



SCHOOL OFFICE USE

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OEN

Student Name

Birth of Date

Month/Day/Year

Proof of DOB

Grade in September

Registration Date

Month/ Day/ Year

**Ottawa Islamic School  
New Student Registration  
2021 - 2022**

\*We require you to complete the entire Student Application Form and bring the required documentations before the registration process can begin.

**Check list of original documents required for registration**

Please bring the following:

**1. Proof of Address**

Any bill or letter that has your current address

**2. Child's original birth certificate**

**3. Canadian immigration or citizenships documents**

Please bring passport if available

**4. Original school report cards**

Please bring a copy of your child's 2020/2021 report cards

**5. Child's immunization records since birth**

If your child is new to the country or is new to Ontario

**6. Passport size photo**

❖ All students entering Kindergarten for the first time

**7. Any other relevant documentation involving guardianship, court orders, etc.**

❖ Please note that this application is double sided.

Ottawa Islamic School  
613-727-5066  
www.ottawaislamicschool.org



**Ottawa Islamic School  
Student Application Form  
2021 - 2022**

**Student Information**

Child's Full Legal Name: \_\_\_\_\_  
First Name Middle Name Last Name

Address: \_\_\_\_\_  
Street Postal Code

Date of Birth: \_\_\_\_\_ Gender: Male  Female   
YYYY/ MM / DD

**Previous School Attended**

Last date attended: \_\_\_\_\_ Grade at Previous School   
Year/Month/ Day

School name: \_\_\_\_\_ School Address: \_\_\_\_\_

Last School in Ontario, if different from Previous School

Ontario School: \_\_\_\_\_ Ontario School Address: \_\_\_\_\_

**Student Medical Health Information (MUST BE FILLED IN)**

Doctor's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

OHIP #: \_\_\_\_\_

Does your child have any life threatening conditions?  
\_\_\_\_\_

Please list any health problems the student might have such as: allergies, asthma, etc...  
\_\_\_\_\_  
\_\_\_\_\_

Are there any medications that you require the school to hold for the student, such as an inhaler or Epi-Pen? \_\_\_\_\_

**Student Citizenship Information**

Country/ Province of Birth: \_\_\_\_\_ Status in Canada: \_\_\_\_\_

First Language: \_\_\_\_\_ If not born in Canada, date of entry: \_\_\_\_\_

***\*Immigration documents are required to verify status in Canada***

OTTAWA ISLAMIC SCHOOL 2021/2022

**Parent / Guardian Information #1**

Name:	_____	_____	_____	_____
	Mr. / Mrs.	Last Name	Middle Name	First Name
Relation to student:	_____	E-mail:	_____	
Address:	_____	Postal code:	_____	
	<i>If different from student</i>			
Home Phone:	_____	Cell Phone:	_____	
Emergency Contact Priority:	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	
Student lives with:	<input type="checkbox"/> Both parents	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian

**Parent / Guardian Information #2**

Name:	_____	_____	_____	_____
	Mr. / Mrs.	Last Name	Middle Name	First Name
Relation to student:	_____	E-mail:	_____	
Address:	_____	Postal code:	_____	
	<i>If different from student</i>			
Home Phone:	_____	Cell Phone:	_____	
Emergency Contact Priority:	<input type="checkbox"/> 1 <sup>st</sup>	<input type="checkbox"/> 2 <sup>nd</sup>	<input type="checkbox"/> 3 <sup>rd</sup>	
Student lives with:	<input type="checkbox"/> Both parents	<input type="checkbox"/> Mother	<input type="checkbox"/> Father	<input type="checkbox"/> Guardian

**Emergency Contact: Other than Parent / Guardian**

Name:	_____	_____	_____	_____
	Mr. / Mrs.	Last Name	Middle Name	First Name
Address:	_____	Postal code:	_____	
Home Phone:	_____	Cell Phone:	_____	
Relation to student:	<input type="checkbox"/> Grandparent	<input type="checkbox"/> Uncle	<input type="checkbox"/> Aunt	<input type="checkbox"/> Other: _____

**I verify that the above information is valid as of this date.**

Parent / Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**OTTAWA ISLAMIC SCHOOL 2021/2022**

