2026-2027 New Student Application Package

Dear Families,

Welcome, and thank you for your interest in Our Lady of Lourdes Elementary School. We are a Catholic Independent School in the Nelson Diocese providing an excellent academic program in a supportive faith environment within a vibrant community.

We believe that parents are the primary educators of their children, and we are committed to supporting the continued growth and formation of each child. Our goal is to provide an enriched learning experience that helps each student reach their full potential.

At Our Lady of Lourdes, we follow the BC Ministry of Education Curriculum and employ BC certified teachers. Our wholesome education program is delivered in small class sizes where teachers can differentiate instruction to accommodate the needs of students. Our teachers receive on-going training to deliver superior literacy instruction across all grade levels. We are committed to nurturing a love of learning and literacy in each of our students. Our proven academic results highlight our commitment to student success. In addition, the Student Services department assists with individualized student supports and early intervention services for families.

In addition to the faith-infused core curriculum, we offer fine arts, sports, French (grade 5 and above), as well as a variety of extracurricular activities that enrich our students' learning experience. We also partner with Paynter's Fruit Market to provide a year-long outdoor education program and offer a full-year hockey leadership program in partnership with the Athol Murray College of Notre Dame.

Angels Academy Childcare Centre has full-time, part-time or drop-in care available, as well as preschool for two, three, or five per week from 8:45am – 11:45am.

We are pleased that you are considering enrolling your child at Our Lady of Lourdes. If you require any additional information, please call the school office at 250-768-9008. Please note that all applicants must have an interview with the Principal. Interviews can be arranged prior to or after receipt of completed registrations.

Once the registration form is complete, please visit: https://myeducation.gov.bc.ca/aspen/logon.do to create an account and upload necessary forms and documents. Registration is not considered complete until all forms with signatures as required are uploaded. For help creating an account

We look forward to working with you and your family.

Yours in Christ,

Mrs. Claire Cacchioni
Principal

OUR LADY OF LOURDES ELEMENTARY SCHOOL

2547 Hebert Road
West Kelowna, BC V4T 2J6
Phone: 250-768-9008 / Fax: 250-768-0168

Email: ololoffice@cisnd.ca Website: www.olol-bc.com

APPLICATION FOR STUDENT REGISTRATION

STUDENT INFORMATION

Student's Legal Name (as it appears on the birth certificate – please present when registering)

_____ _____ _____

LAST FIRST MIDDLE

Student USED Name (only if different than above) _____ Gender: boy ☐ girl ☐

Grade applied for: ____

Age: ____ Date of Birth: _____ Birthplace: _____ Language spoken at home: _____

Day / Month / Year

Religion: _____ Aboriginal Ancestry ☐ yes ☐ No Band Name and Number: _____

If Catholic: Year of Baptism _____ Year of 1st Communion: _____ Year of Confirmation: _____

(*please present Baptismal Certificate when registering*)

Home Address _____ City: _____ Postal Code: _____

Mailing Address (*if different than above*)

_____

_____

MOTHER'S INFORMATION

Full Name: _____ Religion: _____

Address: _____ City: _____ Postal Code: _____

Home Phone: _____ Cell: _____ email: _____

Relationship to Student: ☐ Birth ☐ Adoptive ☐ Step ☐ Foster ☐ Guardian ☐ Ministry

Employer/Occupation _____ Work Phone: _____

FATHER'S INFORMATION

Full Name: _____ Religion: _____

Address: _____ City: _____ Postal Code: _____

Home Phone: _____ Cell: _____ email: _____

Relationship to Student ☐ Birth ☐ Adoptive ☐ Step ☐ Foster ☐ Guardian ☐ Ministry

Employer/Occupation Work phone: _____

Alternate Person to Contact in an Emergency: _____ Relationship: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Child's Care Card Number: _____ (please present Care Card when registering)

Doctor's Name: _____ Doctor's Phone Number: _____

LEGAL INFORMATION

Legal Custody alert in effect? ☐ yes ☐ no

If **YES**, please attach a copy of any legal documents pertinent to your child regarding custody, visitation, or any other matter related to your child's schooling. A copy of an up-to-date court order **MUST** be on file with the school.

