



March 3, 2025

Dear Parents/Guardians/Students,

Welcome to Darwell School Kindergarten! This package provides you with some general information about kindergarten and outlines the documents the school needs to get your child registered. The kindergarten teacher will contact you by phone in late August to discuss your child's start date, as well as answer any questions you or your child might have.

Please contact the school once you have:

- Completed the registration form
- Completed the transportation form
- Have a copy of your child's birth certificate
- Have proof of address (e.g. utility bill, tax notice, lease agreement; the bill must show the rural physical address and parent/guardian name)

We can then schedule a time for you to bring your child to the school for a tour.

Kindergarten students will be attending Tuesdays and Thursdays until the beginning of March 2026, when we will add Wednesdays as well. A paper copy of the calendar will be sent home with students on the first day of kindergarten. Kindergarten students will attend 92 full school days out of the 183 scheduled days for all other students.

If you have any questions, please call the school at (780) 892-2478.

We look forward to meeting all the new kindergarten students and their families and learning and growing together!

Sincerely,

Kelly Muir  
Principal

## WELCOME TO DARWELL SCHOOL

Darwell School is a small K-7 school in picturesque rural Alberta, 85 kilometres west of Edmonton. Darwell students are challenged to excel in every aspect of school life. Our students shine due to the commitment of the students, staff, parents, and community. We want you to feel welcome in the school. Please come in or phone if the need arises. We will be happy to assist you.

## SCHOOL PHILOSOPHY

Our school aims to provide activities that inspire our students "to be the best they can be." We hope to motivate our students to pursue knowledge and understanding far beyond the realm of the classroom. Our concern is not only academic proficiency but also developing positive attitudes that create self-worth and the desire for self-improvement.

## VISION

Educating respectful citizens for today and tomorrow.

## MISSION

Darwell School strives to build successful, lifelong, independent thinkers and learners. Working with our community, our school provides a safe and caring environment which values high expectations for staff and students.

## ATTENDANCE

Attendance is taken at 8:50 a.m. and 12:40 p.m. **Please inform the school of your child's absences. You can report the absence online on the school website at [darwellschool.ca](http://darwellschool.ca) on the homepage under email attendance notifications or call the school.** Please be aware that if your child arrives after the first recess, he/she will be marked absent for the morning. If a student's absence is unexplained, a phone call home will be made. Should your child leave before the last recess of the day, he/she will be marked absent for the afternoon. For attendance purposes, 5 lates are equivalent to half a day of absence.

## DARWELL SCHOOL STAFF

**Principal:** Kelly Muir

### Teaching Staff

Anna Wasylyk

Ben Martin

Ember Aggarwal

Faith Leewes

Laurel Bartelds

Lindsay Nicoll

Mikayla Sankey

Nadine Power

Tracy Properzi

## Support Staff

Diana Wood

Hayley Blanchette

Jana Branston

Tara Denis

Joanne Stark

Roberta Fyfe

Terri Stark

**Custodians:** Dulce Godinez & Sandra Reyes

## HOURS OF OPERATION

main doors open	8:30am
bus arrival/unloading time	8:40
period one	8:50 – 9:30
period two	9:30 – 10:04
recess	10:04 – 10:19
period three	10:19 – 10:53
period four	10:53 – 11:27
period five	11:27 - 12:01
recess	12:01 – 12:21
lunch time	12:21 – 12:40
period six	12:40 – 1:14
period seven	1:14 – 1:48
recess	1:48 – 2:03
period eight	2:03 – 2:37
period nine	2:37 – 3:13
dismissal time	3:13pm

## PROFESSIONAL DEVELOPMENT

There is no school for students on PD days.

## STUDENT FEES

Students are required to pay a technology access and maintenance fee each year. The kindergarten technology fee is \$16.00, and the technology fee for grades 1-7 is \$32.00. The technology integration fee levied on behalf of Northern Gateway Public Schools ensures that students have access to devices and software connected to and that complements curriculum and processes that reinforce and encourage the demonstration of learner competencies. This fee is due by October 31 and must be paid for students to participate in any field trips or sports teams.

Some school activities may have a fee attached. These fees offset some of the costs associated with travel to various events. Specific fee amounts will be sent home with the permission forms. Payment can be made using SchoolCashOnline. The link is on our school website.

Students are responsible for their own materials, such as binders, paper, pencils, etc. Student supply lists are included in the June report card or on our school website.

