



Family  
Reception  
Centre



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## Welcoming Families New to Canada into Public Education

### Central Orientation Class

The *Family Reception Centre* also works closely with the Central Orientation Class (COC) which is an orientation program designed for newly-arrived English language learners (ELD), students between 18 and 20 years of age, who require ELD programming. Students receive English language and Math support.

Gladstone			Bus #14
	Bus #3	<b>AHS</b> Adult High School	Queensway
	Preston	Rochester	Booth
Carling			Bus #101

• Bus Routes # 3, 14, 101

Revised by the  
*Family Reception Centre* and  
Communications and Information Services  
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### *Family Reception Centre*

202-300 Rochester Street, Ottawa, ON K1R 7N4  
Phone: 613-239-2416 FAX: 613-239-5990

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**613-239-2416**



OTTAWA-CARLETON  
DISTRICT SCHOOL BOARD

# WELCOME

## Our mandate

The *Family Reception Centre (FRC)* welcomes all newcomers and their families to the educational community in an inviting, respectful, and inclusive manner. Through our intake and assessment service we support students in order to meet their diverse academic needs. The *Family Reception Centre* provides a positive beginning for newcomer students and their families to continue their journey on the road to personal excellence in learning and successful integration into Canadian society.

## Our services

- welcome newcomer families
- assess new students
- recommend placement in schools
- complete re-assessments after placement, as needed
- maintain a lending library of teaching and professional teacher resources
- support educators by providing information and in-service on second language acquisition

## Who comes to the *Family Reception Centre*?

- new students from junior kindergarten to grade 12 whose first or primary language is not English
- new students who have not previously attended school in English
- junior and senior kindergarten students who have been in Canada less than one year (other junior and senior kindergarten students register directly at school)
- some international fee-paying students

## How to book an appointment?

- Parents or school staff should call the *FRC* to book an appointment at 613-239-2416.



- It is normally not possible to accommodate walk-in requests for assessment.
- During peak time periods, from August to September and in January, there may be a waiting period to book an appointment.
- Appointments can only be made once children have arrived in Canada.
- At least **ONE** parent/legal guardian must be present with the student at the appointment.

## What do you need to bring to the assessment appointment?

You must bring the following to the appointment:

1. immigration documents
2. immunization records
3. available school records

## What will be assessed?

All students will be assessed to determine their level of English proficiency in:

- reading
- writing
- listening and speaking

All students will be assessed to determine their Math skills.

## How long does the assessment take?

- for elementary students: normally up to two hours
- for secondary students: normally from three to five hours

## What happens during your assessment appointment?

The assessor will interview the parents and the student to gather information about the student's:

- academic strengths and needs
- level of education
- educational history
- exceptionalities
- interests and goals
- level of English language proficiency

Parents will complete the:

- school registration form (elementary students)
- immunization assessment form

A multicultural liaison officer (MLO) will meet with parents or guardians to provide settlement information and answer questions. The MLO will make follow-up contact with the family at the home school.

## What happens after the assessment?

The assessor will complete a written report containing programing recommendations for English and Mathematics.

For elementary students:

- Parents will receive a copy of the assessment report.
- Parents will take the report to the school to register their child.

For secondary students:

- Some schools will receive a copy of the report.
- Parents may contact some schools to arrange a registration appointment. Note: some schools prefer to contact parents to arrange the appointment.

The report will normally take three to five working days to complete.