

Applying to Westmount Charter Elementary Campus

(Kindergarten to Grade 4)



WESTMOUNT
CHARTER SCHOOL

2025-2026

STEP 1:

- Carefully read WCS Admission/Application FAQs.
- Open House info:
 - Westmount Elementary Admissions Info Night
 - Thursday, September 26, 2024
 - 6:00 p.m. - 7:00 p.m.
 - Elementary Campus Main Gym



The graphic features the Westmount Charter School logo at the top, which includes a stylized group of figures in orange and blue. Below the logo, the text 'WESTMOUNT CHARTER SCHOOL' is written in blue. The main title 'ADMISSIONS INFORMATION NIGHT' is prominently displayed in large, bold, black letters. The event details, 'Thursday, September 26, 2024' and '6 - 7 p.m. in main gym', are enclosed in a yellow oval. At the bottom, a blue box contains the text 'For students applying for Kindergarten-Grade 4 for the 2025-2026 school year.' The graphic is decorated with various school-related icons: a paper airplane, a magnifying glass, a pencil, a globe, a smiley face, and the letters 'ABC'.

WESTMOUNT
CHARTER SCHOOL

**ADMISSIONS
INFORMATION
NIGHT**

Thursday, September 26, 2024
6 - 7 p.m. in main gym

For students applying for
Kindergarten-Grade 4 for the
2025-2026 school year.

STEP 2: Intelligence Test

Your child will require an intelligence test, administered and interpreted by a registered psychologist.

Accepted Tests are:

- ✓ Wechsler Intelligence Scale for Children – Fifth Edition (WISC – V) OR
- ✓ Wechsler Preschool and Primary Scale of Intelligence – Fourth Edition (WPPSI – IV) OR
- ✓ Stanford Binet Intelligence Scales – Fifth Edition (SB – 5)

Westmount Charter School's criteria for Gifted and Talented is:

- Full Scale IQ (FSIQ) score and/or General Abilities Index (GAI) score of 130+/- 5.

STEP 3: Submit Application

Complete applications will be accepted electronically through PowerSchool Enrollment starting at 9:00 a.m, September 27, 2024 until 12:00 p.m, November 29, 2024.

Prior to starting your application you must have PDF copies of the following documents:

- Current Psychological Assessment (Required)
- Birth Certificate (Required)
- Most recent report card (Grades 2-4) (Required)
- An Individual Program Plan (IPP) associated with behavioural intervention funding, Primary Unit Funding (PUF), or any Severe Disabilities funding. If applicable.
- Any assessment documentation other than the Psychological Assessment i.e. assessment to address social/emotional/behavioural concerns.
- Immigration Documentation, if applicable.
- Custody or Guardianship documentation, if applicable.

Please note: All applications must be complete. Incomplete applications cannot be processed. Please refer to the **Elementary Campus Application Checklist** to ensure your application is complete.

STEP 4: Wait to be Contacted

All parents/guardians will be contacted by email regarding the status of your child's application by **January 10, 2025**.

Be sure to check your email often. It is the primary way we will keep you updated on the status of your application.

Be sure to check your Junk Folder in case our email was sent there. We have experienced difficulties with communication to Hotmail email addresses, please choose an alternate email address as the primary email address for communication with WCS.

Please wait for the status email. If you need to contact the school please email admissions@westmountcharter.com rather than by telephone.

STEP 5: Attend the Activity Based Observation for Kindergarten, Grade 1, and Grade 2

Applicants invited to the Activity Based Observation will attend at the Elementary Campus on:

January 29, 2025: 8:30 a.m. - 10:30 a.m or 12:30 p.m - 2:30 p.m.

Activity Based Observation (ABO) for Kindergarten, Grade 1, and Grade 2

Kindergarten: All qualified applicants are invited to attend the ABO.

Grade 1 & 2: We invite 2-3 applicants for each available spot anticipated.

For example 4 anticipated spots = 8 -12 invites.

Those invited to the Activity Based Observation:

- Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/-5)
- Are "the students identified to most likely thrive within Westmount's Charter." (Westmount Administrative Procedure, 300: 2.2.1)

Activity Based Observation

- Group activities that demonstrate students most likely thrive within Westmount's Charter.
- Applicants are asked to take part in assigned activities.
- Children are observed by trained and experienced staff.

STEP 5: Grade 3 and Grade 4 Applicants Attend Personal Interviews

Students applying to Grade 3 and Grade 4 may be invited to an interview with two to three members of the Intake Committee.

