



**CHRISTIAN HERITAGE SCHOOL**  
2025 26<sup>th</sup> Street, Brandon, Manitoba, R7B 3Y2  
Phone (204) 725-3209, Fax (204) 728-9641  
Email [office@chsbrandon.ca](mailto:office@chsbrandon.ca), [www.chsbrandon.ca](http://www.chsbrandon.ca)

**Code: B6**

Effective Date: February 11, 2015

Latest Revision: December 14, 2015

## **Admission Policy**

Dear Parent(s) / Guardian(s),

Thank you for your interest in Christian Heritage School (CHS). We are pleased to provide you with our Admission Application package. We are a non-profit, non-denominational, funded independent school that has been working with families since 1975. Our mission statement is "Together build a caring, Christian learning community that is dedicated to training minds, inspiring hearts and shaping character to equip our students for a life of passionate faith, pursuit of excellence, and joyful service to the Lord Jesus Christ."

Please read the attached material carefully. If you would like to begin the application process, please complete all the attached forms and include copies of all requested documents. The **non-refundable application fee of \$25/family** must be included with all forms and submitted to the school office:

**Christian Heritage School, 2025 26th Street, Brandon, Manitoba, R7B 3Y2**

If you have any questions, please do not hesitate to contact our office. The phone number is (204) 725-3209 or you may send an email to [office@chsbrandon.ca](mailto:office@chsbrandon.ca). We will contact you shortly after the application is received to set up an interview with your family.

May God richly bless you as you seek His will in making this important decision.

For His Kingdom,

CHS Board of Directors



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## **Admission Procedure**

The application procedure, selection process and associated information of relevance that govern the admission of children to CHS are outlined below. Admission to CHS is based on an application process, whereby when complete, the student may be given the opportunity to register at CHS.

### **1. Family Admissions**

- a) We/I understand and accept Christian Heritage School's Statement of Faith as outlined in the CHS Constitution.
- b) Our family desires a distinctively Biblical Christian education and is committed to working with other families in "training up our children in the way they should go" (Proverbs 22:6).
- c) Our family is prepared to financially commit itself to the costs of operating Christian Heritage School.
- d) We/I, the parent(s) and the child(ren) who desire to enroll, are Canadian Citizens, have Permanent Resident Status or are living here on a valid work or study permit.
- e) At least one parent / guardian will attend the New Family Orientation meeting in September.

### **2. Student Registration**

- a) It is vital that CHS is provided with as much information as possible during the application process so that a proper assessment of the student's application can be formulated. The school must feel confident that a child's needs can be properly met while he or she is in attendance at the school. If there is doubt of this possibility, the Admission Committee cannot, in good faith, make a recommendation for the student's admission to CHS.
- b) Kindergarten and Grade 1 children must have reached five (5) and six (6) years of age respectively by December 31 of the school year of enrollment. Government funding regulations require that parent(s) / guardian(s) supply the school with proof of age.
- c) In order for the home and school to work together in harmony, there must be agreement with the methods and process of discipline. The first three months are considered an evaluation adjustment period, during which time we expect to see student(s) and parent( s) / guardian(s) adhering to the CHS codes of conduct. At any time during this probationary period, it may be necessary to review the enrollment. The school has the option to extend a student's



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probationary period or disallow continued attendance, based on the student's academic, social, emotional, or behavioural needs. The parent(s) / guardian(s) may appeal to the CHS Board. The CHS Board's decision will be final.

- d) Administration will determine whether more information is needed. Previous schools may be contacted and students may need to be assessed.

### 3. Admission Procedure

#### i. Parent(s) / Guardian(s)

- a) Submit the completed admission application packet.
- b) When the application is submitted and any necessary assessment is complete, the Principal will arrange an interview.

#### ii. Interview

- a) The Principal, with one Board member, will meet with the parent(s) / guardian(s).
- b) This interview is intended to acquaint parent(s) / guardian(s) with the particular characteristics of CHS. The parent(s) / guardian(s) will have an opportunity to ask questions and tour the campus. The interviews usually take approximately 45 minutes.

### 4. Orientation Sessions

- a) All parent(s) / guardian(s) new to the school are required to attend the New Family Orientation session held in September. This session includes information about the history, vision, and purpose of CHS, the school handbook, lines and methods of communication, and the rights of society membership.



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## **Considerations in Affirming or Declining Acceptance**

- The parent(s) / guardian(s) need to affirm and support the constitution, vision, mission and core values of CHS. Biblical Christian education is the foundational aspect of the school program and the parent(s) / guardian(s) need to acknowledge that articles of faith arise in the daily process of teaching in the classroom and all school activities. This includes athletics, performing arts, recess and lunch break programs, and the Before and After School Care Program.
- The CHS Administration, in conjunction with the Board of Directors, retains the authority to require the withdrawal of any student, whose parent(s) or guardian(s) or family are found to be undermining the leadership or staff of Christian Heritage School or causing disharmony within the school community.
- Failure to disclose pertinent information (i.e. resource needs, medical issues, behavioural problems, etc.), including past or present circumstances that, in the opinion of the Principal, directly impact the overall well-being of the student and the student community may result in the declining of admission or rescission of the enrollment status of the applicant student at the time the information comes to the attention of the Principal. This may result in a student being asked to leave during the academic year.
- Special consideration will be given to admission for siblings of current students in good standing at CHS. However, it does not guarantee admission of any new applicant. The application fee is waived for siblings of current CHS families.
- Families with students returning for another year shall be in good standing and there shall not be financial arrears on the family account.
- Other factors taken into consideration by the CHS Board and Principal include prompt payment of applicable fees of significance, class size, numbers of behaviourally or academically challenged students currently enrolled in a particular grade and if a currently enrolled student has been placed on probationary status and whether the behavioural issues have significantly improved.
- The CHS Board's decision will be final.



