



March 1, 2024

Dear Parents/Guardians/Students,

Welcome to Darwell School Kindergarten! This package is to provide you with some general information about kindergarten as well as outline the documents the school needs to get your child registered. You will be contacted by phone in late August to discuss your child's start date as we are doing a staggered entry, 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 a proof of address (eg. 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.

We are working on the schedule and the kindergarten calendar for next year. Once it has been finalized and after we receive the attached registration paperwork, we will email a copy to you. 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 182 scheduled days for all other students.

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

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

Sincerely,

Kelly Muir
Principal

Box 140, Darwell, T0E 0L0
780.892.2478
darwellschool.ca

WELCOME TO DARWELL SCHOOL

Darwell School is a small K-7 school in picturesque rural Alberta, located 85 kilometres west of Edmonton. Darwell students are challenged to excel in every aspect of their school life. Our students shine due to the commitment of the student, staff, parents and community. The small welcoming atmosphere is a definite attraction in this bright, comfortable facility.

SCHOOL PHILOSOPHY

It is the aim of our school to provide activities that inspire our students "to be the best that 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 in academic proficiency but in the development of 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 12:20 p.m. **Please inform the school of your child's absences. You can report the absence online on the school website at 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 in the morning 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 prior to 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
Laurel Bartelds
Lindsay Nicoll
Nadine Power
Nicole Bruvold
Tracy Properzi

Support Staff

Diana Wood
Hayley Blanchette
Jana Branston
Tara Denis
Laura Smith
Joanne Stark
Roberta Fyfe
Terri Stark

Head Custodian: Barb Sylvestre

HOURS OF OPERATION

main doors open	8:30
bus arrival/unloading time	8:40
period one	8:50 – 9:30
period two	9:30 – 10:00
recess	10:00 – 10:10
period three	10:14 – 10:44
period four	10:44 – 11:14
period five	11:14 – 11:44
recess	11:44 – 12:04
lunch time	12:04 – 12:24
period six	12:24 – 1:04
period seven	1:04 – 1:44
recess	1:44 – 1:54
period eight	1:58 – 2:28
period nine	2:28 – 3:08
dismissal time	3:08

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 students in 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, to software that is connected to and complements curriculum, and to processes that both reinforce and encourage the demonstration of learner competencies. This fee is due by October 31 and will need to be paid in order for students to participate in any field trips or sports teams.

Each individual sports team will have a fee attached. Some sports teams cost more to run than others. Specific fee amounts will be sent home with permission forms at the beginning of each sport season. There may also be a fee for other activities to offset some of the costs associated with travel to various events. 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 can be found on our school website.

EXPECTATIONS OF MEMBERS OF OUR SCHOOL COMMUNITY

STUDENTS:

Our expectations of students are derived directly from Sections 31-36 of the Education Act as well as Administrative Procedure 330 regarding attendance, Administrative Procedure 350 and 351 around student discipline and student suspension and expulsion.

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 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 judgement 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 the rights of parents 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, as well as 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 make a decision whether to cancel bus operations. The decision is made, with consideration for student safety being given top priority. If the buses are cancelled, the bus drivers are notified 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 make the decision that their bus will not be operating based on weather and road conditions. They notify the Director of Student Transportation and invoke their parent fan out list to inform you. **If buses**

are not running, ALL field trips and special activities will be postponed.

BUSING

Most students come to Darwell by bus. If you are not aware of the route or pick-up and drop-off times, please call the bus driver. Make sure you and your children are familiar with the rules set out by the Board of Education.

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 3:08 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 when the lights are 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" to them 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 fill out Form 714-1 should your child need medication during the school day. Parents should not send students to school with suspected cases of communicable diseases or other contagious diseases.

REPORTING STUDENT PROGRESS

Darwell School uses PowerSchool to report student progress. This is a digital system which gives parents the opportunity 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 Parent Portal of PowerSchool. Once logged in, parents will be able to see outcomes covered, assignments completed and the child's attendance.

OUTDOOR EXPECTATIONS

All students are expected to behave in a safe and courteous manner on the playground and around the school. All students require movement breaks to maximize learning. Students are required to go outside. 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 articles found and unclaimed 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 either 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 have contacted the school.
3. If you are picking 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 whenever possible for students not going directly home on the bus. Students who ride the bus and are to be dropped off elsewhere on their route must have written permission. The written note is to be presented to the Principal who will present it to the other driver. Students **MUST HAVE WRITTEN PERMISSION** if they are staying after school for extracurricular activities, or for 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 hot lunches are organized by the Darwell School Council.

