

Christ the King School Application Requirements

Each applicant will be required to:

- 1) Submit a completed Christ the King School Application Form **for each individual student** applying
- 2) Submit an application fee of \$100.00 **per individual student** applying. Payment may be made in cash or by cheque (payable to “Christ the King School”) or by e-transfer to finance@ctkschool.ca (MUST attach receipt with the application).

If there is a lack of space but the applicant is asking to remain on the waiting list for the year applied, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list. The request for refund must be made in writing.

All applications will be valid for two school years. Parents/students still interested in Christ the King School at the end of two years, will be required to complete all components of a new application for Christ the King School and submit the application fee of \$100 per student.

If your application is denied for any reason other than space availability, your application fee will be refunded.

- 3) Provide a copy of the student’s most recent report card (except for applications for Kindergarten— see * below). If the application is submitted prior to March 1 for a September entry into Christ the King School, parents are asked to submit an updated report card as this becomes available from the applicant’s current school.
- 4) Provide a copy of the student’s birth certificate. If the student is not a Canadian citizen, Proof of Permanent Resident Status must also be provided.
- 5) Provide a copy of the student’s baptismal certificate - required if the applicant is indicated as being Catholic.
- 6) Have a *Request for Information* completed and returned to Christ the King School by the student’s current school Principal* or delegate. The parent or guardian of the student must sign as indicated near the top of this form to permit the current Principal to release the requested information (as required by FIPPA, the Freedom of Information and Protection of Privacy Act (Manitoba), and PHIA, the Personal Health Information Act). The parent or guardian of the applicant is responsible for providing this signed form to the Principal of the applicant’s current school prior to an interview. The Principal is asked to have this *Request for Information* form completed and faxed directly to Christ the King School (fax: 204-257-2129) as soon as possible.

***For Kindergarten applicants, this form should be completed by the child’s Daycare/Nursery School Coordinator, if applicable, and faxed directly to Christ the King School at fax number: 204-257-2129**



APPLICATIONS FOR 2023-2024 WILL BE ACCEPTED BEGINNING DECEMBER 1 , 2022. Please note that there is no first-come served prioritizing; all complete applications received by the priority deadline will be considered in one pool of new applicants for each grade level.

Our PUBLIC OPEN HOUSE IS ON THURSDAY, FEBRUARY 2nd, 2023 at 7:00PM. THE **PRIORITY DEADLINE** FOR ALL APPLICATIONS IS **FRIDAY, FEBRUARY 10TH, 2023.**

It is strongly recommended that the school office receive your complete application on or before the priority deadline above - some grade levels will become full. Applications submitted after the priority deadline will be considered as long as there is space.

Junior Kindergarten: Children must be four years old on or before December 31, 2023 in order to register for Junior Kindergarten at Christ the King School for 2023-2024!

Kindergarten: Children must be five years old on or before December 31, 2023 in order to register for Kindergarten at Christ the King School for 2023-2024!

Personal Interviews:

- Applicants will be notified by phone or by email of their interview appointment time.
- Jr Kindergarten and Kindergarten Applicants: Applicants in the highest priority levels (see the Admissions Policy below) will be contacted to book an interview time for the parent(s) and child with a Christ the King School administrator and Resource teacher. Should space still be available in Kindergarten after the initial intake, the School will contact families in the next highest priority levels to arrange an interview.
- Should a space become available for Grade 1—8, applicants in the highest priority levels (see the Admissions Policy below) will be called to book an interview time for the parent(s) and child with a Christ the King School administrator and Resource teacher.

Your son or daughter's application will only be processed once ALL of the admission documents are received. If accepted, a deposit of \$250 per student will be required within a week of being accepted to hold your spot. The deposit will be applied toward your tuition. Deposits are non-refundable and only reimbursed if a family moves to another school outside Winnipeg or to another province or country. The reimbursement must be requested in writing.





ADMISSION POLICY

Kindergarten to Grade 8 Christ the King School's acceptance process sets out to match the needs of individual applicants with the educational setting and Catholic atmosphere of Christ the King School. Information regarding each Junior Kindergarten to Grade 8 applicant is obtained through a process which includes the review of:

- a copy of the student's most recent report card (except for JK and Kindergarten applicants)
- a Request for Information Daycare/School form.

For all applicants, the process also includes an interview for the parent(s) and child with a Christ the King School Administrator and Resource teacher.

Note: Depending upon the number of applications received by the priority deadline, the School may only arrange interviews with families who qualify for the priority spaces as listed below in this Admission Policy.

Applicants currently registered in a home-schooling program will be required to supply additional information and documentation regarding the curriculum/program followed, assessments conducted and outcomes attained.

Criteria for Admissibility

The information collected is used to determine if:

- all special staffing, programs, equipment, and/or physical facilities required by the student are available
- the academic program offered by the school would provide an educational environment beneficial to the student's learning potential, and
- the student's behaviour and attitude is in keeping with the standards of Christ the King School

For all students, provided the admissibility criteria are met, priority for an available space will be given as follows:

- 1) Parishioner of Christ the King Catholic Church or a current family with an older sibling(s) already attending Christ the King School
 - 2) Parishioner of Christ the King Catholic Church—no siblings
 - 3) Catholic or Non-Catholic child of a graduate alumnus of Christ the King School
 - 4) Catholic attending another Catholic parish
 - 5) Non-Catholic agreeable to their child participating in the Catholic Religion Program
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