



City of Calgary  
Programming & Access  
Social & Neighbourhood Program Development



# School Connections YYC Organizations Manual

Revised Jan 2023

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## Welcome to School Connections YYC



The City of Calgary in partnership with the Calgary Board of Education (CBE), and Calgary Catholic School District (CCSD) has created the School Connections YYC (SCYYC) framework.

SCYYC provides schools and community-based organizations with a consistent process to connect with one another for access to available space in schools where programs and services can be offered to support students and families.



# Criteria

**The Criteria for organizations to be part of School Connections YYC include:**

1. Organization is a government or a registered not-for-profit organization.
2. Organization must have adequate insurance and will maintain coverage through the duration of the program.
3. Program must address an existing need of students and/or their families.
4. All fees are 100% waived upon request.
5. At least one on-site staff member must have a valid first aid certificate.
6. All program staff members and volunteers have completed a Police Information Check, including vulnerable sector search verification, and are cleared to work with children and youth.



The City of Calgary pre-screens all Organizations that join School Connections YYC (SCYYC) to ensure the above criteria are met. SCYYC programs that occur after school hours do not require teacher supervision.

Any Organization that wishes to access free space in Calgary Schools for their afterschool programs **MUST** follow the SCYYC process.



# Accessing the SCYYC Database

## My ID Business Account

To access the School Connections YYC database, your organization must have a myID account with the City of Calgary.

If your organization has accessed funding from the City of Calgary FIMS process in the past, that was done using your business myID account. The same business my ID account is needed to access School Connections YYC.

Each myID account has at least one Business Administrator that manages the business users from that organization. The Business Administrators are typically in senior leadership or administrative positions.

Every staff member who will be submitting access applications will need to be set up as a business user on the account.

If your organization does not have an existing myID account one will need to be set up. To create a myID account, please go to [Calgary.ca/myid](https://calgary.ca/myid) for more information

More information on how to set up a myID account can also be found on the [School Connections YYC website](#).

## What is the process to apply to SCYYC?

Organizations must complete three steps to participate.

### Step 1: Organization Pre-Screen

Your organization must be pre-screened to ensure it meets the eligibility criteria. To apply, complete the organization pre- screen form.

Only one Organization pre-screen form is required.

## Step 2: Program Pre-Screen

Once your organization has been approved, you will need to complete a program pre-screening form for each individual program that will be listed on the database.

## Step 3: Access Applications

Once your program has been approved, you will need to complete one access application for each instance of the program.

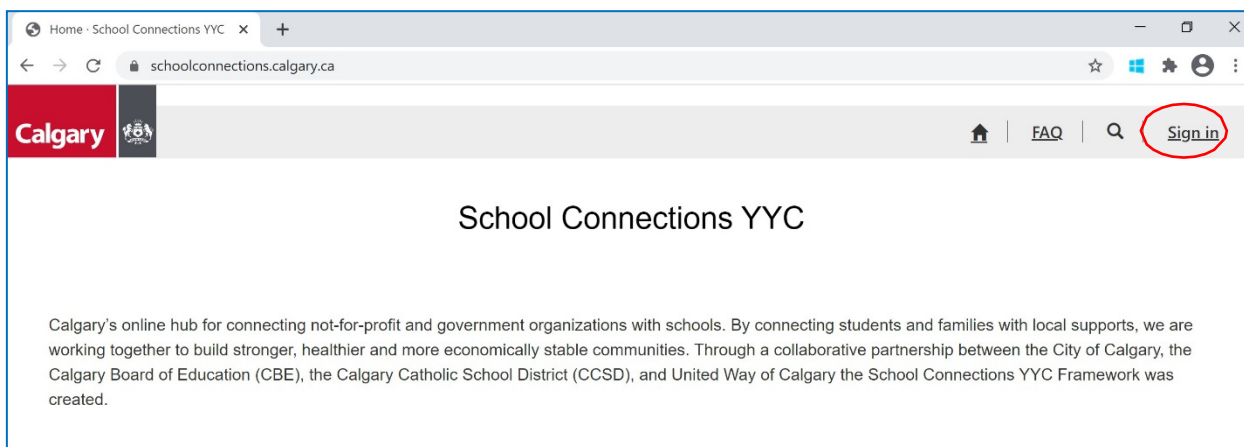
## Signing On

### How to sign in with a myID account

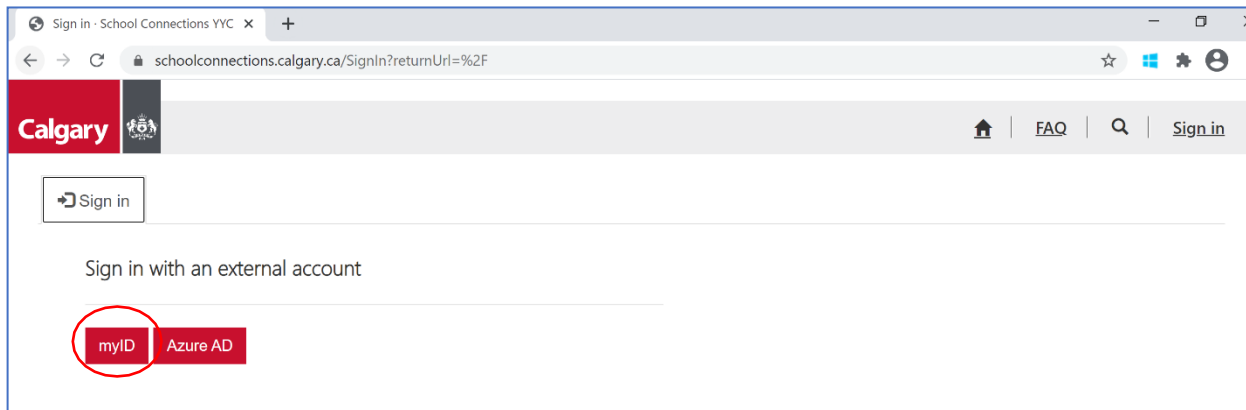
Access the **School Connections YYC** link at URL:

<https://schoolconnections.calgary.ca>. Note: Google Chrome is recommended.