VOLUNTEERS

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

**Northern Gateway Public Schools
2024-25 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 a power or cable bill.
- 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, [Busing and Transportation](#).
- Submit your registration form including: completed, 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 2024-25

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 # ASN # (9 digits)

School Grade Room Date of Registration (MM/DD/YYYY)

A copy of the following is attached: Birth Certificate Residency Document Canadian Citizenship Document Passport

If applicable, a copy of the legal guardianship/custody order is attached: Yes 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			
Student Citizenship or Immigrant Status							
<input type="checkbox"/> Canadian Citizen		<input type="checkbox"/> Child of Canadian Citizen		<input type="checkbox"/> Child of individual lawfully permitted to Canada for permanent or temporary residence			
<input type="checkbox"/> Lawfully admitted to Canada for permanent residence		<input type="checkbox"/> International student (parent/guardian residing in another country)					
Phone Numbers (with area code)							
Home Phone				Cell Phone			
Siblings							
Last Name		First Name		School		Age	
Last Name		First Name		School		Age	
Last Name		First Name		School		Age	
Town Residence Address – Proof of Residence required							
Unit Number	House Number	Street Name	Street Type	Town	Province	Postal Code	
Rural Legal Land Description – Proof of Residence required							
<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township	Range	W5		
<input type="checkbox"/> SE	<input type="checkbox"/> SW	Subdivision	Lot	Block	Plan		
Rural Address Sign Number							
Mailing Address (if different than student's residence) – Proof of Residence required							
Address or P.O. Box			Town	Province	Postal Code		
School History							
Has the student ever registered with NGPS? <input type="checkbox"/> Yes <input type="checkbox"/> No				Previous NGPS School			
Previous Non-NGPS School Attended		Previous School Phone Number		Previous School District		Previous School Province or Country	
Medical Information (This information could be crucial to the well-being of the student, although we understand this information is optional)							AHC Number
Are there any serious medical conditions about which you wish the school to be aware? Please indicate below. <input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy <input type="checkbox"/> Allergies (please specify) <input type="checkbox"/> Hemophilia <input type="checkbox"/> Heart Condition <input type="checkbox"/> Asthma <input type="checkbox"/> 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, Busing and Transportation](http://ngps.ca/Busing_and_Transportation), or contact the Transportation Department via email at 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*.

FIRST 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			
	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.					
	Town Residence Address					
	Street Address		Town	Province	Postal Code	
	Rural Legal Land Description					
	<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township	Range	W5
	<input type="checkbox"/> SE	<input type="checkbox"/> SW				
Subdivision		Lot	Block	Plan		
Rural Address Sign Number						
Mailing Address (if different than student's residence)						
Address or P.O. Box		Town	Province	Postal Code		

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			
	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.					
	Town Residence Address					
	Street Address		Town	Province	Postal Code	
	Rural Legal Land Description					
	<input type="checkbox"/> NE	<input type="checkbox"/> NW	Section	Township	Range	W5
	<input type="checkbox"/> SE	<input type="checkbox"/> SW				
Subdivision		Lot	Block	Plan		
Rural Address Sign Number						
Mailing Address (if different than student's residence)						
Address or P.O. Box		Town	Province	Postal Code		

EMERGENCY CONTACTS

An **emergency contact person** 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

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



Northern Gateway
Public Schools

Student Transportation Registration Form
2024 - 2025 School Year

PLEASE RETURN THIS FORM PROMPTLY TO YOUR SCHOOL
or email to: transportation@ngps.ca

Dear Parents:

Please complete one of these forms for each of your children that are new to the school or are changing school and riding school buses operated by the Northern Gateway Regional Division No.10. Upon completion, please return the form(s) to your school or to the email address above. Please make sure the legal description of your residence is correct, as this information is necessary for routing the buses. **Proof of address is required with bus registration form, ie: utility bill, property tax notice, rental agreement.** Students who are not registered will not receive bus service.

PLEASE PRINT CLEARLY

NAME OF PUPIL: _____ SCHOOL _____ GRADE _____ DOB _____

ADDRESS: _____

Rural Address sign number: _____

Sub-Division Name _____ Lot # _____ P. O. Box _____

Town _____ Postal Code _____

Home Contact Name: _____ Home Phone No. _____

Work Phone No. _____ Work Contact Name: _____

Home Email Address: _____

Emergency Contact Name: _____ Emergency Phone No. _____

PERTINENT MEDICAL INFORMATION REGARDING YOUR CHILD:

Printed Name of Parent or Guardian

Signature of Parent or Guardian

_____ Date

Starting Date (am/pm) _____

(Office Use Only)

BUS NO. _____ Driver _____ Pick-up Point _____

Eligible (n/y) _____ Amount Paid _____ Pick-up time: _____ Drop-off Time: _____

Paid By: Cash Cheque Visa

Date Moved in _____ Date Moved Out _____ Pass No _____