

NANAIMO

Innovation Academy



2022/2023 APPLICATION FOR ELEMENTARY SCHOOL

We are pleased that you have chosen to apply to the Nanaimo Innovation Academy elementary school program. Before you complete your admissions application, please make sure you read the instructions below.

Important Admissions Dates:

- **May 1-** The application opens. Families that apply by May 12 will be eligible for the Early Applicant review.
- **May 15-** Enrollment decision for Early Applicants will be emailed out by this date. All other applications will be reviewed on a rolling basis until the class fills. Once the class fills, we will start a wait list for the 2022/2023 school year.
- **June 1-** The \$500 deposit is due to secure a spot. Applicants enrolling after June 1 will be asked to secure their spot as soon as possible.
- **November 1 -** Students wanting to enroll for the 2023/2024 school year starting September 2023 may submit their application at this time. Applicant interviews start February 1 and decisions will be sent before May 1.

APPLICATION INSTRUCTIONS:

Step One- Prepare your application and supporting documents.

The application package must include the following:

- The completed "Application for Elementary School" form.
- A copy of the student's most recent report card or daycare assessment. In the case that your child's daycare does not do assessments, you may either skip this requirement or ask your daycare teacher to write a recommendation letter.
- A copy of the student's birth certificate or passport
- Payment of the \$100 application fee. Waived if you attended one of our Open Houses.

Only if applicable:

- Any documents related to an Individualized Education Program (IEP), Case Management Plan (CMP), Care Plan, CDC documents, medical documents, or other such professional assessment documents
- An original and complete Order from the BC Supreme Court or BC Provincial Court must be presented to the school to confirm any particular guardianship, parental responsibilities, parenting time, or custody agreement pertaining to the child.
- If there is a court order issued outside of the province of British Columbia, please provide an original and complete document from the issuing jurisdiction. This will be reviewed by the school administration.

Please note, we reserve the right to request additional documents if required.

Step Two- Submit your application

Please submit your application package:

- By email to admin@nanaimoinnovation.org. Please send all documents in a pdf or jpeg format only.
- In person to 905 Hecate Street, Nanaimo, BC, Canada -
- By mail to 1078 Haliburton Street, Nanaimo, BC, Canada V9R 6N6

Please submit the \$100 application fee to nanaimoinnovation@gmail.com.

Payments must include a note with the name of the student, so we can attach it to their account.

We also accept cheques, which can be dropped off at the main office. If paying by cheque, please make it out to Nanaimo Innovation Academy. Cheques must be in Canadian funds only.

Step Two- Review of your application

Upon receipt of your application form, documents, and application fee, the Executive Director and Principal will review your application. If there are no questions from the review committee, you will receive your admissions decision within roughly two weeks of your application fee payment. If the review committee have any questions, they will request an interview. If an interview is requested, you will be contacted to set up an interview time at the school with your child. The interview will be in person at the school and will typically be held between the hours of 1pm-5pm.

Step Three- Confirming your enrollment

Upon acceptance, Nanaimo Innovation Academy will send you an Enrollment package to complete. This package will contain helpful information and documentation, which must be returned to the office to complete the registration. Students are considered enrolled once they have completed their registration and paid their tuition deposit of \$500. After June 1, the tuition deposit is non-refundable.

Some Considerations for Enrollment

When reviewing an application, we are looking to see if your child will be able to succeed in this environment. Some things to consider are:

- Children who do well in highly structured environments may find this very different. That isn't to say that there is some structure, there is just also a lot of flexibility and freedom to guide their learning.
- We spend over 2.5 hour a day in an outside setting, such as the forest, beach, lake, etc.... This will be difficult for children with mobility concerns. This may also be difficult for children with low resiliency to 'bad' weather or have had limited exposure to the outdoors in all seasons. They will be outside on cold and rainy days.
- Your child will get dirty and wet. Parents must be on board with providing weather-appropriate clothing and layering. If you're child does not come dressed properly for the day, parents will be called to either bring the necessary items or collect their child.
- There are many high-risk activities associated with our program, children must be able to follow safety guidelines and protocols. If they struggle with this, it is a liability not only for the other children but the program as a whole.

