

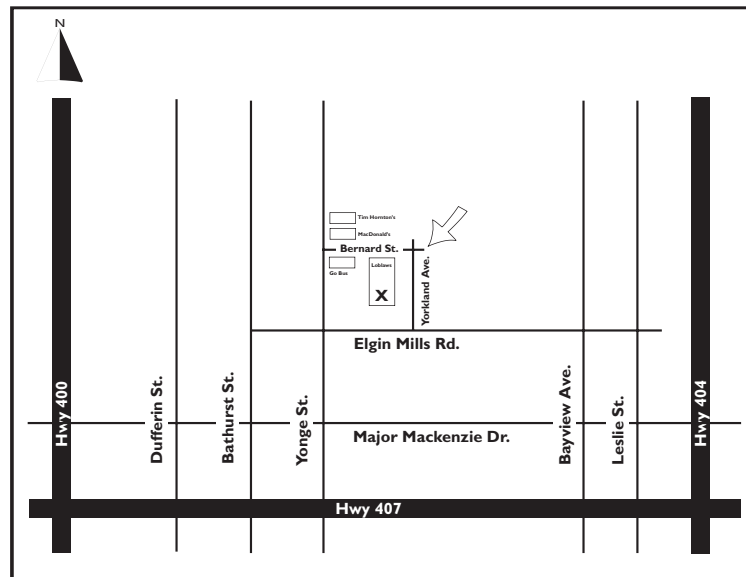
## Settlement Workers

The Reception Centre provides information to all families regarding services offered through the Settlement and Education Partnership in York Region (SEPYR). These settlement services facilitate the introduction of newcomer students and their families to the school and education system and connect the families to the necessary resources in the community that support the settlement process.

Some of the services that the SEPYR Settlement Workers provide include: information and referral, guidance and support, advocacy and access, interpretation and translation, information sessions on settlement related topics (such as: education, taxation, housing, community resources, etc.) and newcomer support groups.

Services are provided in: Korean, Spanish, Farsi, Chinese, Russian, Hindi, Gujarati, Urdu, Filipino, etc.

**Contact the Reception Centre through your local school to make an appointment or call directly. (One parent or education designate must be present at the appointment).**



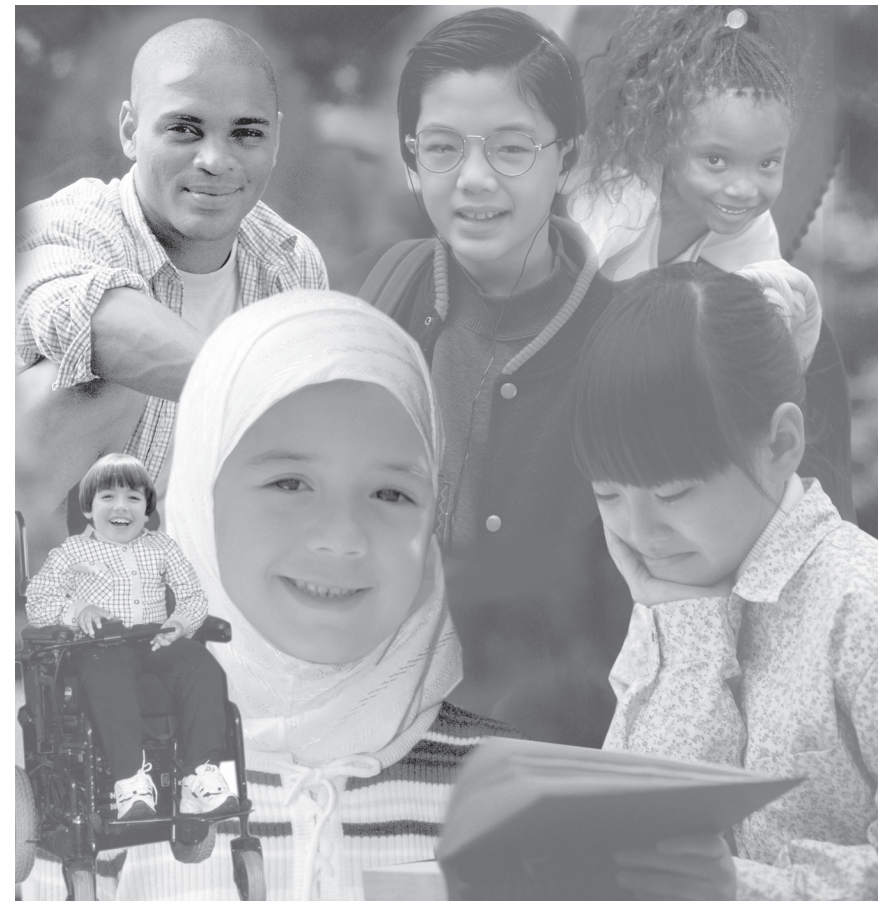
**Reception Centre  
Community and Cultural Services Unit  
Upper Yonge Place (Elgin Centre)  
10909 Yonge Street, Suite 201  
Richmond Hill, ON L4C 3E3  
Phone: 905-883-5241 Fax: 905-737-7931**

