

# HOME EDUCATION CONSULTANT PROGRAM

## Outcomes for Families

The family has the primary responsibility for their children's well-being and development. We will provide respect, honest communication and joint decision making with parents. This will enhance a child's well-being and development. Parents are encouraged to participate in this home education program by volunteering in class when it's suitable for both the parent and the teacher and being a "hands-on" parent by encouraging and supporting your child's learning from home.

## Admissions Application: PLEASE PRINT CLEARLY

### 1. Helping us understand your child's unique learning needs.

It's required that you schedule a parent/teacher meetup before or after submitting an application. Attending this parent/teacher meeting is a required part of the admissions process. During this meeting, we'll provide an overview of the Home Education program. We're incredibly proud of this teacher-led home-education program and want to ensure you that we will provide a very safe and nurturing environment for your child/children.

Please note that before applying, a new applicant may be considered a candidate for our home-ed program if he or she has no extreme social/emotional, intellectual and/or behavioral issues that require extra support. We want to ensure that each child receives an equal or fair amount of time and attention from the teacher according to the equal amount of fees each parent has committed to paying.

### 2. Decide which program is right for your child.

We have 3 academic options available for the 2023/24 school year.

**a)full day program (\$850/month) 9:00-3:30 daily program, includes reading, writing, math, science, music, art, drama, social studies, health, physical education and social/emotional learning.**

**b)half day program (\$550/month) 9:00-12:00 This option is ideal for kindergarten students. Grade 1-4 students will be expected to continue their learning during their afternoons at home.**

**c)at home program (\$200/month) We provide all teaching materials and lesson plans for your child. You would be responsible to pick up materials every other week and implement the learning at home.**

### 3. Complete and submit your application.

All of the necessary paperwork required to complete an application will be provided in person or via email. To complete the admissions application, students in Grades kindergarten to grade 4 that are ideal candidates for the home-ed program need to submit all paperwork in person or via email on or

before May 1, 2023.

During the first couple years of academic learning (Kindergarten to Grade 2), the needs and strengths of a student may not be clearly defined. Once your child is enrolled, we will take this as an opportunity to learn more about your child. Throughout the home-ed program if extra support is required for your child's learning, we will notify you and discuss next steps. We are determined to assist you in choosing the proper program for your child in the next school year. Once the application is completed and we review all applicants, the admissions team will review all pertinent information and contact you to discuss next steps. If we believe that our home-ed program is the best fit for your child's success, we will contact you with the next steps.

**For Your Information:**

Please Note: A student's placement at this home-ed program will be considered once an application is completed. Upon acceptance, first and last month's tuition is required to guarantee or hold your spot. The deadline for the application is May 1, 2023. Students desiring the full day program will get precedence over students wanting part time enrollment.

**Student Placement:**

We will consider the specific needs of each child that meets the needs of the entire group of students. When a student is offered a position, we believe that the student's needs can be met in this group setting of grade kindergarten to grade 4. A placement cannot be defined as "first come, first served". It is dependent on the suitability of the position for a specific student. The parent is then required to register your child/children through Ursa Parent-directed Home Education by June 15, 2023 (goursa.education). Please select Carlie McCracken as your child's Home Education Manager.

**Good news!** There is a homeschooling reimbursement credit: Each grade 1-4 student receives \$850.00 per year in reimbursement funding for their home education program. This money can pay for most of the at home option. **If your child is attending in person, this reimbursement will be forwarded to Home Education Consultants to cover costs of school supplies, field trips and our drama/music program.** More details in the link provided:

<http://albertahomeschooling.ca/articles/Homeeducationreimbursementstandards.pdf>

**Program Fees:**

2023/2024 Home-Education Rates as follows:

Home-Ed Full Program: \$850\* payable to Home Education Consultants via cheque or e-transfer.

(home.ed.consultantscalgary@gmail.com)

A completed application that has been approved must be accompanied by a \$850 deposit for the first month of school in September plus a deposit of \$850 for the last month of the school year, June 2024. Please ensure all questions are answered, and all required documents are uploaded. An incomplete form will result in a processing delay of your child's application.

**Before and After Care:**

The Before and After Care program fees will be split equally between all participants in this program so fees are dependent upon how many students sign up. Last year fees were \$80/month.

If our home-ed program offers a placement and it is accepted, the balance of the tuition is due on the first day of each month from October 1 to May 1, 2024.

