

# Information Pack



2F & 6F Alphaland Makati Place  
Ayala cor Malugay  
Makati City, Philippines 1200  
[www.canamschool.org](http://www.canamschool.org) | +632.737.0034

Canadian American School



## Progressive Approach, Inclusive Education, Personalized Learning

The Canadian American School provides an international education that empowers all students to be responsible and engaged global citizens.



### Whole-Child Approach

CAS is committed to providing a responsive, engaging, challenging, and comprehensive curriculum and learning environment that addresses the academic as well as social-emotional development of each and every child.



### Personalized Learning

Our outstanding and supportive teachers leverage their knowledge of each child's skills, motivations, and interests as well as their understanding of overall child development and growth with the help of innovative tools and assessments to meet each child where they are.



### Language Learning

At CAS we believe that it is never too early to start learning another language. We subscribe to current brain research findings about multilingualism and how you can "build" a better brain with language exposure from an early age.



### Inclusive Education

CAS provide an inclusive education where both typically developing and students identified with special needs play and learn together to create a mutual respect and healthy understanding of diversity as we prepare them to become independent, productive, and globally competitive.



Canadian American School

1

## SCHOOL TOUR

Request a School Tour

2

## APPLICATION

Submit Application Forms  
and Files & Sit in for Skills  
Evaluation

3

## REVIEW & ACCEPTANCE

Admission Notification

# ADMISSIONS

We accept applications for students in the following programs:

- **Preschool:** Preschool 1 to Junior Kindergarten (4-year olds)
- **Grade School:** Senior Kindergarten (5-year olds) to Grade 5
- **Middle School:** Grade 6 to 8
- **Primary School:** Grade 9 to 12

## Admissions Process

- ▶ **Attend a School Tour.** School tours are typically scheduled for 30 minutes to an hour. During this time, families are able to tour the facilities, ask questions about the school and our programs, and sit in a class for at least 15 minutes. Students sit in the class for a full-day to experience our learning environment. To book a school tour, please visit our website at [www.canamschool.org](http://www.canamschool.org) and click on the [Request a School Tour](#) button on the upper right corner of the webpage.
- ▶ **Submit an Application Form** and settle the application fee. The complete Application Form is in this packet or can be downloaded on [www.canamschool.org](http://www.canamschool.org) > [Admissions](#) > [School Forms](#)
- ▶ **Skills Evaluation.** Applicants from Senior Kindergarten (5-year olds) and up will sit in for skills testing and/or English language proficiency tests. These tests are not Pass/Fail Tests; it helps us create a learning profile for the child to help drive instruction. It also helps determine whether the child needs additional support services.
- ▶ **Review and Acceptance.** Applications for admission are reviewed on a first-come, first-served basis. Only completed forms will be reviewed. Acceptance decisions are usually given via email and a formal letter is sent together with the School Fees Invoice.



Canadian American School





# PRESCHOOL CURRICULUM

At the Canadian American School, our Preschool Program is organized by age group. We use a September 1 birthday cutoff date. To know which class your child will qualify for, please refer to the chart below:

Grade Level	Age by Sept. 1
Preschool 1	1
Preschool 2	2
Preschool 3	3
Junior Kindergarten	4

## Play-Based

Our Preschool Program places play at the center of a balanced curriculum. We understand that in preschool, play is fundamental because it drives young children's development and learning. Our teachers create a balance among spontaneous play, guided play, and teacher-directed play while taking into consideration the developmental level and interest of the children, the cultures of their families, and the culture of the school. We have Learning Centers (Math and Manipulatives, Construction, Science, Creativity, Dramatic Play, and Writing and Literacy Center) that house carefully chosen toys, materials, and manipulatives to develop student's skills as they play and interact with them.

## Developmentally Appropriate Practice

At the heart of our work is our focus on developmentally appropriate practice (DAP), an approach to teaching grounded in the research on how young children develop and learn and in what is known about effective early childhood education. It is designed to promote young children's optimal learning and development.

DAP involves teachers meeting young children where they are (by stage of development), both as individuals and as part of a group; and helping each child meet challenging and achievable learning goals.

