



## JUNIOR & SENIOR KINDERGARTEN REGISTRATION

Responsibility:	<i>Superintendent, Student Achievement &amp; Well-Being</i>
Legal References:	<i>Immunization of School Pupils Act</i>
Related References:	<i>Administrative Procedure 1020 - Admission of Underage Pupils</i> <i>IS-09-H – Student Registration</i> <i>Q&amp;A – All Day Alternate Day Kindergarten</i> <i>IS-16-H1 Online Registration Checklist</i>
Revisions:	<i>March 2016, September 2016</i>
Reviewed:	<i>March 2016, September 2016</i>

### 1. Preamble

- 1.1 The procedures that follow describe guidelines and expectations regarding the registration of junior and senior kindergarten pupils. The procedure also provides additional direction for the organization of junior and senior kindergarten classes and communications annually in a timely manner and in response to specific circumstances.

### 2. Procedure

#### 2.1 Kindergarten Registration

- 2.1.1 Registration is typically held during the second term. Registration dates are to include both a morning and an afternoon session and, if possible, occur on different days. Extended registration hours may be necessary to accommodate working parents/guardians. Registration procedures for junior kindergarten and senior kindergarten are the same. It is recommended that the new pupil and their family be invited to visit the school at a prearranged time. It is not essential that the new pupil attend because the September staggered entry process provides the child with a more meaningful and time appropriate welcome to the school. Registration should take place in an appropriate location under direction from the school administrator. The brochure, "Off to School!", is distributed during Kindergarten registration, along with other relevant information (e.g., Age 3 Nipissing Screen, Vision Screening leaflet, Eat Healthy postcards,). Should pupils with high needs be identified by their parents (i.e., developmentally challenged), the school should contact their Special Education Consultant Liaison to investigate appropriate supports for pupils. An information night in the spring, providing additional information about the school and the kindergarten program, is recommended.
- 2.1.2 The principal will provide a registration form and obtain the completed form from the parent(s)/guardian(s) of the prospective pupil.
- 2.1.3 Pupils are eligible to attend the school within the boundary area of their residence. To be eligible to attend in September, senior kindergarten pupils must be at least 5 years old by December 31. Junior kindergarten must be at least 4 years old by December 31.
- 2.1.4 The birth certificate, baptismal certificate or other equivalent legal document (e.g., passport) of each pupil must be examined and checked at the time of registration or prior to the first day of school to verify age appropriateness for entry into Kindergarten. The verifying documentation should be photocopied and inserted in the OSR documentation file if one has been created for the pupil.

## 2.2 Immunization

2.2.1 The Health Unit will send all schools *Immunization Information Forms*. The immunization information has been translated into several languages and is available from the Waterloo Regional Health Department. Junior and senior kindergarten children are required to have a completed, age-appropriate immunization record, as stated in the "Immunization of School Pupils Act" upon school entry. This does not mean that a child must be immunized before starting school but the immunization record must be provided by the parent. At registration, all parents are asked to complete and return the *Immunization Information Form*. If a child is exempt from immunization for religious/philosophical/medical reasons, it is important that the parent notify the Health Department so that a completed exemption form is on file with the Health Department. Failure to complete the *Immunization Information Form* will result in exclusion of the pupil from school unless the parent registers a statement of conscience or religious belief with the Health Unit. Completed Immunization Information Forms are to be returned to the Waterloo Regional Health Unit via the Board's courier service after the spring registration and throughout the remainder of the year as additional registrations are completed. Clearly mark the return envelope "Attention: Waterloo Regional Health Unit, Immunization Information".

## 2.3 Underage Admission

2.3.1 For the admission of underage junior and senior kindergarten pupils refer to: Administrative Procedure 1020 – Admission of Underage Pupils.

# 3. The Transition for Children with Special Needs from the Licensed Care System to School

3.1 The following information is intended to assist with the flow of information between the Waterloo Region District School Board and Community Agencies serving children who exhibit severe cognitive, physical, medical, social/emotional or speech/language needs. The intention is to identify and monitor children with special needs throughout their primary school years. This applies to children provided with care from:

- Regional Municipality of Waterloo – Licensed Child Care System
- Kitchener-Waterloo Habilitation Services (KWHS)
- Cambridge and District Association for the Community Living (CLC)
- KidsAbility Centre for Child Development
- kidsLINK
- Elmira Association for Community Living (EDACL)

## 3.2 Prior to Kindergarten Registration

3.2.1 Early in the school year, Community Agencies forward written information to the Learning Services (Special Education) Consultant responsible for Records about children with special needs. A planning calendar and associated information forms that support the transition process are available by contacting the Learning Services (Special Education) Consultant.

3.2.2 Written information includes: name of child, address, date of birth and areas of concern.

3.2.3 Community Agency personnel are responsible for obtaining parental consent for the sharing of information and involvement of Waterloo Region District School Board personnel.

3.2.4 Involvement of Learning Services (Special Education) Resource Personnel involving follow-up in collaboration with home school principals and including:

- initiating contact with the Community Agencies;
- visiting the Agencies to observe children identified by the Agencies;
- making home school principals aware of the children and their needs;
- where appropriate, involving other Waterloo Region District School Board Learning Services (Special Education) Resource Personnel and Home School personnel;
- where appropriate, requesting more detailed information from the Community Agencies or other sources;
- where appropriate, arranging for parent visitations to the home schools.

3.3 Following Kindergarten Registration

- 3.3.1 The home school principal and Waterloo Region District School Board personnel may be requested by Community Agencies to attend Agency case conferences. Participants at this meeting may include: parents, community agency personnel, Waterloo Region District School Board personnel, and other professionals working with the child. Potential supports for pupils are discussed at this case conference.