

New to Kindergarten??

Here are Tips and Tricks for Streamlining Registration

1. **Go to the Dr. Thomas A Swift Website.** <https://swift.abbyschools.ca/>
2. **Check out our “Kindergarten Registration”** page located on the drop-down menu under “Our School”
3. Read it thoroughly! 😊 There is a lot of information to wade through!
4. **Follow the directions for Registration.** Incomplete Registration packages will NOT be processed until complete.
 - a. Via Email
 - i. Save Registration Documents available on the website.
 - ii. Fill the forms and save them with your child’s name.
 - iii. Scan **ALL** supporting documents to .pdf (photos are not as manageable) and save.
 - iv. Create an email with all Registration documents and supporting documents attached.
 - v. Hit “Send” on January 15, 2024, on or after 8:00 am.
 - vi. Your registration, if it is complete, will be date and time stamped when it is received.
 - b. Via Paper Copy – print your own from the website or come to the school to pick up a package.
 - i. Fill in all Registration documents in full.
 - ii. Make copies of **ALL** supporting documents if you are able. Copies can be made for you at your appointment if necessary.
 - iii. Call the office (604-853-7730) or email (swift@abbyschools.ca) to request an appointment time to bring in your documentation. We are currently unable to have visitors in the school. Someone will meet you outside the front doors at your appointed time.
 - iv. Your registration, if complete, will be date and time stamped at the time of your appointment.
 - c. Via Online through the MyEd BC web portal
 - i. Follow the directions on the District website (abbyschools.ca)
 - ii. Please follow the online process completely and attach **ALL** supporting documents.
 - iii. Incomplete MyEd registrations will not be processed until they are complete.
 - iv. Someone will contact you to confirm that your registration has been received.
 - v. Your Completed online registration will be date and time stamped when it is verified completed.
5. **Nature Kindergarten District Lottery process**

Parents interested in Nature Kindergarten must apply through an online link that will open on the District website (abbyschools.ca) on January 22nd at 8:00 am and will stay open until January 26th at 4:00 pm. **You MUST enter the Lottery regardless of your catchment.** The Lottery is designed for ALL District Programs so please follow the directions carefully. You MUST, however, register at your Catchment School prior to entering the District Program Lottery.

If you have any other questions, please call 604-853-7730

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Short Version 😊

Important Points:

- ✦ **Registration Starts Monday, January 15, 2022, at 8:00 am**
- ✦ **Children MUST be registered in their own catchment.**
- ✦ **Forms and instructions are available on the Dr. Thomas A Swift website:**
 - www.swift.abbschools.ca
- ✦ **Incomplete Registration Packages will not be date and time stamped until completed.**
- ✦ **Digital Registration packages can be emailed to swift@abbschools.ca on Registration Day.**
- ✦ **Paper Registration can be submitted any time after January 15 at 8:00 am**
- ✦ **Registration can be done through the online MyEducation BC portal (see district website for details) but must be complete before being time and date stamped.**
- ✦ **Nature Kindergarten Lottery opens January 22nd and runs to January 26th.**
- ✦ **Students MUST be registered at their Catchment school prior to entering the District Programs Lottery.**
- ✦ **Lottery Entry Link will be available on the District Website on January 22, 2024 @ 8:00 am.**
- ✦ **ALL parents interested in Nature Kindergarten MUST submit an entry to the District Programs Lottery, regardless of your catchment school.**