



Independent AB Authority	Footprints for Learning Society (Academy)
Policy Number	Number G 4.0
Policy Title	Annual Student Enrollment
Date of Review	August, 2023

OVERVIEW

Enrolment Procedures and Events

1. Returning student families must apply each year for each student for acceptance into FFLA. Returning students will receive priority timely registration in January.
2. Enrolment registration can be completed at the FFLA website (footprintsforlearningacademy.com.) with ALMA as returning students.
3. New student families must apply for acceptance for each child into FFLA beginning in January of the calendar year.
4. The principal or designate gives tours/orientations, by appointment, to parents and/or guardians who are interested in enrolling. Each fall and spring a new parent/guardian orientation is held at the school. Throughout the year the principals of the school also hold Information Nights for prospective families who wish to learn more.
5. Enrolment Registration can be completed at the FFLA website (footprintsforlearningacademy.com.) as indicated.
6. New applicants are asked to:
 - a. submit all required documentation;

b. attend interviews with school administration.

7. Upon enrolment at our school, all parents/guardians and students review and sign off on FFLA School Policies and the Student Code of Conduct. These documents remain available for review on our website at any time.

8. Prior to the start of school in September, a Meet the Teacher drop-in event is held at the school. This gives students a chance to meet their teacher and to become comfortable with the facility.

9. Please notify us promptly **IN WRITING** of any changes in address, telephone numbers, health information, emergency contact or pick up persons. It is a requirement that the parent's and children's information be kept current at all times.