



## **WAITLIST (Ranked and Lottery)** **FREQUENTLY ASKED QUESTIONS**

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### **SAFE SENDER/RECEIVER LIST**

Add these email addresses to your address book/contact list to ensure you do not miss any important emails regarding your child's future admission to FFCA:

rgnotification@src-solutions.com (password resets)

registration.FoundationsAB@registrationgateway.net (confirmation emails)

### **APPLICATION DEADLINE**

The application deadline for all students/children is mid-October, annually (check the website for the exact date). No new applications can be submitted mid-October to mid-December. If a lottery is required to fill available seats in a certain grade/campus, it could happen anytime between March 1<sup>st</sup> and September 30<sup>th</sup>. We will email the students who were drawn.

Any grade level applications received after the lottery draw will be placed at the end of the list and only accessed IF the lottery list is exhausted and there are seats remaining.

## ONLINE WAITLIST SYSTEM LOGIN

Go to [www.ffca-calgary.com](http://www.ffca-calgary.com), scroll down to the Waitlist Quick Link then click on Online Waitlist System. You'll create an account then fill in the application and upload the supporting documents (See the [next section](#) for a list of required supporting documents). Or if you already have a student on our waitlist and wish to add an additional child with the same parents, you can login to your existing account and click on the New Application Gateway.

### Username & Password:

The username is an email address. If you can't remember your password, click on the link [Forgot your Password](#) to have it reset. If your email address doesn't work, try your other family email addresses. You may need to clear your cache/browser history or try another device in order for it to work.

### Safe sender/recipient list:

Add these email addresses to your address book/contact list to ensure you do not miss any important emails:

[rnotification@src-solutions.com](mailto:rnotification@src-solutions.com) (password resets)

[registration.FoundationsAB@registrationgateway.net](mailto:registration.FoundationsAB@registrationgateway.net) (confirmation emails)

### Account Status:

The status doesn't mean anything; you can ignore it.

If you are trying to confirm that renewal was completed, the ability to login means the renewal was done successfully.

If you are trying to check your child's rank, they are not posted online. Ranks are emailed out once a year, after renewal, in December or January.

## HAVE YOU COMPLETED YOUR ONLINE APPLICATION?

In order for your child's application to be considered complete, you will need to enter all required information on the account. Additionally, the following documents will need to be uploaded:

- Birth certificate (regardless of where the child was born), translated if not in English
  - [We do NOT accept passports or any other documents](#)
- Address verification (driver's license, utility bill, offer to purchase or lease)
- Valid email address
- Report card/grade verification, IF your child is in school. We require verification of the following information: student's name, grade, school, date the document was issued. This can be a report card, IPP, or a PowerSchool screen shot.

You will receive a confirmation email within 4 weeks, once the application has been fully completed, according to the above criteria. If you receive an email regarding an incomplete application, you'll need to login to see what documents you are missing then upload them. You will receive another email within 4 weeks.

## **KINDERGARTEN AGE POLICY**

### **Q – At what age can my child begin kindergarten?**

A – Alberta Education's age policy states that the child must be five (5) years old on or before December 31 to begin Kindergarten. You will be required to produce your child's original or notarized copy of his/her birth certificate as proof of age. Please note: Kindergarten is only funded by AB Education one time. AB Education funds both public AND private institutions. Don't assume that since your child is registered in a private program, they will not access funding. If your pre-school/ECS program accesses funding for any services for your child, it may affect your child's Kindergarten funding. This includes, but is not limited to, speech therapy, English as a Second Language (ESL), and developmental delays. It is your responsibility to ensure you understand what funding they are accessing and how you and your child may be affected.

### **Q – Can my child repeat kindergarten?**

A – In most cases, Alberta Education will only fund kindergarten once. If your child has accessed his/her funding, you may pay the amount equivalent to the AB Ed grant in order to have your child repeat kindergarten with FFCA. This amount is due upon registration and totals approximately \$4600 (plus \$590 in addition to the bus fee should you choose to access transportation).

