

KINDERGARTEN TRANSFER PROCESS

Students in the Greater Victoria School District have the choice to attend either their catchment school or any other school within our District. Catchment schools are defined by the residential postal code. For those students who wish to enroll in a school outside their catchment area, we have two student transfer processes in place; the Kindergarten Student Transfer Process (for Kindergarten students only) and the K-12 Student Transfer Process (for all students). In all cases, transportation is the responsibility of the family when a student attends an out-of-catchment school.

a) Kindergarten Registration

- Kindergarten Registration Week takes place during the first week of February.
- Kindergarten parents register their child between **January 30 - February 3, 2012** for the 2012/2013 school year.
- Catchment information for the English program can be found on our website at www.sd61.bc.ca/schoolCatchment.aspx.
- Catchment information for the French Immersion program can be found at www.sd61.bc.ca/frim.aspx.
- Parents wishing to enroll their Kindergarten child at an out-of-catchment school within the District are to make their request upon registration at their catchment school.
- During Kindergarten Registration Week, parents register their child at their catchment school by filling out a registration form. These forms are numbered sequentially in the order of registration.
- During Kindergarten Registration Week, parents who have an older child enrolled in a school in September 2012 and wish to have both children enrolled in the same school, can register their Kindergarten child at that school and do not have to go through the Kindergarten Transfer Process.
- Students may enter **Early French Immersion** in either Kindergarten or Grade 1. Students currently in English program Kindergarten in Greater Victoria who are applying to enter Immersion Grade 1 follow the Kindergarten Transfer Process outlined below. For more information, see "*Frequently Asked Questions about the Kindergarten Transfer Process.*"

b) Kindergarten Transfers

- Parents who wish to have their Kindergarten child attend a school other than their catchment school are given a Kindergarten Transfer Application form at their catchment school.
- Parents submit the application form to the Board office **by February 6, 2012, 4:00 pm.**

- At the end of Kindergarten Registration Week, the District reviews the enrolment numbers of in-catchment students at each school and identifies schools that have space available for out-of-catchment students. Transfer applications are then approved or denied.
- When transfers are denied, the requested school creates a wait list that is based on the number on the registration form.

Example: Nine students from three different catchment schools (A, B, C) apply for transfer to school D.

Catchment School A	Catchment School B	Catchment School C
Jesse (registration form #6)	Adam (registration form #2)	Tom (registration form #4)
Peter (registration form #12)	Ed (registration form #9)	Toni (registration form #19)
Sally (registration form #17)	Paula (registration form #32)	Ted (registration form #32)

School D (requested school) accepts and wait lists as follows:

1. Adam (reg. #2)
2. Tom (reg. #4)
3. Jesse (reg. #6)
4. Ed (reg. #9)
5. Peter (reg. #12)
6. Sally (reg. #17)
7. Toni (reg. #19)
8. Paula (reg. #32)*
8. Ted (reg. #32)*

* both are accepted when 2 spaces are available.

- Schools manage their own wait lists. When space becomes available, the schools contact the next student on their wait list.
- Kindergarten families are informed in writing of transfer approvals or denials prior to the end of February.
- If parents wish to apply for a Kindergarten transfer after the Kindergarten Registration week, they can do so during the K-12 Student Transfer Application Week, February 16 to 24, 2012.

c) Frequently Asked Questions about the Kindergarten Transfer Process:

Q: a) Can I register my Kindergarten child at the out of catchment school where their sibling is attending?

b) Can I register my Kindergarten child at the out of catchment school where their Grade 5 sibling is attending (sibling will move on to middle school after the current school year)?

A: a) Yes, you can and do not have to go through the Kindergarten Transfer Process.

b) No, you will need to go through the Kindergarten Transfer Process.

Q: How do I find out what my catchment school is?

A: For the English program, please visit our School District website at

<http://www.sd61.bc.ca/schoolCatchment.aspx>

For the French Immersion program, please visit our School District website at

<http://www.sd61.bc.ca/frim.aspx>.

Q: Where do families wishing to enroll for the first time in French Immersion register?

A: Students may enter Early French Immersion in either Kindergarten or Grade 1. Whether the student is entering Kindergarten or Grade 1, families register at their French Immersion catchment school. Families will find their catchment school by either visiting our website at <http://www.sd61.bc.ca/frim.aspx> or by phoning 250-475-4189.

Q: What if I am out of town during Kindergarten Registration Week?

A: Families who are out of town during Kindergarten Registration Week are strongly encouraged to identify a proxy, a family member or friend to complete registration on their behalf. The proxy will need to go to the catchment school during registration week and provide all the required student documentation. Families unable to identify a proxy should inform the school in writing. The school will fax or email a Registration Form to the family. The student's application for registration will be numbered at 4:00 pm on the day the form is received.

Q: How do I register in Full Day ESL Kindergarten?

A: Students whose first language is not English and who require additional support to access the curriculum are eligible to attend full day ESL Kindergarten. Full day ESL Kindergarten is a District program and, therefore, catchments do not apply. If numbers warrant, Full Day ESL Kindergarten will be offered at Torquay Elementary. To apply for registration, parents will contact Torquay Elementary directly.

Q: How do I register in Aboriginal Full Day Kindergarten?

A: The **Aboriginal Full Day Kindergarten Program** is offered at Craigflower Elementary School and George Jay Elementary School. The Aboriginal Kindergarten Teacher and Aboriginal Teacher Assistant provide a positive, nurturing environment for Aboriginal kindergarten students. Elders, parents and community members are involved in the program to encourage learning based on the culture, heritage and history of Aboriginal People. This is a full-day kindergarten program that also provides opportunities for non-Aboriginal students to be involved in the multicultural activities. Registrations will be accepted on a first come first serve basis. If your child's fifth birthday is on or before December 31, 2012, he/she will begin in September 2012. For more information please contact the schools: Craigflower ph. (250) 384-8157; George Jay ph. (250) 385-3381