****** A photocopy of Birth Certificate is required for registration**

STUDENT SUPPORTS

Has your child experienced any known Medical problems? (hearing, eyesight, heart, allergies, etc)
☐ yes ☐ no. If yes, please provide more information:

Has your child ever been assessed, waiting for, or recommended to have an assessment? ☐ yes ☐ no
Including: psycho-educational, behavioural, counseling, occupational therapy, physical therapy, speech language pathology, etc. If yes, please provide information:

Please check any that may apply to your child:
☐ ADHD/ADD ☐ ASD ☐ anxiety ☐ ELL ☐ Learning Assistance
Does your child require any additional support? ☐ no ☐ yes If yes, please provide more information:

Does your child receive any grants or funding from the government? ☐ no ☐ yes

MEDICAL INFORMATION

☐ No known medical condition.
☐ My child has a medical condition. Name of the condition: _____
Is this an **emergency** condition? ☐ yes ☐ no

Emergency Conditions

- ☐ Diabetes
- ☐ Epilepsy
- ☐ Heart condition:
- ☐ Hemophilia
- ☐ Seizure (medication)
- ☐ Severe asthma causing:
  - ☐ extreme difficulty breathing
  - ☐ uncontrollable coughing
  - ☐ wheezing not relieved with medication
- ☐ Anaphylaxis and/or history of severe allergic reaction to:

  causing symptoms such as:
  - ☐ hives ☐ difficlty breathing
  - ☐ swelling ☐ throat tightness/closing
  - ☐ fainting/loss of consciousness
  - ☐ other

Non-Emergency Conditions

- ☐ mild allergies (controlled with medication
- ☐ mild asthma (controlled with medication)
- ☐ cancer
- ☐ depression (treating with medication)
- ☐ dyslexia
- ☐ narcolepsy
- ☐ migraine headache
- ☐ medication allergy (eg. To antibiotics)
- ☐ Lupus
- ☐ hyperactive condition (with medication)
- ☐ aggressive condition
- ☐ visually impaired (eg. colour blind/deficient)
- ☐ hearing impaired
- ☐ physical disability
- ☐ other:

* **For emergency and/or potentially life threatening conditions, please contact the office to complete an emergency care plan.** If an emergency condition exists, please complete the #1 and #2 on the next page in detail. If a non-emergency condition exists, please move on to #3.

1. **Emergency Condition (must be completed if emergency condition exists)**
   A) Has the student been prescribed an EpiPen? ☐ yes ☐ no
   If yes, where is it kept?
   Other conditions which may require emergency care (please describe):

2. Has the student ever required emergency care in a hospital for a severe allergic reaction? ☐ yes ☐ no
3. Other conditions which may require emergency care (please describe the steps to follow)

Emergency plan staff must follow (step by step):

1. _____

2. _____

3. _____

4. _____

5. _____

2. Does your child take medication? (must be completed if a non-emergency condition exists)
☐ yes ☐ no

If yes, the name of the medication is _____

Does your child administer it themselves? ☐ yes ☐ no

If no, how often, how much, when is staff to administer the medication?

_____

_____

A "Request for Administration at School" form must be completed if staff are required to administer the medication. This form must be completed every September. A new form must be completed any time medication changes are made.

Other medical information you feel the school should be aware of: _____

_____

I hereby certify that the information above is complete and correct.

Signature: _____ Date: _____

Continuous Enrollment
Tuition and Fee Payments

Our Lady of Lourdes Elementary School employs a "**Continuous Enrollment**" admissions process. Continuous enrollment means that instead of an annual "*opt-in*" paper-intensive approach to re-registration, once a student is enrolled at Our Lady of Lourdes, the student will remain enrolled from year to year until the end of Grade 8 unless the family chooses to "*opt-out*".

Important Dates:

Friday, last day of school before March Break: All students who are currently enrolled and not completing Grade 8 are considered re-enrolled for the following year. Families should opt-out by this date if they are not planning to return in the fall to avoid paying any non-refundable fees.

Second-last Friday of June: Families must notify the office prior to this date to cancel enrollment for the upcoming year and to avoid the automatic withdrawal of September's tuition on July 6.

July 6: automatic withdrawal of September's tuition payment.

August 6: automatic withdrawal of **non-refundable** $200 capital building fee.

September 6: automatic withdrawal of $250 parent participation fee and $60 student activity fee.

Up to date information on tuition rates, uniform, dress code, etc. is maintained on Our Lady of Lourdes website at www.olol-bc.com.

2026 – 2027 Tuition Fee Schedule and Financial Policies

As an Independent School in British Columbia, Our Lady of Lourdes receives only 50% funding of the per student operating costs of the local public school district from the British Columbia Government. Our Lady of Lourdes also does not receive any provincial government funding for capital expenses. Tuition, donations, and fundraising are required to make up any shortfall of the operating and capital costs for the school.

