

KINDERGARTEN REGISTRATION INFORMATION

A few notes before you start the Kindergarten Registration process:

Eligibility

To be eligible for Kindergarten your child must be 5 by December 31 of the year your child starts Kindergarten.

Preschool

If your child is currently attending a St Albert School Division preschool you do not need to fill out a registration form. You will be sent a Returning Student Form by your child's preschool.

Identification Documents

It is important that we receive valid identification documents before we can finalize your child's registration. You will be able to upload documents directly into your registration form, or you can email them to us at leh@spschools.org.

A valid ID document would be a Canadian Birth Certificate, Canadian Permanent Resident Card or Canadian Certificate of Citizenship.

If you do not have a Canadian birth certificate for your child, the school will require **EACH** of the following documentation:

- The child's foreign birth certificate
- A document in the child's name showing legal entry into Canada with valid entry and expiry dates
- A document in the parents name(s) showing legal entry into Canada with valid entry and expiry dates
- A legal document showing both the child's name and the parents names (usually the parents names are shown on the birth certificate)

Don't have access to technology?

Please call the office and we can book an appointment for you to come into the school and use a computer to complete your online registration.

REGISTRATION FORMS

Registration Forms are available on the St. Albert Public Schools website at spschools.org or the Lois E. Hole School website at leh.spschools.org. You can complete the forms on a computer or your phone through a web browser. Scroll down to the round button that says Registration, and you will have to create an account for the Enrolment Portal. You are able to begin the process and then log out and log back in at a later time

Click the link for the correct school year. You will be registering for the 2021-2022 school year. There are 2 registration forms; one for English and one for French Immersion. Ensure you are choosing the correct form.

Things to watch:

Zoned School section

Click on the link. If it comes back with "No Zoned School" or it brings up a different school, you can still apply to Lois Hole.

Answer "Yes" that you would like to select a school other than your neighborhood school, and then choose Lois Hole from the dropdown menu.

Previous School

If your child has attended Kindergarten previously, or a preschool or a Headstart program please fill out the previous school portion of the registration form.

Emergency Contacts

Please do not add yourself as an emergency contact. This area is for other contacts for us to call in case we can't get ahold of you.

Program Choice

There should be an area on the registration form for you to choose whether you are enrolling for the half day or full day program. If you cannot find this section, please add your choice to the Notes/Comments section at the bottom of the form.

I have completed my registration. Now what?

Please email the school at leh@spschools.org to confirm we have received your registration. Please include your child's name and your program choice in the email.

Once we have processed your child's application you will receive a confirmation email from the school.

We are planning to offer tours of the school closer to the start of the school year so you have an opportunity to visit the classroom and meet your child's teacher, but if you would like a tour prior to this, please email us at leh@spschools.org or call the office at 780-460-0034.

Additional information is available on our website under the "Our School" menu and the Program sub-section.

In May/June, you will receive an email with instructions to book your tour as well as your child's staggered start day.

Staggered start days are September 1-3, 2021. The staggered start day is your child's first day of school, and will include approximately 1/3 of your child's class. The first day of school for the full class will be Tuesday September 7, 2021.

If you are moving over the summer email the school at leh@spschools.org and let us know your new address.

If you have any questions, please call the school office at 780-460-0034.