## YEAR AT A GLANCE (2025/26)

Sep. 02	First day of classes
Sep. 04	Meet the Staff
Sep. 30	National Day for Truth and Reconciliation (No School)
Oct. 10	PD Day (Teachers Only)
Oct. 13	Thanksgiving Day (No School)
Nov. 07	PD Day (Teachers Only)
Nov. 10	Day in Lieu of Parent Teacher Interviews (No School)
Nov. 11	Remembrance Day (No School)
Nov. 25	Parent-Teacher Interviews
Nov. 27	Parent-Teacher Interviews
Dec. 20-Jan.04	Christmas Break (No School)
Jan. 05	Classes resume
Jan. 30	PD Day (Teachers Only)
Feb. 05 & 06	Teachers' Convention (No School)
Feb. 16	Family Day (No School)
Mar. 24	Parent-Teacher Interviews
Mar. 26	Parent-Teacher Interviews
Mar. 28 - Apr.5	Spring Break (No School)
Apr. 6	Easter Monday (No School)
May 14	PD Day (No School)
May 15	Day in Lieu of Parent Teacher Interviews (No School)
May 18	Victoria Day (No School)
June 25	Last Day for Students

## EXPECTATIONS OF MEMBERS OF OUR SCHOOL COMMUNITY

### STUDENTS:

Our expectations of students are derived directly from Sections 31-36 of the Education Act and Administrative Procedures 330, 350, and 351.

A student shall conduct himself/herself so as to reasonably comply with the following code of conduct:

- ◆ be diligent in pursuing the student's studies
- ◆ attend school regularly and punctually
- ◆ cooperate fully with everyone authorized by the Board to provide education programs and other services
- ◆ comply with the rules of the school
- ◆ account to the student's teachers for the student's conduct
- ◆ respect the rights of others

## PARENTS

As parents of a student at Darwell School, you are expected to:

- ◆ ensure your child has adequate quiet time for home study, review and reading
- ◆ keep informed about and respond to education issues
- ◆ participate in an informed and democratic way in such decisions as the school's environment, programs and practices
- ◆ provide your child with care, encouragement and support by becoming involved in your child's education
- ◆ support the school, work for change where needed, and help the school provide a safe and friendly environment for your child's education
- ◆ ensure your child attends school regularly
- ◆ inform the school of your child's absences
- ◆ demonstrate respect in communications with your child's school
- ◆ attend all parent-teacher interviews

## STAFF MEMBERS

As staff members, we will do the following:

- ◆ teach in a manner that respects the dignity and rights of all persons without prejudice
- ◆ diagnose educational needs, prescribe and implement instructional programs and evaluate the progress of pupils
- ◆ supervise and direct any activity that delegates specific and limited aspects of instructional activity to non-certified personnel
- ◆ treat pupils with dignity and respect and be considerate of their circumstances
- ◆ not divulge information about a pupil received in confidence or in the course of professional duties except as required by law or where, in the judgment of the teacher, to do so is in the best interest of the pupil
- ◆ encourage students to take responsibility for their own learning and behaviour

## INCLEMENT WEATHER / CLOSURES

Northern Gateway Public Schools acknowledges parents' rights to make decisions regarding the safety of their children. The Board encourages parents to decide for themselves whether children should be sent to school on buses when weather and/or road conditions are suspect.

Parents are reminded that students must be dressed appropriately for cold weather in the event of mechanical failure or some other factor which may cause a bus to become stranded.

**It is very important that parents arrange for alternative drop-off locations within the bus route in the event of school closures during the day.** School closures could possibly occur due to power failure, water shortages, bad weather and/or road conditions. The bus drivers should be informed regarding where children should be unloaded in such cases. The arrangement is particularly vital when parents are working or may not be at home for any reason.

**School Bus Service Cancellations Due to Weather and/or Road Conditions** If weather and/or road conditions are bad, or predicted to be bad, the Director of Student Transportation for Northern Gateway Public Schools, in consultation with some local bus drivers and the Superintendent of Schools, will decide whether to cancel bus operations. The decision is made with consideration for student safety being given top priority. Bus drivers are notified if the buses are cancelled, and the fan-out lists are engaged. You should receive a phone call from your bus driver's fan out on these occasions. Please contact your child's bus driver if this does not occur.

All division bus cancellations are posted on the school division website, the school website and on our social media platforms.

A bus driver can also decide that their bus will not be operating due to weather and road conditions. They notify the Director of Student Transportation and invoke their parent fan out list to inform you. **ALL field trips and special activities will be postponed if buses are not running.**

## BUSING

Most students come to Darwell by bus. Please call the bus driver if you are unaware of your pick-up and drop-off times. Make sure you and your children are familiar with the rules the Board of Education sets out.

Parents who drive their children may drop them off between 8:30 a.m. and 8:45 a.m. The school is not open before 8:30 a.m. Your children must

be picked up after school between 3:10 p.m. and 3:15 p.m.