### **Q – What are my chances of admission to grade one if my child attends kindergarten at a different school?**

A – You may experience an additional 8 to 10 year wait due to our long waitlists and high retention rate. We can only accept a grade level student from the waitlist if a registered student does not return for the next school year.

## **FFCA'S RANKED WAITLIST**

Ranks are no longer visible on the new site. They are emailed out in December or January after the November renewal is finalized if added before we moved to a lottery. If added Oct 1, 2016 or later, students are part of a future lottery pool and do not have ranks.

You will receive your preschool child's rank in December/January the year before he/she is eligible for kindergarten. Ranks are not available prior to that year.

**Q – How does the RANKED waitlist work?**

A – Includes children added prior to Oct 1, 2016 who have renewed on time each year since. Each grade and campus has its own waitlist. Grade level students are placed on the waitlist according to the grade they are in. Pre-school children are placed according to the year they will start kindergarten. The campus is determined according to home address. All children added to the waitlist on or after October 1, 2016, declined a seat or assessment, or renewed late will be part of the future weighted lottery system. They will not be ranked.

**Q – Why has my child's rank changed?**

A – Siblings: Siblings always have first preference on the FFCA waitlist. As they are identified, the ranks on the general waitlist will drop. This usually happens in the spring when we register new students, but can occur at any time of the year. This will include recognition of siblings of the same age entering kindergarten together. Moving: as people move from one quadrant to another, their designated campus may change. After moving, children are sorted on the new waitlist according to their original application date. Wrong Waitlist: if we realize that a child is on the wrong waitlist (due to their grade, address, etc), we reserve the right to move them to the correct waitlist. Late Renewal: if you did not renew the application on time, your child's application date will be removed and your child will become part of the future lottery system. Grade 5 Waitlist: two lists merge together to create the grade 5 list. We have two feeder elementary schools going to each middle school. Students are still sorted by their original application date, but there are twice as many students on the list.

**Q – I have three children - will they all be admitted to the school at the same time?**

A – When a child is accepted, brothers/sisters receive sibling status AFTER one year. Chances are, your children will not all be accepted in the same year. Some siblings have waited on the waitlist for 3 to 4 years before a seat becomes available.

**Q – My child has been offered a seat in FFCA. We have decided not to attend this year but would like to remain on the waitlist. Will we be called next year?**

A – This is considered a decline. In this situation, your child's application date will become the date of the decline. Your child will be moved to the future lottery pool.

**Q – What happens if my child is not high enough on the waitlist for Kindergarten, do I have to reapply?**

A – In this situation, your child's name will be rolled over to the grade one waitlist for the following year, as long as you renew the application in November.

**Q – Will I still have to renew my child's waitlist application annually?**

A – Yes! If your child was added before Oct 1, 2016, your child will still be sorted by his/her application date, if the renewal is completed on time each year. For each grade level, ranked students will be offered a seat before a lottery is run.

**Q – I have been told my child won't gain admission for another 8 to 10 years! Why can't you implement the Lottery now?**

A – We understand the frustration with such a long wait! We sought legal guidance in this matter and were counselled to leave the system as is for all children added before Oct 1, 2016 because it was understood, at the time, that it was managed on a first-come, first-served basis and that the wait was very long. We have started with a brand new waitlist (2022/23) so that every parent will now understand that they are adding their child to a future lottery pool.

**FFCA'S WEIGHTED LOTTERY WAITLIST**

**Q – What is the lottery system?**

A – All children added to the waitlist since October 1, 2016 are added to the Weighted Lottery System. Each grade and campus has its own waitlist. Grade level students are placed on the waitlist according to the grade they are in. Pre-school children are placed according to the year they will start kindergarten. For each year of renewal, children will gain one entry in to the lottery. Any child can be added to the waitlist as soon as they have a birth certificate. Applications entered before mid-October will be eligible for the November renewal and the additional entry.

