

Family Reception Centre

Procedures To Be Followed by Parent(s)/Legal Guardian(s) in Order To Register with the Ottawa-Carleton District School Board (OCDSB):

If the Child Has Permanent Resident Status

Call the Family Reception Centre to make an appointment and bring the following:

- ✓ Immigration documents
- ✓ Immunization records
- ✓ Previous school records

At least **ONE** parent/legal guardian must be present with the student at the appointment.

If the Parent(s)/Legal Guardian(s) Has Diplomatic Status

1. Go to the OCDSB Admissions Office, 133 Greenbank Road, with the family's passports and a letter from your embassy.
2. Call the Family Reception Centre to make an appointment and bring the following:
 - ✓ Letter of Admission received from the Admissions Office
 - ✓ Immunization records
 - ✓ Previous school records

At least **ONE** parent/legal guardian must be present with the student at the appointment.

If the Parent(s)/Legal Guardian(s) Has Work or Study Status

1. Go to the OCDSB Admissions Office, 133 Greenbank Road, with your passport and a letter from your post-secondary institution or employer stating that you are attending school or working full-time.
2. For students 18 years and older, go to the Citizenship and Immigration Canada office and apply for a **Study Permit**, if not already obtained.
3. Call the Family Reception Centre to make an appointment and bring the following:
 - ✓ Letter of Admission received from the Admissions Office
 - ✓ Study Permit received from the Citizenship and Immigration

Canada office (for students 18 years and older)

- ✓ Immunization records
- ✓ Previous school records

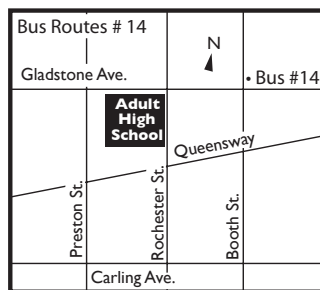
At least **ONE** parent/legal guardian must be present with the student at the appointment.

If the Parent(s)/Legal Guardian(s) Has Refugee or Convention Refugee Status

1. Go to the OCDSB Admissions Office, 133 Greenbank Road, with your immigration papers and proof of address.
2. For students 18 years and older, go to the Citizenship and Immigration Canada office and apply for a Study Permit, if not already obtained.
3. When the Study Permit is received, call the Family Reception Centre to make an appointment and bring the following:
 - ✓ Letter of Admission received from the Admissions Office
 - ✓ Study Permit received from the Citizenship and Immigration Canada office (for students 18 years and older)
 - ✓ Immunization records (if available)
 - ✓ Previous school records (if available)

At least **ONE** parent/legal guardian must be present with the student at the appointment.

The Family Reception Centre is open all year. Please call to make your appointment as soon as possible to avoid delays entering school.



Located at
Adult High School
300 Rochester Street
Room 202
Ottawa, ON K1R 7N4

Office Hours:
Monday to Friday
(7:30 am to 4:00 pm)

Tel: (613) 239-2416
Fax: (613) 232-1616

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General Information

The Family Reception Centre (FRC) is part of Curriculum Services at the Ottawa–Carleton District School Board (OCDSB). It is located in Room 202 at the Adult High School, 300 Rochester Street, Ottawa, Ontario K1R 7N4. The multilingual FRC staff includes an ESL/ELD coordinator (for both elementary and secondary); one itinerant elementary ESL consultant and one secondary teacher; three assessors; and an office assistant. On-site are also two part-time Arabic and Mandarin-speaking multicultural liaison officers (MLOs) who are available from 8:30 to 11 a.m. each day except Thursday. To contact FRC staff, please call 613-239-2416.

The Function of the Family Reception Centre

- welcomes newcomer families and assesses students' English language proficiency and mathematics skills
- maintains a lending library of teaching/learning and professional resources for OCDSB ESL/ELD teaching staff
- liaises with District staff and other professional and settlement agencies across Ontario
- offers in-service to staff on issues related to ESL/ELD
- provides support to English language learners and their families
- the coordinator participates with the Elementary ESL Staffing Committee in staffing decisions for the deployment of elementary ESL/ELD teachers within the OCDSB

Who Must Come to the Family Reception Centre?

Generally, students who are between the ages of 4 and 20 and want to pursue academic studies at an elementary or secondary school in the OCDSB come to the FRC. These are students who have attended school in a language other than English and/or whose first or primary language is not English. Some students may be able to register directly at one of the OCDSB elementary or secondary schools. Please refer to the memo from the office of the Superintendent of Instruction; the brochure, *Welcoming Families New to Canada into Public Education*; or contact the FRC for more information on who must come to the Family Reception Centre.

Operation of the Family Reception Centre

The FRC is open 12 months of the year. There are normally three full-time multilingual assessors to assess students' English language proficiency and mathematics skills. Once the initial assessment is complete, FRC staff makes recommendations for an ESL/ELD designation and placement and prepares a package of information for the student's designated home school.

Please note that the Ottawa-Carleton District School Board requires all students under the age of 18 years to have a valid Immunization Certificate from the Public Health Department as a condition of entry to school. All vaccinations therefore must be completed before a student can begin school. The Public Health Department will advise families as to which vaccinations, if any, may be required. For more information, contact Ottawa Public Health at 100 Constellation Drive, 613-580-6744 ext. 24225 or the Family Reception Centre.

Booking Assessment Appointments

For students who require an FRC initial assessment, school staff should direct the family to call the FRC to book an appointment. The FRC will make every attempt to book appointments as quickly as possible. **Due to the large volume of appointments, it is normally not possible to accommodate walk-in requests for assessment.**

During peak time periods in August–September and January, there may be a waiting period to book an appointment. Families are advised to contact the FRC well in advance of the school entry date, whenever possible, to avoid delays. Appointments can only be made once children have arrived in Canada. At least **ONE** parent/official guardian must accompany children on the date of the initial assessment.

Central Orientation Class

The OCDSB also offers a **Central Orientation Class (COC)** designed for newly-arrived students, between 18 and 20 years of age, who require ELD support. They receive English language and math support. Students normally attend the COC for one to two semesters. Students leave the COC to take other courses at the Adult High School, other programs offered by the OCDSB, or enter the workforce.

For more information, refer to the OCDSB factsheet *English as a Second Language (ESL) and English Literacy Development (ELD)* which is available from Communications and Information Services at 133 Greenbank Road or from the Family Reception Centre. This factsheet is also available on the OCDSB website at www.ocdsb.ca.



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133 Greenbank Road • Ottawa, ON K2H 6L3 • 613-721-1820

Fax 613-820-6968 • Website: www.ocdsb.ca