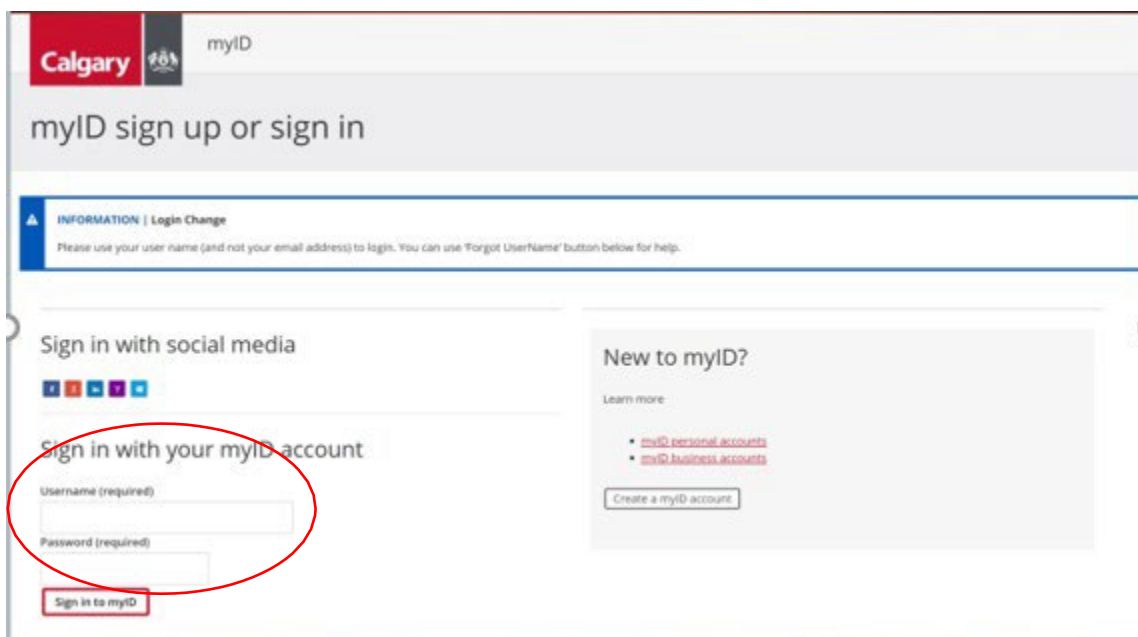
In the top right-hand corner, click **“Sign in.”**



Click on **“myID”**



In the myID sign in window, enter your myID email and password and click **“Sign in to myID”**



From here you will be taken back to the School Connections YYC portal profile page. If profile does not appear you can access through the drop-down menu.

## Profile

After signing in, your username will appear on the top right-hand corner.

Click on your name and a drop-down box opens.




From the drop-down box click on “Profile”

The profile screen will open

Change or update any information as required. **Click “Update”.**

## Profile



Yellow Dragon


[Profile](#)

[My Organization](#)

[My Programs](#)

[My Applications](#)

[My Contacts](#)

 Security

[Change Password](#)


[Manage External Authentication](#)

Please provide some information about yourself.

The **First Name** and **Last Name** you provide will be displayed in your submissions as contact information.

The **Email Address** and **Phone** number are required and will be displayed in your submissions as contact information.

Your **Position** is required and will be displayed will be displayed in your submissions as contact information.

 Your email requires confirmation. [Confirm Email](#)

### Your Information

<p><b>First Name *</b></p> <input type="text" value="Yellow"/>	<p><b>Last Name *</b></p> <input type="text" value="Dragon"/>
<p><b>E-mail *</b></p> <input type="text" value="sticksandstones@me.co"/>	<p><b>Business Phone *</b></p> <input type="text" value="1234567890"/>
<p><b>Position *</b></p> <input type="text" value="Commander"/>	

How may we contact you? Select all that apply.

☒ Email  
☒ Fax  
☒ Phone  
☒ Mail

**Update**

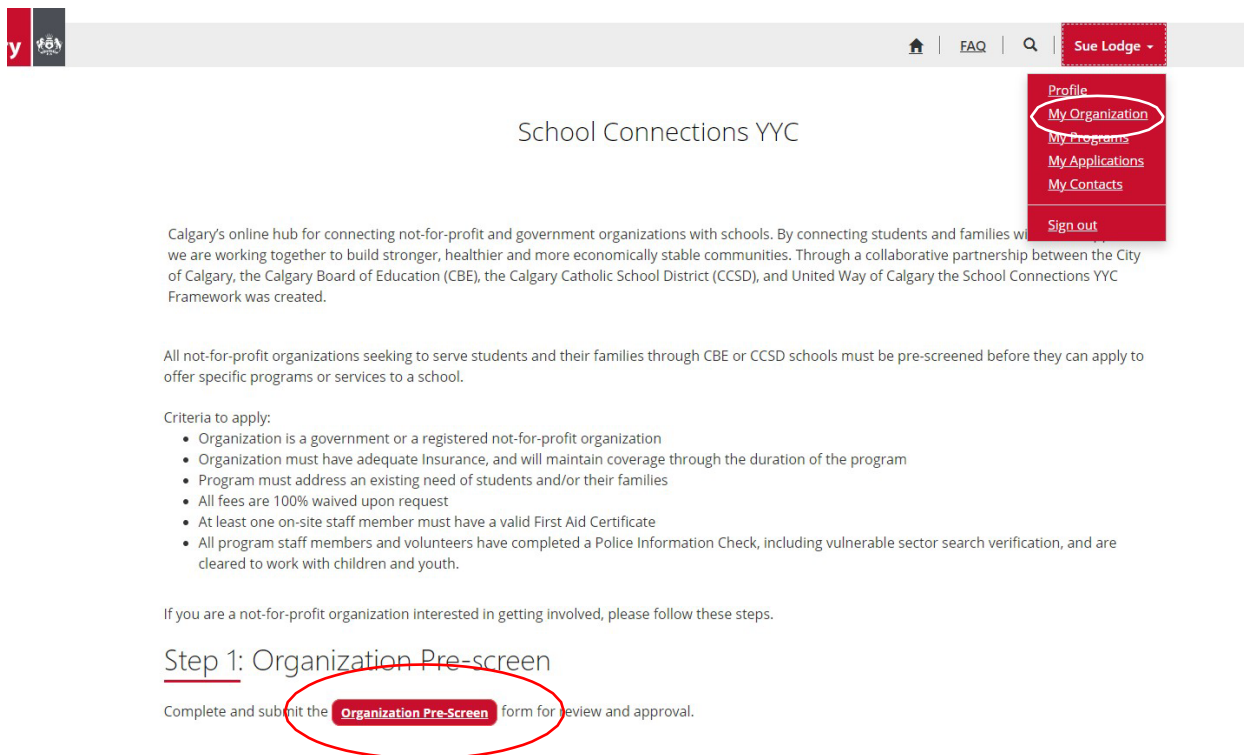


# Step 1: Organization Pre-Screen

The first step in the process of accessing school space through School Connections YYC is to submit an Organization Pre-screen form.

