



Cornerstone Christian Academy

Christ-centered education makes a difference!

Admissions Procedure

Cornerstone Christian Academy is rooted in evangelical Christianity, and our parents agree with the integration of Biblical principles into the education of their children. All families are welcome at Cornerstone Christian Academy; however, all families are expected to comply with the policies and regulations of the school, the Statement of Faith, and the Student Covenant. To ensure that harmony exists between what is taught at home and at school, parents will be required to attend an admissions meeting conducted by the principal. Students may be asked to attend the meeting.

Admission to Cornerstone Christian Academy is based on the following:

- The family's desire for Christian education
- The family's alignment with our mission and vision
- The ability of the school to meet the student's academic and social needs
- Available classroom space

GUIDELINES

1. Parents interested in registering their children at Cornerstone Christian Academy should make arrangements to visit our school and learn about the programming.
2. The Registration Package must be filled out completely and the following must be attached: a copy of the most current report card, any special needs assessments. If in kindergarten, a copy of the Birth Certificate must also be submitted. Entrance exams may be given at the discretion of the principal.
3. The principal will make arrangements to meet with the parents and possibly the student once the registration package is complete.
4. Parents will be informed of the acceptance or decline of their registration after the complete application has been reviewed and parents and students have had a meeting with the principal.
5. Students who will be five years old by December 31 may register in Kindergarten, and students who will be six years old by December 31 may be registered in Grade One.
6. **Admitted families are on a probation period for three months.** At the end of the three-month period, the principal and the staff will assess the progress of the student.
7. Priority in the admission of individual children will be given to families whose children are currently registered and to the children of staff members employed by the school.
8. As part of the application, parents are asked to include a letter of reference from their pastor.
9. The principal has the authority to determine the grade placement of each student registering or reregistering in the school. This will be determined by review of the report card, and if necessary, additional placement testing.



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PASTORAL REFERENCE

Parent(s)/Guardian(s): Please have your pastor complete the bottom section of this form as a part of your application for registration. Please have your pastor return it directly to Cornerstone Christian Academy.

Surname of Applicant First name of Applicant(s)

Church Attended: _____

Dear Pastor:

The above family is seeking to enroll their child/ren at Cornerstone Christian Academy. Part of our registration process is for the applying family to include a pastoral reference with their documents. We would appreciate your cooperation in taking a few minutes to answer the following questions.

1. How long have you known the family? _____
2. Are the parent(s)/guardian(s) members of your church? _____
3. Does the family attend your church regularly, occasionally, or seldom? _____
4. Are the parents active in church activities? Please specify: _____
5. Is there any additional information you would like to provide?

Pastor's Name: _____ Church: _____

Address of Church: _____

Email: _____ Phone: _____

Pastor's Signature: _____ Date: _____

Please mail, or email the completed form to: Cornerstone Christian Academy
Box 99
Kingman, AB
TOB 2M0
Or email to: ccasociety@gmail.com

Thank you for your time and cooperation. All information provided will remain completely confidential.



CORNERSTONE CHRISTIAN ACADEMY

Box 99, Kingman, AB ToB 2Mo

Phone: (780) 672-7197 Fax: (780) 608-1420

www.cornerstonekingman.ca

STUDENT REGISTRATION 2026 - 2027

Please present student's birth certificate at time of original registration

Mission Statement: Cornerstone Christian Academy's purpose is to equip students spiritually, academically, socially and physically in order to be a positive Christian influence serving society.

AB Student Number: _____ (Office use)

Student Information:

Legal Name: _____
(Last) (First) (Middle)

Preferred Name (if different): _____
(Last) (First) (Middle)

Mailing Address: _____
(City/Province) (Postal Code)

Street Address (if different): _____

911/Municipal Address: _____ Citizenship: _____

Date of Birth: _____ Age as of September 30th: _____ Gender: _____

Grade for 2026/2027: _____ Known Special Education Coding: _____

*** If your child has an IPP, please include the most current copy with your registration.**

Student will require busing (please check box if YES)

Child Residency/Guardianship:

Child resides with:

____ Both Parents ____ Father Only ____ Mother Only ____ Shared Custody ____ Guardian

Note dates of shared custody arrangement, ONLY if applicable to school days:

If custody documents are applicable to your family, the **most recent** copies **must** be submitted at the time of registration.