## BUS ZONE

During bus unloading (8:30 to 8:50) and loading (3:00 to 3:25), vehicles are not to enter or exit the painted zones marked off for bus loading and unloading. Vehicles should not park among the buses at any time. **Passing a bus anywhere with the lights flashing could result in a \$567 fine and 6 demerit points on your licence.** Protect our children and respect the rules.

## SAFE AND CARING BUSING PROGRAM

The Safe and Caring Busing Program for Northern Gateway is designed to:

- ◆ enhance student safety.
- ◆ encourage respect for others.
- ◆ promote early problem resolution.

The goals of the program are to ensure our students:

- ◆ have a safe journey from home to school.
- ◆ arrive at school prepared to learn.
- ◆ have a safe journey from school back home.

We all have a role to play:

### Students

#### Respect for self

- ◆ Use common sense to promote personal safety.
- ◆ Wait in safe loading locations.
- ◆ Follow the directions of drivers and safety supervisors.
- ◆ Ask for help if you need it.

#### Respect for others

- ◆ Respect the rights and personal space of those around you.
- ◆ Be polite to your driver and fellow students.
- ◆ Say "hello" to your driver when you board the bus.

#### Respect for property

- ◆ Respect the property of your fellow students.
- ◆ Keep your bus clean and tidy.
- ◆ Take care of your bus – costly repairs mean less money for fun activities at your school.

## Parents

- ◆ Help to educate your child about safe and caring behaviour on the bus.
- ◆ Introduce yourself to your child's bus driver.
- ◆ Become informed about transportation issues – ask questions and share your concerns.
- ◆ Cooperate with other stakeholders to overcome transportation challenges.

## Drivers

- ◆ Drive safely along your route.
- ◆ Arrive promptly at pickup points.
- ◆ Respect your student passengers – say "hello" as they board the bus. - Exercise fair but firm disciplinary procedures.
- ◆ Maintain an orderly environment on your bus.

## MEDICATION / ILLNESS

Medications of any kind cannot be administered by any staff member to a student without parents requesting school assistance with the administration of prescription drugs. Please review AP 714 and complete Form 714-1 should your child need medication during the school day. Parents should not send students with suspected communicable diseases or other contagious diseases to school.

## REPORTING STUDENT PROGRESS

Darwell School uses PowerSchool to report student progress. This digital system allows parents to log in at any time to see how their child is doing in all subject areas.

Specific details, such as username and password, will be shared with parents to allow them access to the PowerSchool Parent Portal. Once logged in, parents will be able to see the outcomes covered, assignments completed, and the child's attendance.

## OUTDOOR EXPECTATIONS

All students are expected to behave safely and courteously on the playground and around the school. All students require movement breaks to maximize learning. Students are required to go outside, and regular staff supervision is provided

during that time. **Appropriate clothing to suit the weather conditions is necessary.**

## PERSONAL BELONGINGS

Clothing and other personal belongings (especially footwear) should be clearly marked with the student's name. Students are responsible for their belongings.

## LOST AND FOUND

A "Lost and Found" table for storing found and unclaimed articles is located in the hallway by the office door. At the end of each month, any unclaimed articles will be donated to a local charity.

## SIGN IN / OUT

For our students' personal protection, please adhere to the following procedures regarding the arrival/dismissal of students during school hours.

1. Parents/Guardians/Students will ring the bell at the main door to drop students off or pick them up. A staff member will sign students in and out.
2. Any other person designated by a parent to pick up a student from our school can do so if the parent/guardian has contacted the school.
3. If you pick your child up from field trips, you must be there at the designated time and provide the supervisor with a written note. The child will return on the bus if the parent is not on time.

## NOTES

Students and parents are asked to make prior arrangements for students not going directly home on the bus whenever possible. Students who ride the bus and are to be dropped off elsewhere on their route must have written permission. The written note will be presented to the Principal, who will present it to the driver. **Students MUST HAVE WRITTEN PERMISSION** if they stay after school for extracurricular activities or any occasion they are not taking the bus home – otherwise, they will be sent home on the bus.

## SCHOOL COUNCIL "LUNCH BY THE BUNCH" PROGRAM

The Lunch by the Bunch Program is available on a pre-order/pre-pay basis. The Darwell School Council organizes the hot lunches.

## VOLUNTEERS

Darwell School welcomes volunteers. We appreciate your willingness to share your time, talents, and interests with us. AP 30 outlines the steps necessary to qualify as a volunteer at the school, including an annual vulnerable sector record check.



