

# Student Applications

For Parents



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# Apply to Kindergarten



Applications for registration requesting placement for September 2016 can be completed on-line or in person beginning:

January 13, 2016

10 AM

Eastern Standard Time

We are pleased to welcome you and your child to the  
Toronto Catholic District School Board.

# A Long and Proud History of Service to the Community



The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity. At Toronto Catholic we transform the world through witness, faith, innovation and action.

We have a long and distinguished history of providing excellence in Catholic education for the Toronto community. Catholic Social Teachings and the Ontario Catholic School Graduate Expectations are foundational to our exemplary approach to teaching and learning in the 21st century.

While our schools adhere to Ministry of Education requirements, we do so from a Catholic perspective. The curriculum is enhanced by Gospel values. Teachers are professionally trained and committed to serving in Catholic schools. At the heart of Catholic education is the person of Jesus. Faith development is integral to every part of Catholic education, as students are called to respect the dignity of all human persons in a caring community.

The TCDSB also prides itself on the strong partnership that exists among the home, the school and the parish. Through participation in the community and involvement with the parish, students are guided by the Gospel values, principles and standards that reach into every facet of school life.

# Who can Apply to a TCDSB Elementary School?



- Catholic children, or
- Non-Catholic children of Catholic parents - one custodial parent who is baptized Catholic, living in the City of Toronto and having the ability to direct tax support to the TCDSB.
- Children of parents enrolled in the Rite of Christian Initiation for Adults (RCIA) or children enrolled in the Rite of Christian Initiation for Children (RCIC) program with your local Catholic parish.
- Elementary students whose primary residence is outside the City of Toronto shall be admitted to a TCDSB school if all of the following criteria are met:
  - the student is Catholic;
  - space is available in the TCDSB school requested; and
  - the non-resident parent/guardian is an English-separate school supporter in the jurisdiction in which they reside.

# Information Package



**Please pick-up an information package from your Community School**

Your package will include:

1. A letter of welcome providing general information about the school and information regarding the on-line registration process known as S.O.A.R.
2. Application for Direction of School Support and instructions
3. Letter of Invitation for the Welcome to Kindergarten Parent/Student Orientation in the Spring
4. Success Starts Here Child Care Insert including Child Care locations, Before and After School Kindergarten Program locations and Parenting and Family Literacy Centre locations
5. Before and After School/Extended Day Kindergarten Program information letter
6. A Question and Answer Guide for Parents - Full-Day Early Learning Kindergarten pamphlet
7. School Newsletter
8. School specific information regarding transportation/bus routes in your community (where applicable)

# How to Apply On-line



**Applications may be completed on-line or parents can apply in-person at the school**

Parents/guardians with children born in 2012 or earlier and who will be enrolling in Kindergarten, have the opportunity to apply on-line using the “Student On-line Application for Registration” platform known as S.O.A.R. and found at the following link:

**<http://soar.tcdsb.org>**

# How to Apply On-line



**Applications may be completed on-line or parents can apply in-person at the school**

## **Step 1: Obtain Date Time Stamp**

Parents complete an application for registration from the convenience of their own home, the office, public library, or anywhere there is internet access, 24 hours a day. The on-line application also offers access to translations in different languages with built-in help functions and features. We will begin to accept applications on-line as of January 13, 2016 at 10:00 am Eastern Standard Time.

**Date-time stamp assigned immediately**

*Parents are encouraged to write down the date-time stamp and file number in the event of technical issues.*

# How to Apply On-line



**Applications may be completed on-line or parents can apply in-person at the school**

## **Step 2: Create an Account**

Before completing the application the parent must create an account. The account permits the parent to save their application in case the application process is interrupted.

When creating an account, an email verification will be sent to the email address with which you registered. You will be asked to click on the link included in the email to confirm that you are the owner of the account.

**We request that you verify your email account within 5 days.** This email address will be used to contact you should the school you have applied to needs to contact you regarding your application.



# How to Apply On-line



**Applications may be completed on-line or parents can apply in-person at the school**

## **Step 3: Completing Your Application**

You may logout of your application at any time and return later. When you are ready to complete your application, enter your username and password and you will be allowed to continue your application.

For some TCDSB Elementary Schools space is limited. Please be aware of application deadlines ensuring your application is complete and an appointment scheduled with the school.

