

# Enrollment

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# Enrolled Program Overview

HCOS will discuss the variety of support services, the responsibilities for families and also miscellaneous information during the initial interview.

## HCOS Support

### Your Support Teacher will:

- Be your child's Home Room teacher at HCOS and is responsible for your child's educational program. They also support families through prayer, encouragement, and educational program guidance
- Have regular contact (emails, phone calls, home visits when possible and desired)
- Collaborate on a Student Learning Plan (SLP) starting in September and it may be adjusted throughout the year
- Provide assessment through regular feedback on work sample submitted weekly, Interim Grade Reports as needed, and Report Cards at the end of our two terms (end of January and end of June)
- You will be contacted by your Support Teacher in August or early September

## Resource Budget

- PO numbers will be given which may be used through a variety of vendors. Please see our list of [participating vendors](#)
- Once curriculum for core subjects (Science, Socials, Language Arts, Math & Languages when applicable) is established, curriculum budget may be used for lessons and other resources
- PO numbers can be found in Encom

## Learning Commons

- [Learning Commons](#) resources and kits
- Online Library
- Subscriptions

## Learning Groups

- Co-ops
- Community Connections
- Community Connections Plus
- Learning Camps

## Curriculum Consultant

- Can meet with to go over resources and what can work for each grade

## Curriculum Packages

- Have been built based on common resources for each grade to help get started as needed

# Foundation Skills Assessment (FSA) Testing

- Students enrolling in grades 4 and 7 are required to write the FSA tests in October and these are written at each family's home

## Online courses

- Online courses are available for grades 5 to 9

# Parent Responsibilities:

## Documentation to be sent to HCOS office

- Copy of birth certificate
- Care Card Number
- Curriculum Agreement

## Weekly contact with support teacher

- Emails, phone calls, SeeSaw/Freshgrade, Zoom calls, texts, or other agreed upon methods
- Face-to-face visits when possible or desired
- Sharing of work samples and activities as guided by your support teacher

# Enrolled vs. Registered

This page provides more information on the differences between enrolling and registering a student(s).

## Enrolled

- Provided with a Support Teacher
- Accountable to be in regular weekly contact with the Support Teacher
- Accountable to Provincial Learning Standards
- Curriculum budget per child for Grades K – 9
- Curriculum budget per course for Grades 10 – 12
- Option to take courses by an individualized approach, by an online approach, or an integrated approach, which is a blend of the first two
- Ongoing portfolios showing work accomplished in individualized courses are sent to students' Support Teacher
- Receive Report Cards twice a year
- Receive a Provincial Graduation Certificate (Dogwood or Completion)

## Registered

- No Support Teacher provided
- Not accountable to follow Provincial Learning Standards
- May take online courses from Grades 10 to 12 through HCOS
- Are not required to send in Portfolios
- Do not receive a Provincial Graduation Certificate
- Can receive the Equivalency Graduation Certificate

## Resources

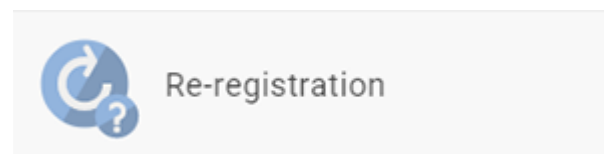
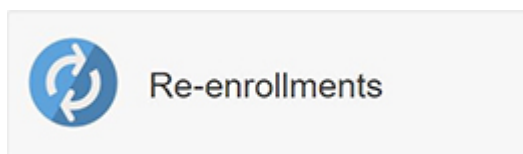
For an overview of what resources are available for Registered vs. Enrolled students, please visit [LC registered vs. enrolled](#).

*For more information on the difference between enrolling and registering your student(s) please see [this document](#).*

# How to Re-Enroll or Re-Register at HCOS

This page highlights the process to follow when re-enrolling or re-registering at HCOS.

