

## Application Process for Parents

### Step One ~ Inquiry

- 1) Please go to [cefa.ca/cefa-find-a-school/](http://cefa.ca/cefa-find-a-school/) and select CEFA Calgary – South.
- 2) To inquire about the school select the “Inquire Now” button.

### Step Two ~ Application

- 1) Please go to [cefa.ca/cefa-find-a-school/](http://cefa.ca/cefa-find-a-school/) and select CEFA Calgary – South.
- 2) Select the “Apply” button to start your application and fill in all necessary information.
- 3) Please pay the non-refundable \$100 application fee to complete the application process and you will be “waitlisted” until a space becomes available or until your preferred start date.

### Step Three ~ Registration

- 1) Prior to your start date, you will receive an email inviting you to login to complete your registration through Kindertales. Kindertales is an online platform which allows parents to complete all necessary forms. Information you will need:
  - a) Your child’s Alberta Health Care Number
  - b) Your family’s doctor and dentist information (name, phone number, address)
  - c) Immunization Records
  - d) Names of individuals authorized to pick up your child
  - e) Two Emergency Contacts (name, phone number, relation to child)

Please note that the required fields are marked with a “ \* ”
- 2) 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 may have. This can be found at [cefa.ca/find-a-school/Calgary](http://cefa.ca/find-a-school/Calgary) at the bottom of the page.
- 3) Upon confirmation of schedule and completion of registration, the school will schedule a parent principal meeting.

### Step Four ~ Meetings

- 1) Before your child’s start date, a parent principal meeting is scheduled to find out more about your child and how we can make their transition to our school successful. We will also discuss a specific gradual entry plan that will cater to your child’s needs.
- 2) Families will meet with the Principal to review:
  - a) Policies
  - b) Payment
  - c) Gradual entry details
  - d) FOB Keys to access the school
- 3) Now, you and your child are prepared to begin!

Please call CEFA Calgary at any time as we are always happy to help!

