

## District Program Options Information Package

Application Process for Early French Immersion, Late French Immersion and Montessori

### APPLICATION PERIOD

EARLY FRENCH IMMERSION & MONTESSORI

November 1, 2016 to January 11, 2017

LATE FRENCH IMMERSION

November 1, 2016 to January 18, 2017

#### ➤ HOW TO APPLY

- Children must first be registered for school in order to be eligible.

#### ➤ APPLICATIONS - KINDERGARTEN EARLY FRENCH IMMERSION & MONTESSORI

- **NOVEMBER 1-30, 2016:** Applications are completed at the school where the family registered for Kindergarten. School verifies application with school stamp. Parents must submit application to Central Registration.
- **DECEMBER 1, 2016 - JANUARY 11, 2017:** Applications are completed and verified at Central Registration.

#### ➤ APPLICATIONS - GRADE 1 EARLY FRENCH IMMERSION, GRADES 1-4 MONTESSORI

- **NOVEMBER 1, 2016 - JANUARY 11, 2017:** Applications are completed where the student is currently attending school or where the family registered at Central Registration. Parents must submit application form to Central Registration for verification.

#### ➤ APPLICATIONS - GRADE 6 LATE FRENCH IMMERSION

- **NOVEMBER 1, 2016 - JANUARY 18, 2017:** Applications are completed where the student is currently attending school or where the family registered at Central Registration. Parents must submit application form to Central Registration for verification.

#### ➤ SIBLING PRIORITY

- Sibling Priority is given to placing students whose sibling is already in the **same** program at the **same** school in the **same** year for 2017-2018.

#### ➤ APPLICATION DEADLINE

- The parent must **hand deliver** the signed and school stamped District Program Options application to **Central Registration**, located at the Board Office, 7811 Granville Avenue, Richmond, BC.
- Early French Immersion and Montessori applications are due by **January 11, 2017, 4:00pm.**
- Late French Immersion applications are due by **January 18, 2017, 4:00pm.**

#### ➤ LATE APPLICATIONS

- Late applications including siblings, received after the deadlines are not included in the initial placement process, and will be added to the end of the waitlist that will be created from the draw/placements.

#### ➤ NOTIFICATION OF PLACEMENT

- In mid-February the results will be made available to parents **by email** advising of their child's status, which will either be placement at a District Program Options school or at their English catchment school while on the waitlist for their requested program.
- If parents do not receive placement notification by **February 9, 2017**, they are advised to email the District Program Options Office at ProgramOptions@sd38.bc.ca. Results will not be given over the phone.

#### ➤ CONFIRMATION OF ACCEPTANCE

- Early French Immersion and Montessori responses are due by **February 9, 2017, 9:00am.**
- Late French Immersion responses are due by **February 16, 2017, 9:00am.**
- Parents are required to respond by email with their acceptance or refusal of placement or waitlist. After these dates unclaimed spaces will be offered to those on the waitlist.

## FRENCH IMMERSION PLACEMENT PROCESS

In Richmond we value students being able to attend a school in their neighbourhood. We would like to provide a similar opportunity for students choosing to enroll in French Immersion. The Early and Late French Immersion catchment-based process will be done using the following registration priorities.

- Priority 1: Students with a sibling who will be attending French Immersion within the **same** program at the **same** school in the **same** year. Siblings must register following the usual procedures by the stated deadline to be eligible for Priority 1 status. Students enrolled after the deadline will go on a waitlist.
- Priority 2: Students who reside within the French Immersion catchment boundaries.
- Priority 3: Students who reside outside the French Immersion School's catchment area and live within the Richmond School District.
- Priority 4: Students who reside outside the Richmond School District.

\*In a catchment-based process, an applicants' first choice school would be their French Immersion catchment school. Depending on available space and the number of applications, French Immersion applicants would either be placed at their catchment school or a catchment-based draw would take place.

\*A catchment-based placement and draw process does not guarantee that every applicant would be able to attend a French Immersion school in their neighbourhood. There would still be a limited number of spaces at each French Immersion School. Applicants would be required to provide a second and third choice school, and a randomized draw will take place.

## SIBLING PRIORITY

Sibling priority placement applies if a sibling is already in the **same** program at the **same** school in the **same** year for 2017-2018.

- If there are more siblings than space allows, a randomized draw will be held for entry.
- In the event a sibling does not receive placement, he/she will be entered into a randomized draw at their 2<sup>nd</sup> or 3<sup>rd</sup> choice school.

## STUDENTS WHO DO NOT HAVE A SIBLING

Students wanting to attend French Immersion next year for 2017-2018 and who do not have a sibling currently attending the same program at the same school in the same year, **will be placed in their French Immersion Catchment School if space is available.**

- If there are insufficient spaces to allow for the in-catchment student applicants, a randomized draw will be held for entry.
- In the event the student does not receive placement, he/she will be entered into a randomized draw at their 2<sup>nd</sup> or 3<sup>rd</sup> choice school.