**Back to school.  
Back to routine  
vaccines.**

**#VaccinesWork**



Immunize Canada  
immunize.ca













Vaccine Ambassadors  
Opportunity Begins With Good Health

Call your local Public Health Nurse at **780-967-4440**  
to review your child's immunizations and to book an appointment



# Routine Immunization Schedule

Age	Vaccine(s) your child / you will get	Diseases your child / you will be protected against
 <b>2 months</b>	<ul style="list-style-type: none"> <li>DTaP-IPV-Hib-HB*</li> <li>Pneumococcal conjugate (PNEU-C13)</li> <li>Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b, hepatitis B</li> <li>Pneumococcal Disease</li> <li>Rotavirus</li> </ul>
 <b>4 months</b>	<ul style="list-style-type: none"> <li>DTaP-IPV-Hib-HB*</li> <li>Pneumococcal conjugate (PNEU-C13)</li> <li>Meningococcal conjugate (MenconC)</li> <li>Rotavirus</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b, hepatitis B</li> <li>Pneumococcal Disease</li> <li>Meningococcal Disease</li> <li>Rotavirus</li> </ul>
 <b>6 months</b>	<ul style="list-style-type: none"> <li>DTaP-IPV-Hib-HB*</li> <li>Pneumococcal conjugate (PNEU-C13) (for high-risk children only)</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b, hepatitis B</li> <li>Pneumococcal Disease</li> </ul>
 <b>12 months</b>	<ul style="list-style-type: none"> <li>MMR-Var</li> <li>Pneumococcal conjugate (PNEU-C13)</li> <li>Meningococcal conjugate (MenconC)</li> </ul>	<ul style="list-style-type: none"> <li>Measles, mumps, rubella, varicella (chickenpox)</li> <li>Pneumococcal Disease</li> <li>Meningococcal Disease</li> </ul>
 <b>18 months</b>	<ul style="list-style-type: none"> <li>DTaP-IPV-Hib</li> <li>MMR-Var</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio, <i>Haemophilus influenzae</i> type b</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> </ul>
 <b>4 years</b>	<ul style="list-style-type: none"> <li>dTap-IPV</li> <li>MMR-Var (if did not get at 18 months)</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough), polio</li> <li>Measles, mumps, rubella, varicella (chickenpox)</li> </ul>
 <b>Grade 6</b>	<ul style="list-style-type: none"> <li>Hepatitis B (2 doses, 6 months apart)</li> <li>HPV (2 or 3<sup>rd</sup> doses over 6 months)</li> </ul>	<ul style="list-style-type: none"> <li>Hepatitis B</li> <li>Human papillomavirus</li> </ul>
 <b>Grade 9</b>	<ul style="list-style-type: none"> <li>dTap</li> <li>MenC-ACYW</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Meningococcal Disease</li> </ul>
 <b>Adult</b>	<ul style="list-style-type: none"> <li>Booster doses: dTap every 10 years, if pregnant see below</li> <li>Hepatitis B (3 doses for unprotected adults born in 1981 or later)</li> <li>HPV (3 doses for adults up to and including age 26 years who did not get HPV vaccine in school)</li> <li>MMR for adults born in 1957 or later and no record of vaccine (1 or 2 doses)</li> <li>Varicella (chickenpox) for unprotected adults (2 doses)</li> <li>Pneumococcal polysaccharide (PNEUMO-P) at 65 years of age or older</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> <li>Hepatitis B</li> <li>Human papillomavirus</li> <li>Measles, mumps, rubella</li> <li>Varicella (chickenpox)</li> <li>Pneumococcal Disease</li> </ul>
 <b>Pregnant</b>	<ul style="list-style-type: none"> <li>dTap with every pregnancy</li> </ul>	<ul style="list-style-type: none"> <li>Diphtheria, tetanus, pertussis (whooping cough)</li> </ul>
<b>Everyone (6 months of age and older)</b>	<ul style="list-style-type: none"> <li>Annual (seasonal) influenza</li> </ul>	<ul style="list-style-type: none"> <li>Influenza</li> </ul>

For more information about immunization, scan the QR code or go to [ImmunizeAlberta.ca](https://www.immunizealberta.ca)



\* DTaP-IPV-Hib-HB – for children born on or after March 1, 2018. Children born before March 1, 2018, are offered DTaP-IPV-Hib at ages 2, 4 and 6 months and Hepatitis B vaccine in school.

† A 3<sup>rd</sup> dose of HPV is needed only for students starting the vaccine series at 15 years of age or older and anyone with a weak immune system.

**Note:** More vaccines may be needed because of health conditions, work, school, living arrangements, household contacts, lifestyle risks, travel, or because a person was not fully immunized in childhood. Check with your healthcare provider, a public health nurse, your workplace health and safety department, or a travel health clinic to find out if you need any other vaccines and if they are free for you.

