



February 11th, 2022

Dear Prospective Diamond Parents,

RE: KINDERGARTEN APPLICATIONS FOR THE 2022-23 SCHOOL YEAR

Thank you very much for your interest in joining the Diamond School community. Please read the following information carefully to learn about our application process for the upcoming 2022-23 school year.

OUR SCHOOL: The purpose of Diamond School has always been to offer a well-rounded, unique educational experience to our students. Our educational program focuses on both academic excellence and social awareness. We strive to instill in students an understanding of the rights and responsibilities of the democratic society in which they live, and it is a fundamental goal of our school to ensure students believe in themselves and recognize the part they must play to make our world a better place. To do that, a cornerstone of our educational philosophy is to promote kindness, cooperation, respect for others, and to teach students to honor and celebrate their diversity. These values will always remain at the heart of what we do at Diamond School.

FVS PARTNERSHIP: We are very excited to be partnering with Fraser Valley School (FVS) starting in September 2022, with the goal of merging our two school communities in the 2024-25 school year. Both schools are committed to fostering a close-knit family atmosphere, supporting learners that are known and that care for others, building a strong academic program, encouraging curiosity in learning, and growing courageous socially responsible citizens. These values form the very heart of both school communities, making the partnership between our schools a natural fit and an exceptional opportunity. We are excited this partnership will enable us to build new, purpose-built school facilities, and to share and collaborate with new friends and colleagues in our shared journey of educational excellence. As one of our core values, we believe that more can be achieved together than anyone can achieve alone, and when it comes to learning and building a school community, that has never been more true.

TUITION AND FEES: You will find the Diamond School Tuition & Fee Schedule for the 2022-2023 school year on pages 3 and 4 of this application package. We are committed to making our school an affordable choice in the independent school community and maintaining affordability, accessibility, and diversity in the school population. It is extremely important to our school that financial concerns are not a deterrent to any family joining or continuing to be part of our community. We encourage any families who find the tuition and fees create difficulties to confidentially email accommodation@diamondschool.ca. If your child is admitted, you can complete an application through Apple Financial Services and we will then work with you to find an accommodation that will meet the needs of your individual circumstances.

ADMISSIONS POLICY: Please review the full [Admissions Policy](#) on our website. As there are a high volume of new student applications each year and limited spaces available, we cannot guarantee admission to any applicants. After re-registration of current students is complete, all submitted new student applications are considered equally. New student applications are processed according to a number of criteria, and there are no factors that trigger automatic admissions for any applicants. All applications are considered carefully with the goal of ensuring equality, fairness, and accepting those who would benefit from our unique educational environment and contribute positively to our school community.

WAIT LIST POLICY: Although we would love to be able to offer every new applicant a space at our school, we unfortunately do not have enough space to do so. Once all spaces are full and re-registration of current students is complete for the upcoming year, we maintain a Wait List Pool of qualified student applicants for that school year. While it is uncommon for a space to become available after our spring registration is complete, it does occasionally happen. In such an event, the Admissions Committee may make an Offer of Admission to a student applicant from the Wait List Pool. All applications in our Wait List Pool for that grade for that school year are reviewed according to our Admissions Policy at that time. We do not number or rank the applicants in our Wait List Pool.

Please note that a new Wait List Pool is created for each school year. The Admissions Committee considers new student applications for each school year independent of all previous school years' applications. The Wait List Pool for a given school year consists only of application packages submitted for that school year (ie. only 2021-22 application packages will be considered for an opening in the 2021-22 year, and only 2022-23 application packages will be considered for an opening in the upcoming 2022-23 year). You will be required to complete and submit a New Student Application package for each school year that you seek admission for your new student applicant.

