

### Step One ~ Inquiry

- 1) Please go to [www.cefa.ca](http://www.cefa.ca) and inquire to the schools of your choice by selecting the Inquire Today button.
- 2) Go for a tour of the school to find out more details and receive an information package
- 3) Decide on which CEFA location you want your child to attend
- 4) Get your questions answered by your preferred CEFA School
- 5) You are now ready to apply

### Step Two ~ Application

- 1) Please go to [www.cefa.ca](http://www.cefa.ca) and apply by selecting the Apply button. When you have finished filling out the application, press submit to send your application to school administration.
- 2) Please pay the \$200 application fee and send a copy of your child's birth certificate or passport to the school to complete the application process and you will be "waitlisted" until space becomes available or until your preferred start date.
- 3) If at any point you wish to change your preferred start date or your preferred location, please advise the school at your earliest convenience.

### Step Three ~ Registration

- 1) Prior to your start date, you will receive an email inviting you to log in to CEFA online to complete your registration. Items you will need:
  - a) Your child's care card number
  - b) Your family's doctor information
  - c) Immunization records
  - d) Names of individuals authorized to pick up your child
  - e) Emergency contact numbers
- 2) Please note that the required fields are marked with a red star
- 3) You may wish to print the Parent Package so that you can refer back to it at a later date. It is an important document that will help answer many questions you might have.
- 4) Upon confirmation of schedule and completion of registration, the school will schedule a parent teacher meeting.

### Step Four ~ Meetings

- 1) Before your start date, a parent teacher meeting is scheduled to find out more about your child and how we can make their transition to our school as successful as possible. We will also discuss a specific gradual entry schedule for your child at this time.
- 2) Families will meet with the principal to review school policies.
- 3) Finally, families meet with the Administrator for:
  - a) The last month deposit
  - b) Postdated tuition cheques
  - c) Earthquake ID tags and kit payment
  - d) Try on uniforms from the sizing kit to order uniforms online or visit the CEFA Store
- 4) Now, you and your child are prepared to begin!

Please call the school at any time as we are always happy to help!