# Darwell School Kindergarten Supply List

**Please label items clearly with your child's name.**

1 backpack (not too small)

1 lunch kit

1 pair indoor running shoes (non-marking with velcro fasteners unless your child is able to tie shoelaces)

1 small water bottle

1 complete change of clothes (in plastic bag labeled with child's name)

1 set of headphones labeled with your child's name (in a labeled ziploc bag)

5 HB sharpened pencils

2 boxes of Crayola 24 wax crayons

3 large glue sticks

1 bottle of white glue

1 large Hilroy scrapbook

2 black dry erase (Expo) markers





**Northern Gateway**  
Public Schools

Kinderten

**Official 2025-26 School Year**

**August**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**September**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

**October**

M	T	W	T	F
			1	2
			3	4
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

**November**

M	T	W	T	F
				3
		4	5	6
			7	8
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

**December**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

**January**

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

**February**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

**March**

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

**April**

M	T	W	T	F
			1	2
			3	4
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**May**

M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

**June**

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

Instructional Days (Students)	#	183
Non-instructional Days (Teachers)	○	# 11
Total Operational Days	#	194
First and Last Day of Instruction for students	—	
Vacation/Holiday		
Days in Lieu of Parent Teacher Interviews	■	
Teachers' Convention	□	

<u>Month</u>	<u>Instructional Days</u>	<u>Non Instructional Days</u>	<u>Operational Days</u>
August	0	3	3
September	20	0	20
October	21	1	22
November	17	1	18
December	15	0	15
January	19 92	1 6	20 98
February	17(19)	2(0)	19
March	20(18)	0(2)	20
April	17	1	19
May	18	1	19
June	19 91	1 5	20 96
<b>TOTAL</b>	<b># 183</b>	<b># 11</b>	<b># 194</b>

- Aug 4 - Civic Holiday
- Aug 26 to 28 - Staff Planning & Development Day
- Sep 1 - Labour Day
- Sep 2 - First Day for Students
- Sep 30 - National Day for Truth and Reconciliation
- Oct 10 - Staff Planning & Development Day
- Oct 13 - Thanksgiving Day
- Nov 7 - Staff Planning & Development Day
- Nov 10 - previous Day in Lieu of Parent Teacher Interviews
- Nov 11 - Remembrance Day
- Dec 22-Jan 2 - previous Christmas Break
- Jan 5 - first day back for students
- Jan 30 - previous Staff Planning & Development Day/Term End
- \*Feb 5 & 6 - Teachers' Convention (Onway to Fox Creek)
- Feb 16 - Family Day
- \*Mar 5 & 6 - Teachers' Convention (Valleyview)
- Mar 30 - 3 - Spring Break
- Apr 6 - Easter Monday
- April 24 - Staff Planning and Development Day
- May 14 - Staff Planning & Development Day
- May 15 - Day in Lieu of Parent Teacher Interviews
- May 18 - Victoria Day
- Jun 25 - Last Day for Students
- Jun 26 - Staff Planning & Development Day

**Northern Gateway Public Schools  
2025-26 STUDENT REGISTRATION FORM**

**Registration Checklist:**

- Please download and complete the attached form. The form may be printed, completed and signed manually, or completed and signed digitally in Adobe Reader.
- Once the form has been completed, please sign and initial the form where indicated.
- Proof of residence** is required to register for school. Parents will be required to provide a copy of their legal address to the school. Proof of residence can be verified with any bill or agreement that proves that this location is the student's legal home address (blue or green sign number) or street address. It can be in the form of a tax notice, lease agreement or utility bill that confirms physical address.
- Legal proof of a student's name and age** is required to register for school. Proof of name and age can be provided via a copy of a birth certificate, permanent residency document, Canadian citizenship document or passport.
- If you require bus transportation please apply online at [ngps.ca](https://ngps.ca), [Busing and Transportation](#).
- Submit your completed registration form including: signed application, proof of residence, and proof of student's name and age to the school. Email, mail or submit your signed application and proof documents in person, to the school.

**Intake Appointments:**

Please be advised that an intake appointment may be required for new students.



## STUDENT REGISTRATION 2025-26

### PLEASE READ THIS INFORMATION BEFORE COMPLETING THE REGISTRATION FORM

This registration form is a legal document. Before a student can be registered by a school, a student registration form must be completed in its entirety and signed by the parent/legal guardian or by the student (if living independently). The student registration form is used to enroll a student who is new to Northern Gateway Public Schools, who is returning to the division, or who is transferring to a school within the division. A student cannot be registered without a copy of a legal document (birth certificate, permanent residency document, Canadian citizenship document, or passport) that provides proof of legal name and age.