**Q – When will the lottery system take effect?**

A – Beginning with the 2022/23 kindergarten class, seats will be filled first by siblings then by the lottery pool. Any other waitlist that exhausts all ranked students will use the lottery pool to fill the available seats.

**Q – Will I still have to renew my child's waitlist application annually?**

A – Yes, there is a 'weighting' within the lottery so that a child who has been on the waitlist and renewed for 5 years, for example, will have a higher chance than a child who was added right before the final deadline.

**Q – How will the waitlist be managed when the lottery comes into effect in 22/23?**

A – Students with sibling status will remain at the top, followed by priority status students. Beginning with the 2022/23 academic year, all remaining kindergarten seats will be filled using the lottery pool. At grade level, seats available after sibling and priority lists are exhausted, will be filled first by students who were on the waitlist prior to October 1<sup>st</sup>, 2016 then by the lottery pool if there are remaining seats.

**Q – My child was added after October 1, 2016 and is eligible for kindergarten in 2021-22. What happens in that situation?**

A – We will fill the classes with the ranked children from the waitlist. Any child not offered a seat will be rolled over onto the grade 1 list for the following year and so on. Once all of the ranked students have been removed from the waitlist (due to accepting or declining a seat, or not renewing) we will begin filling seats with the lottery pool. It could be 8 to 10 years due to the high retention rate.

**Q – When will the lottery draws take place?**

A – If a lottery is required to fill available seats in a certain grade/campus, it could happen anytime between March 1<sup>st</sup> and September 30<sup>th</sup>. We will email the students who were drawn.

**Q – I have three children - will they all be admitted to the school at the same time?**

A – Once a child is accepted, brothers/sisters receive sibling status AFTER one year. Siblings are sorted at the top of the ranked waitlist according to the date they became a sibling. Some siblings have waited on the list for 3 to 4 more years before a seat becomes available due to our high retention rate.

**ADMISSION – Grades 1 through 12**

*Students must be available in person for the placement interviews in order to complete registration*

**Q – When will parents be contacted about a grade level seat?**

It will depend on how many seats, if any, become available after re-registration of our current students. You could receive an email any time between April and September from the campus.

We can only accept a student from the waitlist when a current FFCA student transfers out and that rarely happens in grades 1 through 9.

**Q – What happens when a seat becomes available for my grade level student?**

A – You will be contacted by email and an appointment will be made for your child to come to his/her designated campus to participate in an interview in order to determine the appropriate grade level placement as well as gather information to help him/her have a positive transition to a new school. When our campuses schedule these placement interviews, they bring in more students than necessary in case of declines. For example, if a campus has 5 seats to fill, they will usually invite 10 students. The students are then offered a seat by order of the waitlist or lottery results, not according to the outcome of the interview.

**Q – What happens if my child struggles with the grade level placement interview?**

A – The Principal Educator will call you to discuss your options. Some possibilities: a second interview, regular grade placement with some required help from parents, or retention in the current grade.

**Q – What if I don't want my child to be retained?**

A – You may remain on the waitlist for the following school year; your student's original entry date will not be affected. In the spring, if there is an opening, you will be emailed to bring in your student to participate in another interview to determine the appropriate grade level placement. In the meantime, it is highly recommended that you spend that year seeking additional help for your child.

## **ADMISSION – Kindergarten**

*Children must be available **in person** for the kindergarten interview in order to complete registration.*

### **Q – When will parents be contacted about kindergarten?**

A – Each year after renewal, we will run the following year's kindergarten lottery and email parents the results in December or January. If your child is in a position to be offered a kindergarten seat, the campus will make contact, via email, in late December regarding the January Parent Information Night. Most campuses only contact the first 100 to 125 parents on the list due to space constraints.

### **Q – Will my child be contacted before he/she is ready to start school?**

A – No. When a child is entered into the system, he/she is added to the appropriate kindergarten waitlist according to the Kindergarten age policy. You will only be contacted in December of the year prior to which your child is eligible to begin school.

