law applies.  
<http://www.sgi.sk.ca/individuals/safety/carseats/boosterseat.html>

4. Seating Arrangement and Load Distribution: when the van is not at capacity, SGI and Canada Transportation Safety Board recommendations will be implemented for safe seating arrangements and load distribution.
5. Drivers: PSS Van will be operated only by certified PSS staff drivers. (i.e. Class 4 Driver's Licence, Defensive Driver's training, distracted driving awareness.)
6. Maintenance: The highest provincial standards of maintenance, inspections, and repairs will be diligently carried out at all times.
7. Facing Forward: Teacher supervisors will ensure all students are sitting down and facing forward during the ride and being safe.
8. Communication: Staff will have mobile phones in case of road or other emergencies.
9. 15 Passenger Van Safety Studies:  
[http://ccmta.ca/images/publications/pdf/CCMTA\\_Evaluation\\_of\\_15-Passenger\\_Vans\\_2013\\_2\\_22\\_1138a.pdf](http://ccmta.ca/images/publications/pdf/CCMTA_Evaluation_of_15-Passenger_Vans_2013_2_22_1138a.pdf), <https://www.tc.gc.ca/eng/motorvehiclesafety/tp-tp2436-rs200808-p5-1211.htm>

10. **Bus:**

1. Bus Travel: all regulated precautions will be taken.
2. Seat Belts: School busses do not have seatbelts.
3. Facing Forward: Teacher supervisors will ensure all students are sitting down and facing forward during the ride and being safe.
4. Communication: Staff will have mobile phones in case of road or other emergencies,
5. Driver: PSS engages only reputable bus companies who employ fully certified and licensed school bus drivers.

11. **Water:**

1. Beach Swimming Safety: Swimming during beach time will be monitored by teacher and a certified Lifeguard. Students will enter water with the buddy system. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
2. Beach Wading Safety: beach will be monitored by counsellors and parent volunteers,
3. Pool Safety: There is a Lifeguard on duty at the pool. First aid kits are available with supervising teachers, 911 will be called if necessary, parents will be called if necessary.
4. Canoeing Safety: Students will wear PFDs while canoeing at all times. Canoeing will occur under strict supervision only. Canoeing instruction will be provided dependent upon level and trip plans.
5. Falling and other minor injuries: There is the risk that students may slip when walking on the pool deck, get water up their noses, experience eye irritation from the chlorine in the water, or otherwise sustain minor injuries associated with swimming.
6. Safe Water Behaviour: Support and supervision by lifeguards and counsellor will be given to students while swimming. No rough play is allowed while the students are



swimming. Strict attention to pool rules will be expected of all children. If students fail to follow these rules they may be excluded from participation.

7. Ferry Risks: possibility of falling into the lake if children are not following park staff's direction and PSS teachers. Ferries will follow all park regulations to ensure safety.

12. **Food/Cooking/Camping:**

1. Allergies/Sensitivities: PSS has taken into consideration all allergies/sensitivities and dietary restrictions while planning meals. We provide/prepare meals/snacks that align with PSS policies.
2. Fire & camp stoves: Students will be cautious near fire and stoves. All written instructions will be adhered to when lighting camp stoves. Practice and direct lessons will be provided. Fire and camp stoves will only be used when appropriate for the trip and only under strict adult supervision.
3. Tenting: Safety will be taken into consideration when setting up and taking down tents.

Emergency planning: In the case of an emergency (e.g. transportation, weather, injury, other), all students will ride in the school arranged transportation to a safe location as determined by the teacher/supervisor in charge. At that time, parents will be called to pick-up their children. Supervisors will make logical decisions for safety and accommodations until parents arrive or alternate transportation is arranged.



# Field Trip Information Form for ALL Off Campus Trips

If you have any comments, questions, or concerns, please contact PSS Principal or Executive Director.

---

I, (parent/guardian) \_\_\_\_\_, understand the risks and give my consent for

(student name) \_\_\_\_\_ to attend all Prairie Sky Field Trips.

