

## St. James Catholic Global Learning Centre

### Registration Timelines for 2021-2022 School Year

- Registration for St. James Catholic Global Learning Centre for the 2021-2022 school year for Full Day Kindergarten to Grade 8 will take place **Tuesday, January 19 to Friday, January 22, 2021**. To be considered for random selection, registrations must be received by 3:00 p.m. on Friday, January 22, 2021.
- Registrations received by email to the [St.JamesInfo@dpcdsb.org](mailto:St.JamesInfo@dpcdsb.org) will receive confirmation of receipt within 48 hours. Parents/guardians are directed to contact the school if a receipt is not received within the 2 business days.
- If bringing registration form and supporting documentation in person to the school, please call 905-891-7619 to book an appointment to ensure COVID measures are put into place.
- Random Selection date – Thursday, February 18, 2021 at 7 p.m. (Town Hall Zoom details to follow)
- Information regarding the status of the application will be communicated within a week of the random selection process results, via the email address or mail address as identified by the parent/guardian – Thursday, February 25, 2021.
- 2020-2021 waitlist (generated on February 3, 2020) is valid until 3:59:59 pm on reorganization day of the following school year – date TBA (PD day - September 2021).
- 2021-2022 waitlist (generated on February 18, 2021) is valid at 4:00 pm on reorganization day of the following school year.

### Registration Policy

- The St. James Catholic Global Learning Centre is an optional, regional program with limited spaces, offered at the St. James School Site.
- Class sizes are in line with Ministry mandates and determined by board wide averages. Kindergarten to grade 3 classes are capped at 23 students and grade 4 to 8 at 25 students.
- Registration is open to students eligible to attend a Dufferin Peel Catholic District elementary school.
- For students applying for the first time in Dufferin Peel Catholic District School Board, it is recommended that the student also be registered at the home school.
- St James does not offer online registration. Registration package can be downloaded at [Printable Registration Form](#), obtained via an email request at [St.JamesInfo@dpcdsb.org](mailto:St.JamesInfo@dpcdsb.org) or call the school office (905-891-7619) to arrange for pick-up of printed copies. Registration Form and supporting documents (as listed on the Registration tab of the board website) can be sent via email to [St.JamesInfo@dpcdsb.org](mailto:St.JamesInfo@dpcdsb.org)
- Please visit <https://www3.dpcdsb.org/schools/register-for-school/kindergarten-registration> for a list of supporting documentation that is required for a registration to be considered complete.
- In the event the number of applications exceeds the number of allotted spaces, complete applications received by the due date will be subject to the random selection process.
- A waitlist will be generated from the random selection and will be valid until the reorganization day of the following school year.
- If the number of applications does not exceed the allotment of spaces in the program, the application will be complete and the Parent/Guardian will be notified by school staff of the child's acceptance to the Catholic Global Learning Program.
- Siblings of students currently registered in the program will also be subject to the random selection process to ensure equity of access to the regional program. In the case of an application by same-age/same-grade siblings (twin siblings), one application per sibling must be submitted.
- A waitlist for the current school year will be maintained should pupil place become available during the year.
- Registrations received after the registration deadline will be accepted up until 3:00 p.m. the Friday before the start of the new school year. As these registrations were not included in the random selection they will be added to the bottom of the waitlist in order of receipt. No registrations will be accepted after 3:00 p.m. on the Friday before the new school year starts.
- Residents outside of Dufferin Peel are not eligible for the random selection process. All outside residents must be catholic and their registrations will be added to the bottom of the waitlist after the random selection process.
- Information regarding the status of the application will be communicated within a week of the random selection process results, via the email address or mail address as identified by the parent/guardian.

- The school will generate a waitlist for consideration should spaces become available during the remainder of the school year. The waitlist will be valid until the reorganization day of the following school year.
- If a spot becomes available, the school will contact the first waitlist applicant. Said applicant will have 48 (forty-eight) hours to accept the spot. After 48 (forty-eight) hours, the school will contact the next applicant on the waitlist.