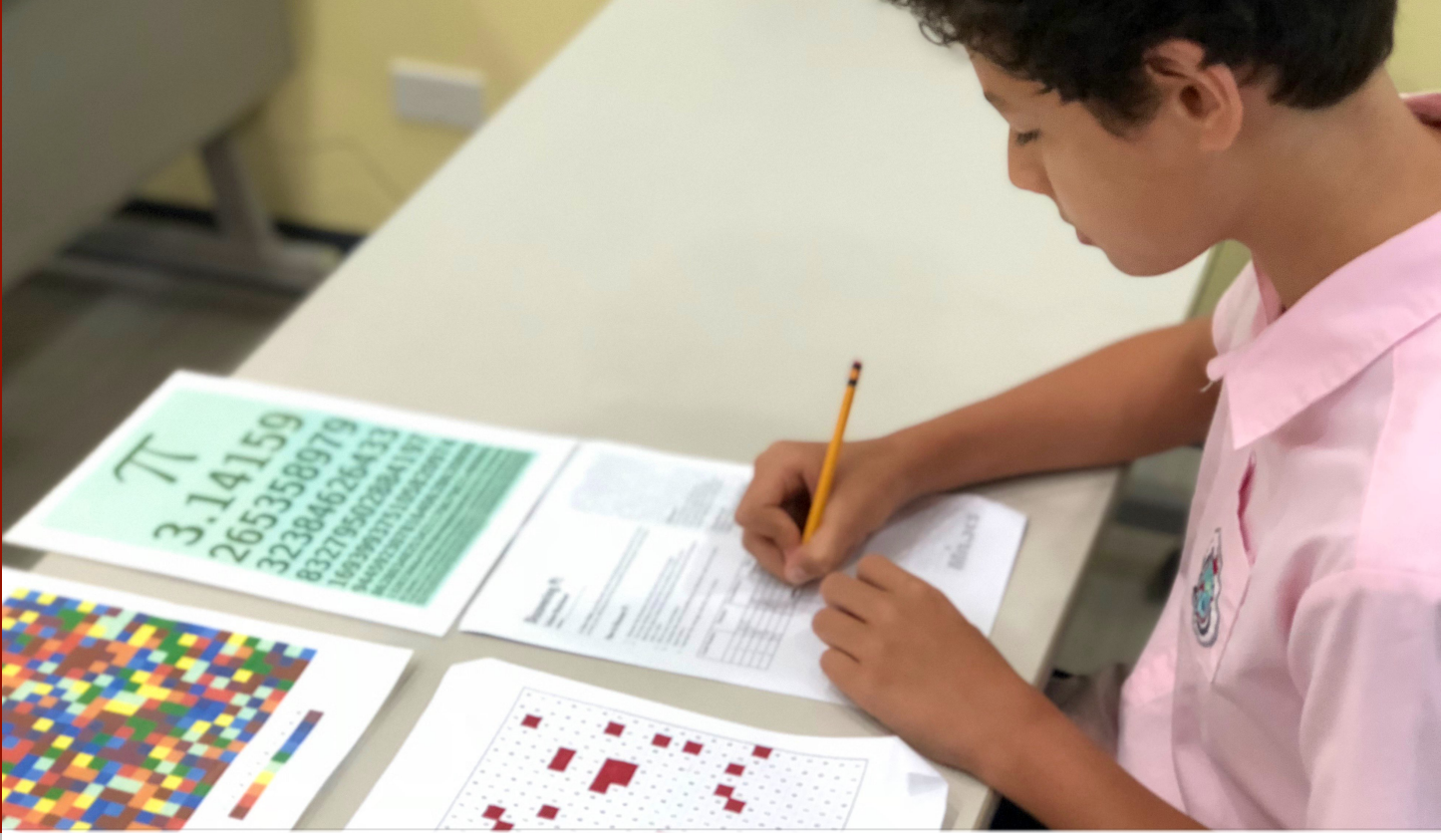
## Creating a Community of Learners

We create and foster a "community of learners" that supports all children to develop and learn. At its foundation are relationships. Creating consistent, positive, and caring relationships between the teachers and children, among children, among teachers, and between teachers and families. Each member of the community is valued by the others.

## Language Learning

We offer language immersion classes in English, French, Mandarin, and Spanish. All classes follow the same thematic topics so all children learn the same core vocabulary regardless of which class they are in.





