



LINC

Language Instructions for
Newcomers to Canada



Guidelines for Students



Dixie Bloor Neighbourhood Centre



Our team is ready to help you:



englishclasses@dixiebloor.ca



Main office: 3650 Dixie Road Suite
103, Mississauga, Ontario, L4Y 3V9



Phone: 905-629-1873 ext. 250



email: englishclasses@dixiebloor.ca



Office address: 3650 Dixie Rd unit 103

LINC PROGRAM

(Language Instruction for Newcomers to Canada)



Introduction

Welcome to LINC Program (Language Instruction for Newcomers to Canada)!

This handbook is created based on operational policies/practices and in collaboration with instructors, childcare teachers and admin staff. LINC Guidelines will be provided to all learners who are registered in our class, with the understanding that it is a living document; as such, there may be a need to revisit the document, from time to time and make changes.



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1 What are LINC Classes?



LINC stands for Language Instruction for Newcomers to Canada. It is one of the free immigrant settlement services funded by Immigration, Refugees and Citizenship Canada (IRCC).



- You will learn about Canadian laws, health care, the society, job market and many things that are important for life in Canada.



- You will learn English that will allow you to do your daily chores in Canada, visit a doctor, talk to your child's teacher and etc.



- You will learn English that will prepare you for future studies or employment in Canada.

2 Eligibility



WRITING



LISTENING



SPEAKING



READING

- 18 years or older
- Landed Immigrant (Permanent Resident), Convention Refugee, Approved in Principle APR
- Must have a Canadian Language Benchmarks Placement Test (CLBPT) done at one of the Assessment Centres (free of charge)

3 School Records



Progress Report

A progress report is given to learners by the instructor after completion of the session. Attendance record, childcare record and proof of registration are available upon request at englishclasses@dixiebloor.ca or at the main office, 3650 Dixie Rd, unit 103.



LINC Certificate

Upon completing at least three months of study, learners who have completed CLB 4 in Listening and Speaking will receive a certificate that they can use as proof of their English-language proficiency when applying for Canadian citizenship. Send your request to englishclasses@dixiebloor.ca.



R E S P E C T

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LINC Guidelines

• Attendance and Punctuality

Attend at least 80% of your classes each month. Poor attendance affects everyone's progress. If you are often absent or late, you will receive a warning. If there is no improvement, you may be cancelled and offered another class if available.

• Attendance and Cancellation

If learners miss 3 weekdays in a row without telling their instructor, or miss 2 evening or Saturday classes in a row, they may be cancelled from the program. With the instructor's approval, an absence of up to 1 week may be allowed. If there is no waiting list, an instructor may allow up to 2 weeks of absence because of illness. After cancellation, call 905-629-1873, Ext. 250 to ask to rejoin the program. Your name will be added to the waiting list, and you will be contacted when a space is available.

• Communication

Tell your LINC instructor if you will be absent by email, text, or in person. Be on time for class. If you are late, tell your instructor and the Childcare Centre.

• Class Expectations

Attend regularly, join class activities, and complete your homework. Take care of borrowed Chromebooks and books. Return them to the main office when you leave the class or no longer need them.

• Respect

Treat learners and staff with respect. Bullying is not allowed. Healthy, positive discussion is welcome. Extreme views and harsh criticism are discouraged.



• Severe Weather



Instructors will inform students about severe weather, such as winter storms and heavy rain. We follow the Peel District School Board's (PDSB) announcements. If Peel schools are closed, in-person classes will be moved to online for a day. Evening and Saturday LINC classes will be cancelled when the PDSB cancels its permits. If you are not sure, check notifications from your instructor.

• Cellphones

Please do not use cellphones during class, except for family emergencies or class assignments. Keep your cellphone on silent. Learners may receive a warning and then be dismissed if they do not follow this rule.



• Online Classes



Keep your camera on during online classes, just like in an in-person class. Your instructor may allow you to turn it off in special situations.

Complete your weekly study, assignments, and live classes. During online classes, dress appropriately, use your camera and microphone, and participate as you would in a classroom.

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Support Services

• Bus Tickets

Low-income students who use Mississauga or Brampton Transit to attend LINC classes may be eligible to receive bus tickets. The LINC administrator will review each application and determine eligibility.

Steps:

1. Tell your instructor that you need bus tickets.
2. Complete the online application. Your instructor can help.
3. Provide proof of income.
4. After approval, bring your transit transfers to show that you used public transit. Your instructor will give you two tickets for each day you attend.

• Chromebooks for Students

Students can request to borrow a device to use for online classes.

Steps:

1. Tell your instructor that you need a Chromebook.
2. Go to the main office with your photo identification. A copy will remain in our files.
3. Take good care of your device.
4. You must return the Chromebook once you are no longer attending classes at DBNC.

Contact englishclasses@dixiebloor.ca to inquire about purchasing affordable Chromebook



Childminding

Highpoint Mall CNC location- 905-629-0744
Fieldgate Drive CNC location- 905-629-3553



Our staff are Early Childhood Educators (ECE), who are trained to give the best attention to all children.



For LINC students at DBNC, we provide Child Care while parents participate in English classes.

➤ Policies for parents to always have in mind ➤



Documents needed for Childcare



All the information necessary to care for the child has to be provided in case of an illness



Parent need to provide the immunization record and Health Card of the child at the time of registration



Leaving the LINC site without the child/children is not permitted

- Childcare is only provided while parents are participating in our LINC classes and they must remain on site and must be readily available at all times.
- If the parent does not inform CNC that their child is absent for more than three (3) consecutive days the child might be cancelled from the CNC program.
- If the child is absent from the CNC program due to illness for more than a week, the child could be cancelled from the CNC program (if there is a waiting list).

1

If a parent leaves the LINC site without their child/children parent will receive a written warning and the child will be suspended from the program for 1 day

2

At the second occurrence the child will be suspended from the CNC program for one week.

3

At the third occurrence the child will be cancelled from the CNC program



***Thank you for having the time to read this manual. On behalf of
all DBNC LINC Program we wish you
a happy and successful journey in Canada!***

Learners, instructors, childcare teachers and admin staff must work together to create and maintain a safe learning environment for everyone. We must treat each other with dignity, courtesy, patience and respect, while also promoting open and critical exchange of ideas.



englishclasses@dixiebloor.ca

Main office: 3650 Dixie Road Suite 103, Mississauga, Ontario, L4Y 3V9



1. Dixie Bloor Neighbourhood Centre

LINC Main Office

3650 Dixie Rd Unit 103

905-629-1873 ext. 250 englishclasses@dixiebloor.ca



2. Dixie Bloor Neighbourhood Centre

Fieldgate Plaza LINC Classes and Child care

3439 Fieldgate Drive

3431 Fieldgate Drive

3417 Fieldgate Drive

} Fulltime, Evening and
Saturday classes

3435 Fieldgate Drive - Childcare



3. Dixie Bloor Neighbourhood Centre

High Point Mall LINC, Classes and Childcare

3415 Dixie Rd

Fulltime classes