Are the rights of either parent restricted by court order? ____ Yes ____ No

Parent and/or Guardian Information – Please list the **primary** parent/guardian contact first

Parent Name: _____ Address (if different): _____

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Parent Name: _____ Address (if different): _____

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Guardian Name: _____ Address (if Different): _____

Legal documentation required – please attach

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____

Emergency Contact (For use if Parent/Guardian cannot be reached):

Name	Town	Relationship to Student	Work Phone	Cell Phone

Emergency Contact (For use if Parent/Guardian cannot be reached for Shared Custody Parent, if applicable):

Name	Town	Relationship to Student	Work Phone	Cell Phone

PREVIOUS SCHOOL ATTENDED:

Name of School: _____ Phone: _____ Grade: _____

Address: _____ Town: _____ Postal Code: _____

ABORIGINAL LEARNER

If you wish to declare that the student is Aboriginal, please select one:

___ Status Indian/First Nation

___ Non-Status Indian/First Nation

___ Métis

___ Inuit

___ I wish to undeclare (if you declared the student last year, but wish to undeclared this year)

For further information, please refer to: www.education.alberta.ca/system-supports/results-reporting

INDIGENOUS AND NORTHERN AFFAIRS

First Nations Band: _____ Living on the Reserve: YES NO
Indian Registration (Treaty #): _____

Collection of this information is to determine eligibility for federal education funding

CUSTODY:

In rare instances a child may be designated as "Protected" if a court had issued a *protection* order under the *Child Youth and Family Enhancement Act*, the *Family Law Act*, the *Protection Against Family Violence Act*, the *Drug Endangered Children's Act*, the *Divorce Act*, the *Young Offenders Act*. Please indicate if the school administration should be aware of any such Court Order for the protection for your child. **If YES, please make arrangements with the school administrator.**

ELECTRONIC COMMUNICATION

CCA will be sending electronic communications to families, if you do not have an email address please check the following box and hard copies of newsletters, permission slips, etc. will be sent home with your child when necessary. I need hard copies of School Communications: ___YES ___NO

FRANCOPHONE ELIGIBILITY:

According to Section 10 of the School Act and Section 23 of the Charter of Rights and Freedoms, a parent who is a Canadian Citizen has the right to have his/her children receive instruction in French. This applies if the parents are residents of Alberta and French was the first language learned, and is still understood, by at least one parent; or, one or more of the parents, or one or more of their children, have received, or are receiving, instruction in a French first language program or school. This does not include French Immersion programs.

Does your child have Francophone Eligibility: ___YES ___NO

SPECIAL PROGRAMMING

English as a Second Language (ESL): Please circle if the student is eligible for ESL programming
___ YES ___ NO

MEDICAL:

Does your child have any medical concerns of which the school should be informed of? Including physical/mental conditions, allergies, disease or serious illness, etc.

Please Explain:

Please list any medications the student is required to take while at school, or during an emergency.

In the event of a medical emergency, I authorize the school to take my child/ren to the nearest

medical facility: Authorized by (parent/guardian): _____ Date: _____

VOLUNTEER SERVICE OPPORTUNITIES FOR SCHOOL PARENTS

Throughout each school year, there will be many opportunities to volunteer your help. It may be landscaping and maintenance, painting and renovation, cooking and fundraising, coaching, assisting in the classroom or library, or joining a special committee. Each parent has his or her own unique gifts and talents. We value each one of you!! If you can offer any specific assistance to our school, please list it below. I am available for:

Name: _____ Phone/email: _____

We encourage you to become an active part of the Cornerstone family. Please contact the office for a copy of the "Volunteer Application Form" required to work with students at the school. Thank you in advance for volunteering your talents, time and energy to the educational program at Cornerstone.