# CURRICULUM

## Grade School | Middle School | High School

### English Language Arts

CAS uses the U.S. Common Core State Standards for English Language Arts which are divided into four strands with the following key features:

- ▶ **Reading:** text complexity and the growth of comprehension
- ▶ **Writing:** text types, responding to reading, and research
- ▶ **Speaking and Listening:** flexible communication and collaboration
- ▶ **Language:** conventions, effective use, and vocabulary

### Mathematics

In our Math classrooms, students learn the following mathematical practices using the U.S. Common Core State Standards:

- ▶ make sense of problems and persevere in solving them
- ▶ reason abstractly and quantitatively
- ▶ construct viable arguments and critique the reasoning of others
- ▶ model with mathematics
- ▶ use appropriate tools strategically
- ▶ attend to precision
- ▶ look for and make use of structure
- ▶ look for and express regularity in repeated reasoning

To view the complete standards, please click here:

[English Language Arts](#)

[Mathematics](#)

## Science and Technology

The Science & Technology program is designed to address central areas of scientific investigation: inquiry skills and practices as well as physical, life, and earth sciences. The processes of scientific investigation are emphasized throughout because process skills are embedded in and fundamental to all scientific inquiry, instruction, and content. The focus is on how children actively investigate through observing, recoding, describing, questioning, forming explanations, and ultimately drawing conclusions. Our program follows the Next Generation Science Standards.

## Social Studies

Our students engage in a wide range of historical and social issues at increasing levels of complexity as they progress through the Social Studies program. Students gain perspective on the diverse heritage of their own society while developing an understanding of themselves in the larger world. The exploration of social issues and their underlying theoretical constructs permit young children an opportunity to use meaningful content that helps prepare them as life-long learners. We foster a sense of commitment and responsibility, as well as active participation in our school and community. We use the U.S. National Curriculum Social Studies Standards (NCSS) and the Common Core State Standards to frame our study programs.

## World Languages

The World Languages program is committed to objectives that develop proficient skills in speaking, listening, reading, and writing. Teachers use Foreign Language National Standards aligned with the Common Core and the 5 C's: Communication, Culture, Connections, Comparisons and Communities. Grammatical concepts and vocabulary are taught in the context of real life situations as students develop accuracy in communicating. Students are also

made aware of the career possibilities open to persons in many fields if they have knowledge and skills in a foreign language. Students are encouraged to speak the target language from the beginning through many student-centered activities.

## Physical and Moral Education (PME)

We believe that a solid foundation of physical and health education creates the potential for healthy, physically active lives. Our Physical and Moral Education (PME) program combines physical activity, healthy eating, and emotional well-being and aims to support children's optimal physical and emotional development by inspiring and motivating them to make healthier choices today and develop lifelong healthy habits. Like other academic courses of study, physical education is based upon rigorous national standards as set forth by the National Association of Sport and Physical Education (NASPE) and Physical and Health Education Canada, that define what students should know and be able to do as a result of participation.

The CAS curriculum also includes swimming, gymnastics, dance, and a variety of individual and team sports like basketball, tennis, badminton, football, fencing, golf, squash, and martial arts. Experts and specialists in their respective fields instruct our students under the guidance of our Athletic Coordinator.

## The Arts

The emphasis of the CAS arts program (dance, dramatics, music, and fine arts) is on children's engagement both actively and receptively, rather than mastery of skills and techniques related to particular artistic media. The components address two key ideas: how children use the arts to express, represent, and integrate their experiences, and how children develop an understanding and appreciation for the arts. It focuses on how opportunities to use and appreciate the arts enable children to demonstrate what they know, expand their thinking, and make connections among the arts, culture, history, and other subjects.







# School Day

Grade Level	Class Begins	Class Ends	After School Clubs
Preschool 1 to 3	8:00	11:00	2:30-3:30
Junior Kindergarten	8:30	12:30	2:30-3:30
Senior Kindergarten	8:30	3:00	3:30-4:30
Grade 1-3	8:30	3:15	3:30-4:30
Grade 4 and up	8:30	3:30	3:30-4:30

In Preschool up to Senior Kindergarten, students use an integrated core curriculum where English Language Arts, Math, Social Studies and Science are taught by their main teachers. Starting in Grade 1, students are taught by a core subject teacher (English Language Arts, Math, Science, and Social Studies) in each individual class. Specialist teachers teach Art, Music, Physical and Moral Education, Technology, and World Language classes.