Note: The Organization Pre-screen form only needs to be submitted once. However, organizations are reviewed annually, and a new Organization Pre-screen form may be required if needed on an annual basis.

From the SCYYC home page, click on the down arrow and select “my organization” or click on the red “Organization Pre-screen button” on the landing page



The New Org Pre-screening for will open.

## New Org Pre-Screening – Terms and Conditions Tab

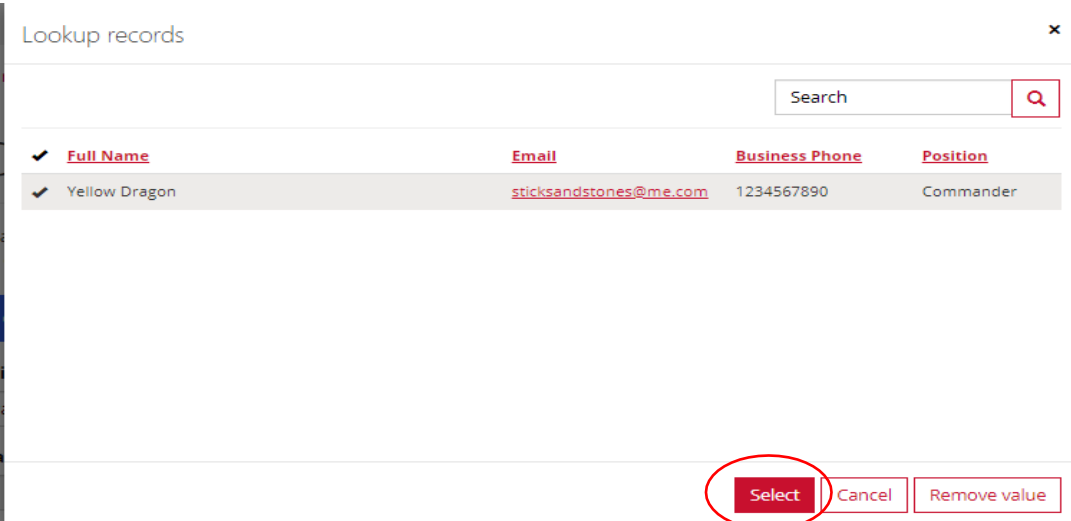
Under the Terms and Conditions tab, complete the **Main Organization Contact** information using the **Lookup records** feature.

The screenshot shows the 'New Org Pre-screening' form. At the top, there is a navigation bar with the Calgary logo and links for Home, FAQ, and a search icon. Below the navigation bar, the breadcrumb trail reads 'Home > My Organization > New Org Pre-screening'. The main heading is 'New Org Pre-screening'. A note states: 'It is the Organization's responsibility to verify and provide any/all supporting documentation, as requested, as a condition of receiving a permit and prior to commencing delivery of the program/service.' Below this, there is a progress bar with five tabs: '1 Terms and Conditions', '2 Organization Information', '3 Additional Information', '4 Prior School Use', and '5 Submission Confirmation'. The '1 Terms and Conditions' tab is selected and highlighted with a red circle. Below the progress bar, there is a text input field for 'Organization Name \*' with the value 'Yellow Dragons and Purple Fish'. Below that, there is a text input field for 'Main Organization Contact \*' which is highlighted with a red circle. To the right of this field is a search icon (magnifying glass) also highlighted with a red circle. Below the contact field, there are four checkboxes with text: 'I confirm the registration form clearly specify that any/all fees are 100% waived upon request \*', 'I confirm at least one on-site program staff member has a valid First Aid Certificate \*', 'I confirm all program staff members and volunteers have completed a Police Information Check, including vulnerable sector verification, and are cleared to work with children and youth. \*', and 'I confirm the program has adequate insurance, as outlined below, and will maintain coverage through the duration of all permits issued. \*'. Below these checkboxes, there is a paragraph of text explaining the insurance requirements for organizations listed on the School Connections YYC Organization Database.

Click on the magnifying glass icon on the right to Select appropriate contact. Click **“Select.”**

A “Lookup records” window will appear displaying all the contacts currently registered with your organization.

Click on the appropriate contact and click “Select”



The screenshot shows a window titled "Lookup records" with a search bar at the top right. Below the search bar is a table with the following columns: Full Name, Email, Business Phone, and Position. The first row of data shows "Yellow Dragon" as the Full Name, "sticksandstones@me.com" as the Email, "1234567890" as the Business Phone, and "Commander" as the Position. At the bottom right of the window, there are three buttons: "Select", "Cancel", and "Remove value". The "Select" button is circled in red.

Full Name	Email	Business Phone	Position
✓ Yellow Dragon	sticksandstones@me.com	1234567890	Commander

You will be taken back to the Terms and Conditions Tab

Under the “terms and conditions” section, check off boxes **only** if you can confirm the following information:

- ☐ I confirm the registration form clearly specifies that any/all fees are 100% waived upon request
- ☐ I confirm that at least one on-site program staff member has a valid First Aid Certificate
- ☐ I confirm all program staff members and volunteers have completed a Police Information Check, including vulnerable sector search verification, and are cleared to work with children and youth.
- ☐ I confirm the program has adequate insurance, as outlined below, and will maintain coverage through the duration of all permits issued.

