

DISTRICT PROGRAM OPTIONS APPLICATION 2018-19

Application Deadline: January 16, 2018, 4:00pm

MONTESSORI (Kindergarten to Grade 4)

CHILD'S LAST NAME: _____ CHILD'S GIVEN NAME: _____

 Male Female BIRTHDATE: _____ / _____ / _____ GRADE (SEPT. 2018): _____ OUT OF DISTRICT
month day year

PARENT/LEGAL GUARDIAN

 LAST NAME: _____ FIRST NAME: _____ Mrs. Ms. Mr.

ADDRESS: _____ CITY: _____ POSTAL CODE: _____

CELL. #: _____ ALTERNATE TEL. #: _____ EMAIL: _____

 CATCHMENT SCHOOL: _____ Unsure of catchment school? Go to <http://schoollocator.baragar.com/bc38>

CURRENT SCHOOL (for Grades 1-5): _____ Montessori Schools: Garden City, McKinney and Steves Elementary

If you already have a sibling in the Montessori Program, you must complete and submit an application form before the deadline. The older sibling must be in the same program at the same school in the same year. If there are more siblings that space allows, a randomized draw will be held for entry. In the event you do not receive placement, please indicate your alternate choice(s) in the section below.

Sibling Name	Grade (Sept. 2018)	Year of Entry	School
In the event the sibling does not receive initial placement please indicate your Alternate Choice:			
2 nd Choice:		3 rd Choice:	

Montessori Choices

Fill out this section if you **DO NOT have a sibling** currently attending the same program at the same school in the same year. If there are insufficient spaces to allow for the in-catchment student applicants, a randomized draw will be held for entry.

1 st Choice:	2 nd Choice:	3 rd Choice:
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- Children must be registered for school in order to be eligible for District Program Options.
- Applications must be **delivered by the parent/legal guardian to Central Registration** at the School Board Office by the deadline of January 16, 2018 at 4:00pm, and must be verified by your catchment school or Central Registration. **Late Applications received after the deadline, including siblings, will be added to the end of the waitlist after the draw.**
- Results will be emailed on February 8, 2018. Contact ProgramOptions@sd38.bc.ca if you do not receive an email by February 9, 2018. Unclaimed spaces will be offered to those on the waitlist. See Page 2 & 3 for process & policies and check out our district website www.sd38.bc.ca.
- **Children who withdraw from District Program Options are to return to their neighbourhood catchment schools. There is, however, no guarantee that there will be space at the neighbourhood English catchment schools.**

Parent/Legal Guardian has read the above statements: _____ (signature) Date: _____

For School use only. Acknowledgement of Registration at Central Registration or Current School - School Stamp:

Student ID # _____ Admin Assistant's initials: _____ Date: _____

1. PLACEMENT EMAILS AND PARENT CONFIRMATION OF ACCEPTANCE

Results will be made available to parents by email advising of their child's status, which will either be placement in 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 the second Friday of February, they are advised to email ProgramOptions@sd38.bc.ca. Results will not be given over the phone.

Parents are required to respond by email with their acceptance or refusal of their child's placement or waitlist. Responses are due the first business day after Family Day statutory holiday in February. After this date, unclaimed spaces will be offered to those on the wait list.

2. FREQUENTLY ASKED QUESTIONS

Transportation

- Parents are responsible to provide transportation for their children enrolled in a choice program such as District Program Options, which includes Early French Immersion, Late French Immersion and Secondary French Immersion programs.

Transfer Questions

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

Waitlists

- Waitlists will be dissolved on the third Friday of September at 4:00pm. Students are not placed into the program after this date.

Withdrawal from District Program Options Placement

- It is the parent's responsibility to contact the District Program Options office at ProgramOptions@sd38.bc.ca if they wish to withdraw their child from the program **before** the new school year starts in September 2018.
- Children must return to their English catchment school. The deadline to be guaranteed your catchment school is **April 30, 2018, provided there is physical, staffing and program space**. If you withdraw from District Program Options after this date, you are not guaranteed placement back at your catchment school.

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, only when their applications have been accepted into District Program Options. 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.

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.

3. PARENT INFORMATION MEETING DATES

Parents are encouraged to attend a parent information night. No registration is required. Meetings will start at 6:30 p.m.

Kindergarten, Early French Immersion (Kindergarten & Grade 1) and Montessori (Kindergarten to Grade 4)

Tuesday, November 7, 2017

General Currie Elementary

8220 General Currie Road, Richmond

Kindergarten Students with Special Needs

Wednesday, November 22, 2017

William Cook Elementary

8600 Cook Road, Richmond

Late French Immersion (Grade 6)

Wednesday, January 10, 2018

James Whiteside Elementary

9282 Williams Road, Richmond

Thursday, January 11, 2018

John Diefenbaker Elementary

4511 Hermitage Drive, Richmond

Central Registration, main floor

School District #38 Administration Building

7811 Granville Avenue, Richmond, BC V6Y 3E3

Phone #: 604-668-6058

Registration Hours: 9:00 am - 2:00 pm

