



## Admission Procedures for Foundations for the Future Charter Academy (FFCA)

The first step to admission to FFCA is the completion of an Application for Admission (Wait List Application) which must be mailed or delivered in person to the Central Office.

Applications may be submitted at any time, and must include a copy of the birth certificate and the current report card (if the child is already in school).

FFCA's age policy for entrance into Kindergarten is that the child must be age five (5) by September 30<sup>th</sup> of the year the child is entering school. When you submit an application, your child will be placed on the wait list for the kindergarten school year according to our age policy, and you will be assigned to the campus that is designated for your community. If your child is already in school, you will be placed on the wait list for the appropriate grade in the upcoming school year, and assigned to the campus that is designated for your community.

A family profile is created when your child's name is added to our wait list. Please note that all applications expire on October 1<sup>st</sup> of each year. To renew your application log into your family profile any day during the month of October, and click the RENEW button. Accounts that are reactivated during the month of October will maintain their original entry date, and will be sorted on the wait list according to that date. If you forget to renew during the month of October, you can still log in to your family profile and reactivate your account; however, the entry date will be changed to reflect the date of the late renewal.

Parents of children applying for future kindergarten classes will be contacted in January of the year the child is to start school. The admission procedure begins with a parent meeting held at the designated campus. The number of children that are booked for an interview with the kindergarten teacher will be determined by the number of seats available at each campus. Appointments will be scheduled in chronological wait list order. Please note: interviews for kindergarten are held during the month of February. We will not hold a seat for a child who is unavailable for an interview during this time.

School-aged children may experience a 4 - 5 year wait before we reach their name for admission to our school. We can only accept a new student off the wait list if someone who is already in FFCA does not return for the next school year. Since few students leave each year, there is the potential for a very long delay before we reach your child's name for admission. When a seat becomes available, and we reach your name, you will be contacted either by phone or email and an appointment will be booked for your child to come to the school for an assessment which will determine the appropriate grade placement. After the assessment, the parents will be contacted by phone, and your child may be offered a seat at FFCA.

If you have any questions, please contact Debbie Matheson by phone (403)520-3206 ext 160, or by email [debbie.matheson@ffca-calgary.com](mailto:debbie.matheson@ffca-calgary.com).



## Application for Admission (Wait List Application)

<i>Circle one:</i> Father Mother Guardian	First Name:	Last Name:	Email:
	Home: ( )	Work: ( )	Cell: ( )
<i>Circle one:</i> Father Mother Guardian	First Name:	Last Name:	Email:
	Home: ( )	Work: ( )	Cell: ( )
Address			
City		Province	Postal Code
Child's First and Last Name		Date of Birth	<i>Please circle one:</i>  Male                  Female
<p>My child is currently in grade: <i>Student will be placed on the wait list for the appropriate grade in the upcoming school year, and assigned a campus that is designated for your community.</i></p>			
<p>My child is not yet in school, applying for future kindergarten classes. <i>Child will be placed on the appropriate wait list for the school year according to FFCA's age policy (age five by September 30<sup>th</sup>), and will be assigned a campus according to home address. Please note—interviews for kindergarten are held during the month of February. A seat will not be held for a child who is unavailable for an interview during this time.</i></p>			

I have a child already on the FFCA wait list  No  Yes

I have a child who is a student at FFCA  No  Yes

\_\_\_\_\_ Please state name, grade and campus they attend.

When your application has been processed, you will receive a confirmation by email.

Completed Applications for Admission (Wait List Application) can be **mailed** or delivered in person to:

Foundations for the Future Charter Academy  
#240, 688 Heritage Drive SE  
Calgary, AB T2H 1M6  
Attn: Mrs. Debbie Matheson  
Phone: 403-520-3206 ext 160

Incomplete applications will not be processed. To avoid a delay in processing your application, please ensure you have included the following information:

- Copy of Birth Certificate
- Copy of current report card (if in school)
- Email address is clearly written (applications without an email address will not be processed)

Personal information that you provide to Foundations for the Future Charter Academy will be regarded as confidential. This information will be used for internal purposes only, allowing us to contact you regarding your child's position on the wait list.