- Sign in to your [Encom account](#)
  - If you do not recall your password, please go [here](#).
  - If you are unsure of your Username, don't hesitate to contact [tickets@onlineschool.ca](mailto:tickets@onlineschool.ca)
- Click the appropriate button based on your child's program:



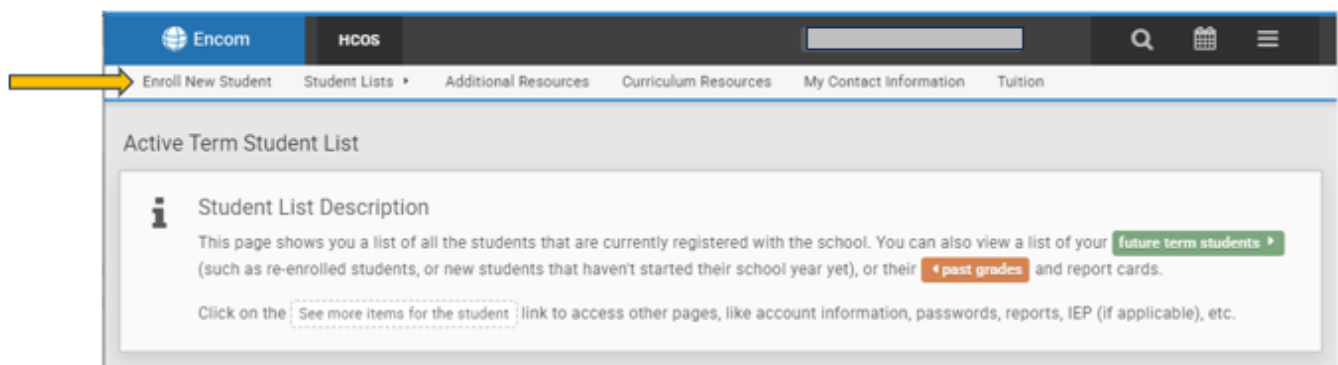
- Read through the instructions, select **Yes** or **No**, and press the **Save and Continue** button to complete.
- Follow the instructions on the screen to complete the process.

PO Numbers will be issued and can be used near the end of April during the week of [HCOS Connect](#).

If you have any questions or need assistance, don't hesitate to contact the HCOS Office ([office@onlineschool.ca](mailto:office@onlineschool.ca)) or 1-877-862-2375.

If your student is in the Home School Registered program, we have made it possible for you to follow the steps above to re-register.

How to **enroll a new sibling** (any grade):





# Purchase Order Numbers or PO#s

## When you receive a Purchase Order Number (PO#):

Once a child is enrolled at HCOS, they will be issued a PO# once all of the required documents been received by the office.

## The office requires:

- Copy of the child's birth certificate
- Proof of Residency document (if applicable)
- Signed Curriculum agreement
- There may be additional documents required for specific students (ie. out-of-province, or IE students)
- Before funding becomes available through a Purchase Order number, families must log in to Encom and complete the [Tuition Module](#).  
(HCOS student management program)
  - this module is visible when you first login to Encom after students are accepted into the school

## The PO# - used to order resources:

Families will receive a PO# from the HCOS office and it is accessible in a student's Encom account. The PO# is used with HCOS Vendors on their websites ([HCOS Vendors](#)) or through our Curriculum and Lesson Order Forms (found under the 'Curriculum Resources' tab at the top of a student's home page in Encom. The Curriculum and Lesson Order Forms are used to order resources from non-HCOS Vendor websites and are subject to date restrictions (Lessons only after October 1st of the current school year and Curriculum orders are suspended for the month of July each year)

## Budget deadlines and amounts:

The budget for K-9 Students enrolling before September 30th of the current school year (and haven't attended any campus school during the week prior to September 30th) is as follows:

- Parents choose to either pay an annual \$200 tuition (monthly or all at once) and receive a \$600 resource budget or they can pay \$0 tuition and get a \$350 resource budget.
- The cost for HCOS online courses automatically comes out of a students annual budget.

K-9 students enrolling after the end of September pay \$0 tuition and receive a \$200 resource budget.

