



APPLICATION INFORMATION FOR
St. Maurice School
Kindergarten to Grade 6
2023-2024 School Year

Additional Application Information is required for:

- International Students
- Students with Special Needs

Please visit the school's website (www.stmaurice.mb.ca) or request a copy from the school office.

Each applicant will be required to:

- a) Submit a completed St. Maurice School Application Form for each individual student applying.
- b) Submit an application fee of \$100.00 per individual student applying. Payment may be made in cash or by cheque made payable to "St. Maurice School". Please note:
 - In all cases, \$50 of the application fee is a *non-refundable* processing fee.
 - If the applicant is accepted, the remaining \$50 will be held as payment to the school's Programs Enrichment Fund (PEF), which is to be paid annually by every student attending St. Maurice.
 - If the applicant is not accepted, the \$50 PEF portion of the application fee will be refunded.
 - If the applicant is placed on the waiting list due to a lack of space, the entire \$100 application fee will be held until the applicant requests to be removed from the waiting list or the school determines that a space will unfortunately not be opening up for the applicant, in which cases the \$50 PEF portion of the application fee will be refunded. All waiting lists will expire on September 29th; parents/students still interested in St. Maurice School for the next school year will be required to complete all components of a new application process for St. Maurice School.
 - If the applicant chooses to withdraw his/her application, the \$50 PEF portion of the application fee will be refunded.
- c) Provide a copy of the student's most recent report card (except for applications for Kindergarten). If the application is submitted prior to March 1st for a September entry into St. Maurice School, parents are asked to submit an updated report card as this becomes available from the applicant's current school.
- d) Provide a copy of the student's Canadian birth certificate. If the student is not a Canadian citizen, proof of Permanent Resident Status in Canada must also be provided.
- e) International students (all those who are not already Canadian Citizens or Permanent Residents) must also complete the school's Proof of Status in Canada Form and supply the required supporting documentation. Please be sure to check the box for "International Student" at the top of the Application form. Applications for international students will only be considered for students who are already attending an English program school, and whose fluency in the English language is comparable to a grade-appropriate peer in Manitoba.
Note: Applicants who are already Canadian Citizens or Permanent Residents have priority for available seats.
- f) Provide a copy of the student's baptismal certificate - *required* if the applicant is indicated as being Catholic.
- g) If the parents and child are parishioners of St. Vital Roman Catholic Parish, the parent is *required* to complete and submit to the St. Vital Parish Office a Parishioner Status form (available from the school office, parish office, or from the school's website). Parish staff will complete the form and forward it directly to the St. Maurice School office. The Parish Office must confirm the parishioner status of the child/family in order for the applicant to be considered a "parishioner" according to the definition of parishioner for the purposes of the school's Admission Policy (see below).
- h) Have a Sending School Questionnaire (SSQ) completed and returned to St. Maurice School by the student's current school Principal* or delegate. The parent or guardian of the student must sign as indicated near the top of this form to permit the current Principal to release the requested information (as required by FIPPA, the Freedom of Information and Protection of Privacy Act (Manitoba), and PHIA, the Personal Health Information Act). The parent or guardian of the applicant is responsible for providing this signed form to the Principal of the applicant's current school. The Principal is asked to have this Sending School Questionnaire form completed and faxed directly to St. Maurice School (fax: 204-452-4050) as soon as possible.
*For Kindergarten applicants, this form should be completed by the child's Daycare/Nursery School Coordinator, if applicable, and faxed directly to St. Maurice School at fax number: 204-452-4050
- i) Personal Interviews: Applicants will be notified by phone or by email of their interview appointment time.
 - Kindergarten Applicants: Applicants in the highest priority levels (see the Admissions Policy below) will be contacted to book an interview time for the parent(s) and child with a St. Maurice School administrator or resource teacher. Should space still be available in Kindergarten after the initial intake, the School will contact families in the next highest priority levels to arrange an interview.
 - Grade 1 Applicants: Should a space become available for Grade 1, applicants in the highest priority levels

(see the Admissions Policy below) will be called to book an interview time for the parent(s) and child with a St. Maurice School administrator or resource teacher.

- Interviews for other levels (Grades 2 to 6) may be requested by the School (often due to special circumstances; e.g. students from out of province, home-schooling, etc).

Your son or daughter's application will only be processed once ALL of the required documentation has been received by St. Maurice School.

APPLICATIONS FOR 2023-2024 WILL BE ACCEPTED BEGINNING OCTOBER 1ST, 2022.

Please note that there is no first-come served prioritizing; all complete applications received by the priority deadline will be considered in one pool of new applicants for each grade level.