All core subjects are taught everyday, while special subjects meet twice per week. Please refer to respective class schedules for the specific times and days.

# After School Clubs

After School Clubs are enrichment activities aimed at providing students exposure to different sports, leisure, and recreation activities. Here are some clubs that families usually sign up for. We try to introduce a variety of different clubs every term.

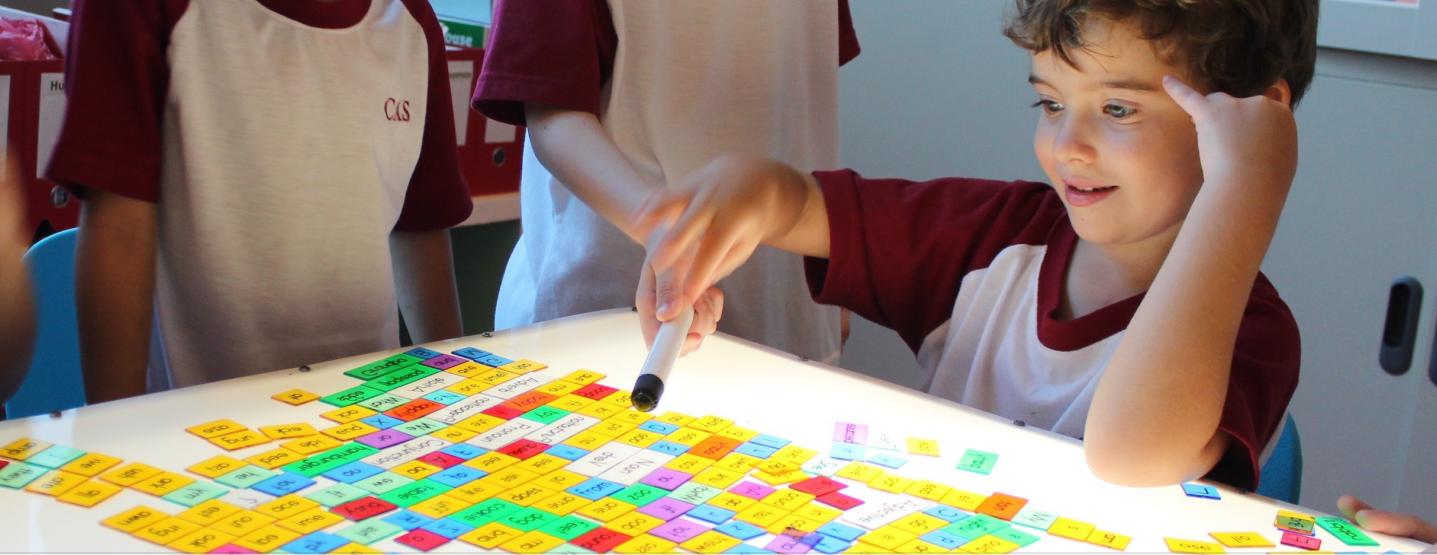
Robotics & Engineering  
Animation  
Coding

Ballet  
Hip Hop  
Visual Arts

Swimming  
Gymnastics  
Basketball

Chess  
Basic Cooking  
Drums

Language & Culture Clubs: French, Hebrew, Japanese, Mandarin, & Spanish



# FREQUENTLY ASKED QUESTIONS

## General Questions

### What is Canadian American School?

CAS is a Preschool to Grade 12 international education institution that serves more than 30 nationalities from expatriate and diplomatic families.

### Why Canadian and American?

CAS uses a combination of Canadian and American curriculum standards. The core subjects follow American standards and the 'specials' (Music, Arts, & PME) are guided by Canadian standards. Canadian school systems rank among the Top 5 best education systems in the world, according to the OECD.

### Why Language Immersion classes in Preschool?

Current brain research shows that learning another language at an earlier age physiologically changes the brain. Between 1 to 6 years old is the most optimal time to learn another language.

