

Living Sky School Division No. 202

Administrative Procedure (AP) Manual



Procedure Name: Prekindergarten Eligibility and Admissions

Procedure Type:	Programs and Curriculum	Implementation Date:	FEB. 25, 2015
Procedure Number:	6.10	Last Revised:	MAY 2, 2023
AP (Administrative Procedure) Owner:	Early Learning Consultant	Last Reviewed:	NOV 12, 2025
Legal Reference(s):			

Background

Prekindergarten enhances the ability for communities and school divisions to provide early educational supports for young children. The program is designed for three and four-year-old children living in vulnerable circumstances and/or experiencing developmental delays who are not able to access other early learning programs. As a targeted program, spaces are limited so an application process is necessary.

Scope

This procedure defines how children are selected for entrance into the prekindergarten program.

Definitions

Vulnerability is defined broadly, prioritizing, and giving preference to applicants with

- participation in the KidsFirst program;
- socio-economic factors;
- referral from a government or community-based agency;
- social isolation or not having access to early learning programs or childcare;
- family health care challenges;
- exposure to family trauma; and/or,
- delays in areas such as social-emotional, and/or language development.

Roles & Responsibilities

Selection Team

- A selection team consisting of Living Sky School Division (LSKYSD) learning consultant, superintendent, KidsFirst representative, classroom teacher, school liaison, school principal/vice-principal, and/or other early learning service representatives in the area will be formed to review applications and tentatively fill spaces based on the vulnerability criteria. The team will work to prevent the duplication of services.

Classroom Teachers

- With support from their prekindergarten selection team, classroom teachers will conduct visits to confirm final selection to the program.

Procedures

1. An application must be completed by an interested party. Applications can be found online at <https://registration.lskysd.ca/> or at the parent/guardian's preferred school.
2. Applications may be submitted online, in person at the preferred school, or in person at the Central Services office at 509 Pioneer Avenue in North Battleford.



3. Applications made before the start of the school year are collected and brought for review before JUN 15th for a potential fall admission.
4. The selection committee will review each application and determine admission using the vulnerability criteria as defined. In addition to vulnerability factors, other selection considerations include:
 - a. balance within the classroom, such as gender, age, abilities;
 - b. refugee/immigrant families; and,
 - c. family commitment to the program.
5. Interested parties will be contacted by JUN 30 with an application decision. If the application is not successful:
 - a. A student may be reconsidered in the fall of the coming school year.
 - b. A student may be directed to complete an Early Learning Intensive Supports (ELIS) application.
6. If there are spaces available, applications made during the school year will be collected and shared with the selection team for review and potential placement through group email.
7. To be considered for admission, a child must turn three before DEC 31 of the current school year. A student must be three years old to attend.
8. Acceptance for the program is determined year by year, and students may need to reapply should they wish to attend the program in the following school year.

Related

[Maximizing Early Learning Space](#): Guidelines for Prekindergarten Selection Criteria, Processes and Considerations (*Ministry document*)

[Prekindergarten Essentials: Effective Practices, Policies and Guidelines](#), 2017 (*Ministry document*)