K-9 students enrolling after the second enrollment deadline in February pay \$0 tuition and don't receive a resource budget.

For K-9 families, the PO# can be used as soon as it is in Encom and it is recommended purchases be made in consultation with:

- Regional Administrator - initial contact with HCOS Resource Consultant - Cynthia Duncalfe - sign up at [Cynthia's Calendar](#) - new families to HCOS prior to the assigning of an HCOS support teacher
- Current support teacher - returning families

Students in grades 10-12 pay the following for courses (a resource budget of \$50 is available for Individualized Elective Courses only):

- **Courses 1-4:** \$50 per course
- **Courses 5-9:** \$0 per course
- **Courses 10+:** \$35 per course

## **Teacher's Role in the PO# process:**

- Share advice on resources
- Check to see if the child has adequate resources to cover the core subjects
- Note required program related resources and materials in the SLP
- Approve resource order forms for non-HCOS Vendor purchases from websites

## **Reimbursement for own dollars spent:**

A parent can not be reimbursed for any resource/lesson purchases made out of their own pocket.



# Learning Commons Instructions for Enrolled DL Patrons, EAs & Teachers

## Using the Search Portal

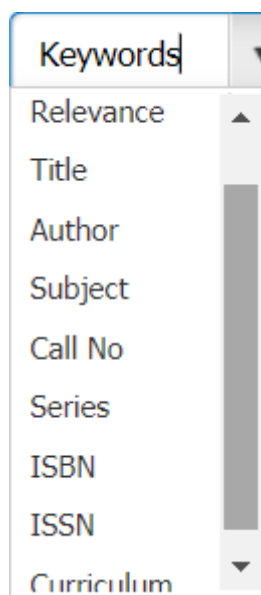
Here is a 6-1/2 minute [Vimeo with Instructions](#) for enrolled DL patrons using the Learning Commons Search Portal.

### Log in:

Enrolled Patrons and HCOS teachers who have an ENCOM password will log in to the Search Portal at <https://hcs.insignails.com/LibrarySAML/Home>, or the link for "Enrolled DL Patrons" if using the [Landing Page](#). All new patrons will receive their Encom passwords from the school office as soon as they enroll. If they do not have them please advise to check with [tech@onlineschool.ca](mailto:tech@onlineschool.ca)

### Searching:

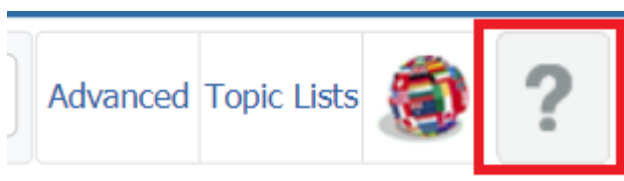
Search for an item using the search bar. The default search is by Keyword, but you can choose from the drop-down menu to search by Relevance, Title, Author, Subject, Series etc.



There is also an Advanced search (with And/Not options) and a Topic Lists search.

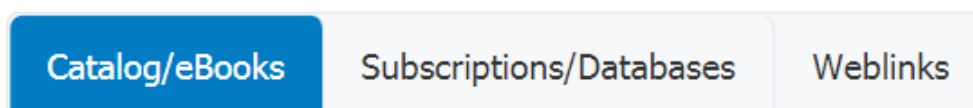
Keywords   Advanced Topic Lists

To view a video on how to search, click on the question mark on the far right of the landing page.

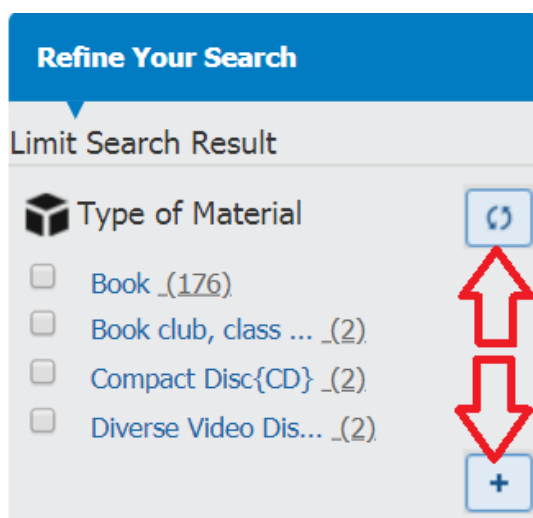


## Refining your search:

Once you've done a search, you will see tabs under the search bar.