The yearly tuition cost is out-of-pocket to parents. Tax receipts will be issued for child care only.

Mid-Year Applicants: If enrolment/re-enrolment occurs after Sept 1st but prior to Sept 30th of the school year, payment of full tuition is required and due on the 1st of each month. The total tuition fee is still required and will not be prorated.

Outstanding balances:

If the outstanding balance is not paid in accordance with the fee schedule, payments will be subject to an interest charge of 2% per month or 24% per annum. Any family who has an unpaid balance with the Home-ed program must pay that outstanding balance before their children will be allowed to register for the subsequent year. In addition, satisfactory payment terms must be in place for the following year.

Withdrawn or expelled:

In the event that a student is withdrawn or expelled from the Home-ed program - ALL Fees and additional fees are non-waivable and non-refundable. No portion of fees, paid or due will be refunded, transferred or canceled in the event of a student's absence, withdrawal or dismissal from Home-ed program. If a student is suspended or expelled, fees will not be refunded by the Home-ed program. The parents will be responsible for locating an alternative placement or arranging for home schooling if an in-school placement for the balance of the school year cannot be found.

Payment Schedules:

Upon enrollment, parents may choose one of three payment schedules: One full payment, two equal payments, or ten monthly payments payable to Home Education Consultant Ltd via cheque or e-transfer ([juliemorante@shaw.ca](mailto:juliemorante@shaw.ca)).

Location:

Classes will be held at 25 DouglasGlen Crescent, physical education and recess will be held at the park on Douglas Glen Blvd.

## **Instructional Calendar for the 2023/24 Home Education Program**

September 5 First day of school  
September 13 Meet the Teacher Night  
September 15 Field Trip Fort Calgary  
September 22 Non-instruction day  
September 29 Field Trip Head Smashed in Buffalo Jump  
October 6 Field Trip Leighton Art Center  
October 9 Thanksgiving Day  
October 16 Non-instruction day  
October 20 Field Trip Calgary Corn Maze  
October 27 Field Trip Fall walk- Fish Creek  
Nov 3 Field Trip Heritage park Educational Experience  
Nov 10 Field Trip Military Museum  
November 17 Non-instruction day  
November 24 Field Trip Bow Habitat Fish Hatchery  
December 8 Non-instruction day  
December 15 Christmas Movie day  
December 21 Last day of classes  
December 22 Non-instruction day  
January 8 Classes resume  
January 12 Field Trip Reptile Parties  
January 19 Field Trip Clay for Kids  
January 26 Non-instruction day  
February 2 Field Trip Studio Bell  
February 9 Field Trip Lady Buggy  
February 15,16 Teachers' Convention  
February 19 Family Day  
March 1 Field Trip Telus Spark  
March 8 Field Trip Calgary Police Interpretive Center  
March 15 Leprechaun Party  
March 21 Last day of classes  
March 22 Non-instruction day  
April 2 Classes resume  
April 12 Field Trip Inglewood Bird Sanctuary  
April 17 Spring Fling Parent Night  
April 19 Non-instruction day  
April 26 Field Trip Fish Creek Spring walk  
May 3 Field Trip Drumheller Museum  
May 10 Field Trip Fire Hall  
May 17 Non-instruction day  
May 20 Victoria Day  
May 24 Field Trip Calgary Zoo  
May 31 Field Trip Ralph Klein Park  
June 7 Field Trip Granary Road  
June 14 Field Trip Heritage Park  
June 21 School party  
June 27 Last day of school

## New Student Application

Applying for Grade: Kindergarten through grade 4

If your child is from a school that is out of province or international, please enter in "NA" in the field below.

Alberta Health Care Number:

School Name:

School Board Jurisdiction:

Is the applicant a legal citizen of Canada?

Yes or No

Which documentation do you have that you will be uploading to support the applicant's citizenship or residency? (i.e./ Birth Certificate, Permanent Resident Card, Study Permit, Work Permit, Adoption Records, etc)

Student's Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Preferred Name \_\_\_\_\_

Current Grade:

Not yet in school, K, 1st or 2nd

Date of Birth:

dd/mm/yyyy

Gender: Male or Female

Home Phone:

## Household Information

Primary Home Address:

If you are separated / divorced, the First Parent or Legal Guardian in the Primary Household (below) MUST be the parent that the child resides with (not applicable if you have shared 50/50 custody).