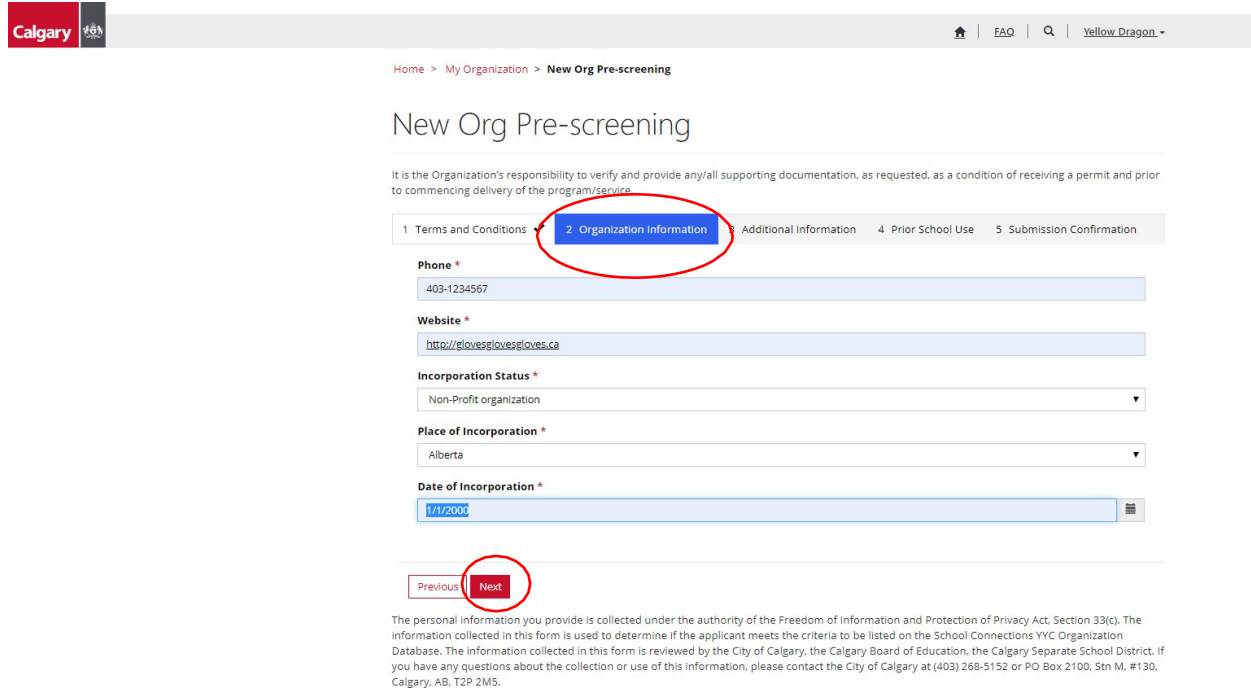
Organizations that cannot confirm all the information above will not be able to proceed further in the application process.

An organization can re-apply once all the above criteria can be confirmed.

# New Org Pre-Screening – Organization Information Tab

You will now see the Organization Information Tab.

Complete all the required information and click “**Next**”.



The screenshot shows the 'New Org Pre-Screening' form with the 'Organization Information' tab selected. The form includes fields for Phone, Website, Incorporation Status, Place of Incorporation, and Date of Incorporation. The 'Next' button is highlighted with a red circle.

Calgary

Home > My Organization > New Org Pre-screening

## New Org Pre-screening

It is the Organization's responsibility to verify and provide any/all supporting documentation, as requested, as a condition of receiving a permit and prior to commencing delivery of the program/service.

1 Terms and Conditions 2 Organization Information 3 Additional Information 4 Prior School Use 5 Submission Confirmation

**Phone \***  
403-1234567

**Website \***  
<http://glovesglovesgloves.ca>

**Incorporation Status \***  
Non-Profit organization

**Place of Incorporation \***  
Alberta

**Date of Incorporation \***  
1/1/2000

Previous Next

The personal information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33(c). The information collected in this form is used to determine if the applicant meets the criteria to be listed on the School Connections YYC Organization Database. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the City of Calgary at (403) 268-5152 or PO Box 2100, Stn M, #130, Calgary, AB, T2P 2M5.



# New Org Pre-Screening – Additional Information Tab

You will now see the Additional Information Tab.

Complete all the required information and click “**Next**”.

The screenshot shows the 'New Org Pre-screening' form with the 'Additional Information' tab selected. The form includes a progress bar with five steps: 1. Terms and Conditions, 2. Organization Information, 3. Additional Information (highlighted), 4. Prior School Use, and 5. Submission Confirmation. Below the progress bar, there is a dropdown menu for 'Does your Organization have any existing legal agreements signed with either school board?' with 'No' selected. Below this, there are two sections with radio button options: 'I agree for my Organization and its programs/services to be listed on the Database.' with 'Yes' selected, and 'If a school reaches out to you, would your organization be willing to co-design a new program/service to meet the needs of a school population?' with 'Yes' selected. At the bottom, there are 'Previous' and 'Next' buttons, with 'Next' highlighted. A disclaimer at the bottom states: 'The personal information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33(c). The information collected in this form is used to determine if the applicant meets the criteria to be listed on the School Connections YYC Organization Database. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the City of Calgary at (403) 268-5152 or PO Box 2100, Stn M, #130, Calgary, AB, T2P 2M5.'

Note: All organizations that have been approved for School Connections YYC will have their programs and services listed on the database\*. This is to ensure schools will be able to search for programs that meet their needs.

*\*The database can be seen by school principals and lists all the approved programs in the SCYYC database. This will enable principals to contact organizations directly that may be offering a program that they feel would benefit their students.*



# New Org Pre-Screening – Prior School Use Tab

You will now see the Prior School Use Tab.

Complete all the required information and click **“Next”**.

The screenshot shows the 'New Org Pre-screening' form with the 'Prior School Use' tab selected and circled in red. The form includes a progress bar at the top with five steps: 1. Terms and Conditions, 2. Organization Information, 3. Additional Information, 4. Prior School Use (selected), and 5. Submission Confirmation. Below the progress bar, the form asks: 'Has your program or service ever operated in a CBE school before? \*' with radio buttons for 'No' and 'Yes'. If 'Yes' is selected, it asks 'If yes, specify how many schools \*' with a dropdown menu showing '1-5'. It then asks 'If yes, please list the most recent 3 schools:' with a 'Select' button. Below this is a table with three rows of school names: 'Abbeydale School', 'Acadia School', and 'Nosehill Public School', each with a dropdown arrow. There is an 'Additional comments:' text area below the table. Another section asks 'Has your program or service ever operated in a CCSD school before? \*' with radio buttons for 'No' and 'Yes', followed by another 'Additional comments:' text area. At the bottom, there are 'Previous' and 'Next' buttons, with the 'Next' button circled in red.

Note: If you have operated in more than three schools in the past, list only the three most recent schools.



# New Org Pre-Screening – Submission Confirmation Tab

You will now be on the Submission Confirmation Tab

If you agree to all terms and conditions, click **“Yes”** then **“Submit”** to submit the application form.

If your form is incomplete, or you wish to submit later, click **“No”** then **“Save as draft”** to submit another time.

Home > My Organization > New Org Pre-screening

## New Org Pre-screening

It is the Organization's responsibility to verify and provide any/all supporting documentation, as requested, as a condition of receiving a permit and prior to commencing delivery of the program/service.

1 Terms and Conditions ✓	2 Organization Information ✓	3 Additional Information ✓	4 Prior School Use ✓
5 Submission Confirmation			

By submitting this form, I am agreeing to the [Regulations for School Facility Use](#), the [Terms and Conditions](#) policy, the [Privacy policy](#), as well as applicable health and safety legislation and employment legislation.