Join us for our *PUBLIC OPEN HOUSE for KINDERGARTEN*

ON WEDNESDAY, FEBRUARY 8th, 2023 AT 6:30 PM

Location: Second floor of 1619 Pembina Highway.

Access the stairs or elevator using the main entrance doors on Pembina Highway

Note that the Kindergarten rooms are located across Manahan Avenue from the school's main campus.

Join us for our *PUBLIC OPEN HOUSE for GRADES 1 TO 12*

ON THURSDAY, FEBRUARY 9th, 2023 AT 6:30 PM

Location: St. Maurice School main campus Gymnasium.

Enter using the blue doors from our parking lot which is accessed from Manahan Avenue.

THE PRIORITY DEADLINE FOR ALL APPLICATIONS IS WEDNESDAY, MARCH 15th, 2023.

It is strongly recommended that the school office receive your complete application on or before the priority deadline above - some grade levels will become full, as will some option courses in the high school.

Applications submitted after the priority deadline may need to be placed on a waiting list.

- **Kindergarten:** Children must be five years old on or before December 31, 2023 in order to register for Kindergarten at St. Maurice School for school year 2023-2024.
- **Applications for International Students:** Such applications require additional documentation and are subject to various conditions outlined in the Proof of Status in Canada Form, available from the St. Maurice School website. Note: Applicants who are already Canadian Citizens or Permanent Residents have priority for available seats.
- **Applications for Students with Special Needs (Level II or Level III exceptionalities):** Please obtain the Application Information Sheet for Students with Level II or Level III Disabilities. Such applications require additional documentation and must be submitted on or before the last school day of February 2023 for consideration for the 2023-2024 school year.

CONTACT INFORMATION FOR ST. MAURICE SCHOOL

Address: 1639 Pembina Highway (enter from Manahan Ave.), Winnipeg, MB R3T 2G6
Telephone: 204-452-2873 or 204-453-4020
Fax: 204-452-4050
Email: office@stmaurice.mb.ca
Website: www.stmaurice.mb.ca

St. Maurice Daycare: 1619 Pembina Highway
St. Maurice Before and After School Program for K-6:

Telephone 204-475-4045
Telephone 204-284-0881

ADMISSION POLICY, Kindergarten and Grades 1 to 6

St. Maurice School's acceptance process sets out to match the needs of individual applicants with the educational setting and Catholic atmosphere of St. Maurice School.

Information regarding each Kindergarten to Grade 6 applicant is obtained through a process which includes the review of:

- a copy of the student's most recent report card (except for Kindergarten applicants)
- a Sending Daycare/School Questionnaire

For Kindergarten applicants, the process also includes an interview for the parent(s) and child with a St. Maurice School administrator or resource teacher. Note: Depending upon the number of applications received for Kindergarten by the priority deadline, the School may only arrange interviews with families who qualify for the priority spaces as listed below in this Admission Policy.

Interviews with Grades 1 to 6 applicants may be requested by the School in some instances; for example: students from out of province, home-schooling, etc. Applicants currently registered in a home-schooling program will be required to supply additional information and documentation regarding the curriculum/program followed, assessments conducted and outcomes attained.

Criteria for Admissibility

The information collected is used to determine if:

- all special staffing, programs, equipment, and/or physical facilities required by the student are available,
- the academic program offered by the school would provide an educational environment beneficial to the student's learning potential, and
- the student's behaviour and attitude is in keeping with the standards of St. Maurice School

For Kindergarten:

Provided the admissibility criteria are met, priority for an available space will be given to a:

- 1) Registered parishioner* of St. Vital Roman Catholic Church with an older sibling(s) already attending St. Maurice School
- 2) Registered parishioner* of St. Vital Roman Catholic Church
- 3) Catholic with an older sibling(s) already attending St. Maurice School
- 4) Catholic child of a graduate alumnus of St. Maurice School
- 5) Catholic attending the St. Maurice Daycare
- 6) Catholic
- 7) Non-Catholic with an older sibling(s) attending St. Maurice School
- 8) Non-Catholic child of a graduate alumnus of St. Maurice School
- 9) Non-Catholic attending the St. Maurice Daycare
- 10) Non-Catholic

For Grades 1 to 6:

Provided the admissibility criteria are met, priority for an available space will be given to a:

- 1) Registered parishioner* of St. Vital Roman Catholic Church with a sibling(s) already attending St. Maurice School
- 2) Registered parishioner* of St. Vital Roman Catholic Church
- 3) Catholic with a sibling(s) already attending St. Maurice School
- 4) Catholic child of a graduate alumnus of St. Maurice School
- 5) Catholic who is presently attending at another Catholic school
- 6) Catholic
- 7) Non-Catholic with a sibling(s) already attending St. Maurice School
- 8) Non-Catholic child of a graduate alumnus of St. Maurice School
- 9) Non-Catholic who is presently attending at another Catholic school
- 10) Non-Catholic

*The St. Vital Parish Office considers a “parishioner” to be a practicing Roman Catholic who has registered, is attending, and has been contributing to the Parish for at least six months and is known to one of the priests in the parish. If the parents and child are parishioners of St. Vital Roman Catholic Parish, the parent is *required* to complete and submit to the St. Vital Parish Office a Parishioner Status form. Parish staff will complete the form and forward it to the St. Maurice School office. The Parish Office must confirm the parishioner status of the child/family in order for the applicant to be considered a “parishioner” according to the definition of parishioner for the purposes of priority placement per the school’s Admission Policy (see above).

SCHOOL HOURS

The school doors open at 8:30 am and close at 3:45 pm. No supervision is provided by St. Maurice School before 8:30 am or after 3:45 pm. Parents interested in the Before and After School Program operated by St. Maurice Daycare may obtain more information by calling 204-284-0881. Placements into the Before and After School Program cannot be made until after the student has been officially accepted into St. Maurice School.

K to 6 classes run from 8:30 a.m. to 11:45 a.m. and from 12:45 p.m. to 3:15 p.m. Lunch break: 11:45 am to 12:45 pm.

- A supervised lunch period is provided. K-6 Students eat their lunch in their classroom.
- Students will bring their lunch foods from home or can pre-order prepaid healthy lunches prepared by the school cafeteria (grades 1-6). Order forms for each upcoming month will be sent home several days in advance and must be returned to the school with payment by the order deadline.
- K to 6 students are not permitted to go out for lunch unless the parents/guardians have informed the school in advance. The child must be picked up in person by the parent/guardian.

Students are to come prepared to be dressed for outdoor recess on all school days. Indoor recesses will only be held if it is raining significantly or if the Environment Canada temperature or wind chill at The Forks is -27°C or colder.

ATTENDANCE

Regular and punctual attendance for all classes is required for a student to be successful in his/her academic endeavour. Parents are asked to contact the school if a student is going to be late or absent. Parents will be contacted by the school in the case of an unexplained absence.

UNIFORMS

Please visit the school website at www.stmaurice.mb.ca to review the “Uniform Requirements” information sheet. Note that students new to St. Maurice may only place their order from our uniform supplier after receiving their official letter of acceptance.

REPORTING PERIODS

The K to 6 school year is divided into three formal reporting periods. Report cards will be issued in November, March and June. Parent Teacher Interviews are scheduled upon request after the November and March reporting periods.

RELIGIOUS INSTRUCTION

All students attending St. Maurice School are required to take part in Religion. Catholic Religion courses and activities such as religious retreats are compulsory at all levels. Attendance at grade Masses and school Masses is an integral and compulsory part of the Religion program. Non-Catholic students are called to develop an understanding of the Catholic Faith, while being encouraged to maintain and grow in their faith development according to their own religious tradition.

HOMEWORK

All learning does not take place in the classroom. To reinforce the learning process, some grade-appropriate homework can be expected to be assigned to all students throughout the course of the school year. Homework such as class assignments, projects and reviewing should take precedence over other activities.

TEXTBOOKS

School textbooks are provided free of charge. Lost or damaged textbooks or School Library books must be paid for by the student to whom they were assigned.

THE ST. MAURICE SCHOOL PROGRAMS ENRICHMENT FUND (PEF)

The collection for the St. Maurice School Programs Enrichment Fund has replaced the major fundraising drives formerly required of all families and will ensure that all families contribute equally towards the betterment of the programs at the school for all children in attendance. This fund will be used to provide "enrichment" to such programs as library, physical education, resource, classroom libraries, and to establish a reserve fund that can be used towards larger expenses that support existing school programs or create new programs. Please note that organizations and groups within the school (Parent Guild, Student Council, Social Justice Committee, Graduation Committee, etc.) will still offer some small scale fundraisers throughout the year in support of their causes and charities. However, students/parents/guardians will be under no obligation to purchase or sell the products offered. These small scale fundraisers will thus continue to provide a convenience and a service to parents who would like to purchase the items offered for sale, (which can vary year to year), while also providing an opportunity for student groups to learn organizational and leadership skills. St. Maurice Daycare and the Before & After School Program operate fundraisers independently from St. Maurice School.