First Parent or Legal Guardian in Primary Household:

Relationship to Applicant:

Mother or Father

Title:

First:

Middle:

Last:

Preferred Name:

Cell Phone:

Home Phone:

Work Phone:

Primary Email (Please note that for first and second person(s) in the primary household and first and second person(s) in the secondary households, ALL emails must be different from one another. Please provide a personal email and not a work email).

Does this person have legal rights or guardianship over the child?

Yes No

Is this parent/guardian is authorized to receive all correspondence from this Home-ed program related to the applicant?

Yes No

Is this parent a legal citizen of Canada?

Yes No

Is this parent a resident of Alberta?

Yes No

Family Information:

What is your child's primary language?

Language(s) spoken at home:

Second Parent or Legal Guardian in Primary Household:

Is there a second parent or legal guardian in this household?

Yes No

Additional Guardianship Information:

Does the applicant have an additional household with legal guardianship?

Yes No

Custody/Guardianship Information

If a custody order (agreement) or any other legal documents governing the custody or guardianship of your child exists, a copy of the most recent custody document must be placed in the student record. If a custody agreement does not exist, both parents must provide written documentation giving consent for their child to attend the Home-ed program. You may also sign the parent consent form provided on your online parent portal checklist.

Family Information:

How many siblings, if any, does the applicant have?

How does your child feel about attending our home education program?

## **MEDICAL INFORMATION**

Have there been any traumatic events in your child's life?

Yes No

Has your child ever been hospitalized or undergone surgery?

Yes No

Does your child take medication(s) we should be aware of?

Yes No

Are there any medical conditions your child has that we should be aware of?

Yes No

Are there any physical limitations that will require specialized equipment or services for your child?

Yes No

Does your child have any allergies or other medical issues/information we should know about?  
Yes No

Does your child require an epi pen? If yes, will the parent/guardian provide one?

Primary Physician:

Medical Physician:

Medical Facility:

Facility Address:

Facility Phone Number:

Emergency Contact Information:

Primary Emergency Contact Name:

Relationship:

Phone (home):

Phone (cell):

Phone (work):

Email:

Secondary Emergency Contact Information:

Secondary Emergency Contact Name:

Relationship:

Phone (home):

Phone (cell):

Phone (work):

Email:

### **GENERAL ACADEMIC/PERSONAL Information**

What are your child's personal/academic strengths?

What are your child's personal/academic weaknesses?

List your child's interests and hobbies after-school hours.

Has your child had extended or frequent absences from school?

Yes or No



Is discipline an issue at home?

Yes or No

Is discipline an issue at school?

Yes or No or N/A

Does your child have a history of behavioral challenges?

### **Supportive Academic Information**

Has your child ever had a Pschoeducational Assessment?

Yes or No

Does your child have an upcoming Psychoeducational Assessment scheduled for a later date?

Yes or No

Has your child ever been under the care of a counselor, psychologist, or psychiatrist?

Yes or No

Has your child received, or been recommended to have, Speech/Language Support?

Yes or No

Has your child received, or been recommended to have, occupational therapist/physical therapist support?

Yes or No

Please note: Service Providers are not contacted unless parental consent is provided.

Has your child ever had an IPP (Individual Program Plan)/IEP (Individual Education Plan)/ISP (Instructional Support Plan)?

Yes or No

**Educational History:**

Student entered Kindergarten on (month/year):

Student entered Kindergarten at age:

Please select any grades the student has repeated or is currently repeating:

Has your child received Program Unit Funding (PUF)?

Yes or No

Please fill in each grade in detail. Be as specific as possible as to program support and progress.

Preschool

Student Entered Preschool On (Month/Year)

Student Entered Preschool At Age

School Name/Location

Program (Regular class, some resource help, full time resource, etc.)

Progress (Satisfactory, retained, passing grades with resource help, etc.)

Kindergarten

School Name/Location

Program (Regular class, some resource help, full time resource, etc.)

Progress (Satisfactory, retained, passing grades with resource help, etc.)

1st Grade

School Name/Location

Program (Regular class, some resource help, full time resource, etc.)

Progress (Satisfactory, retained, passing grades with resource help, etc.)

**Additional Information:**

Why have you selected to join this teacher led homeschooling group?

What are your expectations for your child while a student at this home ed group?

If there is any additional information that you feel is important for our Admissions Department to know, please elaborate?

