



550 Poirier Street, Coquitlam, British Columbia V3J 6A7 • Phone (604) 939 9201 • Fax (604) 939 7828

## Kindergarten Cross Catchment Process 2010-2011

Dear Parents/Guardians,

This year all kindergarten children must register at their neighbourhood catchment school - February 2, 3 and 4, 2010. Parents have the right to choose the school their children attend subject to availability of space. Should you want to choose a school other than your neighbourhood catchment school you must submit a "Cross Catchment Form" as outlined below:

Features of the 2010-2011 Cross Catchment Process:

- Kindergarten Cross Catchment forms and processes - February 8<sup>th</sup> 9:00am to February 17<sup>th</sup> 4:00pm
- The District is encouraging use of the electronic version of the application form accessed through the District website [www.sd43.bc.ca](http://www.sd43.bc.ca) beginning February 8<sup>th</sup> for the Kindergarten process.
- Paper forms will also be available at all schools and on the District website as of February 8<sup>th</sup> for the Kindergarten process. All completed paper forms must be returned in person or by mail to the School District Office at 550 Poirier Street, Coquitlam V3J 6A7 by the closing date of February 17<sup>th</sup> at 4:00 p.m. Faxed copies will not be accepted.
- Process details:
  - Requests will be processed based on the availability of space in schools and on a first come-first served basis.
  - The system will automatically mark the time we receive the request for the on-line process.
  - The receptionist will mark the date and time of all paper copies as they are received at the front desk in the School Board Office.
  - The District will then enter the paper requests into the on-line system and record the appropriate date and time.
  - Principals will be able to access information about requests as they are received.
  - The process will close off promptly at 4:00 pm on February 17<sup>th</sup>.
  - The District's response to Kindergarten cross catchment requests will be communicated in writing by mail by March 5<sup>th</sup>.

Important Information about Schools at Capacity:

A number of schools have reached capacity and it is anticipated they will continue to be in this position for the next few years. Therefore, based on lack of space, we want to clarify that the District will not be in a position to honour requests for cross catchment to the following schools: Aspenwood, Bramblewood, Eagle Ridge, Glen, Glenayre, Panorama, and Pinetree Way.

If you have any questions please feel free to contact your school principal.

Sincerely,

Tom Grant, Superintendent  
SCHOOL DISTRICT NO. 43 (COQUITLAM)