**Please write all students who will be attending the school.**

<b>Grade(s)</b>	<b>Student Name(s)</b>	<b>Male /Female</b>	<b>Date Of Birth YYYY/ MM / DD</b>	<b>Returning Student</b>	<b>New Student</b>	<b>Bus</b>
JK						
SK						
Grade 1						
Grade 2						
Grade 3						
Grade 4						
Grade 5						
Grade 6						
Grade 7						
Grade 8						
Grade 9						
Grade 10						
Grade 11						
Grade 12						

**PAYEE INFORMATION**

Parent & Guardian: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**(Please Print)**

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**FOR FINANCE OFFICE ONLY**

<b>Type of Payment</b>	<input type="checkbox"/> Yearly <input type="checkbox"/> Monthly
<b>Cycle</b>	<input type="checkbox"/> 20 <sup>th</sup> of each month
<b>Direct Debit</b>	<input type="checkbox"/> 1 <sup>st</sup> of each month
<b>Monthly fees</b>	\$ _____
<b>Registration fee</b>	\$ _____

Finance Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Total: \_\_\_\_\_  
Stamp: \_\_\_\_\_



## Bus Registration Form

2021/2022

Parent's/ Guardians Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Time Applied: \_\_\_\_\_

Students Name:	Entering Grade:

Approved

Not Approved

Bus Driver's Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_



### **Parental Agreement Form Academic Year 2021- 2022**

In consideration for the enrollment of my child/children in the Ottawa Islamic School (OIS);

1. I agree to pay, on the specified times, all tuition fees, dues, accounts, and other indebtedness incurred by the student.
2. I agree, once the student is granted admission to OIS, none of the paid fees is refundable.
3. In the case of absence, withdrawal or removal from the school or any of its services, I am still obliged to notify the school one month in advance via email and pay all applicable fees up until the month of removal.
4. I understand that I am responsible to pay the whole month's school fees, even if my child is admitted in the middle or end of the month (fees will not be prorated).
5. I further understand that:
  - a) If tuition fees are outstanding, the student will not be eligible to resume classes until such time as the outstanding amounts has been cleared.
  - b) In the event that any school related fees, textbooks, library books, or any other material belonging to OIS are outstanding, report cards or transcripts will not be issued until such time as the outstanding fees has been cleared.
6. I understand that a probation period of 3 months will be applied to all new students.
7. I agree to uphold all the school rules, policies and procedures.
8. I agree that OIS reserves the right to reconsider a student's enrollment or re-enrollment at OIS in the event of:
  - a) When, in the view of OIS, it is unable to meet the educational or social/emotional needs of a student
  - b) Lack of parental support of the teachers' work that risks progress and healthy development of the students. For example, persistent non-attendance at parent/teacher interviews, non-support of homework, persistent lateness and/ or unacceptable levels of absence, disregard of school rules, persistent non-compliance with recommendations etc.
9. I agree to provide all supporting documentations required on "Registration Form"
10. I hereby grant for my child to use all the play equipment and to participate in all school activities.
11. I understand that OIS does not have the resources or facilities to accommodate special need students, gifted or students with learning and physical disabilities.
12. I understand that the students will arrive at school not before 8:30 and not after 9.00 am. A student that arrives at school after 9am will be marked late. If a student has persistence/chronic late disciplinary action will be taken.
13. I understand that students do not (arrive before 8:30am) and not (stay after 3:30 pm). I understand that times outside of these times are subject to charges as per after school policy.
14. I understand that OIS or its teachers or its students are not responsible for the activities of individual students on social media platforms.
15. As the parent and child, we agree to use the internet and other related technology with responsibility:
  - a) Not posting on the internet or texting anything that maybe embarrassing or hurtful to others and the school.
  - b) Respecting the privacy of others.
  - c) To abide by all the laws, regulations related to cyber use.
16. I understand and agree that OIS will not be responsible for anything that may happen as a result of false information given or information withheld at the time of enrollment and any such false information may lead to my child's dismissal from the school.
17. I understand that a positive and constructive relationship between OIS and me (parent, student guardian) is essential to the school's educational purpose and responsibilities to its students. Any serious concerns grievance, suggestions must be brought to the school administration along with the parents.
18. I understand if I engage in behavior, communications or interactions on or off campus, that is disruptive, intimidating, aggressive, or reflects a lose of confidence in or disagreement with the school's policies, methods of instruction or discipline, or otherwise interferes with the school's safety procedures, responsibilities, without formally presenting the concerns to the administration will automatically make you liable against the school regulations and school by-laws.
19. I agree to assume all costs, responsibilities, liabilities and risks in connection with the child's enrolment as a student of the OIS including without limitation (including damage to school property, furniture, computers, etc.) the child's use of play and sports equipment and participation in school activities. I further release, remise and discharge the Ottawa Islamic School, its administrators, directors, officers and teachers and their respective heirs, executors, successors and assigns, of and from all claim, demands, damages, actions or causes of action arising or to arise by reason of the child's participation in the activities and programs of the Ottawa Islamic School as aforesaid, and from all claims and demands whatsoever in law or in equity which, I, my heirs, executors, administrators, successors or assigns can or shall or may have for or by reason of the child's participation in the activities and programs of the Ottawa Islamic School.
20. I have read, understood and agree to comply and follow the school's policies, procedures and code of conduct.