SCHOOL PROMOTION

I give CCA permission to use my child's name/photograph for school events, advertising and activities throughout the school year (fundraising posters, etc.) _____ YES _____ NO

SCHOOL FEES & PAYMENT SCHEDULE 2026-2027

NUMBER OF CHILDREN	COST/FAMILY	2 PAYMENTS	10 PAYMENTS
1	3,000.00	1,500.00 x2	300.00 x10
2	5,600.00	2,800.00 x2	560.00 x10
3 OR MORE	7,900.00	3,950.00 x2	790.00 x10
ECS ONLY	575.00	287.50 x2	57.50 x10

PAYMENT OPTIONS - Please indicate your choices below:

___ Our family will NOT be using the CCA school bus for daily transportation. We therefore qualify for the reduced tuition rate (\$400.00 discount). This \$400.00 tuition discount in no way reflects the actual cost of busing, which is far greater. The CCA Board simply wants to acknowledge those who use their own transportation to & from school each day, with a token of compensation.

___ 10 post-dated cheques or e-transfers _____ 1 payment: _____ (month)

___ 2 payments: _____ (months),

Please make all cheques payable to: Cornerstone Christian Academy

E-transfers can be sent to ccasociety@gmail.com

All accounts must be kept current as per the above arrangement. To make other payments, please contact the school office. By signing this registration form, you are consenting to the use & disclosure of personal information provided to the Cornerstone Christian Academy for internal purposes only.

CCA provides an education embedded in a Christian world view. By signing this registration form, parents acknowledge their children will be involved in direct and indirect education from a Christian perspective, and will participate in Chapel and bible activities.

Date: _____ **Signed:** _____ **(Parent)**

Date: _____ **Signed:** _____ **(Parent)**

Cornerstone Christian Academy Student Covenant¹

According to the Bible, parents are responsible for the training of their children (Deut. 6: 1 -7. Prov. 22:6; Eph. 6: 1-4). Cornerstone Christian Academy serves as partners in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to take place. We seek to nurture development of the following essential character traits in the lives of our students.

INTEGRITY: Maintaining a lifestyle that is above reproach.

A person should be honest, moral and trustworthy in all dealings (Titus 1:8; Job 27:5; Prov. 11:3; 1 Kings 9:4; Ps. 15).

RESPECT: An attitude that highly esteems those in properly placed authority.

Parents, teachers, employers, governmental authority and church leaders have been placed in our lives by God. God gave a biblical command to honour them for our own good. (Rom. 13:1-7; Heb. 13:7; 1 Peter 2:13-21; 1 Thess. 5:12-13).

OBEDIENCE: The outworking of the attitude of respect.

We are to obey God and all those He has placed over us in our lives. When we obey we show love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised (John 14:21; Eph. 6:1-4; Rom. 13: 1-7; Prov. 6:23).

SELF-DISCIPLINE: The ability to control one's thoughts and actions.

The goal is to have a life under control --- self disciplined by the Spirit of God (Gal. 5:22-26; Job 5:1 7, Prov. 16:53, 25:28; 1 Tim. 4:7&8).

GODLY LIVING: A lifestyle that exhibit's the fruit of the Spirit and flees from the acts of our sinful nature.

Our standards are found in God's Word and our desire must be one with God and His holiness (Gal. 5:16-26; 2 Tim. 2:22; 1 Peter 1 :13-16, 2:9-10; 1 Cor. 6:12-20; Prov. 23:29-35; Phil. 4:4; Rom. 8:6-8).

WISDOM: Understanding what is true from God's perspective, and doing what is right.

Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom (Prov. 1 :7, 20-33; Prov. 2:1-22; Prov. 4:7).

RESPONSIBILITY: Being dependable and accountable in all relationships and tasks.

We are accountable to each other to love, encourage confront comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt (1 Cor. 13; Matt. 1 8:15-17; Gal. 1 -5; Eph. 5:29-32; Eccl. 9:10).

THANKFULNESS: Developing an attitude of gratefulness.

We are thankful for everything God brings into our lives. Knowing that God's dealings in our lives are intended for our "good" we will help create an attitude of gratefulness for the things others do for us (Phil 4: 6.7; 1 Thess. 5:1 8, Col. 2:7; Eph. 5:20).

SERVICE: A spirit of humility in focusing on the needs of others.

