



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## 2025-2026 APPLICATION PACKAGE

Dear Parents/Guardians,

Thank you for your interest in St. Francis of Assisi School.

We hope this package will provide information about our school and the programs that are offered. In addition, information regarding the registration process is also enclosed. If you have a child who you would like to attend St. Francis of Assisi Elementary School in September 2025, please complete the attached application form, include the required documents, and return it to the school office as soon as possible.

Completed applications and required documents should be dropped off at the school in person from November 22nd to November 29th between 8:30 am to 3:00 pm. Please make sure you have copies of all the required documents when you arrive.

Submission of your application package should not be considered acceptance into the school. Families will be contacted and scheduled for an interview with the school principal in December 2024.

**Please Note:** *Children entering Kindergarten must be five (5) years old by December 31<sup>st</sup>, 2025. Application of your child should not be considered acceptance into the school until you have received our **Letter of Acceptance**. Upon acceptance, you will be asked to provide the registration fee of \$100 and a tuition deposit of \$300. The registration fee is non-refundable and the tuition deposit of \$300 will be credited towards your first month's tuition payment.*

*Upon acceptance, the registration fee and first month's tuition must be paid within 5 days to hold the space for September 2025.*

If you have questions about our school, or about the application process, please email or call Mrs. Lemaire at the office.

Once again, thank you for your interest in our school community.

Sincerely,

Ms. D. Welsh  
Principal



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## ABOUT OUR SCHOOL

Our school is a member of the Catholic Independent Schools of the Vancouver Archdiocese (CISVA) and is a part of St. Francis of Assisi Parish. It first opened its doors in 1946 and 78 years later, it continues to serve the families of the Parish, as well as those from neighbouring parishes and throughout the community.

We work together and strive to follow in the footsteps of our patron saint, St. Francis of Assisi, by being instruments of peace, by seeing all of God's creation as sacred, and by following all that Jesus said and did.

St. Francis of Assisi School is a special place where teachers, parents and students are all partners in the learning community. The intimate atmosphere takes learning beyond the classroom and makes children care about their community. Our teachers take pride in developing strong relationships with all students that carry on from Kindergarten to Grade 7.

## CURRICULUM AND STUDENT PROGRAMS

St. Francis of Assisi School follows the curriculum guidelines set out by the B.C. Ministry of Education and the Archdiocese of Vancouver. We focus on educating the whole child, with a program that offers not just core academics, but also a strong focus on the arts, physical education and spirituality. The Core Competencies of Communication, Critical and Creative Thinking and Personal and Cultural awareness, along with the foundations of literacy and numeracy are at the heart of teaching and learning. Instruction is provided in the following curricular areas: Religion, Language Arts, Social Studies, French, Fine Arts (Music, Art, Drama), Math, Science, Applied Design, Skills and Technology, Physical and Health Education, and Career Education. Field trips and outdoor education are offered within the curricular areas.

Our Learning Support Centre, consisting of Learning Support Teachers and Education Assistants, supports student learning.

A wide array of extra-curricular opportunities are available at SFA. Extra-curricular activities are an important part of our school, providing opportunities for students to participate and develop skills in areas outside the regular school curriculum. These enriching activities serve to build community amongst the students.

## ADMISSIONS POLICY

ALL children must be re-registered every year.

All schools in CISVA (Catholic Independent Schools of the Vancouver Archdiocese) have a process for admitting students. As part of this process, the Principal shall meet with each new family.

Families shall read and sign the Statement of Commitment prior to being accepted into a school. For purposes of this policy, "practicing Catholics" shall mean those individuals who are registered in a parish and attend Sunday Mass regularly; "active in a parish" shall mean participation or involvement in the work or activities of the parish.



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

Priorities for admission into elementary schools shall be:

1. Children whose families are practicing Catholics and active in St. Francis of Assisi Parish.
2. Children whose families are practicing Catholics coming into the parish, who have been attending Catholic schools elsewhere.
3. Children whose parents are practicing Catholics and active in other parishes.
4. Non-Catholics.

## UNIFORMS

It is the responsibility of the parents to ensure that each child comes to school in complete school uniform each day (unless otherwise directed by a staff member).

### Girls Uniform:

- Golf shirt\*
- Burgundy/navy plaid kilt\* or burgundy/navy plaid tunic\*
- Burgundy school sweater\*
- Navy blue knee high socks or tights
- All black dress shoes (no runners, heels or boots)

### Boy's Uniform:

- Golf shirt\*
- Navy blue dress pants or dress shorts\*
- Burgundy school sweater\*
- Navy blue socks
- All black dress shoes (no runners or boots)

### Gym Uniform: Boys and girls have the same uniform

- St. Francis of Assisi black shorts\*                      navy zippered hoody\*
- St. Francis of Assisi burgundy t-shirt\*              navy sweatpants\*
- Runners and white gym socks

\*All asterisked items are purchased at our uniform supplier, **Neat Uniforms, 1050 Boundary Road, Burnaby, BC V5K 4T3**

