

# District Program Options Application 2020-2021

**MONTESSORI** (Kindergarten to Grade 4)

**DEADLINE:** January 24, 2020, 4:00 pm\*

\*Late applications will be added to the waitlist after the draw.

**RICHMOND**  
SCHOOL DISTRICT NO. 38  
School Board Office  
7811 Granville Avenue  
Richmond, BC V6Y 3E3

Child's Last Name: \_\_\_\_\_ Child's Given Name: \_\_\_\_\_ ☐ Male ☐ Female

Birth Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Grade (September 2020): \_\_\_\_\_ ☐ Non-Richmond Resident  
month day year

Parent/Legal Guardian Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ ☐ Ms. ☐ Mrs. ☐ Mr.

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Cellular #: \_\_\_\_\_ Alternate #: \_\_\_\_\_ E-mail: \_\_\_\_\_  
Only one email address accepted

Catchment School: \_\_\_\_\_ Unsure of catchment school? Go to <http://schoollocator.baragar.com/bc38>

Current School my child is attending (Pre-School not required): \_\_\_\_\_

Fill out this section if you wish your child to attend the same Montessori program and same school as an **Older Sibling** who will be attending the **same** program at the **same** school the following year.

Sibling's Name	Grade (Sept. 2020)	Program (EFI or LFI)	School

Fill out this section if you **DO NOT have a sibling** currently attending the **same** program at the **same** school. A randomized draw will be held for entry. Montessori school choices: Garden City, McKinney and Steves.

1 <sup>st</sup> Choice	2 <sup>nd</sup> Choice	3 <sup>rd</sup> Choice

## PARENT INFORMATION – APPLICATION INFORMATION, RESULTS AND RESPONSE DATES, WITHDRAWALS

- Children must be registered for school in order to be eligible for District Program Options.
- Parents/Guardians are responsible for delivering the District Program Options application to Central Registration at the School Board Office by the deadline **January 24, 2020, 4:00 pm\***.
- Results will be emailed by February 10, 2020. Contact [ProgramOptions@sd38.bc.ca](mailto:ProgramOptions@sd38.bc.ca) if you do not receive a results email by February 11, 2020. **Parent responses are due February 14, 2020, 4:00 pm. If we do not receive an email response by this time, your child will be moved to the bottom of the wait list.**
- Families who accept Montessori placement are no longer registered at their local catchment school. Families who decide to withdraw from District Program Options must re-register at Central Registration and return to their English catchment school. There is no guarantee there will be space at your local catchment school.
- For complete information and frequently asked questions, please visit our district website [www.sd38.bc.ca](http://www.sd38.bc.ca) (Elementary Programs).

I acknowledge that I have read the above information.

\_\_\_\_\_  
Parent/Legal Guardian's Signature

\_\_\_\_\_  
Date

For Office Use Only

Pupil #	Central Registration Initials	Date Received	Time



# DISTRICT PROGRAM OPTIONS 2020-2021

## Parent Information

### Early French Immersion, Late French Immersion & Montessori Programs

#### 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 February 11, 2020, they are advised to email [ProgramOptions@sd38.bc.ca](mailto: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 by February 14, 2020, 4:00 pm. If we do not receive an email response by this time, your child will be moved to the bottom of the wait list.

#### FREQUENTLY ASKED QUESTIONS

##### What If You Decide to Withdraw Your Child from the French Immersion or Montessori Program After Accepting Placement?

- It is the parent/legal guardian's responsibility to contact the District Program Options office by email at [ProgramOptions@sd38.bc.ca](mailto:ProgramOptions@sd38.bc.ca).
- Families who accept Early French Immersion, Late French Immersion or Montessori placement for their child are no longer registered at their local catchment school – you must **re-register** your child at Central Registration and return to your catchment school. **There is no guarantee there will be space at your local catchment school.**
- Depending on the date you notify the District Program Options office to withdraw from the French Immersion or Montessori program, your child's re-registration for your local catchment school will be **Priority 2 Registration Period or Late Registration Period.**

Priority 2 Registration Period	Late Registration Period
January 27 – May 15, 2020	May 19, 2020 – Ongoing
School registration applications received during this period will receive a placement by May 22, 2020.	School registration applications received during this period will receive a placement by September 11, 2020 or within 3-5 business days, if possible.

Please visit the Central Registration office at 7811 Granville Avenue, Richmond for student registration and submitting District Program Options applications. Office hours 9:00 am – 3:00 pm, Monday to Friday excluding statutory holidays.

#### Transportation

- Parents are responsible for transporting for their children enrolled in a choice program such as District Program Options, which includes Montessori, 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 and 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 the following year, entry level is to Grade 4.

**Wait Lists**

- Wait lists for Early French Immersion Grade 1, Montessori Grades 1-4 and Late French Immersion will be dissolved on the third Friday of September at 4:00 pm. Students are not placed into the program after this date.
- Wait lists for Early French Immersion Kindergarten and Montessori Kindergarten will be dissolved on the third Friday of December at 4:00 pm. Students are not placed into the program after this date.

**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 1-4, please follow this procedure:
- Parent/legal guardian request the District Program Options application from their current school.
- Parent/legal guardian must deliver the completed form to Central Registration at the Board Office (7811 Granville Avenue, Richmond, BC). Refer to district website for deadlines, [www.sd38.ca](http://www.sd38.ca).

**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](mailto: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.