Christ is our example of living a life that is not self-centred but rather seeking ways to serve not rule (Eph. 5:2 1 ; Phil. 2:3- 1 1 ; James 4:6,10).

ETERNAL VALUES: A focus that is upward.

The key is to live each day with the realization that **only** what is done for eternity counts (James 4: 14; Matt. 6:33. Matt. 6:19- 21).

¹ The Society's School Vision and Purpose Document, the Student Handbook, and other school policies are available on our website at www.cornerstonekingman.ca

Covenant Response Form
Cornerstone Christian Academy

For all Parents

We are in support of the School Vision and Purpose, objectives, standards of conduct and the principles of this covenant and agree to have our child(ren) taught at CCA according to these principles.

If at any time we can no longer work together in a spirit of unity and under the guidelines of the School Vision and Purpose document, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from Cornerstone Christian Academy.

We understand that willful disobedience by our child(ren) to these principles and the guidelines outlined in the school handbook may result in dismissal from Cornerstone Christian Academy.

_____ Date
Father's Signature (or Legal Guardian)

_____ Date
Mother's Signature (or Legal Guardian)

For grade 7-12 Students

I desire to attend Cornerstone Christian Academy and am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrolment at Cornerstone Christian Academy.

I understand that Christian teachers are in partnership with my parents. I will strive to obey them also as they seek to train me according to God's Word.

I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified.

I understand that wilful disobedience to these principles and the guidelines outlined in the school handbook may result in my dismissal from Cornerstone Christian Academy.

(Each student need sign only once).

_____, _____, _____, _____
Student's Signature Date Student's Signature Date

_____, _____, _____, _____
Student's Signature Date Student's Signature Date

For the school

The faculty and staff of Cornerstone Christian Academy pledge by God's grace to uphold the principles of this covenant and CCA guidelines as we together train your children.

Cornerstone Christian Academy – Technology Acceptable Usage Agreement

General Access

Access to CCA computer systems and network is a privilege, not a right. These privileges may be removed for anyone, at any time.

Without exception, no student will have access to the systems or internet without written permission (form) of a parent or guardian.

All users are responsible to abide by and accept this policy. Noncompliance will result in suspension or termination of privileges and other disciplinary actions consistent with the CCA discipline policy.

CCA will cooperate with law enforcement of any level in any investigation concerning or relating to misuse of the schools computer systems. CCA will also report any events to law enforcement as required by law (illegal activities/child pornography).

Privacy/Confidentiality

No user at CCA have any expectation of privacy/confidentiality in the content of electronic communications or other computer files sent and received on the school computer systems or stored in his/her directory. The System Administrator may at any time review the subject, content, and appropriateness of electronic communications or computer files.

Disclaimer of Liability

CCA' computer system is connected to the internet and while CCA does its best to filter, block and supervise objectionable content and sites it is possible that users may be exposed to unwanted material. It is impossible for any network system to block all objectionable content, and CCA is not responsible for any information found or displayed on the internet. CCA is not responsible for ensuring the accuracy or usability of any information found on the internet.

CCA cannot guarantee 100% system availability. In the event of an outage, students are still responsible for completing assignments using computers either at home, or at a location where computers can be utilized such as a public library.

CCA is not responsible for any lost student data, and students must ensure that files are backed up on personal memory keys.

Termination of Access

CCA may at any time suspend the rights and responsibilities of any user upon violation of the General and/or acceptable usage policies. Termination or suspension of access may at the discretion of the board, last up to the remainder of the school year. While access is revoked, users are responsible for completing assignments or work on time using systems either at home, or at a local library.