#### OFFICE USE ONLY

Student ID #	<input type="text"/>	ASN # (9 digits)	<input type="text"/>
School	<input type="text"/>	Grade	<input type="text"/>
		Room	<input type="text"/>
		Date of Registration (MM/DD/YYYY)	<input type="text"/>
A copy of the following is attached: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Residency Document <input type="checkbox"/> Canadian Citizenship Document <input type="checkbox"/> Passport			
If applicable, a copy of the legal guardianship/custody order is attached: <input type="checkbox"/> Yes <input type="checkbox"/> No			

STUDENT INFORMATION		Print the student's legal surname (last name) and given name(s) below. These are the names on the student's birth certificate or adoption papers. If the student uses a different first name, there is a space at the end of this section for <i>preferred name</i> .	
Student's Legal Last Name		Date of Birth (MM/DD/YYYY)	
Student's Legal First Name		Grade Level	
Student's Legal Middle Name(s)		Language Spoken at Home (if other than English)	
Student's Preferred First Name		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unspecified	
<b>Phone Numbers (with area code)</b>			
Home Phone		Cell Phone	
<b>Siblings</b>			
Last Name	First Name	School	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	School	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	First Name	School	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Physical Address – Proof of Residence required</b>			
Town or Rural blue sign address	Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Mailing Address (if different than student's residence) – Proof of Residence required</b>			
Address or P.O. Box	Town	Province	Postal Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>School History</b>			
Has the student ever registered with NGPS? <input type="checkbox"/> Yes <input type="checkbox"/> No		Previous NGPS School	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Previous Non-NGPS School Attended	Previous School Phone Number	Previous School District	Previous School Province or Country
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**STUDENT INFORMATION (continued)**

Student Citizenship Status – Citizenship documents determine whether a student is eligible to attend school in Alberta.

What is the student's citizenship or immigrant status?

Student's status (choose one)	Student documents required	Parent documents required in some cases if the student's documents do not verify the student's citizenship status
<input type="checkbox"/> Canadian citizen	Provide one of the following student documents: <ul style="list-style-type: none"> <li>• Canadian birth certificate</li> <li>• Canadian citizenship card or certificate</li> <li>• Canadian passport</li> <li>• Canadian treaty card</li> <li>• Canadian Certificate of Indian Status</li> </ul>	No parent documents required
<input type="checkbox"/> Canadian permanent resident	Provide one of the following student documents: <ul style="list-style-type: none"> <li>• Canadian permanent resident card</li> <li>• Canadian Confirmation of Permanent Residence document</li> </ul>	Parent documents required. See page 6.
<input type="checkbox"/> International student	Provide both of the following student documents: Canadian study permit <i>Expiry date:</i> _____ Letter of acceptance from Northern Gateway Public Schools	No parent documents required
<input type="checkbox"/> Child of a Canadian Citizen	Provide one of the following student documents: <ul style="list-style-type: none"> <li>• Foreign birth certificate</li> <li>• Foreign passport</li> </ul>	Parent documents required. See page 6.
<input type="checkbox"/> Child of an individual admitted to Canada as a permanent or temporary resident	Provide one of the following student documents: <ul style="list-style-type: none"> <li>• Foreign birth certificate</li> <li>• Foreign passport</li> <li>• Refugee Protection Claimant Document</li> <li><i>Expiry date:</i> _____</li> <li>• Notice of Decision from Refugee Protection Division</li> </ul>	Parent documents required. See page 6.
<input type="checkbox"/> Step-child of a Canadian citizen or a permanent resident	Provide one of the following student documents: <ul style="list-style-type: none"> <li>• Foreign birth certificate</li> <li>• Foreign passport</li> </ul>	Step-parent documents required See page 6.
<input type="checkbox"/> Step-child of a temporary foreign worker	Provide: <ul style="list-style-type: none"> <li>• Canadian study permit <i>Expiry date:</i> _____</li> </ul>	Step-parent documents required See page 6.

**Language**

This information helps with program placement and communicating with the student in an emergency.

Is English the student's first language  Yes  No What language is mainly spoken at home? \_\_\_\_\_

**Medical Information (This information could be crucial to the well-being of the student, although we understand this information is optional)**

Are there any serious medical conditions about which you wish the school to be aware? Please indicate below.

Diabetes  Epilepsy  Allergies (please specify)  Hemophilia  Heart Condition  Asthma  Other (please specify)

Medical Notes (if more space is required, please attach additional notes)

**Bus Transportation**

Will the student require transportation on a Northern Gateway Public Schools' bus?  Yes  No

For information on student transportation and/or to apply for busing please visit [ngps.ca](http://ngps.ca), [Busing and Transportation](#), or contact the Transportation Department via email at [transportation@ngps.ca](mailto:transportation@ngps.ca) or telephone at 1-888-785-3396. Proof of Residence is required i.e. Utility bill.

**PARENT/GUARDIAN INFORMATION**

Please identify each of the legal guardian(s) for the child being enrolled. The legal guardian is the parent or person legally appointed as guardian as defined in the *Family Law Act, Corrections Act, Corrections and Conditional Release Act, Young Offenders Act, or Child, Youth, and Family Enhancement Act*.