CATEGORY I – Regular Tuition for British Columbia Residents

One student	$667/mo for 10 months
Two students	$999/mo for 10 months
Three or more students	$1166/mo for 10 months

CATEGORY II – Tuition for Practicing Catholics

Parish family rates applies to those families who are registered, practicing (regular Mass attendance) and financially contributing in a Catholic Parish. Complete the "Practicing Catholic Tuition Rate Request" form.

One student	$555/mo for 10 months
Two students	$833/mo for 10 months
Three or more students	$972/mo for 10 months

CATEGORY III – Out of Province Students (prepaid upon registration)

This tuition level reflects the cost of educating a student in the Central Okanagan when government funding is not available. (Provincial funding is available for students who are Canadian citizens or landed immigrants, whose parents or legal guardians are residents of British Columbia).

$16 391 for full year (10 months)*

* In addition to tuition, international students pay homestay fees, application fees, student activity fees, medical insurance, and miscellaneous other fees. These are invoiced and arranged for by the school. Please contact the school for more information.

CATEGORY IV – Other Canadian Students Funded Federally

Equivalent of current provincial funding plus tuition fees applicable to Category I or Category II funding is charged as appropriate. Please contact the school for more information.

Fees and Tuition - Payable Monthly or Annually:

Monthly: All amounts are collected by pre-authorized automatic withdrawal. September's tuition fee on July 6, the capital building fee ($200) on August 6, and the parent participation fee ($250) and student activity fee ($60) on the 6th of September, monthly tuition on the 6th of each month (October to June).

Annually: Payment in full on a single cheque at time of registration or up to four separate cheques included with application: The first month's tuition due immediately, the capital building fee ($200) dated August 6, and the parent participation fee ($250) and student activity fee ($60) dated September 6, the balance of tuition (October to June) dated on or before September 15.

For families that have children at Immaculata, please contact the office for the blended tuition rate. Also, pay only half of the OLOL parent participation fee ($125).

Anyone who has prepaid tuitions and received a charitable donation receipt, and subsequently withdraws, is not eligible for any tuition refund.

Tuition Information

Our Lady of Lourdes Elementary School (OLOL) is recognized by the Ministry of Education as a Group 1 Independent School. OLOL receives the maximum amount of funding available to an Independent School: 50% of the per student operating costs of the local public school district. These are partial operating costs only and do not cover costs for capital expenditures such as buildings, computers, desks, transportation, etc. To operate the school, two other sources of revenue are required: tuition fees and donations.

Reason for a "Practicing Catholic" Tuition Rate

OLOL accepts practicing Catholic, non-practicing Catholic and non-Catholic students. Both Catholic and non-Catholic families pay tuition and indirectly support the school through government grants (we all pay taxes!). It is a third source of revenue, parish support for capital expenditures, in which families who are not contributing members of a Catholic parish do not participate. Because of this, a two-tiered tuition rate has been set which reflects that those already supporting the school financially through their own parish should enjoy some benefit from a lower tuition rate. Stated the other way, a family who is not active in a Catholic Church which financially supports our schools should, in fairness, play an equally supportive role in the area of school finances by paying a higher tuition.

Fair Policy

There is a reason, therefore, for having a Catholic family's parish priest verify that the family is an active parish family. This attempts to uphold integrity to the policy of a two-tiered tuition rate. Why a family requesting a Catholic rate must actually qualify for the lower rate, is to be fair to the three groups of people.

1) If a non-Catholic family pays a higher tuition rate it must be because the Catholic families are actually supporting the school through their own contributions in the Sunday collection on a regular committed basis. Otherwise, it would be discriminatory to charge people different tuition rates simply on the basis of religious denomination.
2) Parishioners of the Catholic parishes in West Kelowna and area financially support Catholic schools. It would be unfair to expect the parishes to subsidize families who are not in turn sharing in the financial responsibilities of the parish.
3) The staff in our Catholic schools accept a lower salary than their public counterparts as part of their commitment to Catholic education. It would certainly be a double standard to expect one thing from the staff and at the same time, not expect families to be offering such example to their children.

Catholic Rate Criteria

While the practice of the Catholic faith involves the sacramental life of the Church, moral living consistent with the gospel, responsible stewardship in supporting the Church, and prayer and Bible reading, the focus of the Catholic tuition rate relates to financial stewardship.

1) Unless excused for acceptable reason, the precept of the church specifies that, on Sundays and other holy days of obligation, the faithful are bound to participate in the Mass. (See Catholic Catechism #2180)
2) The faithful should participate in the activities of the parish in a visible way so that, together, all parishioners may continue the mission of the church, i.e., to make Jesus known to the community.
3) A Catholic makes regular, sacrificial contributions to their parish in the Sunday collection, which includes planned giving through the use of contribution envelopes.