☐ No ☒ Yes

Submit button will be disabled if you disagree to accepting policies. Organizations will not be accepted if they do not agree to the Regulations for School Facility Use, the Terms and Conditions policy, the Privacy policy, as well as applicable health and safety legislation and employment legislation.

**Do you want to submit the form?**

☐ No ☒ Yes

[Previous](#) [Save as draft](#)

The personal information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33(c). The information collected in this form is used to determine if the applicant meets the criteria to be listed on the School Connections YYC Organization Database. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the City of Calgary at (403) 268-5152 or PO Box 2100, Stn M, #130, Calgary, AB, T2P 2M5.

The application is now sent to The City of Calgary who will review the application to confirm it is complete and meets all the required criteria.

The Organization will see the status reason for the application indicating under review, approved, or declined.

## Step 2: Program Pre-Screen

Once your organization has been approved, program information needs to be inputted and pre-screened to ensure your organization's programs meet all the required criteria.

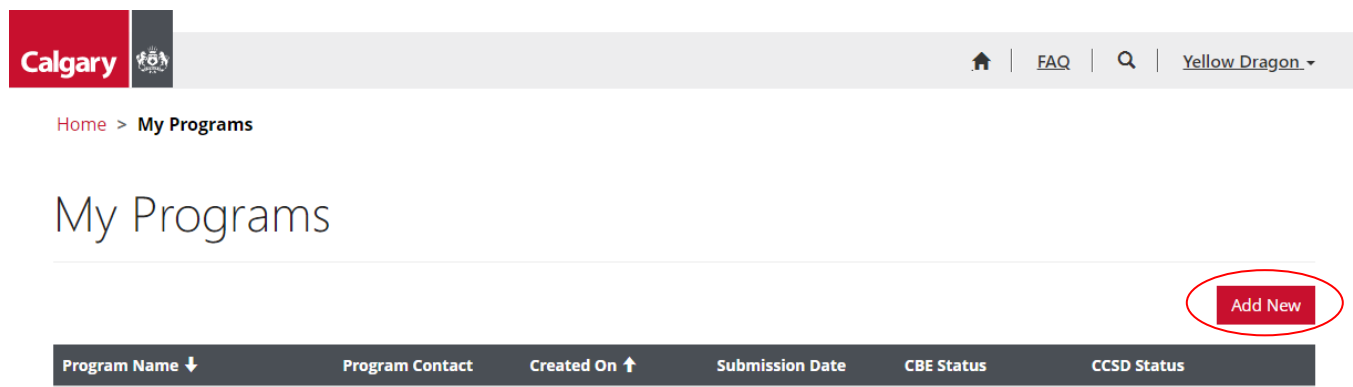
All the information entered on the program pre-screen form can be changed or updated on specific Access Applications as needed.

Only one Program Pre-Screen form is required for each program.

From the "Home" screen, click on your organization's name in the top right-hand corner. Select **"My Programs."**



Click **"Add New"**



Fill in all the program details.

Note: All fields with an asterisk (\*) are mandatory.

It is very important you provide as much information as possible in the Program Description text box. This is the only information the school principal has to make a decision on if the program is a fit for the students in their school.

## New Program Registration – Program Details Tab

You will now be on the Program Details Tab.

Complete all the required information and click “**Next**”.

Calgary

Home | [FAQ](#) | [Grizzly Bear](#)

Home > My Programs > New Program Registration

### New Program Registration

1 Program Details

2 Target Audience

3 Location

4 Frequency

5 Submission Confirmation

Organization Name \*

Bearly Conscious

Program Contact \*

Q

Please select the person at your organization whom a school should contact if a school wants to request this program. The Program Contact may be different from the Organization Contact.

Program Name \*

Full Program Description \*

One to three sentences briefly describing the program.

Please state your staff-to-young-person ratio \*

Write N/A if your program is exclusively for adults or a parented program.

Is your program associated with a faith system or organized religious group? \*

☒ No ☐ Yes

**Please state your staff-to-young-person ratio \***

1:25

Write N/A if your program is exclusively for adults or a parented program.

**Is your program associated with a faith system or organized religious group? \***

☒ No ☐ Yes

**Does your program include content related to sexual health? \***

☒ No ☐ Yes

**Does your program provide one-on-one counselling to children or youth? \***

☒ No ☐ Yes

If yes, Proof of applicable Insurance may be required.

**Do you have capacity to run this program at additional schools in the coming year? \***

☒ No ☐ Yes

**Please provide details: \***

No capacity to increase

For example, if this form is for a one-on-one service, how long should an individual expect to wait before getting an appointment? Alternatively, if this form is for a group program delivered at a school, let us know if you currently have the ability to expand to more schools, or whether there is a waiting list of schools waiting to work with you. Here is an example of helpful information to include in this section: "We have capacity to offer this program in seven schools and expect that we will be able to return to six of the schools we worked with last year, so we can only add one new school."

**Do you charge participants a fee for this program? \***

☒ No ☐ Yes

Next

## New Program Registration – Target Audience Tab

You will now be on the Target Audience Tab.

Complete all the required information and click **"Next"**.



Calgary

Home > My Programs > New Program Registration

## New Program Registration

1 Program Details 2 Target Audience 3 Location 4 Frequency 5 Submission Confirmation

Target Age Selection \*

Grade Range

Target Grade \*

Select

Name

There are no records to display.

Target Group \*

Select

Name ↑

Select “Grade Range”, “Target Group” and “Target Category” from the look up windows.

Click “Add”

Lookup records

Search

✓ Name

☐ Preschool

☐ All Grades

☐ Kindergarten

☐ Grade 1

☐ Grade 2

☐ Grade 3

☐ Grade 4

< 1 2 >

Selected records

Grade 1 ✕ Grade 2 ✕ Grade 3 ✕

Add Cancel

Lookup records

Search

Q

✓

Name ↑

☐

Calgarians with disabilities

☐

Gender specific

☐

Immigrant and newcomer Calgarians

☐

Indigenous Calgarians

☐

Low-income Calgarians

☐

None specified (all are welcome)

☐

Other

Selected records

Low-income Calgarians✕

Add

Cancel

Lookup records

Search

Q

✓

Name ↑

☐

Academic Support/Tutoring

☐

Adaptive Programming

☐

Arts (music, arts, etc.)

☐

Children Grades K-6

☐

Crisis Support

☐

Cultural Programming

☐

Employment Basic Programming

<

1

2

>

Selected records

Children Grades K-6✕

Add

Cancel

# New Program Registration – Location Tab

You will now be on the Location Tab.

Complete all the required information and click “**Next**”.