## Tuition Information (Current 2024/2025 rates) Rates will be adjusted for the 2025/26 school year.

No. of Children	Category 1 St. Francis of Assisi Parishioners	Category 2 Non-Parishioners	Category 3 Non-Catholics
1 child	\$416.00/month \$4,056.00**	\$496.00/month \$4,836.00**	\$576.00/month \$5,616.00**
2 children	\$661.00/month \$6,445.00**	\$711.00/month \$6,932.00**	\$811.00/month \$7,907.00**
3 children or more	\$842.00/month \$8,210.00**	\$932.00/month \$9,087.00**	\$1072.00/month \$10,452.00**

*Tuition is paid from August 1 - May 1 (10 monthly payments)*

*\*\*Amount if paid in full on September 1<sup>st</sup> (2.5% reduction has been applied) \*\**

### Category 1: St. Francis of Assisi Parishioners (Active in the Parish)

- Are registered parishioners of St. Francis of Assisi Parish and attend Sunday Mass
- Regularly use the Parish Sunday envelope program in supporting the Parish prior to September 1<sup>st</sup> of the previous year.

### Category 2: Non-Active SFA Parishioners or Parishioners of another Catholic Parish

- This fee applies to all other Catholic families who are not parishioners of St. Francis of Assisi Parish, or are not active in SFA Parish.

### Category 3: Non-Catholics

- This fee applies to families who are not members of any Catholic Parish.



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## **Registration Fee:**

A registration fee is due every year upon registration. This fee is \$100 for one child and \$150 for two or more children.

## **Activity Fee:**

An activity fee is paid yearly for each student. This fee covers the cost of all stationery supplies and field trips. Fees are \$110 per student in Kindergarten to Grade 2 and \$160 per student in Grades 3 to 7.

## **Parent Participation:**

Every family is required to complete 45 hours of volunteer parent participation each school year or pay \$800.00 in lieu of the 45 hours.

## **Tax Receipts:**

St. Francis of Assisi School issues a charitable donation tax receipt for the religious portion of the tuition. The exact amount is determined annually using a formula created by the Society of Christian Schools in British Columbia in collaboration with Canada Revenue Agency.

## **Before & After School Club Info:**

Our before and after school club is run at our school. There is no waitlist for this program. The students will engage in quiet activities, crafts, games, and outdoor play. Before School Club runs daily from 7:30 am to 8:15 am. The After School Club runs daily Monday - Thursday 3:00-5:30 p.m. and on Fridays 2:00 – 5:00 pm. Rates to be determined in the coming year.

## **Required Documents for All New Students:**

*Students currently attending St. Francis of Assisi Preschool must still submit copies of the following documents.*

- a) **Completed application form and signed Family Statement of Commitment**
- b) **Birth and Baptismal certificates**
- c) **Immunization records**
- d) **Recent Report Card (if applying for Grades 1-7)**
- e) **Copies of other supporting documents – Individual Education Plan, Case Management Plan, Medical information, etc.**
- f) **Legal Residency Form and a photocopy of proof of Canadian citizenship of parents (Canadian passport, birth certificate or permanent resident card)**
- g) **Legal Guardianship documents if applicable (proof of court-appointed guardianship must be provided)**



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## 2025-2026 APPLICATION FORM

STUDENT INFORMATION – PLEASE PRINT CLEARLY		
Applicant's Name:		Applying for Grade: _____
(Surname)	(First)	(Middle)
Home Phone:		Starting September 20 _____ (specify year)
Address:		
City & Province:		Postal Code:
Date of Birth: (mm/dd/yyyy)	Place of Birth:	Citizenship:
Applicant's Present School/Preschool: (Please provide address & phone number)		
Religious Denomination:	Home Parish:	Envelope No.:
<p>Has your child received the following Sacraments:</p> <input type="checkbox"/> Baptism <input type="checkbox"/> First Communion (if your child is applying for Grs. 3-7)		
<p>In order to provide a safe and productive learning environment, it is imperative that all medical information affecting education be disclosed to the school at the time of application or re-application. Admission is contingent upon appropriate disclosure of relevant information and may be revoked if such information is withheld. Disclosure of information WILL NOT AFFECT your child's admission status, but rather allows St. Francis of Assisi to plan for the coming year.</p>		
<p>Has your child ever received any learning assistance, special education instruction, counseling or been referred to a public health program or service?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____ _____		
<p>Has your child ever been assessed or experienced LEARNING/ EMOTIONAL/ INTELLECTUAL/ PHYSICAL/ SOCIAL DIFFICULTIES (reading difficulties, speaking difficulties, physical challenges, developmental delays, attention or social issues, aggression, etc.) Have reports or documents been written? (Please attach a copy)</p> <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____ _____		
<p>Does your child have an Individual Education Plan (IEP) or a Case Management Plan (CMP) from their previous school or pre-school?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes – Please attach current and relevant supporting documents		
<p>Is your child currently in an ESL/ELL Program in a school in BC/Canada?</p> <input type="checkbox"/> No <input type="checkbox"/> Yes – Please indicate number of years in this program _____		
<p>MEDICAL PROBLEMS OR KNOWN ALLERGIES (i.e. epilepsy, diabetes, food allergies, insect bite allergies, vision or hearing impairments, heart condition, etc.):</p> <input type="checkbox"/> No <input type="checkbox"/> Yes – If yes please explain _____ _____		

