

2024-2025 Application Procedures and Information

CANADIAN AND LANDED IMMIGRANT **KINDERGARTEN** STUDENTS

Please complete and submit the following for each student who is applying:

- **Application for Admission Form**
- **Application Fee** \$42 (non-refundable) (credit card over the telephone with office manager)
- **Academic Transcripts or Report Cards**
 - Last completed year and any subsequent reports (for kindergarten, have Section C of application form completed by Day Care service provider)
- **Documentation**
 - Student's Birth Certificate if born in Canada
 - Student's Canadian Passport, Citizen Card, PR Card or Landing Paper if not born in Canada
 - Student's BC Care Card
 - Student's Immunization Records
 - Parent / Guardian's Birth Certificate if born in Canada
 - Parent / Guardian's Canadian Passport, Citizen Card, PR Card or Landing Paper if not born in Canada

STEP 1: Attend an Open House

If you have not been able to attend an open house, please contact Gaileen Woytko, Director of Development & Operations, gwoytko@deerlakeschool.ca to schedule a personal tour. All families need to tour the school before they apply so that they fully understand the culture and programs at DLS.

STEP 2: Complete an Application Form and Submit to Deer Lake School

Once you have attended an open house session or tour, parents will find the Deer Lake School application form (a fillable PDF) is available on our school website, under Admissions. When you have completed the application form and all accompanying paperwork is assembled, please email it to Mrs. Christina Luk, our office manager, at admissions@deerlakeschool.ca. She will reply to your email and let you know if you are missing any documentation.

Original Documents with Translation Verified: Please provide copies of your original documents, and if they are in a language other than English, documents need to be translated into English by a certified translation organization and verified by a notary public. All original documents will need to be verified by the school at your final registration.

The **Kindergarten application deadline is January 12, 2024** for the upcoming September 2024-2025 school year admission.

The **Grade 1-12 application deadline is Feb. 2, 2024** for the upcoming September 2024-2025 school year admission.

STEP 3: (KINDERGARTEN ONLY)

Book a Time for an Early-Learning Group Interview Session

Once a completed kindergarten application form has been successfully submitted to the school, all applicants will be contacted by the school office to register for a 30-minute group interview session taking place in the Kindergarten classroom on **Sunday, January 21, 2024** in groups of

about 10 children. Please note that time slots fill up quickly, and your preferred time may not be available, so please have a first and second choice option:

- 10:00-10:30 am
- 11:00-11:30 pm
- 12:30-1:00 pm
- 1:30-2:00 pm
- 2:30-3:00 pm

During the 30-minute session, children will complete teacher-directed tasks, engage in free play, and have an opportunity to participate in Centre-Time. The Deer Lake School principal and Kindergarten teacher will be present to spend time with and observe the children. These sessions will help us determine which students are ready for our kindergarten program. Some of the skills assessed include gross motor skills, the ability to follow directions, social interaction and self-regulation.

STEP 4: Personal Student Interview and Assessments

Following the Early-Learning Group Interview Sessions (kindergarten only) the school will contact student families to schedule an interview or to share reasons why admission may not be possible. This 20-minute interview is with your child, accompanied by you as parents. It is hosted by the principal and kindergarten teacher. The interview is an opportunity

- for our administration to get to know you and your child
- to understand your needs and expectations
- to review our vision and philosophy of education with you
- to address any specific questions you may have about our school at that time.

Based on the information shared in your application, the school may ask to conduct additional assessments of your child to determine readiness, any educational support services needed, or English language proficiency level.

Kindergarten interview appointments will be scheduled on weekdays **Jan. 29-Feb. 9, 2024**

Gr. 1-12 interview appointments will be schedule on weekdays **Feb. 5-16, 2024**

STEP 5: Notification of Acceptance

Following your interview with the administrative team, parents will be notified by telephone with details of your child's eligibility for the September 2024-2025 school year. Students will be accepted based on space and/or suitable program availability or placed on a waitlist.

Kindergarten notification of acceptance will be no later than **Feb. 16, 2024.**

Grade 1-12 notification of acceptance will be no later than **Feb. 23, 2024**