



Admissions Form

Asasa Academy

This form must be filled out for Pinetown Campus

ASN# _____

Grade _____ Campus _____

Gender [] Male [] Female

Session [] AM [] MS [] PM

****Please print clearly***

Bus service Yes No

Student information	Date of Birth	Month: _____	Day: _____	Year: _____
Surname _____	First name _____		Middle name _____	
Home Address _____	City _____	Postal Code _____	Home phone # _____	
Medical information (disabilities, illness, seizures, allergies, etc.) please specify: _____		Medications, if any: _____		
Has your child ever received speech therapy, occupational therapy, physiotherapy, or psychological services? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please specify: _____				
<i>*Assessment reports must be provided at time of registration</i>				

Parent/Guardian Information	<i>*Please provide proof if child is under sole custody</i>	Relationship to Student
Surname _____	First name _____	Cell# _____
Email _____		Work# _____
Parent/Guardian Information		Relationship to Student
Surname _____	First name _____	Cell# _____
Email _____		Work# _____

Alternate Emergency Contacts	<i>*Individual must be able to pick up student from school</i>	
Surname _____	First name _____	Home# _____
Relationship to student _____		Cell# _____
Surname _____	First name _____	Home# _____
Relationship to student _____		Cell# _____

Citizenship	Is the named student a Canadian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No Birth country, if not Canada _____
*Citizenship, if not Canadian	
<input type="checkbox"/> Permanent Resident/Landed Immigrant	
<input type="checkbox"/> Child of Canadian Citizen	
<input type="checkbox"/> Child of a lawfully admitted permanent or temporary resident	

Last School Attended
School Name _____ Grade Level _____
Teacher's name _____ Phone # _____
Any information or concerns Asasa Academy should be aware of? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please explain _____
Individual Program Plan? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, IPP must be provided

Request for Student Records

I _____ (parent's name) authorize Asasa Learning to obtain all records from (Student's name) _____ previous school his/her date of birth [mm / dd / yyyy]
Please sign X _____

Disclosure

- **The signing party agrees that the chosen session will not be changed.** That the student will be in regular attendance for the full academic school year.
- **Student must wear appropriate uniform Monday through Friday,** unless you receive a notice from school stating otherwise.
- Student must be dropped off and picked up on time, no exceptions. Asasa is not equipped to take care of children outside of their designated class times. There will be a penalty fee for late pickups of \$1 per minute late.
- Students will not be admitted into school before their class time.
- If you're running late you must notify the office ahead of time or you may not be admitted.
- Parent/Guardian recognizes that their child must behave appropriately while at school and on field trips. If a problem persists, Asasa reserves the right to cancel the student's enrollment at any time.
- Parent/Guardian will be charged a fee of \$25 on all NSF cheques and EFT. There will be a 2% charge levied on all fees that are 30 days or more overdue for each month. In addition, after 30 days of non- payment, legal and/or collection action will commence.
- Parent/Guardian financially commits to a full academic year by signing the admission forms. If a student is withdrawn any time after signing the admission forms, parent/guardian will be responsible to pay any unpaid portion of the annual government grant, annual admission fee and, the annual transportation bus fee (if applicable).
- Asasa Academy is an ELL (English Language Learner) funded school and therefore we receive government funding per student.
- In signing this contract, I understand and agree to the *Fees Policy, Bus policies, Parents' Handbook, Student Code of Conduct* and agree to keep up to date with any changes within any of these policies found on website (asasaprivateschool.ca) It is the parents/guardian's sole responsibility to review these policies as they could change without notice.
- I authorize Asasa to use my child's picture or video in school promotional activities and agree to receive email notifications of newsletters, events, promotions and report cards.

Once you have read and understood these bullet points, please sign in agreement

X _____.

Cancellation Procedure

If you wish to cancel your child's enrollment you must notify the office in writing by no later than June 30, 2021. You can email delmy.molina@asasa.ca with your request. Each cancellation request is reviewed by management and decision is based on reason for withdrawal. A cancellation fee of \$200 will be kept by Asasa for any cancellation request, and prorated amount will be refunded to the parents. Failure to notify school will result in no refund. Please sign in agreement X _____.

Signature of (check one) [<input type="checkbox"/>] Parent [<input type="checkbox"/>] Guardian	
Parent/guardian full name	Signature
Today's date	
Please initial chosen session	
AM CLASS 8:30 am – 11:30 am _____	
PM CLASS 12:00 pm – 3:30 pm _____	

Office Use Only	
Languages spoken or understood at home? _____	
Student qualifies for ESL? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Admission form complete with all required documents <input type="checkbox"/> Yes <input type="checkbox"/> No	
Documents missing: _____	
Asasa will access ELL (English language learner) funding.	
_____	Date: _____/_____/_____
ASASA registrar signature	Month Day Year



119 Pinetown Place NE
 Calgary, AB, T1Y5J1
 403.285.9277
www.asasaprivateschool.ca

Transportation Service & Policies

**Subject to change based on enrollment*

Bus service is offered to the following communities in the AM Class:

Redstone
Cornerstone
Skyview
Cityscape

Bus service is offered to the following communities in the MS class:

Savanna
Saddle Ridge
Martindale
Castleridge

Bus service is offered to the following communities in the PM class

Saddleridge
Taradale
Falconridge
Temple (limited availability)
Coral Springs

1. Bus service is \$120 per month or \$1200 per year, payable in full or monthly by EFT. Student must live at least 2.5 km from Asasa to be eligible for this service and live in an area serviced by Asasa.
2. **Bus stops are not door to door**, bus stops will be no more than 500 meters from your address.
3. The bus driver will not pick up any phone calls during the following hours (8 am – 4:30 pm) neither will he be responsible to call you when he is at a stop and you're not.
4. No parents, grandparents, siblings are allowed in the bus. There is a bus attendant whom will assist the children on sitting down before bus driver takes off.
5. The bus driver will follow his regular bus route and stop at every bus stop. He will wait for 1 minute passed the scheduled time before leaving.
6. If you're not at your designed stop on time and miss the bus you will be responsible for dropping off your child at school.
7. Bus pick-up and drop-off times are in intervals of 5 minutes. (i.e. 1:15 – 1:20pm) this means the bus will show up anytime between 1:15 – 1:20. Please ensure you arrive at the earliest time given to you.
8. The bus driver does not have the authority to switch your child into or out of a class time, please direct all questions to the office.

The bus service is offered at the time of registration, if you are unsure of needing service at this time you will have until September 30, 2020 to sign up for it (subject to availability). Please keep in mind this service is offered for the whole year, we will not offer it for two or three months. Once you've signed up for it you are under a contract with Asasa for the whole academic year (September 2020 – June 2021). Should you have to cancel anytime after signing this agreement there will be a penalty of \$120 for any and all cancellations as well as a prorated charge/refund whichever is applicable the day of cancellation.

This agreement is signed by (parent's name) _____ by signing you understand all these points and agree to following them.

Please sign _____



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