NEW APPLICANT PROCEDURE: To apply for your student to attend Diamond School in the upcoming 2022-23 school year, the student's parent/court-appointed legal guardian must complete the following steps:

1. **Review the Tuition & Fee Schedule** on pages 3 and 4 below.
2. **Complete a 22-23 Kindergarten Application** for each new student applicant on pages 5-9 below by either typing in the fillable form or printing the form and completing it by hand.
3. **Provide a signed Pre-K Evaluation Form** to your child's preschool, daycare, or pre-kindergarten program. Pre-K Evaluation Forms are only accepted directly from the student's school/teacher and should not be included with your child's Application Package.
4. **Submit the Application Package** by saving or scanning the completed form and emailing it to 22-23admissions@diamondschool.ca in a single email along with copies of ALL of the following:
 - a. A copy of the student applicant's **birth certificate or passport**.
 - b. Documentation of **legal guardianship** (student's long-form birth certificate and/or all applicable documentation regarding legal guardianship and care and custody of the student, including all applicable court orders and custody agreements)
 - c. All applicable **evaluation and assessment reports** relevant to the student applicant's education or schooling, such as medical, behavioural, educational, or psychological assessments or reports from a professional that will relate to the student's education or school (this does not refer to the Pre-K Evaluation Form).
 - d. A **character reference letter** from an educator (teacher, instructor, coach, club leader, etc.) who interacts with the child in a group setting. Please do not provide references from 1-1 tutors or family friends.
5. Selected applicants will be invited to attend a Kindergarten Orientation session or interview to be held in late spring or summer as part of the admissions process.

We look forward to receiving your application!

Sincerely,
Diamond School

Tuition & Fees

1. NEW STUDENT ENTRANCE FEE (If Applicable)

A *non-refundable* \$350 New Student Entrance Fee is owed for each newly admitted student after the student has received their Offer of Admission. Any Entrance Fees paid before receiving an Offer of Admission will be returned, less a \$10 administrative fee, and will not be credited to your account or applied to future fees owing.

2. CTRB FEES

A *non-refundable* **Consolidated Technology, Resource & Bus Fee** is payable upon registration for each student as follows:

Kindergarten to Grade 3: \$550 **Grades 4 to 7:** \$600 **Grades 8 to 12:** \$750

CTRB Fees are used for purchases such as student technology, robotics equipment, garden supplies, supplementary books & computer programs, in-house speakers and events, and other incidentals designed to enrich and enhance our school programs. The K-3 CTRB Fee also includes all student school supplies.

3. TUITION FEES

Full tuition fees for the 2022-2023 school year are owed for all students as follows:

Kindergarten to Grade 3: \$7,710 **Grades 4 to 7:** \$7,860 **Grades 8 to 12:** \$7,990

Family Discount

Families with more than one student enrolled receive a per-family discount as follows:

2 students enrolled: -\$2,000 **3 students enrolled:** -\$3,500 **4+ students enrolled:** -\$1,200 per student

**Note: To be eligible, students must have a shared parent or legal guardian i.e. cousins are not eligible.*

B.C. Provincial Government Funding

The above tuition fees are dependent on the school receiving a provincial per student operating grant. To qualify for this grant, at least one of a student's legal guardians must be ordinarily resident in British Columbia and either be a Canadian citizen, permanent resident, or otherwise lawfully admitted to Canada. In addition, students with extended absences from school may not be eligible for the full provincial grant. If a student does not qualify for this grant, either in full or in part, the parents/guardians of the non-qualifying student will be responsible for paying the full amount of the grant lost.

4. PAD PROCESSING FEE (Removed)

As Pre-Authorized Debit (PAD) is our preferred method of payment, the PAD Processing Fee has been removed.

5. NSF FEES (If Applicable)

There is a \$50 administrative charge applied to all payments returned by the bank for Non-Sufficient Funds (NSF). If a second payment is returned, the \$50 charge will be applied and payment of the total remaining tuition fees in full may be required. Please make sure to notify the Finance Committee in advance if you will be unable to make a payment.

6. CANCELLATION FEE (If Applicable)

If a student withdraws or is asked to leave for any reason prior to September 30th, 2022, the following Cancellation Fee will be deducted from the amount of tuition fees that are eligible to be refunded:

(a) Cancellation fee for withdrawal by August 31st, 2022: \$3,500

(b) Cancellation fee for withdrawal in September 2022: \$4,000

No refunds will be issued after September 30th, 2022. Entrance Fees, CTRB Fees, and NSF Fees are not refundable.

7. OVERDUE ACCOUNTS (If Applicable)

Interest will begin to accrue on accounts more than 30 days overdue at a rate of 1.5% per month.