Responsibility of the User

The user agrees:

- NOT TO
 - Use the computer system for illegal, inappropriate, or obscene purposes, or support said activities
 - Attempt to fix, attempt repair, or otherwise in any way modify the computer systems (including adding small network switches to “split” the connection with out consent from the System Administrator(s))
 - Participate in plagiarism, or infringement of copyrights (downloading music/illegal videos)
 - Waste network space, internet bandwidth, printer paper/toner
 - Download, install, or run programs not authorized by the System Administrator(s)
 - Circumvent, work around, bypass, or tamper with system security. That includes internet filtering, file blocking, administrative rights, etc.
 - Use any account other than assigned to the user
 - Participate in chat rooms, forums, or send chain letters
 - Harm, or attempt to harm another users account, data or work
 - Participate in cyber bullying of any kind (Includes, chat, email, social networking sites)
- TO
 - Use the systems for research, homework, and classes
 - Treat the system with respect, and a privilege
 - Leave any web site immediately if inappropriate content is found, and to report it to the System Administrator(s)
 - Report all problems to the System Administrator(s)
 - Utilize computer systems in ways that glorify God and build up our neighbours

Consent to this form allows the user access to the computers systems at CCA, and access to the Internet. This form is to be completed yearly. No access will be allowed until a signed form is submitted to and processed by the System Administrator.

Student Agreement

First/Last Name: _____ Grade: _____

I have read and understand the Cornerstone Christian Academy Technology Acceptable Usage Policy, regarding access to the computer network system. I agree to abide by the provisions in the policy and understand that violation may result in disciplinary action including complete revocation of system access.

Student's Signature: _____ Date: _____

Parent/Guardian Agreement

I have read and understand the Cornerstone Christian Academy Technology Acceptable Usage Policy, regarding access to the computer network system. I hereby release Cornerstone Christian Academy, its operators, and institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system.

Signature of Parent or Guardian: _____ Date: _____

CORNERSTONE CHRISTIAN ACADEMY

2026/2027 Student Permission Form for Outings in Kingman

There are times throughout the year that the teachers and students of Cornerstone Christian Academy will venture off of school grounds and into the community of Kingman, AB.

Some of the activities that students may participate in are nature walks, running for gym class, activities at the hall, Kingman ball diamond, Kingman rink, Kingman museum, soccer field and/or activities at the local churches in town.

Please complete this permission form, which grants blanket permission for students to participate in all local outings within Kingman during the current school year (September through June). Classroom teachers will still let you know about the outings and what the students may need for them, but you will not be required to fill out forms for each event.

This will cut down on administrative paperwork and enable us to get out into the community more.

I, _____, give my permission for _____
(printed parent/guardian name) (printed student name)
to leave the school grounds with their class for activities in the Kingman community
throughout the 2026/2027 school year.

Signed: _____

CORNERSTONE CHRISTIAN ACADEMY
PERSONAL DEVICE and SOCIAL MEDIA POLICY

BACKGROUND

The digital age has led to the proliferation of personal devices in society. We acknowledge that personal devices can be useful at times and are often necessary in the work environment. However, in general they are detrimental to learning environments and are having an increasingly negative impact on school culture, academics and social interactions. Students do not need personal devices to fulfill their role at school and will need to follow the guidelines below. In particular, personal mobile devices (cell phones and other cellular-connected devices) may undermine a positive school atmosphere and work against the learning environment we are striving to cultivate.

The purpose of this policy is to remove unnecessary distractions, create an environment more conducive to learning and improve social interactions among staff and students. In addition, restricting personal devices will also serve to better protect students at CCA by limiting opportunities to share inappropriate content available on the Internet.

1. DEFINITIONS used in this Policy,

- a) “personal device” refers to all personal electronic devices that may or may not have Internet capability, including but not limited to Smartphones, Smartwatches, cellphones, E-readers, tablets, MP3 players, gaming systems, etc.
- b) “social media platforms” refers to all social media platforms that allow interacting with others, including but not limited to Facebook, Instagram, LinkedIn, Snapchat, TikTok, Twitter, WhatsApp, etc.
- c) “school network” refers to computers, electronic devices, LAN ports, and WIFI that are interconnected for the purpose of exchanging data and sharing resources.

2. POLICY:

- 1. The following guidelines apply to all students at CCA.
 - a. The use of personal devices is not permitted during school hours.
 - b. During school hours personal devices must be stored in the school provided “Cellphone locker” in the office. Students who drive to school can also leave their personal device(s) in their vehicle.
 - c. Personal devices may be limited during after-hours extra-curricular and off-site school activities. A coach or staff member will communicate expectations for the use of personal devices at athletics events, field trips, and other off-campus activities.
 - d. Personal devices may be allowed during school hours under the following circumstances:
 - i. For educational purposes staff have the flexibility to allow the use of personal devices (e.g. Project, audio-visual assignment.)

