

DOCUMENTS and INFORMATION required to complete
KINDERGARTEN REGISTRATIONS
FOR 2015-2016 SCHOOL YEAR

You must register your child at your own catchment school. Refer to the “School Locator” on the School District web site www.sd43.bc.ca to check your home school. After registering at your home school, you may choose to submit a Cross-catchment request for your child to attend a different school (subject to approval by receiving school). Cross-catchment requests are to be submitted on-line at www.sd43.bc.ca from Feb 6-18th. Refer to the full Cross-catchment notice.

French Immersion Kindergarten

Applications are to be submitted on-line at 9 a.m. at www.sd43.bc.ca from Jan. 15-22nd. Once your application has been accepted (board will email acceptances the week of Jan. 26th), please come into the school on Feb. 5th or 6th to complete the paper registration and supply the required documentation (below). You may come into the office after you have been accepted to pick up the registration papers and complete at home prior to Feb. 5th or 6th.

English Kindergarten

English kindergarten registration begins directly at your catchment school Tuesday, Feb. 3rd through Thursday, Feb 5th 9 a.m. – 3 p.m. Please come in prepared to complete the registration form and supply the required documentation.

Regarding required documentation, please refer to the Kindergarten Funding Eligibility Checklist below. ALL “5” areas are required to complete documentation required by the school.

You will also want to have:

- Your child’s BC Medical number
- Contact phone numbers & addresses for:
 - Both parents
 - Emergency contact persons
 - Daycare information (if already in place)
 - Child’s Doctor and Dentist names & telephone numbers
 - Next of kin & out of Province contacts (in the event of an earthquake)

Student's Name _____

DOCUMENTATION REQUIRED FOR REGISTRATION OF ALL SCHOOL AGE STUDENTS
FUNDING ELIGIBILITY "CHECKLIST" (January 5, 2015)

In accordance with the School Act Section 82, Ministry of Education policy, and school district AP's 300 and 302, a student is eligible for a provincially funded education if parent(s) or legal guardian(s)* meet residency requirements. Students who are ordinarily resident in BC and whose custodial parent or legal guardian* is ordinarily resident in BC, and are enrolled in a program in School District No. 43 (Coquitlam) are eligible for Ministry funding.

DOCUMENTATION IS REQUIRED FOR ALL 5 AREAS BELOW:

STATUS IN CANADA

1. Required of custodial parent or legal guardian* - one of

- Canadian birth certificate
- Canadian passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation
- Nexus Card

Or, one of the following permits which must be verified by International Education prior to the child starting school:

- **Work Permit valid for a year or more **and** proof of employment (minimum 20 hours per week) **and** passport **or**
- BCPNP signed performance agreement
- **Study Permit valid for a year or more **and** Letter of Acceptance or transcript showing enrolment in degree or diploma granting program at a public post-secondary institution or enrolment in degree granting program at a private post-secondary institution authorized by the BC Ministry of Advanced Education **and** passport (Permit cannot be for or high school upgrading or ESL) unless it is a requirement of acceptance into the afore-mentioned programs, for one year only, and the institution is BC EQA-Education Quality Assurance.)
- Diplomatic Status

2. Required of child - one of:

- Birth certificate
- Passport
- Canadian Citizenship card
- Confirmation of Landing/Permanent Residence (8-1/2 x 14" sheet) **and** passport
- Permanent Resident Card (front and back)
- Status Indian documentation
- Refugee Claimant Documentation conferring status – if child has own documents, parent documents not required.
- **If child is accompanying a parent on Work or Study Permit, provide copy of child or parent Permit that indicates child accompanying.

RESIDENCY

Parent or legal guardian* must be ordinarily resident in British Columbia with a sufficient degree of continuity to ensure that there is a settled purpose other than to obtain free public education.

3. Required of parent or legal guardian* - one of the following to demonstrate residency:

- Long-term Tenancy agreement-showing name and address
- Property purchase agreement - showing name and address
- Income Tax statement – showing name and province of residency
- Property tax statement - showing name and address
- Proof of employment for a minimum of 20 hours per week (e.g. pay stub, letter from the employer)

4. AND provide two of:

- Utility bill
- BC Driver's Licence or Enhanced BC Driver's Licence
- BC ID
- BC vehicle registration
- Canadian bank account statement-showing name and address
- Canadian credit card statement – showing name and address
- Proof of current school year membership in a local organization

GUARDIANSHIP*

5. Required of parent or legal guardian* - one of the following to demonstrate guardianship:

- Paper birth certificate – parents are named
- Income Tax statement – children are declared
- Parent's Confirmation of Permanent Residency or Record of Landing or valid Immigration Canada documents-children are named
- If parents live separately, court order or written agreement granting care to accompanying parent
- *If not the parent, guardianship must be by will in accordance with the Infants Act or court order in accordance with the Family Relations Act.

Declaration of Registration Documentation:

The above documents have been verified by the school principal or designate.

Signature of Principal or Designate

Date