Calgary

Home | FAQ | Search | Yellow Dragon

Home > My Programs > New Program Registration

## New Program Registration

1 Program Details ✓

2 Target Audience ✓

3 Location

4 Frequency

5 Submission Confirmation

**What kind of space is needed? \***

Select

Name ↑

No space selected. Select spaces.

**Quadrants \***

Select

Name ↑

No quadrants selected. Select quadrants.

What quadrant(s) of the city are you able to offer this program? Select all that apply.

**Do you have preferred communities? \***

☒ No ☐ Yes

**Additional comments, if any**

Previous

Next

# New Program Registration – Frequency Tab

You will now be on the Frequency Tab.

Complete all the required information and click “**Next**”.

Calgary

Home | FAQ | Yellow Dragon

Home > My Programs > New Program Registration

New Program Registration

1 Program Details ✓

2 Target Audience ✓

3 Location ✓

4 Frequency

5 Submission Confirmation

Number of Days Per Week \*

How many days would you need to run the program?

Number of Hours Per Day \*

Frequency \*

Select

Name ↑

There are no records to display.

Preferred week days \*

Select

Program hours \*

Select

Name ↑

There are no records to display.

If your preferences don't follow within location and timing specified above, please provide details

Do you have any special requirements?

☒ No ☐ Yes

Previous

Next

If your program has any special requirements such as equipment storage or access through a specific entrance etc. Please indicate that in the text box.

## New Program Registration – Submission Confirmation

You will now be on the Submission Confirmation Tab.

If you have filled in all pertinent and required information, you may click **“Submit Program”** for approval.

If the submission is not complete, or you wish to include more information before submitting for approval, you can click **“Save as Draft”** and return at any time to complete and submit your program application.

Click **“Submit Program”**.

The screenshot shows the 'New Program Registration' page. At the top is the Calgary logo and navigation links (Home, FAQ, Search, Yellow Dragon). Below the logo is a breadcrumb trail: Home > My Programs > New Program Registration. The main heading is 'New Program Registration'. Below this is a progress bar with five steps: 1 Program Details ✓, 2 Target Audience ✓, 3 Location ✓, 4 Frequency ✓, and 5 Submission Confirmation (highlighted in blue). Below the progress bar is a question: 'Do you want to submit this program for approval? \*' with radio button options for 'No' and 'Yes' (selected). At the bottom are two buttons: 'Previous' and 'Submit Program' (circled in red).

The pre-screen form is now sent to The City of Calgary who will review to confirm it is complete.

The Organization will see the status reason for the application indicating under review, approved, or declined.



## Step 3: Access Applications

A separate School Access Application must be submitted for EACH Location that the program will be offered in.

Note: Only approved programs are eligible to submit Access Applications.

From the “Home” screen, click on your organization’s name in the top right-hand corner.

Select “**My Applications.**”

Select “**New Access Application**”

The screenshot shows the top navigation bar with the Calgary logo and a user profile dropdown menu labeled 'Yellow Dragon'. The dropdown menu includes options: Profile, My Organization, My Programs, My Applications (circled in red), My Contacts, and Sign out. Below the navigation bar, the breadcrumb 'Home > My Access Applications' is visible. The main heading is 'My Access Applications'. Below this is a table header with columns: Name ↑, Program, Program Contact, School, Status Reason, and Active Stage (Access App BPF).

This screenshot shows the same 'My Access Applications' page. The 'New Access Application' button in the top right corner of the table area is circled in red. Below the table header, there is a table with three rows of application data.

Name ↑	Program	Program Contact	School	Status Reason
<a href="#">SCYYC-AA-1072</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
<a href="#">SCYYC-AA-1075</a>	Animals and Colours	Yellow Dragon	Nosehill Public School	Approved
<a href="#">SCYYC-AA-1076</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress

# New Access Application – Program Information

You will now be on the Program Information Tab.

Complete all the required information and click “**Next**”.

Calgary

Home | FAQ | Grizzly Bear

Home > My Access Applications > New Access Application

New Access Application

1 Program Information

School Information

3 Additional Info & Schedule

4 Submission Confirmation

Program Information

Organization Name \*

Bearly Conscious

Tracking Number

Program Name \*

Program Contact \*

Full Program Description \*

Minimum number of Participants \*

Maximum number of Participants \*

100

Staff to Young Person Ratio \*

1:4

Are there any Special Requirements for your program? (if yes, please be specific) \*

☒ No ☐ Yes

Is there a Fee associated with your program? \*

☒ No ☐ Yes

Next

The personal information collected herein is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta, and will be used for the purpose of determining School Connections NYC application approvals. Should you have any questions or concerns regarding the collection and use of your personal information please contact Calgary Neighbourhoods FOIP PA, Calgary Neighbourhoods, Mail Code #94 The City of Calgary, 800 Macleod Tr. S.E. P.O. Box 2100, Station M, Calgary, AB T2P 2M5, 403-771-2337.

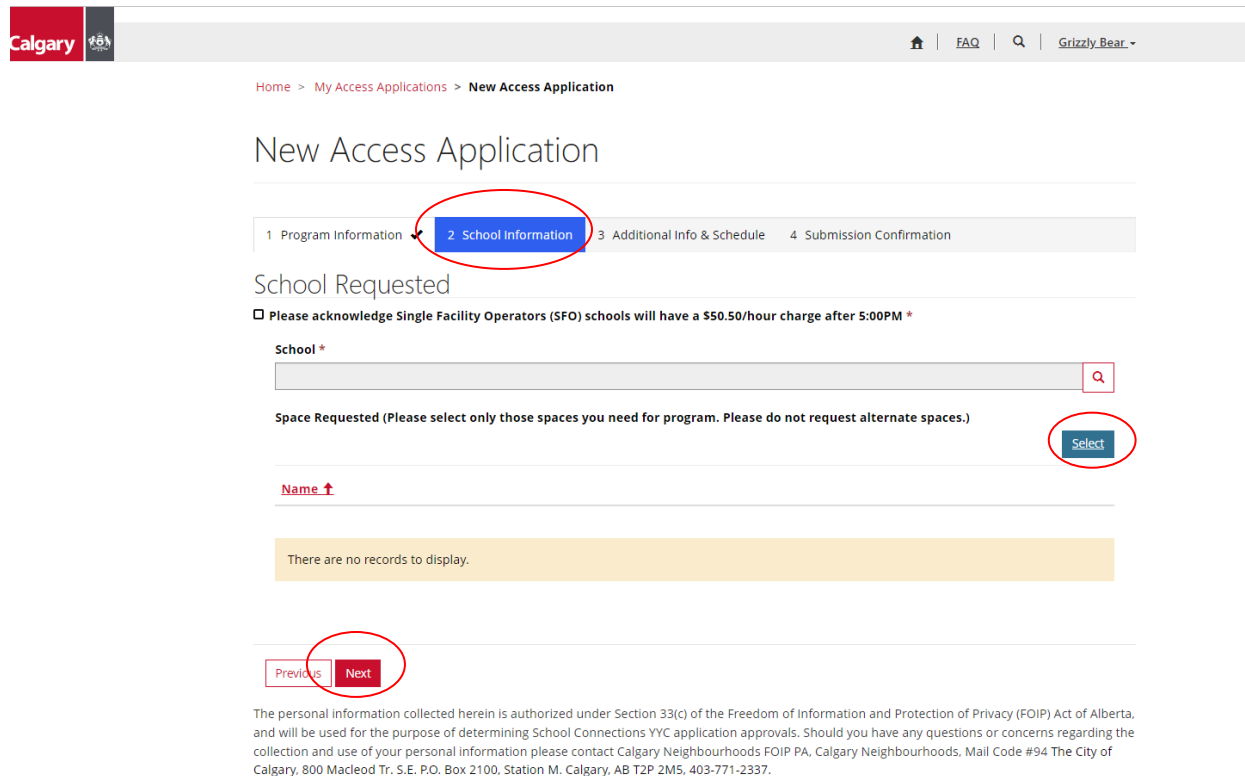
It is important to ensure the program description is as detailed as possible, so the principal has the information required to make an informed decision.