Is there anything we ought to be aware of that is relevant in considering your child's application? (Please note that any information you fail to disclose to us that could negatively affect your child's success at the Home-ed program, may have an impact on your child's admission or continued enrolment).

I agree to receive emails from Julie regarding any updates, news or information.

Full disclosure will be required of your child's history of needs, such as emotional/behavioral-based difficulties, which may have resulted in the use of medication or therapeutic intervention, is necessary for us to make appropriate decisions and to arrange additional support in our program. It is imperative that the disclosure of this information is provided to our admission group along with the application and contract agreement. All related information will be kept confidential however and open dialogue is required to maximize your child's success possible.

Please note: If a custody order (agreement) or any other legal documents governing the custody or guardianship of your child exists, a copy of the most recent document/order must be placed in the student record, and all persons having legal rights over the child must give their consent for their

child to attend the Home-ed program. A copy of the custodial agreement must be submitted with this application. If a custody agreement does not exist, all persons having legal rights or guardianship over the child must give their consent for their child to apply to the Home-Ed program. All parent(s)/legal guardian(s) must provide written documentation giving consent for their child to apply to Home-ed program. All parents/legal guardians will have access to view this application/contract form.

Please also note that if any parents/legal guardians were listed under the household information and were checked off by you to receive correspondence pertaining to the applicant, will be sent a copy of all correspondence from us.

Signature \_\_\_\_\_

Your Full Name \_\_\_\_\_

I agree to the terms and conditions specified herein, and that the information I provided is true to the best of my knowledge.

## STUDENT WAIVER

### ALL STUDENTS MUST COMPLETE

Our Home Education program and its employees and volunteers are not responsible for any injury, loss or damage of any kind sustained by a person participating in any classes and all outdoor activities.

#### Description of Risks:

In consideration of my child's participation in any activity within the Home-ed program, I acknowledge that I am aware of the possible risks, dangers and hazards associated with my child's participation in the activities. These risks include but are not limited to the following:

1. Injuries resulting in concussion, head, muscular, mouth/teeth injuries, broken bone injuries and soft tissue, including sprains, strains, bruises, scrapes, cuts, etc.
2. Injuries resulting from the failure of proper use of equipment of following instructions, by my child or other participants.
3. Risk of experiencing fatigue, dizziness, fainting, etc. as well as the potential risk of further injury as a result of the above.
4. Injuries that may result from transportation accidents to and from field trips.

#### Release of Liability, Waiver of Claims and Indemnity Agreement

In consideration of allowing my child's participation in Home-ed activities, I agree as follows:

1. To assume and accept all risks out of, associated with, or related to my child participating in any of the Home-ed activities.
2. To waive any and all actions, causes of action, claims and demands for damages, loss or injury that I have or may have in the future arising out of, or associated with or related to my child participating in the Home-ed program activities.
3. To release Home-ed from any and all liability for any loss, damage, injury or expense property of, or bodily injury to, any third party, resulting from my child's participation in the Home-ed activities.

I acknowledge that I have read and understood this agreement, that I have executed this agreement voluntarily and that this agreement is binding upon myself, my heirs, executors, administrators and representatives.

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Parent/Guardian Signature

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Witness Signature

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Date

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Date

## **Personal Information and Protection Act**

### **Collection of Personal Information (PIPA ACT)**

The information collected on the student application/contract form is personal information as referred to in the PIPA Act. It is collected as per the School Act and the PIPA Act.

All the information that we collect is necessary and is associated with our obligation to provide students with an education program that meets their needs and the provision of a safe and secure school environment.

Home-ed believes that the uses of personal information as listed below provides a vital, healthy, functioning home education program where participation of all students is important and encouraged.

- The use of student's names, photos and comments in the emails or other school publications including our what's app group chat.
- The taking of individual or class photos for class purposes.
- The use of students' name on artwork, other creative work, material of students, displayed in the classroom.
- The use of student's names and academic information necessary for determining eligibility or suitability for provincial, federal or other types of awards or scholarships in the event we apply on a student's behalf.
- The use of students' names, related contact information and telephone numbers for absenteeism verification.

I am aware of and agree to the above

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Parent/Guardian Signature

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Print Name

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Date

## **Illness Policy**

If your child is sick with a fever please keep him/her home. Due to the potential risk of infection for others in the home, Home-ed has the option of refusing an ill child. If a student is feeling ill enough that they cannot walk to/from the park for recess, they will be encouraged to stay home.