## Early French Immersion Schools and Catchments

Early French Immersion School:	You live in the area of these catchment schools:
Anderson	Anderson, Cook, Talmey, Tomsett
Bridge	Bridge, Brighthouse, Currie, DeBeck, Errington, Garden City, Maple Lane, Sea Island
Dixon	Diefenbaker, Dixon, Steves, Wowk
Gilmore	Blair, Blundell, Gilmore, Ferris, Grauer, McKay, Quilchena, Spul'u'kwuks, Thompson
Homma	Byng, Homma, McKinney, Westwind
Mitchell	Hamilton, McNeely, Mitchell, Tait
Whiteside	Kidd, Kingswood, Lee, Whiteside, Woodward

## Late French Immersion Schools and Catchments

Late French Immersion School:	You live in the area of these catchment schools:
Diefenbaker	Blair, Byng, Diefenbaker, Dixon, Gilmore, Grauer, Homma, McKay, McKinney, Quilchena, Spul'u'kwuks, Steves, Thompson, Westwind, Wowk
Whiteside	Anderson, Blundell, Bridge, Brighthouse, Cook, Currie, DeBeck, Errington, Ferris, Garden City, Hamilton, Kidd, Kingswood, Lee, Maple Lane, McNeely, Mitchell, Sea Island, Tait, Talmey, Tomsett, Whiteside, Woodward

## MONTESSORI PLACEMENT PROCESS

Access to the Montessori program is through a district-wide draw process. The Montessori program is offered at Garden City, McKinney and Steves Elementary schools.

### SIBLING PRIORITY

- Sibling priority placement applies if a sibling is already in the **same** program at the **same** school in the **same** year for 2017-2018.
- If there are more siblings than space allows, a randomized draw will be held for entry.
- In the event a sibling does not receive placement, he/she will be entered into a randomized draw at their 2<sup>nd</sup> or 3<sup>rd</sup> choice school.

### STUDENTS WHO DO NOT HAVE A SIBLING

- Students wanting to attend Montessori next year for 2017-2018 and who do not have a sibling currently attending the same program at the same school in the same year, **will be entered into a randomized draw.**



## PARENT INFORMATION MEETINGS

Parent Information Meetings will be held at the following schools with a 7:00 PM start time.

<b>KINDERGARTEN, EARLY FRENCH IMMERSION KINDERGARTEN-GRADE 1 AND MONTESSORI KINDERGARTEN-GRADE 4</b>	
Wednesday, November 23, 2016	General Currie Elementary 8220 General Currie Road
<b>KINDERGARTEN EVENING FOR PARENTS OF STUDENTS WITH SPECIAL NEEDS:</b>	
Thursday, November 24, 2016	William Cook Elementary 8660 Cook Road
<b>LATE FRENCH IMMERSION (GRADE 6)</b>	
Wednesday, January 11, 2017	James Whiteside Elementary 9282 Williams Road
Thursday, January 12, 2017	John Diefenbaker Elementary 4511 Hermitage Drive

## FREQUENTLY ASKED QUESTIONS

### Children Currently Attending a Richmond School District School

For children already registered and attending a Richmond School District school and wishing to enter for the first time into: Early French Immersion Grade 1, Late French Immersion Grade 6, Montessori Grades 1 to 4, please follow this procedure:

- Parents request the District Program Options application from their current school.
- The application must be authorized from their school with the administrative assistant's initial and dated with school stamp.
- Parent must deliver the completed form to Central Registration at the Board Office (7811 Granville Avenue, Richmond, BC). Refer to district website for deadlines.

### Children Currently Attending a Private School in Richmond

- Students currently attending a private school but wish to enter District Program Options must first register at Central Registration with the required documents as outlined on our district website.

### Non-Richmond Resident Students

- Non-Richmond resident students register at Central Registration with documents stated under "How to Enroll". Applications will be added to the end of the waitlist that will be created from the draw.

### Twins

- One ballot will be entered into a draw for families with twins. If drawn, both children will be offered places in the program at the same school. Parents/legal guardians will be contacted in the event there is insufficient space for both children.

### Transportation

- Transportation will not be provided for students enrolled District Program Options - a program of choice - this includes Early French Immersion, Late French Immersion and Montessori programs.

### Transfer Questions

- Transfer applications to another District Program Options School are **NOT** accepted for:
  - Early French Immersion Kindergarten and Grade 1
  - Late French Immersion Grade 6
  - Montessori Kindergarten and Grade 1

### Can I Re-Apply for District Program Options?

- Early French Immersion – if you do not receive placement in Kindergarten at your French Immersion catchment school, you can re-apply for the process the following year for Grade 1.
- Montessori – if you do not receive placement you can re-apply for the draw the following year, entry level is up to Grade 4.

### Withdrawal from District Option Programs Placement

- It is the parent's responsibility to contact the District Program Options office at [ProgramOptions@sd38.bc.ca](mailto:ProgramOptions@sd38.bc.ca) if they wish to withdraw their child from the program **before** the new school year starts in September 2017. The District Program Options office will coordinate the return of entry to their catchment school.
- Children must return to their English catchment school. Provided there is space, the deadline to be guaranteed your catchment school is Friday, June 16, 2017. If you withdraw from District Program Options after this date, you are not guaranteed placement back at your catchment school. You must re-register your child for school requesting your catchment school. If there is no space your child will be placed at the next closest school and put on a waitlist at their catchment school.

**Waitlists**

- Early French Immersion, Late French Immersion and Montessori waitlists will be dissolved on the third Friday of September at 4:00pm. Students are not placed into the program after this date.

**Anti-Spam Email Instructions**

- Correspondence is conducted by email. Families are advised to set their computer's anti-spam filter to accept emails from **ProgramOptions@sd38.bc.ca**. They are also advised to add this address to their email contact list or address book. This will ensure that their email provider does not "refuse" the district email as "spam" when we send information concerning their child's placement, and that that emails sent to parents from the Richmond School District are received in an appropriate and timely manner.
- Shaw email addresses are not accepted as the security feature from the Shaw provider will block emails from the District Program Options server. Please provide an alternate email address.