Parent/Guardian Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Executive Director's Signature: \_\_\_\_\_

\*\*\*

### **Medical and Emergency Information Update:**

If your child has a recent medical condition that is not already documented at the school, please provide any relevant updates including parent/guardian contact information, family doctor information, or your child's medical background which might affect this student's comfort or safety during this activity. Updates on medical conditions are solely the responsibility of the parent/guardian(s).



## Prairie Sky School IT Responsible Use Agreement

The guidelines below apply to any and all digital devices students may be using in school. Including: smartphones, mp3 players, computers, tablets, etc.

### Technology Use Guidelines

Prairie Sky School uses Information Technology as tools and services to actualize our Vision and Purpose and to teach the skills, knowledge and behaviors students will need as responsible citizens in the global community. To ensure these resources are always available, it is imperative that all members of the learning community use technology in a manner consistent with PSS Vision and Purpose.

Access to the school wireless network/internet is a privilege that is tied to responsibilities. The following guidelines are intended to help individual technology users understand responsible use. The school may restrict, suspend, or terminate any user's access to the school's technology systems and network for not respecting these guidelines.

### I. Technology Maintenance

Each user is responsible for his/her own use of technology and should treat and use technology appropriately. Computers and computer accessories are sophisticated devices that require care and gentle treatment to function properly (i.e. if a device is mistreated it will likely run poorly or malfunction.)

#### A. Externally

- Users are responsible at all times for taking care of their own equipment including school laptops, chargers, and any other school issued devices and are strongly cautioned about leaving them unsupervised.
- Users are responsible for taking care of audio/visual equipment when in their possession.
- Users are responsible for using laptops/tablets only on tables free of food and drink.
- Users are cautioned about how they utilize their equipment during daily activities like eating, drinking, walking and traveling.

#### B. Internally

- All attempts should be made for keeping an organized desktop and file management system.
- Students should make regular backups of their school-work.
- Students should strive to maintain appropriate bandwidth for school-related work and communication.

### C. Damage

- Each technology user must be responsible for keeping their laptop in working order.
- When not provided by the school, users are strongly advised to purchase an appropriately designed protective bag and/or hard shell case for the device to protect it from damage.

## II. Ethical use of Technology

Students may use digital devices in supervised areas deemed appropriate by school teachers or administration.

### A. Software

In order to maintain the functioning of the school's network, and to minimize PSS staff time on unnecessary repairs, technology users may not install software on PSS devices without appropriate authorization.

### B. Internet

As a Vision and Purpose driven school, the Internet should be used to promote the instructional vision and purpose of PSS. The following activities show responsible use of the Internet:

- Researching
- Communicating
- Web-based learning applications
- Responsible social networking
- Educational learning networks

The following activities demonstrate responsible use if part of an assigned activity:

- Listening to music
- Watching movies or videos
- Instant messaging, chatting, or social networking
- Educational use of online games
- Downloading media from the Internet

Unacceptable Use:

- Online or apps gaming and downloading music/videos/software from the Internet unless explicitly instructed to do so by the teacher.
- The Internet provides access to information (e.g. pornographic materials, vulgarity, gambling, militant/extremist material, hate speech, etc.) that is inconsistent with PSS Vision and Purpose. Users may not access, store, share, or display such information.
- Any malicious attempt to harm or destroy school technology equipment or materials, the data of another user, or any of the institutions, or other networks that are connected to the Internet is prohibited.

### C. Communication Tools

- Each teacher will follow PSS IT Policy and have procedures in practice regarding the use of technology in their classrooms. These will include both handheld devices (smart-phones,

iPods, iPads, etc.) and school computers. These policies and procedures must be respected at all times.

- The primary purpose of PSS (Google) Mail is for school related communication that serves the teaching and learning at PSS.
- Students may not send an email to (or 'spam') a class, an entire grade level, or any group within the school. Such communications should be processed through a faculty member and/or posted in school newsletters, curriculum updates, or Admin emails.
- The primary purpose of PSS Google Docs is for school related sharing and collaboration that serves the teaching and learning at PSS.
- Students may not share a document with a class, an entire grade level, or any group within the school without the express permission of a faculty member.
- Students may use age appropriate social networks to communicate responsibly with peers.