The Catholic tuition rate is available to primary caregivers of the children.

Practicing Catholic Tuition Rate Request

If you meet the requirements as outlined in the practicing Catholic rate criteria, complete this form and return it to the school. In doing so, you are affirming that your family is a contributing member of a Catholic parish and qualify for the parish-subsidized Catholic tuition rate.

Financial support from the parishes to help children receive a Catholic education is taken directly from Sunday collections.

By answering "YES" to the following statements we are requesting the practicing Catholic tuition rate.

We have been registered parish members at _____Catholic Church for at least the last three months.

* If you have recently moved to to the Kelowna area, please provide a letter of reference from your current pastor.

Our collection envelope number is

We attend Sunday Mass weekly. ☐ yes ☐ no

We contribute financially for the work of the parish. ☐ yes ☐ no

We are involved in the following parish ministries and /or parish groups:

_____ _____ _____

_____ _____ _____

☐ Baptismal information already on file at Our Lady of Lourdes Elementary School, West Kelowna.

OR

Our child(ren) were baptized accordingly:

Child's Name	Church's Name	City	Date

I/we, the parent(s)/guardian(s), are practicing Catholics and I/we request the Catholic tuition rate for the year.

_____ _____ _____

Parent/legal guardian (please print) Parent/legal guardian Signature Date

_____ _____

Pastor Name of Parish

NOTE:
Should you not qualify at this time please disregard this form.
You may contact the school to request the practicing Catholic tuition rate if your situation changes.

Pre-Authorized Debit Agreement

Our Lady of Lourdes Elementary School

2547 Hebert Road, West Kelowna BC V4T 2J6

Phone: (250) 768-9008

Payor (Parent) Name: _____

Account Information

☐ My account information is the same as the previous school year. (Void cheque not necessary.)

☐ New authorization. My account information is not on file. My account information has changed.

To avoid errors in transcription, please attach a void cheque here or a document from your financial institution showing your account's Branch/ Transit #, Financial Institution #, and Account #

Pre-Authorized Debit Details

I, the Payor, authorize *Our Lady of Lourdes Elementary School* and the financial institution designated (or any other financial institution I may authorize at any time) to begin deductions as per my instructions for tuition payments and/or any other outstanding amounts due from time to time. I understand that the *Roman Catholic Bishop of Nelson* will administer this PAD Agreement. These services are for personal use.

From the commencement of academic studies until graduation or withdrawal, regular monthly payments for the full amount of tuition expenses will be debited to (i.e., withdrawn from) my specified account on or about the 6th day of the months of July and October to June. The capital building fee will be debited August 6. The parent participation fee and student activity fee will be debited September 6.

I may revoke my authorization at any time subject to providing at least 30 days written notice. To obtain a sample cancellation form or more information on my right to cancel a PAD agreement, I will contact my financial institution or visit www.payments.ca.

Signature(s)

_____ _____

Signature of Account Holder | Signature of Joint Account Holder (if applicable)

Name (print) _____ | Name (print) _____

Date: _____ | Date: _____

I have certain recourse rights if any debit does not comply with this agreement. For example, I have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD Agreement. To obtain more information on the Payor's recourse rights, I may contact my financial institution or visit www.payments.ca.

the Catholic Independent Schools of Nelson Diocese

Family Statement of Commitment

1. Parents/guardians agree that they and their families will demonstrate a respectful and sympathetic sensitivity to the aims and nature of the school and to the Roman Catholic beliefs and practices of the school.
2. All students are required to attend and participate in our religious education curricular and co-curricular programs, including liturgical celebrations, retreats, prayers, etc.
3. Parents/guardians are expected to support the teaching on faith and morals in the religious education program.
4. Regular school attendance and full participation in all aspects of the academic program of the school are required of every student. Each student is expected to strive toward the development of his/her full potential.
5. Each family is expected to support and participate in the fundraising activities of the school.
6. Each student is expected to know and follow school policies on behaviour.
7. Parents and guardians are expected to know and support school policies and procedures found on the Catholic Independent Schools' website (https://www.cisnd.ca/page/policy-manual).
8. Parents and guardians agree to accept the responsibility for the cost of tuition, supplies, and other school activities unless alternate arrangements have been made through the school Principal.

If any of these conditions are not met, the Principal reserves the right to refuse admission, or remove the student from the school.
I have read and understand the above expectation and commitments and I hereby accept them as stated.