Tuition Assistance

We believe that financial considerations should not determine who is able to attend our school. If you wish to request financial accommodation, please send a confidential email to accommodation@diamondschool.ca, briefly explaining your family's situation and specifying the accommodation you request. You will then be directed to complete an accommodation application via Apple Financial Services. All requests for financial accommodation will be kept strictly confidential. For further information about tuition assistance, please contact the school office.

Additional Costs

1. UNIFORM DRESS CODE

Students are required to wear uniform dress code as set out in the Uniform Dress Code policy available in June of each year. Certain clothing items must be purchased through the school's uniform supplier, such as gym strip, sweaters, kilts and jumpers. Other items may be purchased from our uniform supplier or may be purchased from your retailer of choice.

2. GRADE 7-12 PERSONAL COMPUTERS

Students in Grades 7 through 12 must have a Wi-Fi-enabled laptop or netbook for use at school.

3. BASIC SCHOOL SUPPLIES

Students in grades 4 through 12 are responsible for purchasing and supplying personal basic school supplies as outlined in the grade-specific School Supply Lists available in June of each year.

4. OTHER COSTS

Other additional costs will apply throughout the school year. These costs are most often for services, resources, and equipment that are optional or not applicable to all students. Examples include fees for optional field trip admissions, instrument rentals, special lunches, grade 12 graduation, and co-curricular programs.

Payment Methods

1. Pre-Authorized Debit (PAD) (Preferred Method)

To pay via PAD, you must complete the PAD form on pages 13-14 below. You will also be required to provide a void cheque for the bank account you wish to use. PAD withdrawals are made on certain dates only, as specified in the PAD form. If you miss a PAD withdrawal date, you are responsible for paying via one of the other payment methods.

2. INTERAC e-Transfer

Payments may be made by INTERAC e-Transfer sent to ds.accounts@fves.bc.ca directly from your bank account. In order for the school to receive your payment and for your account to be credited, you must use the secure code provided on your invoice and follow all other instructions as stated in your invoice.

3. Cheque, Bank Draft, or Certified Cheque

Payments may be made by cheque, bank draft, or certified cheque, payable to *Fraser Valley School* and delivered to the school office. You must follow all instructions set out in your invoice in order for your account to be credited.

When to Pay

1. Registration Invoice (CTRB Fees + New Student Entrance Fees)

Upon acceptance of your student's registration application, a **Registration Invoice** will be emailed to you. The Registration Invoice will require you to pay the CTRB Fees and any New Student Entrance Fees (if applicable) via payment methods 2 or 3 in order to accept your student's admission to Diamond School for the 2022-2023 school year.

2. Tuition Invoice (Tuition Fees)

Once your student has been registered, a **Tuition Invoice** will be emailed to you.

Full Fees (Default Option): Tuition Fees in full are due by Tuesday, March 15th, 2022 or on the due date specified on your Tuition Invoice if the student is accepted after March 15th. If you do not select your preferred payment option in your student's registration form, you will by default be required to pay fees in full.

5-Payment Option: Tuition Fees may be paid in five payments made via pre-authorized debit. In this option, five equal payments will be withdrawn from your bank on March 15th, May 16th, July 15th, September 15th, and November 15th.

Late Registration: If you register after the regular registration cycle is complete, you may opt to pay your tuition in full or in proportional payments paid via PAD in line with the PAD dates set in the 5-Payment Option. For example, if you register on June 1st, the March and May PADs will already be passed, so your tuition may be divided into four payments, with the first 1/4 payment due as part of your Registration Invoice and 1/4 of your total tuition paid by PAD on each of July 15th, September 15th, and November 15th. For admission after September 31st, your tuition and fees will be based on a pro-rated annual tuition fee according to the student's start date.



2022-2023

KINDERGARTEN APPLICATION

New Student Application Checklist

Before submitting this application, please confirm the following:

Step 1: Student Information

- I have completed the Student Applicant and Previous Schooling sections of the Application form.

Step 2: Parent/Guardian Information

- I have completed the Parent/Guardian Information for each of the student's parents or court-appointed legal guardians.

Step 3: Applicant Survey

- I have completed all questions of the Applicant Survey.

Step 4: Parent/Guardian Signature

- I have carefully read and signed the application on page 9.

