

FOR PARENTS

District Program Options Application Process for Early French Immersion, Late French Immersion and Montessori

Application Period: November 2, 2015 to January 15, 2016

HOW TO APPLY

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

BETWEEN NOVEMBER 1ST & 30TH

- Applications are filled out at the site where the family registered for Kindergarten or where the student is currently attending school.
- The school will then verify and stamp the application. Parent submits form to Central Registration.

BETWEEN DECEMBER 1ST & JANUARY 15TH

- Complete application and bring to Central Registration.

APPLICATION DEADLINE

The parent must hand deliver the signed and stamped District Program Options application to Central Registration located at the Board Office, 7811 Granville Avenue, Richmond, BC **no later than January 15, 2016, 4:00pm.**

- **Sibling Priority** - Priority is given to placing students whose older sibling is already in the same program at the same school in the same year for 2016-2017.
- **Late Applications** - Late applications, **including siblings**, received after the deadline will be added to the end of the waitlist that will be created from the draw/placements. Late applications must be verified at Central Registration.

NOTIFICATION OF PLACEMENT

- Access to the French Immersion program is through a French Immersion catchment-school based process, acceptance into the program is dependent on space availability.
- Access to Montessori programs is through a district-wide draw process, acceptance into the program is dependent on space availability.
- The results will be made available to parents **by email** on February 10, 2016, advising of their child's status, which will either be placement at a District Program Options school or at their catchment school while on the waitlist for their requested program.
- If parents have not been contacted by February 11, 2016, 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

- Parents are required to respond **by email** with their acceptance or refusal of placement or waitlist by **February 17, 2016.**
- **After this date 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 an older sibling who will be attending French Immersion within 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.

*Late applications, **including siblings**, received after the deadline will be added to the end of the waitlist that will be created from the draw. Late applications must be verified at Central Registration.

FRENCH IMMERSION SCHOOLS AND CATCHMENTS

Each French Immersion school has a catchment area associated with it. The family must live in the catchment area of their designated French Immersion school. Parents can refer to the guide below:

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

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

Sibling priority

- Sibling priority placement applies if an older sibling is already in the same program at the same school in the same year for 2016-2017.
- 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 2nd or 3rd choice school.

Students who do not have a sibling

- Students wanting to attend French Immersion next year for 2016-2017 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 2nd or 3rd choice school.

MONTESSORI PROCESS

Access to the Montessori program is through a district-wide draw process.

Sibling priority

- Sibling priority placement applies if an older sibling is already in the same program at the same school in the same year for 2016-2017.
- 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 2nd or 3rd choice school.

Students who do not have a sibling

- Students wanting to attend Montessori next year for 2016-2017 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.

<p>KINDERGARTEN, EARLY FRENCH IMMERSION KINDERGARTEN-GRADE 1 AND MONTESSORI KINDERGARTEN-GRADE 4 Wed. November 25, 2015 – William Bridge Elementary Thur. November 26, 2015 – Manoah Steves Elementary</p>
<p>LATE FRENCH IMMERSION (GRADE 6) Wed. January 6, 2016 – John Diefenbaker Elementary Thur. January 7, 2016 – James Whiteside Elementary</p>
<p>KINDERGARTEN EVENING FOR PARENTS OF STUDENTS WITH SPECIAL NEEDS: Tue. January 19, 2016 – William Cook Elementary</p>

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 need to request the District Program Options application from their current school
- The application must be authorized from their school with the secretary's initial, dated and school stamped.
- Parent must deliver the completed form to Central Registration at the Board Office (7811 Granville Avenue, Richmond, BC) **no later than January 15, 2016, 4:00pm**

Children Currently a Private School in Richmond

- Students currently attending a private school but wish to enter District Program Options must first register at the appropriate catchment school, 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

Waitlists

- Early French Immersion, Late French Immersion and Montessori waitlists will be dissolved on **September 16, 2016, 4:00 pm**. Students are not placed into the program after this date.

Withdrawal from District Option Programs Placement and Re-Registering Back to your Catchment School

- Once a parent/legal guardian has accepted a placement, it is their responsibility to contact the District Program Options office if they wish to withdraw their child from the program **before** the new school year starts in September. The District Program Options email is **ProgramOptions@sd38.bc.ca**.
- Provided there is space, the deadline to be guaranteed your catchment school is Friday, May 27, 2016. If you withdraw from the 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.

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 draw 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 from Kindergarten to Grade 4.

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.