### **Q – What is the Parent Information Night?**

A – You will be invited, by email, to a Parent Information night in January of the year your child is eligible to begin school. This is an opportunity for you to learn more about the program and the expectations of the school with regards to homework, uniform, school rules, etc. This is for parents only, no children please.

### **Q – What happens after the Parent Information night?**

A – Parents complete a pre-registration package. You must show one of the following original documents: citizen or landed immigrant document or Canadian birth certificate and have proof of address (driver's license, utility bill, or offer to purchase/lease). Next you'll be scheduled to bring in your child for an intake interview.

### **Q – What happens during the interview? How can I prepare my child?**

A – The face-to-face meeting with the teacher does not require advanced preparation. It is not a pass or fail situation. The teacher wants to ensure your child is ready for kindergarten and may give feedback regarding things you can work on with your child over the following months before school begins (zippers, buttons, speech therapy, multi-step instructions, etc). Sometimes it may be suggested that your child wait an additional year to start kindergarten, but that's a decision made between the Principal Educator and the parents.

### **Q – My child is extremely shy, and I don't want to leave him/her alone during the interview.**

A – Kindergarten interviews are only effective one-on-one. You will not be permitted to stay with your child during the interview. Our kindergarten teachers are very skilled in working with all types of children in this one-on-one environment.

**Q – My child meets the age requirements for kindergarten, but I feel he/she is not ready for school. Can I keep them back for another year?**

A – For the 2021/22 academic year: this is the last year that we have general ranked student on the waitlist. If you choose to have your child wait until the 2022/23 year, your child will be added to the lottery pool.

As of the 2022/23 year and going forward: if your child's name is drawn and you choose to wait an additional year, he/she will be added to the lottery for the following year and may or may not be drawn.

**Q – What times/days are your kindergarten classes?**

A – Our kindergarten classes are half days, Monday to Friday. Start and end times vary slightly among campuses. See the campus website for specific times.

Parents can state their class preference at the time of pre-registration; however, requests are sorted by waitlist rank or the order your child's name was drawn in the lottery. We may not be able to accommodate all requests.

**Q – What happens after the interview with the kindergarten teacher?**

A – You will be contacted by the campus after interviews are completed and in the order of ranking. This process takes time.

**Q – Can I have my child repeat kindergarten at FFCA after attending kindergarten elsewhere?**

A – Please see the [Kindergarten Age Policy](#) section for details.

## **CAMPUS DESIGNATION**

**Q – Which elementary campus will my child attend?**

A – FFCA has four elementary campuses, one in each quadrant of the city. In general, they include addresses from that particular quadrant; however, there are some exceptions. The boundaries split some of the areas listed, so if you would like clarification please email.

NE Elementary (1140 Mayland Dr NE): includes the Downtown Boundary (outlined below) as well as any SE area's north of Peigan Trail.

NW Elementary (719 – 44 Ave NW): includes NE area's west of Deerfoot (except those listed in the Downtown Boundary) and the SW community of Crestmont.

SE Elementary (9711 Academy Dr SE): south of the Downtown Boundary, south of Peigan Trail, and east of Macleod Trail.

SW Elementary (898 Sylvester Cres SW): south of Downtown Boundary, West of Macleod Trail, as well as Chaparral, Sundance, Midnapore, Walden, Legacy.

Downtown Boundary (designated to the NEE campus): south of 30 AV NW, north of 17 AV SW and east of Crowchild (Winston Hts, Tuxedo, Mt Pleasant, Capitol Hill, Briar Hill, West Hillhurst, Hillhurst, Rosedale, Sunnyside, Crescent Hts, Renfrew, Bridgeland, Sunalta, Connaught, Victoria Park, Ramsay, Inglewood).

**Q – Which middle school and/or high school campus will my child attend?**

A – FFCA has two middle school campuses and two high school campuses (two high school campuses may only be the case until 2024), one of each in the north and one of each in the south.

