

APPLICATION FOR ADMISSION

HERITAGE ACADEMY

of Learning Excellence

207 BAYSWATER AVENUE OTTAWA, ONTARIO. K1Y 2G5 TELEPHONE: (613) 722-0133 FAX: (613) 722-7881

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STUDENT INFORMATION Student's Name: _____ First Middle Last Mailing Address: _____ Number Street Apt.# City/Town Province Postal Code Date of Birth: Year/_____ Month/____ Day/____ Sex: O Male O Female Place of Birth: Primary Language: Present Grade Level: Name of Previous School: Address: School Board: Learning Exceptionalities: Q I.E.P/I.P.R.C. Allergies: ______O Anaphylaxis Medications: All medications must be clearly labeled with the child's name and dosage instructions. Students must hand the medication to the school secretary for storage during the day. No students may carry medication with them during the school day with the exception of Epi-Pen's and Asthma Inhalers. Parents must provide the school with written consent in order to administer any medications. Health Card No.:_____ Expiry Date: Family Physician: Medical and Physical Conditions or Restrictions: My child requires: O EPI-PEN (1 Epi-Pen must be kept at school) O Glasses/Contacts Lens O Physical Restrictions: O Special Diet: O Hearing/Auditory Aids: O Mobility Aids:

PARENTAL INFORMATION (1) Parent's Name: O Mother O Father Last O Guardian O Other Mailing Address: Number Street Apt.# City/Town Province Postal Code Telephone: (Hm)_____(Wk)_____(Cell)_____ Email: (2) Parent's Name: O Mother O Father Last O Guardian O Other First Mailing Address: Number Street Apt.# Postal Code City/Town Province Telephone: (Hm) ______(Wk) ______(Cell) _____ Email: _____ (3) Parent's Name: _____ O Mother O Father Last O Guardian O Other First Mailing Address: _____ Number Street Apt.# City/Town Province Postal Code Telephone: (Hm) (Wk) (Cell) Email: _____

SCHOOL OUTINGS AND EMERGENCY INFORMATION

School Activities and Outings

A number of outings and activities are planned each year to compliment the school's academic program. Students will usually have specific activities or work as a result of an outing. In addition, a number of scheduled activities, which are part of the school program, take place away from the school site.

Scheduled Activities

Some components of the Physical Education and Sports program are conducted outside. Recess breaks are usually taken outside the school buildings.

Special Outings

Parliament Buildings, Theatres/Arts Centers, Museums, Picnic Grounds and Local Parks, Municipal pools, Universities/Colleges, Restaurants, Shopping Centers, Water Parks, Fishing, Biodome, Food Bank Farms Outings may also include visits to special events or other activities determined by the teacher and principal.

Transport of Students

The students and staff travel to and from the above locations by chartered bus, public transit or by foot. In exceptional circumstances or emergency situations, where it is not possible to communicate with a parent, it may be necessary for a teacher to transport a student in his/her own vehicle. In this event, the teacher's personal auto insurance will cover the student as a passenger.

Standing Permission Form I, hereby give my child permission to participate in the these outings. Parent's or Legal Guardian's Signature Date Emergency Transportation Waiver Students are advised that they must report to the supervising staff in an emergency or if they are injured. When required, school authorities will give first aid. If the school is unable to reach the child's parents or emergency contacts and the situation warrants an ambulance, one will be called. Parents will be responsible for the ambulance expense. In the parents' absence, an school official will accompany the student from the school of he/she must be transported by ambulance. I, hereby understand the above waiver and grant the school permission to transport my child to the hospital. Parent's or Legal Guardian's Signature Date Emergency Contact Information If parents are unavailable, please contact:

STUDENT CODE OF CONDUCT POLICY

STUDENTS ARE EXPECTED TO

- ✓ Behave properly by doing the best work possible at all times.
- ✓ Follow the directions of the teachers and school officials.
- ✓ Not interfere in any way with another student.
- ✓ Use proper language without profanity at all times.
- ✓ Avoid any behaviour that disrupts the learning in any class.
- ✓ Avoid damaging school property or equipment.
- ✓ Arrive at school on time and being ready to learn.
- ✓ Show respect for themselves and others.
- ✓ Keep the school environment safe.
- ✓ Not engage in any form of bullying and harassment.
- ✓ Follow the rules and take responsibility for their actions.
- ✓ Follow the rules and procedures indicated in the Student Handbook.

Consequences:

Unfortunately in every school population there are students who will misbehave. Students who misbehave will be reported to the Principal who shall assign proper corrective consequences. If a student is expelled, the tuition fees paid prior will not be refunded.

Code of Conduct Agreement

I,(Parent/Guardian) of agree to my child being governed by this Code Of Conduct. I understand that continued failure to follow the school rules may lead to my child's expulsion from school.		_
Parent's or Legal Guardian's Signature	Date	_
Student's Signature	Date	_

PHOTO RELEASE FORM

During the course of the academic year, Heritage Academy may wish to use photographs of its students on school bulletin boards, school website, in educational publications or in general media releases on a controlled basis. Any such photographs would highlight the student(s) either demonstrating learning techniques or participating in approved school activities. In the past, Heritage Academy staff and students have made the local and national media numerous times for their initiatives and achievements. In accordance with school policy, names of individual students will not be released with any photographs.
Student's Name:
I/We consent to the use of my child's image; such use may include all Heritage Academy Publications (print, online, video, etc.). Such photographs would highlight the students either demonstrating learning techniques or participating in approved school activities.
I/We DO NOT consent to the use of my child's image ever; this use includes all Heritage Academy Publications (print, online, video, etc.), with the exception of Heritage Academy's School Yearbook photographs and individual classroom website pictures.
Parent's/guardian's signature Date