Select one of these tabs, Catalog/eBooks, Subscriptions/Databases, or Weblinks. You can further refine your search by using the options in the left column to limit results by Material type, Subject, Author, Series and more. Note that the “+” sign adds further options to refine your search; check the boxes you want to refine by, then click on the refresh button to see the refined search.



## Unit Study Kits:

After you have reviewed the digital and physical unit study descriptions on our website [here](#), you can either access them directly from each unit study page, or you can access them within the Learning Commons Search Portal.

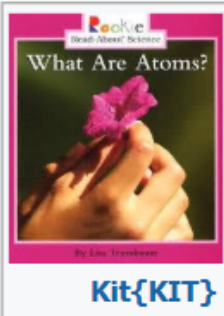
- Once logged in, type “Unit Study” in the search box.
- The results will show all items, so refine your search by Type of Material in the left column.
- Under “Type of Material”, first, click on the plus + sign to view all options, then choose Kit {KIT}.
- Click on the “refresh” button to complete your search (as in the screenshot below).

**Type of Material**

- ☐ Book [\\_\(176\)](#)
- ☐ Book club, class ... [\\_\(2\)](#)
- ☐ Compact Disc{CD} [\\_\(2\)](#)
- ☐ Diverse Video Dis... [\\_\(2\)](#)
- ☐ eBook/Audio Book [\\_\(64\)](#)
- ☐ Education Resourc... [\\_\(2\)](#)
- ☐ electronic resour... [\\_\(2\)](#)
- ☒ Kit{KIT} [\\_\(1\)](#)
- ☐ Supplemental kits... [\\_\(4\)](#)



The Title Record will show how many kits are available (see “availability” in the screenshot below), and the link to the Online Parent Guide. When you click on the guide it will open in another tab. You can then access the online links while working on the kit!



**All Matter is Made of Particles Unit study Gr. 3**

By [Freed, Rachael](#)

*2016., Heritage Christian Online School*

Call No: **KIT 530.4 ALL**


Availability: 0 of 4 (2 On Hold) [At Your Library](#)

[Parent Guide](#)

Summary Note: Atoms and molecules are everywhere and in everything! Take your study of matter to the next level by investigating the fascinating world of atoms and molecules! Build a model atom, make molecules fly, suspend bubbles,

Note: Even if an item is OUT, on HOLD, or shows no availability at this time, you can still book it for future dates!

Click on the Title to view more information, or click Book Item.



**Fossil Record & Climate Change Unit Study Gr. 7**

By [Freed, Rachael](#)

*2015., Heritage Christian Online School*

Call No: **KIT 552 FOS**

Availability: 1 of 4 [At Your Library](#)

[Online Guide](#)

Summary Note: Explore the world beneath our feet, and the changes in our climate throughout time in this exciting and dynamic unit! Students will focus their attention on learning about fossils, different interpretations of the fossil record,