North Middle School (211 McKnight Blvd NE): includes the Downtown Boundary + NE + NW boundary.

North High School (2116 MacKay Rd NW): includes the Downtown Boundary + NE + NW boundary.

South Middle School (8710 Ancourt Rd SE): includes the SE + SW boundary.

South High School (315 – 86 Av SE): includes the SE + SW boundary.

**Q – I live outside the city limits. Can my children attend FFCA? To which campus will they be designated?**

A – Children who live outside the city limits are able to attend FFCA. However, there is no transportation provided outside the city. Parents are required to either drive their child to and from school, or access an existing bus stop within the city limits. Families who live outside the city limits can choose the campus they would like to attend and they will be placed on the appropriate waitlist.

**Q – My child already attends an FFCA elementary campus and we are planning to move. The new house places us within the boundary for a different FFCA campus. What happens now?**

A – The information to apply for an Internal Transfer Request is on our website, under Important Info, Admission Info, Internal Transfer Request.

In order for parents to request an Internal Transfer, the child must be a current student attending FFCA. New students may apply for the transfer to take effect in their second year at FFCA. Students will transfer internally at the start of each school year if there is space at the requested campus. The deadline to fill in the Internal Transfer Request form is March 1 for the following academic year. Requests received after March 1 may not be accommodated for the upcoming school year. If there is no space, the student may remain at his/her current campus, but parents will be required to provide their own transportation. There is no bus service to campuses outside the designated area.

**MOVING or CONTACT INFORMATION UPDATES?**

**Q – I am moving. What do I do and how does that affect my child?**

A – Login and choose the ‘Update & Renewal’ Gateway to change your address. Click YES below the address when it asks ‘Do you need to update your address information?’. You’ll then enter the new address and upload a scanned copy of one of the following documents in one of the parent’s names to show the new address: driver’s license, offer to purchase or lease, utility bill, or property tax bill. If required, your designated campus will be updated by the office. Children are then sorted on

the new waitlist according to their original application date, if they are on the Ranked System. If your child is in the Lottery System, they will be added to the lottery pool for the new campus.

The easiest way to upload is to take a picture of the page with your phone then click on the +Browse button to select the picture you just took.

If it's after November 30th when you upload them, your student will not be included in the admission process of the coming year (we very rarely have seats at grade level though). Once we run the lottery after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining (depending on whether your student is ranked or lottery). The following year, your student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

**Q – How do I update my home address/phone number/email address?**

A – You can update your own phone numbers, home address and email address on the Online Waitlist System. You will also need to upload a picture of your updated driver's license or offer to purchase/lease in order to finalize an address change. We will check the document and address then update the designated school, if applicable. You will need to have your 22/23 kindergarten child on the correct list by the end of November because we will begin the registration process in December/January. The home address will be confirmed by the campus during registration.

If you updated the address, and you have already uploaded the supporting documents, you will receive a confirmation email once the documents have been verified. If the documents are not uploaded by November 30th your student will not be included in the admission process of the coming year. This is not considered a missed renewal, however, once we run the updates after renewal, the waitlists are SET. Students with missing documents will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining (depending on whether your student is ranked or lottery). The following year, your student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

**Q – What if I know I'm moving in the coming year, but do not have any supporting documentation yet?**

A – Please notify the waitlist coordinator by November 30 to ensure you are placed on the correct waitlist if you plan to move before the following school year. If the child does not live within the campus boundary and no arrangements were made regarding an impending move, they will be transferred to the correct waitlist. Children are then sorted on the new waitlist according to their original application date, if they are on the Ranked System. If in the Lottery System, they will be added

to the lottery pool for the new campus. **Once the lottery is run after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining.** The following year, the student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

**Q – What if I do not update my child’s grade/address or notify the waitlist coordinator of an impending move prior to the end of renewal?**

A – If the child does not live within the campus boundary and no arrangements were made regarding an impending move, they will be transferred to the correct waitlist. Children are then sorted on the new waitlist according to their original application date, if they are on the Ranked System. **If in the Lottery System, they will be added to the lottery pool for the new campus. Once the lottery is run after renewal, the waitlists are SET. Those students will be placed at the end of the list and only accessed IF the ranked and/or lottery list is exhausted and there are seats remaining.** The following year, the student will be returned to the waitlist according to their status, either ranked or lottery, as before and considered for a seat either in their ranked order or by lottery result.