- ii. For health and medical purposes (e.g., monitoring insulin levels); the school reserves the right to request a clear rationale and/or medical documentation may be required to support an exception.
 - iii. To support special education needs (approved on a case-by-base basis).
 - iv. For 'ii' and 'iii' above, the school reserves the right to limit the use of and provide guidelines for storing of personal devices.
- e. At any point during school hours or during a school activity staff may confiscate a student's personal device if school guidelines are not being followed.
- f. When a personal device is confiscated and there is reasonable suspicion of inappropriate use and/or activity, the device will only be turned over to parents or to law enforcement as deemed appropriate.
- g. If there is reason to believe that an assessment has been compromised by the use of technology (personal device or other tool) the results of the affected assessment(s) will not be recorded, and disciplinary measures will apply.
- h. Students may continue to wear athletic watches during school hours that are not connected to cellular technology or WIFI.
- i. Personal devices are permitted on buses but must be stored in the "Cellphone locker" in the office when students arrive at school.
 - i. Staff have the right to restrict the use of personal devices on fieldtrips utilizing buses.
- j. A phone is available in the office for students, subject to the discretion of office staff.
- k. Parents needing to contact their children during the school day are welcome to call the office to have a message passed on.
- l. The use of social media platforms is not permitted during school hours on personal devices, school devices, or on the school network.
- m. The use of social media platforms is not permitted outside of school hours on school devices, or on the school network.
- n. Social Media may be allowed during school hours under the following circumstances:
 - i. For educational purposes staff have the flexibility to ask the Principal to allow the use of social media (eg. Project, audio-visual assignment.)

Consequences for Personal Devices

1. First offense: the personal device will be confiscated and kept in the school office. Students can retrieve their device at the end of the school day. Parents/guardians will be notified.
2. Second offense: the personal device will be confiscated and kept in the school office. Students can retrieve their device at the end of the school day. Parents/guardians will be notified of the second offence and the student will serve a detention.
3. Third offense: the personal device will be confiscated. The device will be released only to a parent/guardian.
4. Additional offences and related consequences will be determined at the discretion of school administration. These include but are not limited to additional detentions, removal from extra-curricular activities, and school suspensions. The procedures and guidelines in the Discipline Policy will be followed when students continue to display improper attitudes or actions.

Consequences for Social Media

1. First offense: students will lose privilege of using school devices/network for the day. Parents/guardians will be notified.
 2. Second offense: students will lose privilege of using school devices/network for two days. Parents/guardians will be notified of the second offence and the student will serve a detention.
 3. Third offense: students will lose privilege of using school devices/network for a week. Parents/guardians will be notified of the third offense and the student will serve an in-school suspension.
 4. Additional offences and related consequences will be determined at the discretion of school administration. These include but are not limited to additional detentions, removal from extra-curricular activities, suspension of school account, and school suspensions. The procedures and guidelines in the Discipline Policy will be followed when students continue to display improper attitudes or actions.
-

STUDENT CELL PHONE INFORMATION:

Please check the following box that is most applicable;

- Student has a cell phone and will be leaving it at the designated spot at the Office.
- Student has a cell phone but will be leaving it in their vehicle.
- Student has a cell phone but will be leaving it at home.
- Student does not have a cell phone.

STUDENT AGREEMENT

I have read and understand the Cornerstone Christian Academy Personal Device and Social Media Policy. I agree to abide by the provisions in the policy and understand the consequences for violations. I will serve the disciplinary action for any offences I commit.

Student Name Student Signature Grade Date

PARENT AGREEMENT

I have read and understand the Cornerstone Christian Academy Personal Device and Social Media Policy and if my students cellphone situation changes I will notify the school in a timely manner. I hereby release Cornerstone Christian Academy, its operators, and institutions with which they are affiliated from any and all claims regarding this policy. I will support Cornerstone Christian Academy by committing to the adherence of this policy by my student.

Parent Name Parent Signature Parent Name Parent Signature Date