Please complete the next page of the application form



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

**STUDENT NAME:** \_\_\_\_\_  
(Surname) (First)

PARENTAL INFORMATION (ALL INFORMATION MUST BE COMPLETED)				
	FATHER		MOTHER	
Name:				
Citizenship:				
Address: (if different from applicant's)				
Phone Numbers:	Work	Cell	Work	Cell
Email:				
Employer:				
Occupation:				
Language Spoken at Home:				
Child lives with: <input type="checkbox"/> Both Parents <input type="checkbox"/> Mother Only <input type="checkbox"/> Father Only <input type="checkbox"/> Joint Custody				
Other Siblings in the Family? (Name/Age/Name of Preschool/School) _____ _____				
Where did you hear about St. Francis of Assisi School: _____ _____				
<p><b>SIGNATURE</b> – BOTH parents of the Applicant have jointly agreed to submit this application for consideration. The Applicant's Parents/Guardians affirm that they have answered all questions fully and truthfully. The Administration of St. Francis of Assisi reserves the right to cease processing of the application for non-disclosure of Information.</p> <p>I have been informed and understand that priority for admission to St. Francis of Assisi School is given to families who: i) are practicing Catholics ii) are registered in the parish</p> <p>I give consent for St. Francis of Assisi School to collect personal information that may include student identification information, birth certificate, parents work number, academic records, and information from the school and/or parish that my child and/or family attends or has attended.</p>				
Parent Signature:			Parent Signature:	
Date of Application:				
<b>FOR OFFICE USE ONLY</b>				
Received By:			Date:	



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## **FAMILY STATEMENT OF COMMITMENT**

Each family is required to complete a Family Statement of Commitment at the time of their application. This form will remain on file for the duration of the child's time at SFA.

The philosophy of our Catholic school expresses the teaching and practice of the Roman Catholic Church and must be supported by all members of the community. Please read the following statements carefully. They ask you to make a commitment to the values and ideals of our school community. If you have any questions or concerns regarding this commitment form, please bring them to the Principal, Pastor or the Chairperson of the Education Committee who will gladly discuss them with you. By returning the signed statement with your completed application, you accept the responsibility of this commitment.

1. Parents and guardians agree that they and their families will exhibit conduct consistent with Catholic denominational standards. The determination of whether any conduct contravenes these standards is the right of the Board of Directors of the Catholic Independent Schools of Vancouver Archdiocese.
2. All students are required to participate in our religious education curricular and co-curricular programs including liturgical celebrations, retreats, prayer, etc.
3. Parents/Guardians are expected to support the teachings on faith and morals in the Religious Education Program and participate in the program as required by the school.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full academic potential.
5. Each family is expected to support and participate in the fund-raising activities of the parish/school. This means each family shares in the responsibility of educating our Catholic children.
6. Each student is expected to know and follow school policies on behavior.
7. Parents/Guardians are expected to know and support school policy and procedures.
8. Parents/Guardians are expected to attend all orientation sessions which will focus on the philosophy and goals of our school and scheduled conferences with your child's teacher.
9. Parents/Guardians agree to accept the responsibility for the cost of tuition, supplies and other school activities.
10. If any of these conditions are not met St. Francis of Assisi School reserves the right to: refuse admission or remove the student from the school.

I have read and understand the above expectations and commitments and I hereby accept them as stated.

Family Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# St. Francis of Assisi Elementary School

870 Victoria Drive, Vancouver, BC V5L 4E7

Phone: 604.253.7311 Email: [office@sfaschool.ca](mailto:office@sfaschool.ca) Website: [www.sfaschool.ca](http://www.sfaschool.ca)

## LEGAL RESIDENCY OF PARENT: FORM A

To be completed and signed by a parent or legal (court-appointed) guardian.  
(If legal guardian, attach a copy of court order appointing you as legal guardian.)

1. I am (please  one):

- A Canadian citizen (please attach photocopy of Canadian Citizenship or Permanent Resident Card)
- A landed immigrant (attach photocopy of landed immigrant status paper).
- Lawfully admitted to Canada under one of the following documents (please mark the appropriate  box below and attach photocopy of document):
  - Admission as a refugee claimant
  - A person claiming refugee status who has a letter of no objection
  - Student authorization (student visa) for two or more years (or issued for one year but anticipated to be renewed for one or more additional years
  - Employment authorization (working permit) for two or more years (or issue for one year but anticipated to be renewed for one or more additional years.
  - A person carrying out official duties as a diplomatic or consular official (with foreign representative acceptance counterfoil in his/her passport).
- Other: \_\_\_\_\_

\_\_\_\_\_  
(Must be cleared with Immigration Canada)

2. I am a resident of British Columbia (please  one):

- Yes: Residency Address: \_\_\_\_\_  
\_\_\_\_\_
- No, I am not a resident of British Columbia.

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

Parent's/Legal Guardian's Signature \_\_\_\_\_

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