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Ottawa Islamic School Medical Form**

*Please fill in ALL information*

Grade in September:

**Student Information**

First Name:	Surname:	D.O.B (DD/MM/YYYY)	Gender:
Health Card Number:	Family Physician:	Physician's Phone Number:	

**Medical History**

Does your child have any physical medical conditions that the school should be aware of?

Please indicate whether your child has any allergies (including insect bites, medication, food, animals, plants, dust, etc.):

Briefly explain your child's reaction to any of the allergies mentioned above.

What counter-measures need to be taken if a reaction occurs?

Does your child require an Epi-Pen?

Does your child have asthma?  
If yes, is it severe and does your child use an inhaler?

Is your child receiving any medication on a continuous basis?  
If yes, please list names and reasons for medication.

Has your child been diagnosed for any behavioral, cognitive, or other disorder affecting his/her ability to learn (e.g. Attention Deficit Disorder (ADD), Asperger Syndrome, and Dyslexia)?  
If yes, please indicate what and how it is being treated?

**In the Event of an illness and/or Medical Emergency**

-If a student becomes ill while at school, parents must pick up the child or arrange for transportation.  
-If your child must take prescription medication at school, we require a permission form signed by the parent. Staff can only administer routine prescribed medication when a written permission is submitted to the school by the parent.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Media/School Website Permission Form 2021/2022

Dear Parents/ Guardians: We would like to tell the community about the many positive things taking place in our school. However, we want to strike the right balance between getting our message out and respecting the wishes of parents/guardians who do not want their child/children photographed, videotaped, or their child/children name displayed on the Ottawa Islamic School classroom or website. Please fill in the following permission form and return it to the school as soon as possible.

Jazkallah Kheiran,  
Muna Egeh / School Principal

### Media Publications

- **I consent** to my child being photographed, videotaped, or interviewed and their name and image used in school publications and or medical coverage of school related events.
  
- **I do NOT consent** to my child being photographed, videotaped, or interviewed and their name and image used in school publications and or medical coverage of school related events.

### School Website/School-wide Social Media

- **I consent** to my child's school work (text, videotape, audio, art, etc.), name, and/or photo/image/video image being used on the school website. (Please note as a normal practice the school will not publish names of students. Most pictures will be group shots)
  
- **I do NOT consent** to my child's school work (text, videotape, audio, art, etc.), name, and/or photo/image/video image being used on the school website. (Please note as a normal practice the school will not publish names of students. Most pictures will be group shots).

### Classroom- Website/blog/email

- **I do consent** to my child's work, name or photo/image/video being used on a teacher's blog/website or email communication to parents.
  
- **I do NOT consent** to my child's work, name or photo/image/video being used on a teacher's blog/website or email communication to parents.

<b>Student Name(s):</b> (please print)	
<b>Grade(s):</b>	
<b>Parent / Guardian Name:</b>	
<b>Parent / Guardian Signature:</b>	
<b>Date:</b>	