**Q – What should I do if I change my or my child’s name?**

A – Upload a picture of the name change certificate on your child’s account then Email the Waitlist Coordinator to have the name updated.

**Q – How do I change my ID?**

A – To change your username to a current email address, email the Waitlist Coordinator.

**Q – My child already attends an FFCA elementary or middle school campus and we are planning to move. The new house places us within the boundary for a different FFCA campus. What happens now?**

A – In order for parents to request an Internal Transfer, the child must be a current student attending FFCA. New students may apply for the transfer to take effect in their second year at FFCA. Students will transfer internally at the start of each school year, if there is space at the requested campus. The deadline to fill in the Internal Transfer Request form is March 1 for the following academic year. If there is no space, the student may remain at his/her current campus, but parents will be required to provide their own transportation. There is no bus service to campuses outside the designated area.

## **TRANSPORTATION**

**Please see the Transportation Parent Handbook on the website for further information (found under Important Information/Bus Information)**

**Q – Will I have bus service to my home?**

A – No. FFCA’s transportation service is not door-to-door. It is based on community stops and is revised each year based on the distribution of student residences. Not every community will have a bus stop so you may have to drive your child to/from the closest stop. Additionally, there is no bus service available downtown or outside city limits. You will be responsible for your child's transportation to/from school. See the [Campus Boundary](#) section for areas within the Downtown boundary.

**Q – Will my half-day kindergarten child have two-way transportation?**

A – There is only one-way bussing. If your child attends the morning class, a school bus will bring them to school and a parent/guardian will pick them up at the school. If your child attends the afternoon class, a parent will drive them to the school and a school bus will drive them to their designated bus stop after classes end for the day.

**MISCELLANEOUS**

**Q – Do you teach a second language?**

A – The second languages taught at FFCA are Spanish and French. Spanish is taught from grade five to 12 and French from grade nine to 12, depending on enrollment.

**Q – Do you take International Students?**

A – We do; however, he or she will still have to be added to the waitlist and be drawn in the lottery in order to be offered a seat. Email the Waitlist Coordinator for the fees.

**Q – What are the school fees?**

A – As a publically funded Charter School, we do not charge tuition. School fees can be checked on our website under Important Information/Fees.

**Q – I want to add another child to the waitlist.**

A – No new applications can be submitted mid-October to mid-December. Login first, then select ‘New Application’ to add an additional child to your account. Don’t create a new account or you will have issues renewing in November.

## **ANNUAL RENEWAL**

Applications require RENEWAL each November to remain active.

PLEASE NOTE: Our site is not accessible from outside Canada/US. If you are travelling during November, you'll need to ask a friend or relative to access the site for you to renew.

No new applications can be submitted mid-October to mid-December.

Ranked System: Applications that are renewed on time will retain their original application date and be sorted on the waitlist accordingly. Late renewals are no longer an option. You can login the following November to re-activate the account. There are no exceptions to this policy. Please write it on your calendar or set a reminder in your phone so that you do not lose your application date!

Lottery System: Applications that are renewed on time will gain one additional entry in to the lottery. Late renewals are no longer an option. You can login the following November to re-activate the account, however your child will lose any accumulated entries. Please write it on your calendar or set a reminder in your phone so that you don't lose your additional entries!

**See the Renewal FAQ document for further information.** Answers to Renewal questions are on our website, [www.ffca-calgary.com](http://www.ffca-calgary.com), Important Info, Admission Info, Waitlist/Lottery. The section "Waitlist Renewal" contains the PDF "Waitlist Renewal Instructions and FAQ."