<b>FIRST LEGAL PARENT/GUARDIAN</b>	Relationship to Student			
	Last Name			
	First Name		Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)			
	Home Phone		Business Phone	
	Cell Phone		Email Address	
	Is this individual the legal guardian of the student? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Is this individual allowed to pick up the student from school? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If address is different than the student's, please complete the section below.</i>			
	Physical Address			
Town or Rural blue sign address		Town	Province	Postal Code
Mailing Address (if different than student's residence)				
Address or P.O. Box		Town	Province	Postal Code



PARENT/GUARDIAN INFORMATION (continued)

SECOND LEGAL PARENT/GUARDIAN	Relationship to Student			
	Last Name			
	First Name		Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)			
	Home Phone		Business Phone	
	Cell Phone		Email Address	
	Is this individual the legal guardian of the student? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this individual allowed to pick up the student from school? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If address is different than the student's, please complete the section below.			
	Physical Address			
	Town or Rural blue sign address		Town	Province
Mailing Address (if different than student's residence)				
Address or P.O. Box		Town	Province	Postal Code
OTHER PRIMARY CAREGIVER	Relationship to Student			
	Last Name			
	First Name		Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)			
	Home Phone		Business Phone	
	Cell Phone		Email Address	
	Is this individual the legal guardian of the student? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this individual allowed to pick up the student from school? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If address is different than the student's, please complete the section below.			
	Physical Address			
	Town or Rural blue sign address		Town	Province
Mailing Address (if different than student's residence)				
Address or P.O. Box		Town	Province	Postal Code
OTHER PRIMARY CAREGIVER	Relationship to Student			
	Last Name			
	First Name		Mr., Mrs., Ms., Dr., etc.	
	Phone Numbers (with area code)			
	Home Phone		Business Phone	
	Cell Phone		Email Address	
	Is this individual the legal guardian of the student? <input type="checkbox"/> Yes <input type="checkbox"/> No Is this individual allowed to pick up the student from school? <input type="checkbox"/> Yes <input type="checkbox"/> No Does the student reside with this individual? <input type="checkbox"/> Yes <input type="checkbox"/> No			
	If address is different than the student's, please complete the section below.			
	Physical Address			
	Town or Rural blue sign Address		Town	Province
Mailing Address (if different than student's residence)				
Address or P.O. Box		Town	Province	Postal Code
<b>EMERGENCY CONTACTS</b>		An <b>emergency contact person</b> is someone who resides in the vicinity of the school, other than the student's parent or guardian, who can be called upon to quickly respond to an emergency situation if the parent or guardian is unavailable.		
Emergency Contact #1		Relationship to Student		
Home Phone	Business Phone	Cell Phone		
Emergency Contact #2		Relationship to Student		
Home Phone	Business Phone	Cell Phone		



### Guardianship Rights and Student Protection

Guardians of the student must be identified to ensure each party's rights are respected. If an order does exist affecting guardianship rights or custody or access rights, a copy of the order will be required to be placed in the student record. The court seal must be evident on the order. In rare instances, a child may be designated as "protected" if a court issues a restraining order under the *Child Welfare Act*, *Divorce Act*, *Young Offenders Act* or similar legislation.

Does a legal document exist?  Yes  No Document Expiry Date (MM/DD/YYYY, if applicable)

Type of Legal Document  Access and/or Custody  Parenting  Guardianship  Protection

An individual may be subject to contact restrictions with a student through a legal process. Is there a legal document that forbids an individual from having contact with this student?

No  Yes – The school will collect and keep the legal document(s) on the student's record.

Where a person claims to be a parent or guardian, or claims the existence of any limitation on the authority of a parent or guardian, the onus is on the person to provide proof of the claim. Please ensure that the division has copies of all current orders or agreements addressing guardianship rights, responsibilities, and entitlements or otherwise affecting the custody of or access to your child.

### Family Circumstances

Are there family circumstances you wish to share with the school?  Yes  No If yes, please make an appointment with the principal.

### Independent Student Status

The *School Act* defines an **independent student** as someone who is (i) 18 years of age or older, or (ii) 16 years of age or older **and** (a) who is living independently, or (b) who is party to an agreement under Section 57.2 of the *Child, Youth, and Family Enhancement Act*.

Are you claiming status as an **Independent Student** under the definition of the *School Act*?  Yes  No

### Francophone Rights

According to Section 10 of the *School Act* and Section 23 of the *Canadian Charter of Rights and Freedoms*, a parent or legal guardian who is a Canadian citizen has the right to have his/her children receive school instruction in French. This applies if the parent/guardian is a resident of Alberta **and** French was the first language learned, and is still understood, by at least one parent **or** one or more of the parents or one or more of their children have received/are receiving instruction in a French First Language Program or school in Canada (this does not include a French Immersion program).