### What is the student-to-teacher ratio?

Student to teacher ratios vary from class to class:

Preschool 1 is 2:1	JK is 8:1
Preschool 2 is 4:1	SK and up is 10:1
Preschool 3 is 6:1	

### What is tuition? How are school fees settled?

All tuition and fees can be viewed on our [website](#). Upon submission of the Application Form, our School Registrar sends a school fees invoice for individual applicants.

## Academics

### What role do standards play at CAS?

CAS's learning objectives are drawn from a variety of standards and metrics collated to form a framework for instructional design. Our grade, middle, and high school instruction is informed by the U.S. Common Core, National Council of the Teachers of Mathematics (NCTM), Next Generation Science Standards, International Society for Technology in Education (ISTE), Partnership for 21st Century Skills, and the Collaborative for Academic, Social, and Emotional Learning (CASEL), among others.

### How are students evaluated?

At the Preschool level, teachers use their observation skills and work with students to see whether they are meeting their developmental milestones.

In Grade School, teachers use a variety of formative and summative assessments based on specific subject and developmental standards to write narrative reports of each child's progress.

In Middle School and High School, students receive letter grades.

### Does CAS provide Learning Support?

Yes. Students who are identified with special needs or those who qualify for the English as a Second Language program receive Learning Support services. For more information about the individual programs, please click on the links below:

- [Exceptional Education Program](#) (Special Education)
- [English as a Second Language](#) for English Learners

### What are After School Clubs (ASC)?

Since we believe in educating the "whole-child," we make sure that students develop their other skills and interests. CAS offers a variety of ASCs every term. Parents sign up their children to attend these free ASCs.

## Physical Space

### Why does CAS have open learning spaces?

At CAS, we believe that learning is a social experience. Our classrooms are designed so that both teaching and learning is public and that the learning spaces are flexible for a variety of uses. This set-up fosters heightened collaboration and communication.

### How does the facilities partnership work?

The City Club (TCC) is a country club in the city. It has all the facilities and amenities of a world-class, exclusive, membership-only, country club. CAS has a facilities partnership with TCC so students and classes are able to use the facilities: swimming pools, basketball, tennis, badminton, and squash courts, as well as dance and martial arts studios.



# Application Files



The Application Form and all Application Files (Parent, School, and Student Questionnaires) can be downloaded on our website or scan the code (left) to take you directly to the page.

[www.canamschool.org](http://www.canamschool.org) > Admissions > [Application Files](#)

Please submit Application Forms and files to:

[admissions@canamschool.org](mailto:admissions@canamschool.org)

# Application Checklist

All CAS Student Applicants must submit the following documents in order for the School Registrar & Office Manager to process their enrollment:

## Application Files and Forms

- ☐ Complete Application Form
- ☐ Application Fee

Programs	Grade Levels	Parent Questionnaire	School Recommendation	Student Questionnaire
Preschool	Preschool 1 to Junior Kindergarten (4-year old)	✓	✓	
Grade School	Senior Kindergarten to Grade 2	✓	✓	
	Grade 3 to 5	✓	✓	✓
Middle School	Grade 6 to 8	✓	✓	✓
High School	Grade 9 to 12	✓	✓	✓

All forms indicated above are available for download on our website: Admissions > [Application](#)

## Health Forms

- ☐ Student Health Assessment and Physical Examination Form
- ☐ Medical Immunization Records
- ☐ Emergency Care Plan (if student has a serious medical condition: asthma, allergies, etc.)

## Attachments

- ☐ Birth Certificate (original or certified true copy)
- ☐ Current passport bio **and** visa pages (photocopy) for:
  - ☐ student/s
  - ☐ parents

## Additional requirements for Grade/Middle/High School Student Applicants:

- ☐ Transcript of Records (original)
- ☐ Skills Evaluation (Senior Kindergarten and up)
- ☐ Interview with School Director / Registrar (Grade 6 and up)
- ☐ English Proficiency Test, if English is not child's first language

## Additional requirements for Exceptional Education Program:

- ☐ Previous Individualized Education Plan (IEP)
- ☐ Program plans or progress reports from related service provides (SLP, OT, PT, APE, etc.)
- ☐ Previous testing information
- ☐ Recommendation Letter Form to be completed by the Learning Support/Resource/Special Education Teacher