Shelf List

Book Item

Add Review

[More](#) ▼

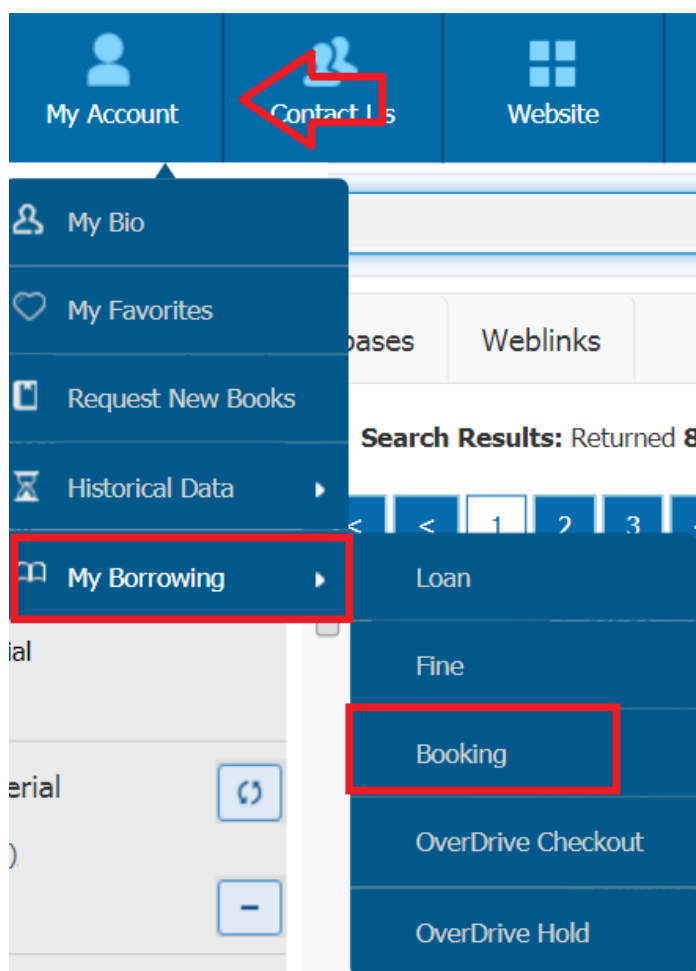
## Booking items:

When you click on “Book Item”, a calendar will appear (see image below). The small, red numbers indicate how many copies are available on that requested day. Click on the date, then click “Book Items”. Most items are loaned for seven weeks and mini unit studies are loaned for four weeks.

May 2019 - Jul 2019																				
May 2019							June 2019							July 2019						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
			1 <sub>1</sub>	2 <sub>1</sub>	3 <sub>1</sub>	4 <sub>1</sub>							1 <sub>3</sub>		1 <sub>0</sub>	2 <sub>0</sub>	3 <sub>0</sub>	4 <sub>0</sub>	5 <sub>0</sub>	6 <sub>0</sub>
5 <sub>1</sub>	6 <sub>1</sub>	7 <sub>1</sub>	8 <sub>1</sub>	9 <sub>2</sub>	10 <sub>2</sub>	11 <sub>2</sub>	2 <sub>3</sub>	3 <sub>3</sub>	4 <sub>3</sub>	5 <sub>3</sub>	6 <sub>3</sub>	7 <sub>3</sub>	8 <sub>3</sub>	7 <sub>0</sub>	8 <sub>0</sub>	9 <sub>0</sub>	10 <sub>0</sub>	11 <sub>0</sub>	12 <sub>0</sub>	13 <sub>0</sub>
12 <sub>2</sub>	13 <sub>2</sub>	14 <sub>2</sub>	15 <sub>2</sub>	16 <sub>2</sub>	17 <sub>2</sub>	18 <sub>2</sub>	9 <sub>3</sub>	10 <sub>3</sub>	11 <sub>3</sub>	12 <sub>3</sub>	13 <sub>3</sub>	14 <sub>3</sub>	15 <sub>3</sub>	14 <sub>0</sub>	15 <sub>0</sub>	16 <sub>0</sub>	17 <sub>0</sub>	18 <sub>0</sub>	19 <sub>0</sub>	20 <sub>0</sub>
19 <sub>2</sub>	20 <sub>0</sub>	21 <sub>2</sub>	22 <sub>2</sub>	23 <sub>2</sub>	24 <sub>2</sub>	25 <sub>2</sub>	16 <sub>3</sub>	17 <sub>0</sub>	18 <sub>0</sub>	19 <sub>0</sub>	20 <sub>3</sub>	21 <sub>3</sub>	22 <sub>3</sub>	21 <sub>0</sub>	22 <sub>0</sub>	23 <sub>0</sub>	24 <sub>0</sub>	25 <sub>0</sub>	26 <sub>0</sub>	27 <sub>0</sub>
26 <sub>2</sub>	27 <sub>2</sub>	28 <sub>2</sub>	29 <sub>3</sub>	30 <sub>3</sub>	31 <sub>3</sub>		23 <sub>3</sub>	24 <sub>3</sub>	25 <sub>3</sub>	26 <sub>3</sub>	27 <sub>3</sub>	28 <sub>0</sub>	29 <sub>0</sub>	28 <sub>0</sub>	29 <sub>0</sub>	30 <sub>0</sub>	31 <sub>0</sub>			
							30 <sub>0</sub>													