Do you claim entitlement to a **Francophone Education** under the terms of the *School Act*?  Yes  No

If you have answered yes, the Student Record Regulation requires Northern Gateway Public Schools to release demographic information about the student and parent to the local Francophone Education Board upon written request from the school jurisdiction.

If **yes**, do you wish to exercise your right to have your child educated in French?  Yes  No

In Alberta, parents can only exercise this right by enrolling their child in a French First Language (Francophone) Program offered by a Francophone Regional Authority.

### Indigenous Self-Declaration

If you wish to identify that your child has First Nations, Métis or Inuit ancestry, please specify:

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

For further information, please refer to Alberta's [First Nations, Métis or Inuit Student Self-Identification](#) or contact Alberta Education at 780-427-8501.

If you have questions regarding the collection of student information by the school board, please contact the Deputy Superintendent at 780-778-2800 or 1-800-262-8674.

### Student Treaty Status and Residency

Does this student have treaty status?  Yes  No Does this student reside on reserve?  Yes  No

Indian Registry Number (IRN – ten digit number)

Name of Reserve

Complete Address on Reserve

### Digital Citizenship and Technology Use

As a condition of using Northern Gateway Public Schools network resources, I understand that access to division information resources, including access to internet and cloud-based resources, is a privilege and agree to abide by [Administrative Procedure 640 – Responsible Use of Technology](#) and the regulations identified in [Administrative Procedure 640 – Form 640-1 Technology Use Agreement](#).

Please initial to indicate that you have read and understood the policies and regulations identified above

Initials

**Using and Disclosing Personal Information**

Northern Gateway Public Schools recognizes that all procedures for the collection and storing of information by division staff in the course of affairs and procedures regulating the release of information to other parties must follow provisions of the *Freedom of Information and Protection of Privacy (FOIP) Act*. Access to information is guided by [Administrative Procedure 564 - Freedom of Information and Protection of Privacy](#). Further details can be found in our [FOIP and Media Consent](#) document.

Please initial to indicate that you have read and understood the policies and regulations identified above.

Initials

**Media Participation**

While under the supervision of Northern Gateway Public Schools, I hereby give Northern Gateway Public Schools and outside organizations permission to photograph, video tape, audio tape, and/or interview my child. I understand that this means that a photograph(s), video(s), audio tape(s), interview(s), or likeness of my child may be collected, used, reproduced, and broadcast within NGPS and by the outside organization for displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials.

I hereby give Northern Gateway Public Schools permission to use, publish, display, and copyright any work, written material, or creative work created or authored by my child through school activities. I understand that artwork, written material, or creative work may be used by Northern Gateway Public Schools in division or school displays, publications (including yearbooks), websites, social media, other electronic media, and advertising or promotional materials. I understand that Northern Gateway Public Schools may make minor edits as deemed appropriate.

I understand that consent can be revoked at any time by **written notification** provided to my child's school. Further details can be found in our [FOIP and Media Consent](#) document.

Please initial to indicate that you have read and understood the guidelines explained above.

Initials

**Consent to Post Personal Information**

Northern Gateway Public Schools requests consent to post personal information (including but not limited to first name, last name, grade, photographs, video, audio, award recognition, and school related activities) to external websites, social media, media publications (including yearbooks), and promotional materials. I understand that my signature below indicates my consent.

I understand that once provided, consent, in whole or in part (e.g. last name or photo, etc.), can be revoked at any time by **written notification** provided to my child's school, acknowledging that although photos/videos will be removed from websites and social media accounts, it may not be possible to remove all traces of personal information from the Internet.

Further details can be found in our [FOIP and Media Consent](#) document.

Signature

**Policies and Regulations**

If the hyperlinked documents are unavailable for any reason, information related to the sections above is available at your school in paper format. Please ask your school secretary or principal.

**Collection and Use of Personal Information Disclaimer**

The information requested on this form is being collected pursuant to the *School Act*, Section 23, A.R. 71/99 and the *Freedom of Information and Protection of Privacy (FOIP) Act*, Sections 33(c), 39(1)(b), and 40(1)(c). Information acquired through this form is kept secure and access is restricted. In accordance with the Student Record Regulation, this form will be placed in the student's record file.

If you have any questions regarding this request for individual student information and about our use or disclosure of student information, please contact the school or Northern Gateway Public Schools' FOIP Coordinator at 1-800-262-8674.

**DECLARATION**

I am the legal guardian or the independent student referred to in this registration form. I have read and understand the information regarding guardianship and I have identified all guardians for this student. I hereby certify the foregoing information to be true, correct, and complete.

First Parent/Guardian Print Name	Signature	Date
Second Parent/Guardian Print Name	Signature	Date