Please note: We invite 2-3 qualified applicants for each available spot anticipated. For example, 4 anticipated spots = 8 -12 invited applicants.

Those invited will:

- Meet Westmount's criteria for gifted (FSIQ or GAI of 130 +/-5)
- Be one of the “students identified to most likely thrive within Westmount's Charter” (Westmount Administrative Procedure 300, 2.2.1).

STEP 6: Wait for Notification of the Intake Committee's Placement Decision

Parents/guardians of all applicants will be notified regarding the status of the applications by **February 28, 2025**.

Important note: Westmount Charter School consistently receives more applications than available spots. As a result, your child may qualify to attend Westmount, but may be placed on a list of qualified candidates, or have their application discontinued based on the number of qualified applicants and due to limited space on the waitlist.

Please do not call the office to check on the status of your application.

STEP 7: Accept the Offer of Placement (if given)

Once a student has been offered a place, parents will have a limited amount of time to accept.

If a placement spot is not accepted within one week, seven (7) calendar days, of it being offered, the spot will be offered to another applicant.

Important things to note: Admission Spots

Westmount Charter School consistently receives more applications than available spots. As a result, your child may qualify to attend Westmount, but may be placed on a list of qualified candidates, or have their application discontinued based on the number of qualified applicants and due to limited space on the waitlist.

Please note: being placed on a list of qualified candidates does not guarantee eventual placement.

Important things to note: Dates

Westmount Charter School's application process dates are set a year in advance. If you are applying to schools other than Westmount for the upcoming school year, please note that we are not able to provide offers of placement in advance of the dates set and published in the application process.

If another school to which you have applied requires you to confirm your intention to attend that school, you will need to make this decision. Westmount cannot guarantee your child a spot until our intake process is complete.

Important things to note: Project

As part of a current quality improvement project, Westmount is also requesting the voluntary addition of 3 complementary subtests (**comprehension, information, arithmetic**) on the WISC-V so that the Verbal Expanded Crystallized Index (VECI) and Expanded General Ability Index (EGAI) can be reported. The EGAI and VECI are two of the composite scores that the National Association of Gifted Children (NAGC) recommends for use in the selection process for gifted programs. These scales would require three more subtests to be administered during the initial WISC-V administration in conjunction with the 10 primary scale subtests. This is voluntary for families as it may add more cost to the assessment. If your child has a valid assessment that was completed within the last 3-5 years, a new assessment is not required. There is no disadvantage to not having the additional information added.

Administrative Procedure 300: “Student Selection”

1.3 “Parents are obliged to share all known information respecting the suitability of their children for the school’s program, including any pre-existing and/or diagnosed medical, social-emotional and/or educational needs. Failure to disclose such information may lead to disqualification.”

1.7 “Any attempt on behalf of an applicant to influence the impartiality of the selection process will result in disqualification of the applicant.”

2.2.1 “When the number of students qualifying for admission to the school is greater than the number of available positions, placement will be offered to the students identified to most likely thrive within Westmount’s Charter.”

Please note: being placed on a list of qualified candidates does not guarantee eventual placement

What does “most likely to thrive within Westmount’s Charter” mean?

We use the following documents:

- Results and recommendations of the psychological assessment.
- Results of the Student and Parent Overexcitability Questionnaires.
- Information provided in past report cards and IPPs.
- Results of Activity Based Observation
 - Anecdotal comments and recommendations from observers.
- Other significant factors of student need included in the application package. **Please note that all these factors must be disclosed at the time of application.**

In consideration of all factors, one candidate will be chosen over another candidate if they are most likely to thrive within Westmount’s Charter. This does not mean your child doesn’t meet our criteria; it means another child demonstrates meeting our criteria to a greater extent.

Appeals of Placement Decisions

Intake Committee placement decisions may be appealed if you suspect:

- An error has been made interpreting or recording application information.
- An application has been processed in a way that is inconsistent with what is posted on Westmount's website, or what is stated in Westmount's Administrative Policy 300.

Please note:

- Correcting an error in interpretation or recording will not necessarily change the Intake Committee's decision.
- Appeals will likely not be considered if they are based on information that was not provided at the time of application.
- Westmount will not consider appeals for reasons other than those stated above.

Appeals of Placement Decisions

Appeals must be received by email addressed to the principal no later than seven (7) calendar days after receipt of the placement decision.

Email responses to appeals will be sent to parents/guardians from the principal no later than seven (7) calendar days after their receipt.

Appeals of decisions made by the principal may be made to the superintendent no later than seven (7) calendar days following the receipt of the principal's initial appeal decision.