Note: If the program contact information on the access application is different from that of the program request, contacts can be added under “**My Contacts**” in the top right-hand corner.

# New Access Application – School Information

You will now be on the School Information Tab.

Complete all the required information and click “Next”.



Please acknowledge Single Facility Operators (SFO) schools will have a \$50.50 per hour charge after 5:00. This box **must be checked** to continue with the application. Once you have completed this step, please select your preferred school from the drop-down menu.


Please only select the actual program location(s) you need to run your program. Do not select spaces you do not require. Principals will negotiate alternative spaces if what you request is unavailable.



# New Access Application – Additional Info & Schedule Tab

You will now be on the Additional Info & Schedule Tab.

Complete all the required information and click “Next”.



[Home](#) | [FAQ](#) | [Grizzly Bear](#)

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## New Access Application

1 Program Information ✓

2 School Information ✓

3 Additional Info & Schedule

4 Submission Confirmation

### Additional Program Information

**Ages of Projected Participants**

[Select](#)

Name

There are no records to display.

These must indicate “Yes” to proceed with application

All staff working in this program have completed a CPIC check and Vulnerable Sector Search. \*

☒ No ☐ Yes

At least one staff member on site has a valid First Aid Certificate? \*

☒ No ☐ Yes

Does your organization carry commercial general liability insurance? \*

☒ No ☐ Yes

### Program Dates and Times

**Start Date \***

M/D/YYYY [Calendar](#)

**End Date \***

M/D/YYYY [Calendar](#)

**Start Time (please check school bell times) \***

**End Time \***

**Days Of Week (Please select only those specific day(s) of the week you need for program. Please do not request extra days) \***

[Select](#)

Name

There are no records to display.

[Previous](#) [Next](#)

The personal information collected herein is authorized under Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act of Alberta, and will be used for the purpose of determining School Connections YYC application approvals. Should you have any questions or concerns regarding the collection and use of your personal information please contact Calgary Neighbourhoods FOIP PA, Calgary Neighbourhoods, Mail Code #94 The City of Calgary, 800 Macleod Tr. S.E. P.O. Box 2100, Station M. Calgary, AB T2P 2M5, 403-771-2337.

Note: Please check school bell times when choosing start time.

Please select only those days that you wish to run your program, do not select any extra days. Alternate days will be provided by the principal if available.

## New Access Application – Submission Confirmation Tab

You will now be on the Additional Info & Schedule Tab.

To submit the application, click **“Yes”** and **“Submit Application.”**

To save a draft of the application and submit later, click **“No”** and **“Save as draft.”**

The access application goes through several steps before the final decision is made.

1. City of Calgary Staff review the application.
2. School Board rentals staff review the application.
3. The school principal makes the final decision on the access application.

Please note: There is no guarantee as to how long it will take for applications to go through the full approval process.



## Status Reason

Throughout the application process, Organizations can see the status of their applications.

From the home screen, select My Access Applications.

The status can be found under “Status Reason”

Calgary

Home > My Access Applications

### My Access Applications

New Access Application

Name ↑	Program	Program Contact	School	Status Reason	Active Stage (Access App BPF)	
<a href="#">SCYYC-AA-1008</a>	May I be blunt	Yellow Dragon	Acadia	Approved	Final Decision	▼
<a href="#">SCYYC-AA-1009</a>	May I be blunt	Yellow Dragon	Altadore (SFO)	Review in progress	Negotiation	▼
<a href="#">SCYYC-AA-1013</a>	May I be blunt	Green Monkey	Holy Family (SFO)	Negotiating	Negotiation	▼
<a href="#">SCYYC-AA-1014</a>	May I be blunt	Purple Fish	Holy Family (SFO)	Approved	Final Decision	▼
<a href="#">SCYYC-AA-1015</a>	May I be blunt	Yellow Dragon	Holy Family (SFO)	Denied	Final Decision	▼
<a href="#">SCYYC-AA-1022</a>	May I be blunt	Purple Fish	Acadia	Denied	School Board Review	▼

To view the entire application, click on the down arrow on the right-hand side of the application and select “view”

## What the Status Reason means

Organizations will receive one of four results under **Status Reason**:

1. **Review in Progress** – The application is still somewhere in the approval process.
2. **Approved** - The space, days and times requested have been approved by the

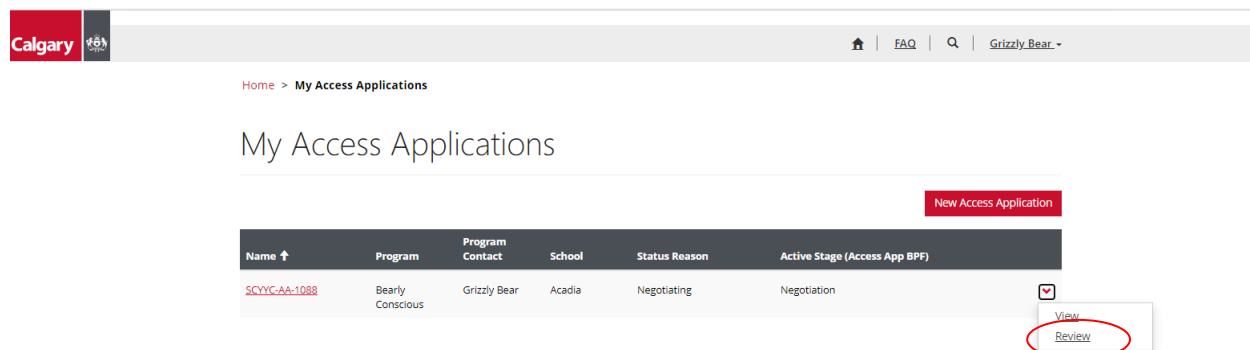
principal, and a permit for the booking will be issued by the City of Calgary.