Available spaces in the elementary school program are offered to children in the following order:

1. Nanaimo Innovation Academy staff
2. Children currently attending Nanaimo Innovation Academy
 - a. First within the elementary school program
 - b. Admissible children moving from one program to another (daycare to elementary school)
3. Siblings of current children attending Nanaimo Innovation Academy (in order of request)
4. Early applicants who are admissible and apply before May 12
5. Regular applicants who are admissible and apply on a rolling basis (until spaces fill)
6. Our waitlisted families, in the order of when they paid the waitlist fee

If ever you have any questions, please contact Keely Freeman at admin@nanaimoinnovation.org or call (250) 591-7700



2022-2023 APPLICATION FOR ADMISSION

A. Student Information

Student's Name- All Given Names: _____

Family Name: _____

Home Address: _____

City: _____ Postal code: _____

Student's Phone Number or Email (if applicable): _____

Entering Grade level Sept 2022: _____ Does the student currently have an IEP or will need one? Yes No

Date of Birth: YYYY____/ MM____/ DD____ Gender: Male Female Other _____

City and Country of Birth _____

Current Citizenship: _____ Other Citizenships: _____

Main Language: _____ Other Languages: _____

What is the language most commonly spoke in the student's home? _____

Does the student require English Language (ELL) support? Yes No

What is the student's degree of fluency in Spoken French? Fluent Good Fair Minimal

What is the student's degree of fluency in Spoken Spanish? Fluent Good Fair Minimal

Nanaimo Innovation Academy is committed to providing an environment that celebrates diversity and promotes values of equity. Does this student identify as any of the following:

First Nations Metis Inuit New Immigrant Share their Ethnicity _____

B. School Information

Current School/Daycare: _____

Independent Public Waldorf Montessori Nature-Based/Forest Other _____

Current Grade at School: _____ In Attendance at the School Since: Starting Month: _____ Year: _____

Student's PEN number (if you know it): _____

Address of School: _____

Phone: _____ Website: _____

Teacher/Class Advisor: _____ Email: _____

List Previous Schools/Daycares Attended and Dates:

1. _____ Dates: _____

2. _____ Dates: _____

3. _____ Dates: _____

What did you enjoy most about your current school/daycare? _____

What did you like the least about your current school/daycare? _____

Are there areas where your child will need minor academic support? Yes No

If yes, please elaborate. _____

Has your child ever had a Case Management Plan (CMP) or Care Plan with a school or daycare? Yes No

Has your child ever had disciplinary action or been suspended from a school before? Yes No

Any other information about your child's education history we should know? Yes No

If yes, please elaborate. _____

C. Family Information

Primary Contact 1: Mother Father Other _____

All Given Names: _____ Family Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Employer: _____ Work Phone: _____

Does the student live with you? Yes No If so, what days? _____

Primary Contact 2: Mother Father Other _____

All Given Names: _____ Family Name: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Primary Phone: _____ Secondary Phone: _____

Email: _____

Employer: _____ Work Phone: _____

Does the student live with you? Yes No If so, what days? _____

D. Other Family Information

Please indicate if legal custodial arrangements are in place in the event of parent separation/divorce Yes No

Number of siblings the student has: _____ Ages: _____

Do any siblings currently attend our daycare or elementary school? Yes No

If yes, what is their name? _____

Did any siblings attend our daycare or elementary school in the past? Yes No

If yes, what is their name? _____

Would you like to put any siblings on our waitlist? Yes No

If yes, please provide their name and birthdate _____

E. General Information

We take a wholistic approach to learning about your child. Please answer the below questions as frankly and completely as possible. We want to get to know them like you do!

What is their favourite thing to play? _____

What games do they like to play in the rain? _____

Tell us about a time your child went above and beyond to be kind. _____

What makes them laugh the loudest? _____

Do they have a favourite song? _____

Describe a time they were brave. _____

What bothers them? _____

How do they best regulate their emotions? _____

Do they understand consent? Do they practice it? _____

Tell us about a time they achieved a goal. _____

Describe a time they collaborated with someone. _____

How does your child respond when you ask them to stop doing something? _____

Describe how they express their feelings? _____

What are their favourite things to learn about? _____

What characteristics are you, as a parent, seeking in a school for your child? _____

Do you have any significant concerns about your child's behaviour or emotional regulation, please describe? _____

Would you describe your child as an introvert or extrovert? Why? _____

What do you think inspires them? _____

Has your child ever had any serious physical concerns, illness or injuries? _____

How do you think your child would like being outside for most of the day and why? _____

Tell us about their creativity. _____

What, if any, sports does your child like to play? _____

What do you think your child would say is their super power? _____

What does your child like to read about? _____

What is your favourite thing about your child? _____

If your child could pick your next vacation, where do you think they would choose and why? _____

What are your child's preferred learning style/s? (visual, auditory, physical, verbal, logical, social, and/or solitary) _____

Is there anything else we should know about your child? _____

F. Emergency Contact Information

Please provide the name, address, and phone number of two local persons that we can contact for emergencies if parents/guardians are unreachable

Contact 1 Name: _____ Family Name: _____

Relationship to the child: _____ Cell Phone: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Contact 2 Name: _____ Family Name: _____

Relationship to the child: _____ Cell Phone: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

G. Confidential Medical Information

B.C. Personal Health Number (PHN) _____

Extended Medical Plan: _____ Number: _____

Family Doctor: _____ Phone _____

Family Dentist: _____ Phone _____

Does your child have any of the following? (Please Check)

Diabetes Hearing problem Asthma Vision problem Heart Condition

Contact Lenses Epilepsy Anxiety Blood Clotting Condition Seizure Disorder

Other medical condition: _____

Explain briefly about above conditions: _____

Allergies Yes No Please specify _____

Does your child have to carry an epi pen? Yes No

Is your child currently taking any medication?