**Applications Processed  
Based on Priority and Date-Time Stamp**

*(See Page 14)*

# How to Apply In-Person



**Applications may be completed on-line or parents can apply in-person at the school**

Families may choose to register in person at our school. We will begin to accept applications at 10:00 am Eastern Standard Time on January 13.

For some TCDSB Elementary Schools space is limited. For these schools, parents when applying in person on January 13, 2016 at 10 AM EST will be provided a date-time stamp from the school. In an effort to achieve fairness of process, applications will receive a date-time stamp in one second increments.

For the remaining elementary schools, the date-time stamp will be assigned by school staff when the application is received.

**Further information on Enrolment is available from the School**

# Required Documentation



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- Once the application is complete, the parent/guardian must meet with the school in order to validate documentation. Please be sure to make an appointment with the school. Appointments may be booked at the time of application or in person.
- The following documents are required when meeting with the schools:
  - Baptismal Certificate
  - Birth certificate and/or Passport if not born in Canada
  - Immunization Record
  - Proof of Residency
  - Application for Catholic School Support (completed at the school)

**In schools where space is limited, documentation must be received and reviewed at the school by Friday, February 5, 2016. Please contact your community school for more information.**

# When is an Application Complete?



An application is complete when:

1. A complete application has been submitted to the school (on-line or in person);
2. Meeting with school personnel has taken place; and
3. All documentation has been submitted and validated by the school

# When is an Applicant Registered



An applicant is registered when:

The family has been informed by the school that the registration is complete and the child is pre-registered for September 2016.

Please note that an application to any school, whether inside or outside the boundary does not guarantee acceptance at the school selected.

TCDSB will however make every attempt to identify a school where there is space and where the child may attend. Please note that there is no guarantee of transportation/bussing.

**For Schools where space is limited, notification of Placement  
will begin the week of Monday, February 8, 2016**

# When is an Application Complete?



- All applications shall be processed in the following sequence:

|                   |  |
|-------------------|--|
| <b>Priority 1</b> | Applicant living inside or outside the boundary with <b>siblings</b> attending the school in (junior kindergarten to grade 7) and not registered in Extended French, French Immersion or Special Education/Intensive Support Program Class |
| <b>Priority 2</b> | Applicant living <b>in the boundary</b>  |
| <b>Priority 3</b> | Applicant living outside the school boundary but attends a <b>licensed child care</b> within the school boundary for September 2016 and will attend in 2016-2017.  |
| <b>Priority 4</b> | Applicant living outside the school boundary with unlicensed child care within the school boundary.  |
| <b>Priority 5</b> | Applicant living <b>outside the school boundary</b> and is not attending child care  |
| <b>Priority 6</b> | Applicant living <b>outside the City of Toronto</b>  |

- Priorities 3-6 applications are placed on the Wait List. Parents will be contacted by the school only upon availability of space. Placement for schools with limited space begins April 29, 2016. The Priority Waitlist is maintained until September 30, 2016.

**Parents are Encouraged to Apply to Their Community School**

# Out of Boundary Requests



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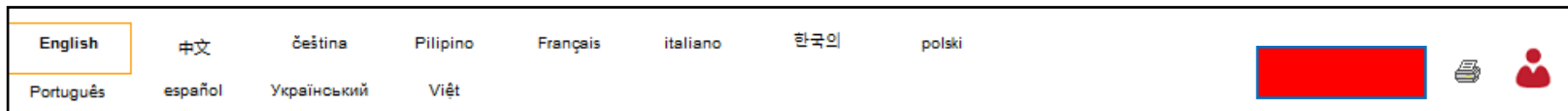
- Parents may apply to two schools outside of their Community School Boundary. Applicants will be placed on a Priority Waitlist as per the 2014 Elementary Admissions Policy:
- Parents will be contacted by the school only upon availability of space and in order of priority and date-time.
- Notification for schools with limited space begins April 29, 2016. The Priority Waitlist is maintained until September 30, 2016.

**Parents are Encouraged to Apply to Their Community School**

# Getting Help



- If you have questions concerning your child's application please contact your **community school** for assistance.
- When experiencing technical issues with your on-line student application, click on the report problem link at the top of the application form. You will receive a response within 2 business days.



- You may also contact Board staff at the following numbers:
  - Admissions Dept. at 416 222-8282 Ext. 5320
  - Communications at 416 222-8282 Ext. 5314