Step 5: Attached Documents

I have attached the following:

- (A) All applicable **evaluation and assessment reports** relevant to the student applicant's education or schooling. Examples include medical, behavioural, educational, psychological, and psycho-educational evaluations, assessments or reports from a professional that will relate to the student's education or school. This does not refer to the Confidential Pre-Kindergarten Evaluation Form.
- (B) A copy of the student applicant's **birth certificate** (long-form preferred) **or passport**.
- (C) Documentation of **legal guardianship**, including all court orders, legal custody agreements, and all other documentation related to the care and custody of the student.
 - NOTE: No additional documentation is required to prove legal guardianship if the long-form birth certificate was provided in Step 5 (B) above, the certificate includes all of the student's legal parents, and no legal agreements or custody arrangement exist for the student.
- (D) I have attached a **character reference letter** from a teacher, instructor, coach, club leader or other educator who interacts with the child in a group setting. Please do not provide references from 1-1 tutors or family friends.

Step 6: Confidential Pre-Kindergarten Evaluation

- I have signed a 2022 Confidential Pre-Kindergarten Evaluation Form (page 10 below) and delivered the signed copy to the last preschool/daycare/pre-kindergarten school my child attended.

OR

- My child has not attended any school-like programs in the past two years.



DIAMOND
SCHOOL

2022-23 NEW STUDENT APPLICATION

Application to Kindergarten

STUDENT APPLICANT

Legal Family/Last Name	Legal First Name	Legal Middle Name(s)	Preferred First Name		
Birthdate (Year / Month / Day)		Age on December 31, 2022 (must be <i>at least</i> 5 years)	She/her	He/him	They/them
Street Address			Postal Code		
City		Province	Language most frequently spoken at home		
Birthplace (City, Province, Country)		Pronouns			
Citizenship:	Canadian Citizen	Permanent Resident /Landed Immigrant	Other: _____		

PREVIOUS SCHOOLING

Please select the option that best describes your child's previous attendance at a school-like program (ie. preschool, daycare, pre-kindergarten, etc.):

- (A) The student is currently attending a school-like program. I have provided a signed copy of the Pre-Kindergarte Evaluation form to my child's current school.
- (B) The student is not currently attending a school-like program but has attended one in the last two years. I have provided a signed copy of the Pre-Kindergarten Evaluation form to the last school-like program my child attended.
- (C) The student has not attended any school-like program in the last two years.

School/Preschool Previously Attended	Dates Attended	English: _____	Other: _____
		Primary language of instruction	
School contact name	School contact phone	School contact email	
School/Preschool Previously Attended	Dates Attended	English: _____	Other: _____
		Primary language of instruction	
School contact name	School contact phone	School contact email	

I authorize representatives of Diamond School to contact the student applicant's prior school(s)/teacher(s) for further information and to use any information obtained in admission decisions.

PARENT(S)/GUARDIAN(S)

At least one parent or legal court-appointed guardian must currently, or at the time of their death, be a Canadian citizen, permanent resident, or otherwise lawfully admitted to Canada and be ordinarily resident in B.C. This application form is not accepted for international applicants.

Parent/Legal Guardian 1

			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> She/her He/him They/them
Legal Full Name		Preferred Name	
Relationship to Student(s)	Occupation	Employer/Business	
Street Address		City	Postal Code
E-mail address	Primary Phone	Alumni of Relevant High School or Diamond Elementary?	

This parent/court-appointed legal guardian is a Canadian Citizen, Permanent Resident, Landed Immigrant, or otherwise lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada), the Visiting Forces Act (Canada), or otherwise.

Parent/Legal Guardian 2

			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> She/her He/him They/them
Legal Full Name		Preferred Name	
Relationship to Student(s)	Occupation	Employer/Business	
Street Address		City	Postal Code
E-mail address	Primary Phone	Alumni of Relevant High School or Diamond Elementary?	

This parent/court-appointed legal guardian is a Canadian Citizen, Permanent Resident, Landed Immigrant, or otherwise lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada), the Visiting Forces Act (Canada), or otherwise.

