

Enrolment and Waitlist Policy

Preamble

The purpose of this policy is to provide clarity on the student enrolment criteria and process at different grade levels within Alberta Classical Academy schools.

Principles

- 1) Alberta Classical Academy schools are intended for learners who are committed to seeking moral and intellectual excellence, and who wish to partake in a community of friendship, conversation, respect for human dignity, and a shared pursuit of truth, wisdom, and beauty.
- 2) Our program is demanding, both academically and in its standards for student behaviour. Pupils are expected to follow the school's code of conduct, support its philosophy and purpose, apply themselves diligently and conscientiously to their studies, and seek to better themselves morally.
- 3) A high quality classical education should be available to all who seek it, without regard to their socio-economic status.

Enrolment Process

Parents may submit an enrollment application at any time after October 1 of the calendar year before their children would enroll in the school.

Prior to formally registering in the program, families must attend a presentation on classical education hosted by the school, where they will learn about the program's philosophy, approach to curriculum, teaching methods, and expectations for students. This requirement shall apply to parents of prospective K-4 students, and to both pupils and parents for grades 5-12.

Along with completing an enrolment application, parents must provide:

- A signed parent commitment form;
- Proof of citizenship, permanent residence, or legal status in Alberta;
- Copies of the child's two most recent report cards (if applicable);
- Copy of Provincial Achievement Test results (if applicable);
- Copy of Individual Program Plan (if applicable)
- Copy of Psycho-Social Assessment (if applicable)

Pupils and families new to the school will be invited to participate in a grade placement assessment to determine their child's readiness for the program and appropriate grade placement. The school may require that students undertake focused academic or social interventions prior to the start of the school year to ensure that the child is prepared to succeed in the program.

Pupils will be considered enrolled once they/their parents or guardians have accepted the offer of enrolment, paid the school fees, and completed all required registration paperwork.

Additional Criteria

All pupils entering or re-enrolling in grade 5 and above must demonstrate or have demonstrated their personal commitment to seeking moral and intellectual excellence, and their desire to be part of the Alberta Classical Academy community. School administration shall develop an administrative policy and process to determine how this commitment shall be evaluated.

Given the academically demanding nature of our program, incoming pupils are most likely to succeed if they are performing at grade level. Pupils who are evaluated as performing below grade level may be enrolled in the grade corresponding to their level, subject to the discretion of the Principal Educator.

Waitlists

Should enrolment applications exceed the maximum capacity of the program, eligible students will be entered into a lottery. They will then be placed on a wait list in accordance with their lottery number.

Each grade level shall have its own lottery and wait list.

Wait list positions shall be reset annually. If a waitlisted student is not accepted in a given year, they must renew their entry in the lottery.

Certain categories of eligible pupils shall be exempted from the lottery and given priority in enrolment. This applies to:

- Already enrolled pupils;
- Siblings of enrolled pupils;
- Direct descendants of founders¹, governors, staff, and faculty;
- Pupils transferring from another Alberta Classical Academy school;
- Families that joined the school's initial Interest List

Rolling Enrolment

In exceptional circumstances, including periods of expansion, schools may implement a system of rolling admissions.

Amended: May 16 2023

¹ For purposes of this policy, founders are defined as: Caylan Ford, Francis Fast, Jenny Fast, Jim Silovs, John Picard, John von Heyking, Joseph Woodard, Malcolm Lavoie, Moira Lavoie, Ryan Parks, Sadiq Valliani, and William French

Appendix A: Parent Commitment Form

As reflected in our charter, mission, and guiding principles, parent partnerships are a cornerstone of the culture at the Alberta Classical Academy (CCA). We believe parents are the primary educators of their children and that it is the role of the Academy to work closely with parents to support student learning.

The Alberta Classical Academy expects parents to be effective partners in their child's education and to fully support the goals, philosophy, programming, and staff of the Academy. The following school-parent partnership commitment document outlines the level of support and participation expected of Alberta Classical Academy parents—at home, school, and in the community. These commitments will be communicated more fully in the Parent Handbook and Student Code of Conduct that are currently being finalized. In the interim, please review and note your agreement by adding your signature at the bottom of this form. Note that the completion of this Parent Commitment Form is required to finalize your child's enrollment in the program. (Only one signed contract per family is necessary.)

Commitments

- I have attended and/or viewed the school Information Session in full, and I agree to support, the goals, philosophy, programming, and staff of the Alberta Classical Academy
- I understand that being actively involved in my child's education, and making school and learning a priority, will help them achieve their full potential. This includes, but is not limited to, adhering to and supporting the Academy's discipline, attendance, and homework policies.
- I understand my role in supporting the development of virtuous and conscientious behaviour in my child, and I will ensure that they understand and abide by the Academy's Student Code of Conduct.
- I understand my responsibility to serve as a model to my children, providing moral guidance and inspiring a love of learning in them.
- I agree to support and adhere to the Academy's Uniform Policy by ensuring my child is dressed in age-appropriate uniform pieces, which meet set standards of cleanliness and propriety when attending school.
- I am aware of, and in full agreement with, the Academy's policies relating to cellular phones and the limiting of extraneous technology use in school. I will ensure my child adheres to this policy and I will support discipline decisions related to this policy's enforcement. This includes a commitment to be conscientious in regulating technology use outside of school hours and in the home.
- I agree to raise concerns with the appropriate staff in a timely fashion and to work constructively towards solutions; furthermore, where concerns are raised, I commit to support positive relationships with due regard to confidentiality and discretion.
- I will conduct myself in a professional, courteous manner when dealing with the Academy and all its employees, in a way that will not disrupt the functioning of the School.

Financial/Additional Commitments

- I agree to the timely payment of required School Resource Fees in the approximate amount of \$160/year and acknowledge that the full payment of fees is required for my child to attend during the upcoming school year.

- I understand that the collection of additional Off Campus Activity Fees will be required on occasion to enhance programming (e.g, Outdoor Education Trips).
- I agree to timely payment of Transportation Fees for busing if required by my child. I understand that standard busing fees are approximately \$ 975/year. I acknowledge non-payment will result in the rescinding of busing for my child.
- I agree to seek out opportunities to volunteer at the School, and I will endeavour to contribute a minimum total of 10 hours, between September 2022 through June 2023, of volunteer work.
- I agree that in completing this form, and the accompanying final registration package, I have committed to enrolling my child/children at the Alberta Classical Academy for the 2022/23 school year.
- I agree to immediately contact the School should my child/children no longer require a place for September 2022, so that other families on the Academy's waitlist can be accommodated.

We, the parents, have read and agree to abide by the principles and standards outlined above.

PARENT/GUARDIAN Names:

Parent/Guardian SIGNATURE(s)

DATE: _____

Student Name(s) (Print) _____