Yes No Please specify _____

Is your child able to participate in a FULL program? Can they safely be outside in the forest half of the day?

Yes No Please specify _____

Has your child ever received or been recommended for any diagnostic assessment or testing? I.e.

Psyched, OT assessment, Speech and Language

Yes No Please specify _____

Has your child received any of the following services?

Child Development Center Support Occupational Therapy Psychologist Counseling

Speech and Language Learning Support Child, Youth Family Support Worker

Other Please specify _____

Is your child currently approved for funding from the government for a needs designation? Yes No

If so, what level/category are they approved funding for? _____

If any of the above medical conditions change during the year, please inform the school as soon as possible.

H. Community

As a non-profit, Nanaimo Innovation Academy relies largely on tuition, fundraising and donations to finance our educational programs. We are always in need of adult volunteers to help make Nanaimo Innovation Academy, and our community, a better place to learn. And what a great way to set an example for our children and students!

What are your areas of interest for becoming involved in the school?

Classroom Help Forest/Out trip Help Morning Playground Monitor School Events/Fundraising
Weeding/Gardening Office Support Library Support Other _____

Do you have a business that would be able to provide items or gift certificates for silent auctions? Yes No

If yes, what types of ways are you able to contribute? _____

Do you have a special skill or talent that you would consider donating your time to NIA? Yes No

If yes, what skills and talents do you have? _____

I. Feedback

We're always trying to improve our communication with families. We'd love to hear from you!

How did you hear about Nanaimo Innovation Academy?

Word of Mouth Family Facebook Instagram Event at NIA Google Search
PacificCare Recommendation from other daycare BC Gov't Website Other _____

J. Legal Residency of Parent

This must 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.

Lawfully admitted into Canada

I am (please X one):

- A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/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 issued 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 a foreign representative acceptance counterfoil in his/her passport)
 - Other - document description: (must be cleared with Immigration Canada)

Please provide the entry date to Canada: _____

Residency in British Columbia

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

- Yes, Residency address: _____
- No, I am not a resident of British Columbia

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

K. Personal Information Consent

I/We certify that the above information is true and consent to having Nanaimo Innovation Academy collect personal information that may include, but is not limited to, student identification information, birth certificate, legal guardianship, court orders (if applicable), parents' work numbers and email address, behavioural, academic, and health information, report cards, emergency contact name and contact information, doctor's name and contact information, health insurance number and other information/documentation Nanaimo Innovation Academy deems necessary for evaluation, admission and registration.

I/We further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of Nanaimo Innovation Academy for the purposes of (1) establishing, maintaining, and terminating the

student's or parent's relationship with Nanaimo Innovation Academy, (2) evaluating eligibility for financial aid grants, (3) any additional purposes identified when or before personal information is collected, (4) emailing school communications, and (5) as otherwise provided in Nanaimo Innovation Academy's Personal Information Privacy Policy, a copy of which is available on the policies section of our website.

I/We understand that non-identifiable photographs of my child and work samples of children may be used publicly in school communications, publications, notices and promotional materials.

I/We understand that the information collected by Nanaimo Innovation Academy is required in order to register at this school, to assist the school authority in making an informed decision as to the child's suitability and appropriate placement in the school, to allow the school to respond immediately to an emergency, and for the general operation of Nanaimo Innovation Academy.

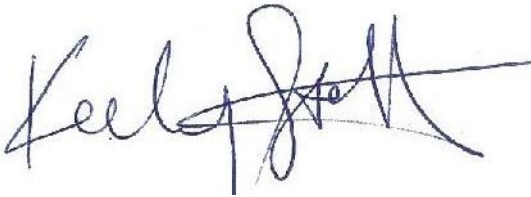
For more information, the privacy officer for Nanaimo Innovation Academy is Keely Freeman and may be reached at (250) 591-7700 or admin@nanaimoinnovation.org.

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Nanaimo Innovation Academy acknowledges that there will be no disclosure of personal information to unauthorized personnel or third parties who are not directly involved in school management or the care, supervision and instruction of your child(ren) at this school, unless written/verbal authorization from a parent or legal guardian is provided to the school. The school will securely store all digital and hard copy parent and student personal information.

Keely Freeman, school privacy officer



I/We _____ (parent/legal guardian) of _____ (name of student) authorize the release of school records for transfer to/from Nanaimo Innovation Academy.

Parent/Guardian Signature: _____ Print Name: _____ Date: _____

Parent/Guardian Signature: _____ Print Name: _____ Date: _____