Parent/Legal Guardian 3

			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> She/her He/him They/them
Legal Full Name		Preferred Name	
Relationship to Student(s)	Occupation	Employer/Business	
Street Address		City	Postal Code
E-mail address	Primary Phone	Alumni of Relevant High School or Diamond Elementary?	

This parent/court-appointed legal guardian is a Canadian Citizen, Permanent Resident, Landed Immigrant, or otherwise lawfully admitted to Canada under the Immigration and Refugee Protection Act (Canada), the Visiting Forces Act (Canada), or otherwise.

INVOICING

Please indicate which parent/legal guardian will be the invoice payor (Please select one only) 1 2 3

APPLICANT SURVEY

Where did you first learn about Diamond School?

Name of referee(s) (optional)::

Why are you interested in joining our school community?

What are the top three characteristic(s) you look for when choosing a school for your child?

Does the student applicant have any special interests or hobbies?

Name(s) & grade(s) of your children currently/previously attending Diamond School. N/A

Name(s), age(s) and school(s) of your minor children not attending Diamond School. N/A

Do you (parent/legal guardian) have any interest in volunteering with the school? (please mention any special skills).

Please list any circumstances (social, emotional, physical, medical, etc.) related to the student applicant that you would like to note.

ADMISSIONS POLICY

The Admissions Committee works hard to ensure the fairness of the application and admissions process at our school. Every application package submitted is carefully considered. As there is a high volume of new student applications each year and limited spaces available, we cannot guarantee admission to any applicants. Registration in any grade is also contingent on sufficient enrollment in that grade. Due to our school's small size, there is only one class and educational program available at each grade level.

Applications are processed according to a number of criteria, including available space, student social and academic considerations, whether a sibling has already been admitted to our school, gender equality, diversity in each grade, whether our program will meet the student's needs, parental support for academic and social development, demonstrated parental alignment with our social and educational philosophy, humanitarian grounds, and so on. None of these criteria are determinative and the presence or absence of any one factor will not trigger automatic admission. All of these considerations are weighed carefully with the goal of ensuring equality, fairness, and accepting those who would benefit from our unique educational environment and contribute positively to our school community.

The time an application was submitted is not a consideration. Once re-registration of current students is complete, all submitted applications within our registration timeframe are considered equally.

PARENT/GUARDIAN SIGNATURE

In completing and submitting this application form, I am certifying the following:

 Admissions policy

I have read and understand the Admissions Policy (contained above for reference).

 Information is true & correct

I certify that all information provided in this application is true and correct to the best of my knowledge. I agree that my child's admission to Diamond School is reliant on the information provided in this application. If any information is found to be incorrect, untrue, or missing, I understand my child's admission or enrollment may be revoked at the discretion of Diamond School.

 Application is not enrollment

I understand that submission of this application does not in any way indicate or guarantee my child is admitted or enrolled at Diamond School. It is an application form only.

 Incomplete apps not processed

I understand that incomplete application forms without all required documentation provided will not be processed.

Additional documents required

I understand that, if my child is made an offer of admission, I will be required to provide additional documentation supporting the statements made in this application prior to my child's registration.

Print Name _____

Signature _____

Date signed _____



Parent/Guardian To Complete

Student: _____ Current Preschool: _____

As parent/guardian of the above-named student, I authorize the teacher of the Student to provide a confidential evaluation of the Student directly to Diamond School. I understand the contents of the evaluation are confidential.

Parent Name _____ Signature _____ Date _____

Teacher To Complete

Only complete if parent/guardian signature above

To the Teacher: The parent/guardian of the above-named Student has applied to have the Student attend Kindergarten at Diamond School starting this September 2022. This form is part of the student’s Kindergarten Application Package. We know that children are constantly growing, changing and developing and this form is only one piece of the student’s profile to be used in our admissions process. If you prefer, you may provide your evaluation using an alternate written format that provides the information indicated below, or over the phone (please email 22-23admissions@diamondschool.ca to schedule a call).

Table with 4 columns: Skill Area, Needs Development, Age Appropriate, Mature for Age. Rows include Social/Emotional Development, Classroom & Academic Development, and Home categories.

Please comment on additional areas of strength or those requiring support (e.g. literacy or numeracy skills, behaviour, etc.):

Teacher: _____ Signature: _____ Date: _____