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## **Special Needs Admission Guidelines**

Christian Heritage School recognizes that our mission extends to all students and we embrace the *Philosophy of Inclusion* as described in *Appropriate Educational Programming: A Handbook for Students Service* (MECY, 2007). We also support MECY's statement, as found in the *Appropriate Educational Programming: Standards for Students Service* (MECY, 2006, page 3) which specifies that there must be reasonable accommodation of students' special needs unless they demonstrably give rise to undue hardship due to cost, pose concerns regarding safety, impact on others or other factors. All other admission procedures and considerations apply.

## **Special Needs Admission Process**

1. Any student applying to CHS with a file containing documentation of special needs and support services will be referred to the Resource Department to assist Administration in making an informed decision.
2. As soon as reasonably practical, a member of the Resource Team will examine the file and take the needed steps to gather information related to the admission process. This may include interviewing the student, meeting with the parent(s) / guardian(s), meeting with staff that would potentially be working with the student and contacting other professionals that can support the process. The Resource Team will work with Administration to determine whether CHS can address the student's needs through differentiated instruction, adaptations to the learning plan, and/or an Individualized Education Plan.
3. The information will be reviewed by Administration and a recommendation will be made. Administration will make a decision with the Admission Committee whether it is in the best interest of both the student and CHS to grant admission.
4. If the student is accepted, an Individualized Educational Plan (IEP) will be developed and the parent(s) / guardian(s) will be consulted with respect to the formulation and implementation of the student specific plan.
5. Students with special needs will be re-assessed and their admission to CHS will be reviewed every year. As well, a student's status may be reassessed (as necessary) at any point during the year based on consultations with the teachers, the Resource Team, and/or the parent(s) / guardian(s). This assessment, including its timing, will be the responsibility of Administration. The ultimate decision regarding a student's status remains with Administration.
6. In the event of disagreements or disputes related to admission and reassessment decisions, the parent(s) / guardian(s) may appeal to the Principal in writing regarding a decision that has been made. The Principal will forward the appeal to the CHS Board for review and final decision.



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## **Conditions of Registration**

In submitting this application; I/we understand that:

- Administration will need to have access to school records and may consult with teachers and other professionals who have worked with my/our child(ren).
- The grade placement of my/our child(ren) will be made upon the recommendation of the Principal and Resource Team in consultation with the parent(s) / guardian(s).
- Classroom enrolment limits, depending on the grade level and composition, may result in some applicants being placed on a waiting list.
- The discipline of my/our child(ren) will be administered at the discretion of the Teacher, under the supervision of the Principal and in keeping with CHS policy.
- Administration, in consultation with the CHS Board, reserves the right to dismiss any student whose conduct and refusal to co-operate in the education process is viewed as a detriment to the standards, goals and objectives of the school.
- In cases where satisfactory evidence is provided to CHS that one parent / guardian has been granted custody or has primary decision making for the child's education, pursuant to an agreement or court decision, only the custodial parent's / guardian's signature is required for the application to proceed.
- Parent(s) / Guardian(s) must provide CHS with a copy of the latest custody agreement as part of the registration process. A complete copy of the most recent Court Order must be submitted to Administration. Registration will not be complete until this has been received.
- If the Court Order changes, notice must be given to Administration in writing.
- In the absence of a Custody Agreement or Court Order, both parent(s) / guardian(s) will be treated as equal as far as parental rights and responsibilities are concerned.
- When a Protection Order, sometimes called a Restraining Order or Prevention Order is in effect, a copy must be submitted to Administration with a copy of the most recent Court Order and a picture of any persons to whom the Protection/Restraining/Prevention Order applies.
- The parent(s) / guardian(s) may submit a completed and signed Application for Society Membership after attending the New Family Orientation session in September. There is an annual \$20 membership fee which is included as part of the tuition after the applied for membership is approved by the CHS Board. The details of Society Membership are included on its application form.
- Our/my child(ren) will go on scheduled field trips and attend/participate in school sponsored activities (ie. Christmas program, Track & Field, etc.).



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I/we have read the CHS Constitution and this Admission Policy, and I/we are in agreement with them. I/we support the purpose of CHS to have my/our child(ren) instructed in accordance with the Educational Principles laid out in the CHS Constitution, towards the end that the child(ren) may be well prepared to know, love, and serve Jesus Christ completely and responsibly in every area of life.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_