## APPLICATION FORM

Date of Application







Grade Applied For

Expected Entry Date







Expected Length of Enrollment

 1-2 Years
  3-5 Years
  Until graduation

Insert Photo Here

## STUDENT INFORMATION

Name of Child

Last Name

First Name

Middle Name

Date of Birth



Year



Month



Day

Gender:

 M

 F

Citizenship

Passport Number:

Residential Address

## Languages

### Fluent

### Good

### Limited

Student's First Language





Student's Second Language





Other Languages





## EDUCATION HISTORY

### Name of School

### Location

### Grade Level, Year


Has your child attended advanced level classes or have been recommended for a learning assessment for remedial support or services like Occupational Therapy, Physical Therapy, Speech and Language Therapy, or Counseling?

No

Yes, please describe and attach standardized test scores or any assessments or therapy documentation.

## FAMILY INFORMATION

### Parents/Guardians

☐ Father

☐ Stepfather

☐ Legal Guardian

☐ Civil Status: ☐ Single ☐ Married/Domestic Partnership  
☐ Widowed ☐ Separated/Living Apart

☐ Mother

☐ Stepmother

☐ Legal Guardian

☐ Civil Status: ☐ Single ☐ Married/Domestic Partnership  
☐ Widowed ☐ Separated/Living Apart

Last Name

First name

Passport #

Name of Employment

Position

Office Address

Office Tel

Office Email

Personal Email\*

Mobile Tel\*\*

Last Name

First name

Passport #

Name of Employment

Position

Office Address

Office Tel

Office Email

Personal Email\*

Mobile Tel\*\*

\*You will receive EMAIL messages about school bulletins and announcements in the email addresses you provided here.

\*\*You will receive TEXT messages about school closures and emergency notices on the mobile numbers you provided here.

### Sibling Information

Name	Age	Gender	School



## BILLING INFORMATION

### The Billing Statement should be sent to:

- ☐ Father
- ☐ Mother
- ☐ Company

### Billing Address for Parent(s)

- ☐ Same as Residential Address
- ☐ If other, please specify:

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### Information for Company-Sponsored Children

Company Name	<hr/>		
Address	<hr/>		
	<hr/>		
Contact Person	<hr/>	Position	<hr/>
Department	<hr/>	Email	<hr/>
Telephone No.	<hr/>	Fax No.	<hr/>

### Notes Regarding Tuition and Fees:

1. CAS continues to expand its campus and facilities premises to accommodate its growing student population. A one-time, non-refundable Campus Development Fee is due upon settlement of fixed school fees. This applies to ALL new students.
2. Only tuition fees may be paid per trimester. All other fees must be paid in full on the due date of the first applicable trimester.
3. For payment of tuition fees on installment plan per trimester, post-dated cheques must be submitted upon enrollment. For cheques issued from international accounts, these must be issued one month in advance of the due dates to allow time for clearance: June 1, November 1, and February 1.
4. School Fees settled via wire transfer must be received in full and net of bank transaction charges. Fee receipt deficiencies will appear on Student Accounts for settlement prior to the end of the current school year. Foreign-issued credit card payment transactions are accepted in the CAS Business Office.
5. For students enrolling at CAS after the start of a trimester, tuition fees will not be pro-rated to reduced monthly attendance. Consequently, CAS does not issue tuition fee refunds when a student withdraws or is on extended absence, regardless of the number of days attended.
6. There will be a 5% penalty fee for every week delay in payment from due dates July 1, December 1, and March 1.
7. Penalty fee for returned cheques, regardless of amount, is PHP 5,000.00.
8. All school fees are quoted in USD. While we refer to XE.com for all other foreign exchange conversions, we follow a flat conversion rate of USD 1 to PHP 53 (as of 01 Mar 2018).
9. ESL Program, Exceptional Education Program and Therapy Fees are quoted separately from standard Tuition Fees.
10. In order to cover increasing costs associated with operating an educational institution geared towards promoting the highest levels of quality and international accreditation standards, CAS effects increases in school fees every 2 years; rates of increase may vary between 5 - 7%.
11. CAS maintains the right to revise policies stated here any time during the school year, at the discretion of School Administration and its Board of Trustees.