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# Reception Centre

*Welcome to Canada, Ontario and York Region.*



*We are delighted to have you join us and be a part of our vibrant learning community.*

## About the Reception Centre

We opened our doors in September 2002 to welcome all newcomers to Canada and Ontario. We are situated on 10909 Yonge Street, Richmond Hill and we receive all newcomer or returning families and assess the students.

We are open year-round including July and August. All clients are encouraged to book appointments during the summer as early as possible to ensure that they start school on time. Visa students and students new to Canada should book an appointment at least two weeks before school begins.

We are part of Community and Cultural Services Unit and we are privileged to partner with the Community Liaisons and Settlement Workers.

Our services include assisting families in filling out registration forms, providing pertinent information regarding our educational system, and introducing the family to school and community services.

To make an appointment please call 905 883 5241 or contact your local school.

### What is our purpose?

- Connect families to school system
- Facilitate smooth transition for students into our schools
- Support school staff with ESL/ELD student registration and placement
- Compile pertinent data

### What are some of the services that we provide?

- Review of student/family documentation
- English proficiency and Mathematics assessment
- Recommendation for ESL/ELD programming placement
- Referral to other services

### Who should be referred to the Reception Centre?

- A) Students entering Canada for the first time or returning: Permanent residents, Canadian citizens, Refugees, **Work Permit and Visa Students\***, Diplomatic Status, Minister's Permit, Exchange Students.
- B) Students new to Canada (less than 6 months) and to Ontario, who have attended another school system in Canada.

## What documents are needed for registration?

**Please Note: All original documents should be presented.**

### For all new students

- Student's birth certificate (foreign or otherwise) establishing relationship to parent
- Proof of Canadian citizenship or permanent resident status, e.g. parent's and student's passport, Maple Leaf Card and/or permanent resident papers
- Proof of residency - e.g. rental contract, bank statement, utility bill
- Official report cards/transcripts for the last two years

### Other documents that may be required

- Work permit
- Refugee certificate issued by CIC (Canadian Immigration Commission)
- Letter of acceptance from the Admissions Officer (for Visa Students)
- Study Permit

### What is the assessment about?

Most students from non-English speaking countries and students identified by the Centre Assessor will complete an assessment in English proficiency (reading, writing, listening, speaking) and Mathematics. This may take 2 to 4 hours. The observations will be used to facilitate students' ESL/ELD programming placement.

### What will be the follow-up after the assessment?

- Provide feedback to the student and family regarding assessment results and placement recommendation
- Provide the school contact with a detailed report to be shared with receiving teacher
- Provide the student with a registration package to be presented to the receiving school

**Please note that grade placement is per age appropriate and that school selection is per school boundaries. Any changes should be discussed at the assigned school.**

## Visa Students

**\* Visa Students should contact the Admissions Officer before coming to the Reception Centre. The Admissions Officer can be reached at 905-883-0047 Ext. 307.**