#### D. Monitored Use:

E-mail and other uses of electronic communication systems by students shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use of educational or administrative purposes.

### III. Digital Citizenship

The way we use technology tools to communicate information has a powerful effect on our learning community. Responsible use will lead to better, more effective learning while irresponsible use will diminish it. A strong respect for the principles of digital citizenship is essential for us to live our Vision and Purpose at PSS.

#### A. Digital Rights and Responsibilities

- All digital communication should include the sender's name.
- Forgery or attempted forgery of email messages or other electronic documents is prohibited.
- Reading, deleting, copying, or modifying any electronic documents of other users is prohibited.
- All research used in academic work must be properly cited, including information from the Internet. (See PSS Academic Integrity Policy.)
- There should be no copyright law violations with regard to software or Internet-based information. Copyright information is available in the library. (See PSS Academic Integrity Policy.)

#### B. Privacy & Security

- In order to respect the privacy of community members, technology users may not use another person's ID or password.
- Accessing other people's accounts in any form, is not allowed.

#### C. Digital Etiquette

- Any online communication should be something you would say in person: this includes emails, instant messages, digital images/videos, or web postings. (See PSS Ethical Way of Being Policy and PSS Peace Policy.)
- Use networks responsibly; only use those networks which you have legal access to.

- Be aware that anything posted on the Internet is permanent.

#### D. Communication

- Derogatory, obscene, or otherwise inappropriate email exchanges, instant messages, digital images, or web postings are considered cyberbullying and are prohibited. (See PSS Ethical Way of Being Policy and PSS Peace Policy)
- Any form of cyber-bullying will have serious consequences. (See PSS Peace Policy, PSS Suspension Policy, and PSS Expulsion Policy.)

#### IV: Consequences

- Deliberate attempts to violate this PSS IT Responsible Use Agreement, compromise, degrade, or disrupt system performance may result in restricted use of digital devices at school or other appropriate consequences. (See PSS Peace Policy, PSS Suspension Policy, and PSS Expulsion Policy.)
- PSS may limit, suspend or revoke a student's access to the school's technology systems or the network upon violation of the IT Responsible Use Agreement.
- Independent access to the Internet is a privilege, not a right, and may be granted to a student when deemed appropriate by a faculty member. Access entails responsibility.
- Students will be responsible for their actions on the Internet and will be held accountable according to the PSS Ethical Way of Being Policy and PSS Peace Policy and the laws of Canada. PSS will assume no liability in the case of illegal activity on the part of a student.

#### V: Disciplinary Action

- First violation will result in loss of Internet access for period of time, a serious conversation about expectations and personal responsibility, and possible suspension from school.
- A second violation will mean additional disciplinary action. Depending on the severity of the violation, this may result in permanent loss of access to the Internet and devices, as well as suspension from school, in accordance with the PSS Suspension Policy.
- Students and their families will be liable for any financial damages resulting from misuse of devices or the Internet at PSS. When applicable, the police may be involved.
- PSS may limit, suspend or revoke a student's access to the school's technology systems upon violation of the Responsible Use Agreement.

### **Google for Education Privacy**

PSS values the personal information for which we are responsible. The PSS FOIP (Freedom of Information and Protection of Privacy) Declaration will outline the purposes for school use of any personal information. Before students begin using Google for Education, the declaration should be read on the Parent Protected Page of our website.\* PSS has extensively reviewed Google Apps for Education's privacy policies and security measures and are satisfied that it protects the privacy of users (staff and students) as they use these tools.

<https://www.google.com/edu/trust/> , <https://support.google.com/work/answer/6056650?hl=en>

\* This declaration is currently being reviewed by the PSS Board of Directors, we will inform you when it is online before Google for Education is made available to students.

\*\*\*\*\*

I have read, understood and agree with the terms of this policy:

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

I have read, understood and agree with the terms of this policy. I consent to having my child access and utilise the chosen Information Technologies (internet, software, hardware) by Prairie Sky School, including having an individual Google for Education account which will be monitored by PSS staff.

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_