## To view your bookings and items out:

Hover over “My Account”, then “My Borrowing”, and then select “Booking”.



## To view all of your bookings for the year:

Enter the “From” and “To” dates. All of your bookings will display.

Booking From	<input type="text" value="05/06/2019"/>		Booking To	<input type="text" value="01/01/2075"/>		<input type="button" value="Search"/>
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You will see:

- The booking loan period
- Shipping to and from days
- The Cancel button - just click to cancel your booking
- Edit Booking button - click to change your date

## To view due dates and renew options:

Hover over the “My Account” icon, then “My Borrowing”, then select “Loan”. You have the option to click on the renew button to renew items. They will not renew if needed for another patron’s booking. Unit studies can be renewed for 4 weeks; all other items renew for 7 weeks.

## Subscriptions and Passwords:

Navigate to the [Search Portal](#) and select the Subs/Password tab. Log in with your Encom username and password. You will see a list of subscriptions and find links, usernames and passwords.



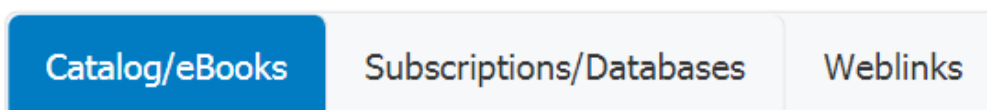
Or navigate to the [Learning Commons Website](#) and select the resources tab.

All the subscriptions that the Learning Commons offers are free to our HCOS students.


## OverDrive eLibrary:

The OverDrive eLibrary can be accessed in three ways:

1. The catalogue search; selecting the Catalog/eBook icon within the search refine fields.



In the search bar, type in your keywords, then click the search (magnifying glass) icon. From the results, choose **electronic resource or Downloadable eResource** listed as the format at the bottom of the Marc record,



### 101 amazing facts about cats

By Goldstein, Jack.

2013., AUK Authors

Edition: 1.

[Click for more information.](#)   [Sample](#)

Source: Overdrive

Summary Note: Do you love cats? This book contains over one hundred facts about our favourite feline friends. Find out little known facts about cat behaviour, statistics about cats and information about why cats are so great. Separated into

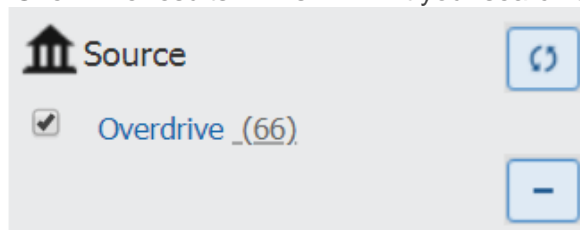
[eBook/Audi...](#)

**Downloadable e-Resource**

Availability: 1 Of 1 Copies

OR

- Filter your search results by clicking on the side menu bar, and scrolling down to choose "Source: OverDrive results". This will limit your search to just eBooks,



OR

- Select the **OverDrive Education icon** on the right side of the Search Portal home page. This image link will take you directly into the OverDrive portal where you can browse the curated collections and curriculum.



To download a document with the same information as above, please refer to the Google Doc [here](#).