3. **Declined** - The space, days or times requested have not been approved by the principal, and no other options are available for negotiation.
4. **Negotiating** - The principal has reviewed the application and has alternative options for space, days, or times to propose back to the organization.

## Responding to a Negotiation

A status of negotiating indicates that one or more of the spaces, days or times requested for school access are not available, but the principal is willing to negotiate.

To respond to the negotiation, click on the down arrow on the right-hand side of the application and select “**Review**”



Calgary

Home > My Access Applications

### My Access Applications

New Access Application

Name ↑	Program	Program Contact	School	Status Reason	Active Stage (Access App BPF)
<a href="#">SCNYC-AA-1088</a>	Bearly Conscious	Grizzly Bear	Acadia	Negotiating	Negotiation

View  
Review

## School Response Tab

Under the “School Response” tab you will be able to review the principal’s response.

# Review Access Application

1 Program Information ✓ 2 School Response 3 Acceptance - Submission Confirmation

## School Response

Is Space Requested Available? \*

☒ No ☐ Yes

Is Alternate Space Available? \*

☐ No ☒ Yes

Please specify what space is available:

Name ↑

Common area (may not be available at all schools)

Specify, if you selected Other space

Is Date(s) and Time(s) Requested Available? \*

☐ No ☒ Yes

Is Alternative Date(s) and Time(s) Available? \*

☒ No ☐ Yes



Please specify what space is available:

Name 

Common area (may not be available at all schools)

Specify, if you selected Other space

—

Is Date(s) and Time(s) Requested Available? \*

☐ No ☒ Yes

Is Alternative Date(s) and Time(s) Available? \*

☒ No ☐ Yes

Alternate Start Date

—

Alternate End Date

—

Alternate Start Time

—

Alternate End Time

—

Alternate Days Of Week

Name

—

There are no records to display.

Does the school principal approve this application?

No

Comments (Please be specific so all the details required to issue a permit are included)

Please confirm common area will work

Previous

Next

As you can see from the above example, the requested space is not available, however the principal is offering an alternative of the common area.

Click “**Next**” to respond to the negotiation

## Acceptance – Submission Confirmation Tab

On the Acceptance Confirmation tab, you are able to accept or decline the alternative options provided by the School.

The screenshot shows the 'Review Access Application' page. At the top, there is a header with the 'Calgary' logo and navigation links: Home, My Access Applications, and Review Access Application. Below the header, the page title 'Review Access Application' is displayed. A progress bar shows three steps: '1 Program Information' (checked), '2 School Response' (checked), and '3 Acceptance - Submission Confirmation' (highlighted with a red circle). Below the progress bar, the section 'Acceptance Confirmation' is shown. It contains a question: 'Do you accept the alternate options provided by the school? \*'. Below the question are two radio buttons: 'No' (selected with a red circle) and 'Yes'. Below the radio buttons is a text area labeled 'Acceptance Confirmation Comments \*'. At the bottom of the page, there are two buttons: 'Previous' and 'Submit' (highlighted with a red circle).

If you select **“No”** you are declining the options and therefore the application is automatically denied. No further options for negotiation will be offered.

If you select **“Yes”** the application is automatically approved and a permit will be issued from the City of Calgary.

Please make sure the Acceptance Confirmation Comments box is completed with as much detail as possible.

After the application has gone through the approval process, a Rental Agreement/Permit will be issued by the City of Calgary. To ensure liability issues are considered, please **DO NOT begin your program** in a school until you have received the permit.

# Frequently Asked Questions (FAQ's)

The FAQ page provides answers to many of your questions. Please check here first if you have any questions about the SCYYC process.

Calgary

FAQ

Yellow Dragon

What are the time periods that organizations can deliver programs?

Regular Instructional Hours vary per site. Hours can range from 7:30 am – 4:30 pm. School calendars are available on the school websites.  
After school hours (Dismissal to start of Public Rentals)

Public Rentals: fees will be charged

School Type	Weekdays	Early Dismissal	PD Days & Holidays & Weekends
Elementary	6:15 pm – 10:30 pm	Varies by school	Not available
Middle School	6:30 pm – 11:00 pm	Varies by school	Not available
Senior High	7:00 pm – 11:00 pm	Varies by school	Not available

Or: Weekdays starting at 6:15 p.m.

What if my agency does not receive approval for the database?

Application forms may not be approved if the proposed program/service:

- Involves religious, sexual health or other content that is not a fit with the values of participating school board (note: it is possible for a program/service to be placed on the Organization Database for one school board and not the other).
- Is an instructional program or service that is meant to support the delivery of the educational curriculum and for which a certified teacher needs to be present.
- Is merely being advertised as an external resource for students and their families.
- Has a participant fee that the Agency is unwilling to 100% waive upon request.
- Does not meet the criteria as described on the organization page

Other variables may also be taken into consideration in order to safeguard the safety, well-being and best interests of students.

What if my agency wants to make a donation or invite schools to an opportunity?

If you would like to make the CBE or the CSSD aware of sponsorships, donations, funding, grants, awards, events, materials, professional development or speakers, please contact:  
Calgary Board of Education: [partnerships@cbe.ab.ca](mailto:partnerships@cbe.ab.ca)  
Calgary Catholic Separate District: [Communications@ccssd.ab.ca](mailto:Communications@ccssd.ab.ca)

What if my agency wants to offer educational programming, workshops, seminars, presentations, performances or educational services during instructional time?

Calgary Board of Education - visit the [Community Learning Opportunities](#) webpage or artists can visit the [Artist in Schools](#) webpage to submit an application.  
Calgary Catholic Separate District - email [BusinessServices@ccssd.ab.ca](mailto:BusinessServices@ccssd.ab.ca) to request an application.

If you do not find what you are looking for in the FAQ's, contact [facilitybooking@calgary.ca](mailto:facilitybooking@calgary.ca)