## EMERGENCY AND HEALTH INFORMATION

**Emergency Contact/s** (if unable to contact parents, CAS will go down the list)

Name	Contact Number	Relationship to child

Doctor's Name

Phone Number

Please list any medical concerns that the school needs to be aware of, including allergies, medications, psychological and/or physical needs, dietary restrictions, etc:

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***It is the parent's responsibility to provide guidance to the school with respect to the prevention of and treatment of allergic reactions. Please ensure that the school office and your child's teachers have received specific instructions PRIOR to your child attending classes at the Canadian American School.***

My child's allergies are **NOT** life threatening. He/She is allergic to:

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My child's allergies **ARE LIFE-THREATENING**. He/She is allergic to:

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***An Emergency Care Plan, to be provided by your doctor, should be submitted if your child has asthma, allergies, and other serious medical condition/s. This document is a critical requirement before your child can attend his or her class.***

## CONDITIONS OF ENROLLMENT

The submission of this Application Form for my child at the Canadian American School implies the following:

*I/We agree to abide by the rules and procedures of the School as set out by the School Administration and Board of Trustees.*

*I/We agree to accept and abide by the philosophy, mission, policies, rules, and regulations of CAS as contained and specified in the school's publications, issuances, and enrollment documents, including among others, the Program Guides and Handbooks, Student Rights and Responsibilities Handbook, the School's website, CAS policies and the weekly Parent Bulletin.*

*I/We grant consent for the use of the image and likeness of my child in photographs, video, films, as well as written or visual class works on the School website, social media, and/or for advertising and/or for the School's printed materials.*

*I/We grant consent for CAS to collect, process, use, and store personal data and information in compliance with the School's data privacy policy.*

*I/We confirm that I have read and understood all terms and conditions of my child's / children's enrollment, including but not limited to those contained in the enrollment packet. I also agree to be bound by these written terms and conditions, which will prevail over any other representations, verbal or otherwise, unless signed by the School Administrator.*

## DECLARATION

*I/We certify that the information given on this form is full and complete. Any willful misrepresentation or omission may lead to disqualification from application or acceptance.*

*I/We agree to abide by the rules and regulations of the Canadian American School.*

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**Printed Name and Signature of  
Father/Stepfather/Guardian**

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**Date**

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**Printed Name and Signature of  
Mother/Stepmother/Guardian**

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**Date**



# STUDENT HEALTH ASSESSMENT/PHYSICAL EXAMINATION FORM

*To be completed by a Licensed Physician*

Name \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Height \_\_\_\_\_ Weight \_\_\_\_\_ Blood Pressure \_\_\_\_\_ Blood Type \_\_\_\_\_

1. Does this child have a health condition which may require **EMERGENCY ACTION** while he/she is at school?  
(e.g., seizure, insect sting, asthma, allergy, bleeding problem, diabetes, heart problem?)

☐ No ☐ Yes; please DESCRIBE \_\_\_\_\_

*(An Emergency Care Plan must be completed for in-school support.)*

2. Is the student on long-term medication?

☐ No ☐ Yes; please DESCRIBE \_\_\_\_\_

*(A Medication Administration Form must be completed for in-school administration)*

3. Is there evidence for concern for any of the areas listed below? Indicate the results of your examination by checking the appropriate space.

Health Area	Yes	No	Not Evaluated	Health Area	Yes	No	Not Evaluated
Vision				Adjustment			
Hearing				Nutrition			
Speech/Language				Immunodeficiency			
Development				Lead Poisoning			
Attention Deficit/Hyperactivity				Physical Illness/Impairment			
Scoliosis				Other			

REMARKS: (Please explain any "yes;" include recommendation for referral and treatment.)

\_\_\_\_\_  
\_\_\_\_\_

4. Should there be any restriction of physical activity in the school? If so, specify nature and duration of restriction.

☐ No ☐ Yes \_\_\_\_\_

\_\_\_\_\_

.....

(Student Name) \_\_\_\_\_ has had a complete physical examination and has

☐ no evident problem that may affect learning **OR** ☐ problems noted above

## PROVIDER INFORMATION

Physician's Printed Name \_\_\_\_\_ Signature and Title \_\_\_\_\_ License Number \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Office Phone Number \_\_\_\_\_



Canadian American School