Name of Parent/Guardian (please print)	Parent/Guardian Signature	Date

OUR LADY OF LOURDES ELEMENTARY SCHOOL

Legal Residency of Parent

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

(Lawfully Admitted into Canada)

1. I am (please check one):

☐ A Canadian citizen (if not born in Canada, please attach photocopy of citizenship paper/card)

☐ A Permanent Resident (landed immigrant) (attach photocopy of permanent resident status paper)

☐ Lawfully admitted to Canada under one of the following documents (please mark the appropriate box below and attach a photocopy of document):

☐ Admission as a refugee or 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 foreign representative acceptance counter foil in his/her passport

Other – document description; (must be cleared with Immigration Canada)

_____

_____

(Residency in British Columbia)

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

☐ Yes, Residency Address: _____

_____

☐ No, I am not a resident of British Columbia

Confirming Signature:
I am aware that it is my responsibility to notify the school and provide the office with any updated immigration status documents if changes occur.

3. Parent's/Legal Guardian's Printed Name: _____

Parent's/Legal Guardian's Signature: _____

Date: _____

Personal Information Privacy Policy

Used by Independent Schools for parents and students as they pertain to the PIPA

1. I consent to having **Our Lady of Lourdes Elementary School** collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parents' work numbers and e-mail address, behavioural, academic and health information, most recent report card, emergency contact name and number, doctor's name and number, health insurance number and any similar information needed for registration.

   I further consent to the use and disclosure of information contained in this package and otherwise collected by or on behalf of **Our Lady of Lourdes Elementary School** (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with **Our Lady of Lourdes Elementary School**, (2) for additional purposes identified when or before personal information is collected, and (3) as otherwise provided in **The Diocese of Nelson's** Personal Information Privacy Policy (policy 5011), a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors, and service providers of the **Catholic Independent Schools, Nelson Diocese (CISND)** and any approved agents of the **Diocese of Nelson**.
   This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, the privacy officer for Our Lady of Lourdes Elementary School is the Principal and may be reached at (250) 768-9008.

   Initial _____ *Date:* _____

2. I consent to having photographs and work samples of my child(ren) used by OLOL in the yearbook, newsletters, newspapers and other promotional materials. ☐ Yes ☐ No
3. I consent to the school using contact information on phone lists (car pool list, class list, Parent Support Group, etc). ☐ Yes ☐ No
4. I consent to my child(ren)'s picture appearing on the OLOL School website (Names will not be published). ☐ Yes ☐ No
5. I consent to my child(ren)'s picture appearing on the OLOL School website in group photos only. (Names will not be used). ☐ Yes ☐ No
6. I give permission for my child to participate in school activities off school grounds that are part of the school's curricular or extracurricular programs. I understand that activities where transportation other than walking is required, a special permission form will be sent home before the event. ☐ Yes ☐ No
7. I acknowledge that I am required to do Safe Environment Training & a Criminal Record Check if I wish to volunteer at OLOL or drive for field trips. I acknowledge that my driving records, insurance & DL are required by the school to protect against third party liability claims in case of an accident. I understand that this information will only be released in the event of an accident. Please note: to transport students, car insurance policy must have 3 million dollars in 3rd party liability.

   Parent/guardian name (print): _____

   Parent/guardian signature: _____

   Date: _____

ENROLLMENT CHECKLIST

To ensure that your registration package in complete, and for your convenience, we have included a checklist of all the documents that are required.

Necessary photocopies are available at the school office free of charge.

Registration Checklist

- ☐ Registration form completed
- ☐ Birth Certificate
- ☐ Baptismal Certificate if applicable
- ☐ BC Services Card
- ☐ Legal Residency Form
- ☐ Proof of Residency – DL or Utility Bill, with local address
- ☐ Permanent Resident Card
- ☐ Landed Immigrant Documents

Tuition/Fees Checklist

- ☐ Bank authorization form – void cheque attached
- ☐ September non-refundable tuition prepaid upon acceptance into the school

FEES

Capital building fee $200
Participation fee $250/family (refunded if Volunteer service hours is met during the school year) Student Activity fee $60/student

Please see the schedule as to when fees will be drawn via Electronic Funds Transfer (EFT).

Please contact the school with any questions you have. The office number is 250-768-9008, email is olol.office@cisnd.ca. To contact our bookkeeper regarding payment of fees, email olol.bookkeeper@cisnd.ca.

We look forward to meeting you and your family!

Claire Cacchioni
Principal