



City of Calgary  
Calgary Neighbourhoods  
Social Programs & Services

# School Connections YYC Organization Training Guide





# School Connections YYC

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### **What is School Connections YYC?**

The City of Calgary in partnership with the Calgary Board of Education (CBE), Calgary Catholic School District (CCSD) and the United Way of Calgary and Area (UWCA) have created the School Connections YYC (SCYYC) framework. SCYYC provides schools and community-based organizations with a consistent, centralized process to access available space in schools, where programs and services can be offered to support students and families.

SCYYC replaces Access 3 – 6. It brings community resources to Calgary's schools through an accessible and coordinated online process.

### **How is it different from Access 3 – 6?**

- Online application process for organizations.
- Online searchable database for school principals to find organizations or programs to benefit students.
- Hours of access available from after school until public rentals (may vary depending on school).
- Potential to expand access during instructional hours and public rental hours.

### **What are the criteria for organizations to be listed in the SCYYC database?**

- Organization is a government or a registered not-for-profit.
- Organization must have adequate liability insurance and will maintain coverage throughout the duration of the program offered.
- Program must address an existing need of students and/or their families.
- All fees are 100% waived upon request.
- At least one on-site staff member must have a valid first aid certificate.
- 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.

## What is the process?

- Organizations must complete two steps before they are eligible to submit an Access Application form.
  - **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.
  - **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.
- Once the program has been approved, the approved organization will only need to submit one Access Application for each proposed school program. The Access Application provides the school principal with specific information pertaining to a specific offering of that program.
- Once the organization and programs have been approved, only Access Applications will be required when requesting school space.



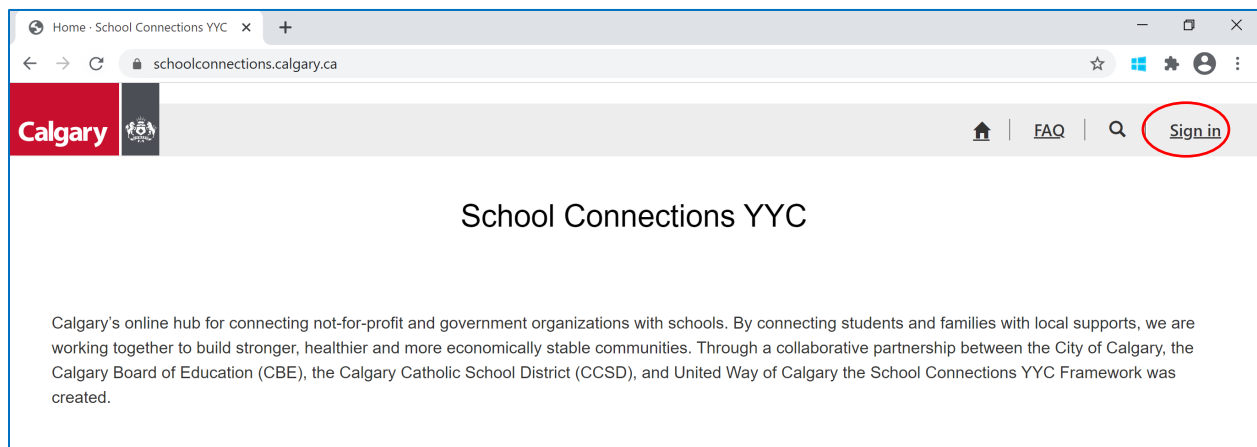
## Accessing the SCYYC Database/Sign-in

To access the School Connections YYC database, you must have a myID account. To create a myID account, please go to [Calgary.ca/myid](https://calgary.ca/myid) for more information or contact the School Connections email at [schoolconnections@calgary.ca](mailto:schoolconnections@calgary.ca).

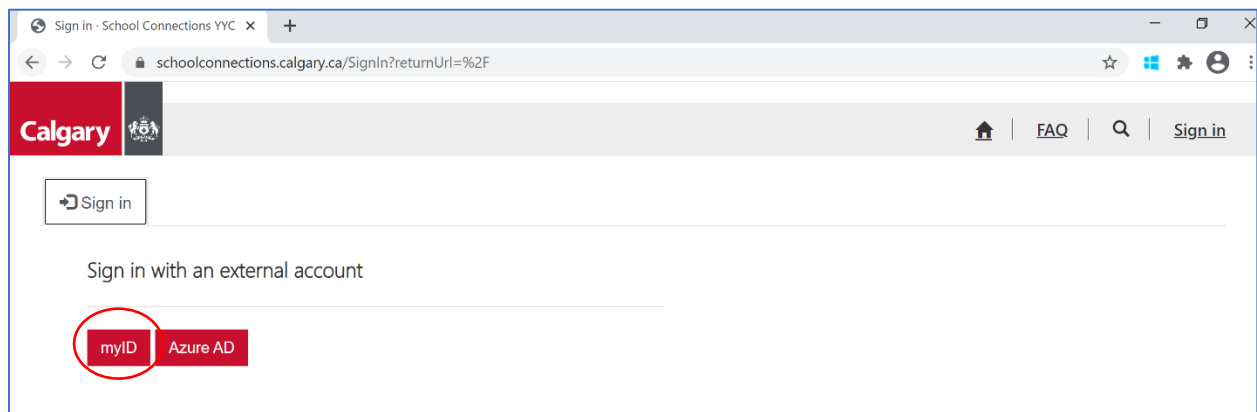
Access the **School Connections YYC** link at URL: <https://schoolconnections.calgary.ca>.

Note: Google Chrome is recommended.

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



Click on **"myID."**





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 in the top right-hand corner.




Click on username **“Profile.”**



## 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

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

How may we contact you? Select all that apply.

☒ Email  
☒ Fax  
☒ Phone  
☒ Mail

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

## 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.

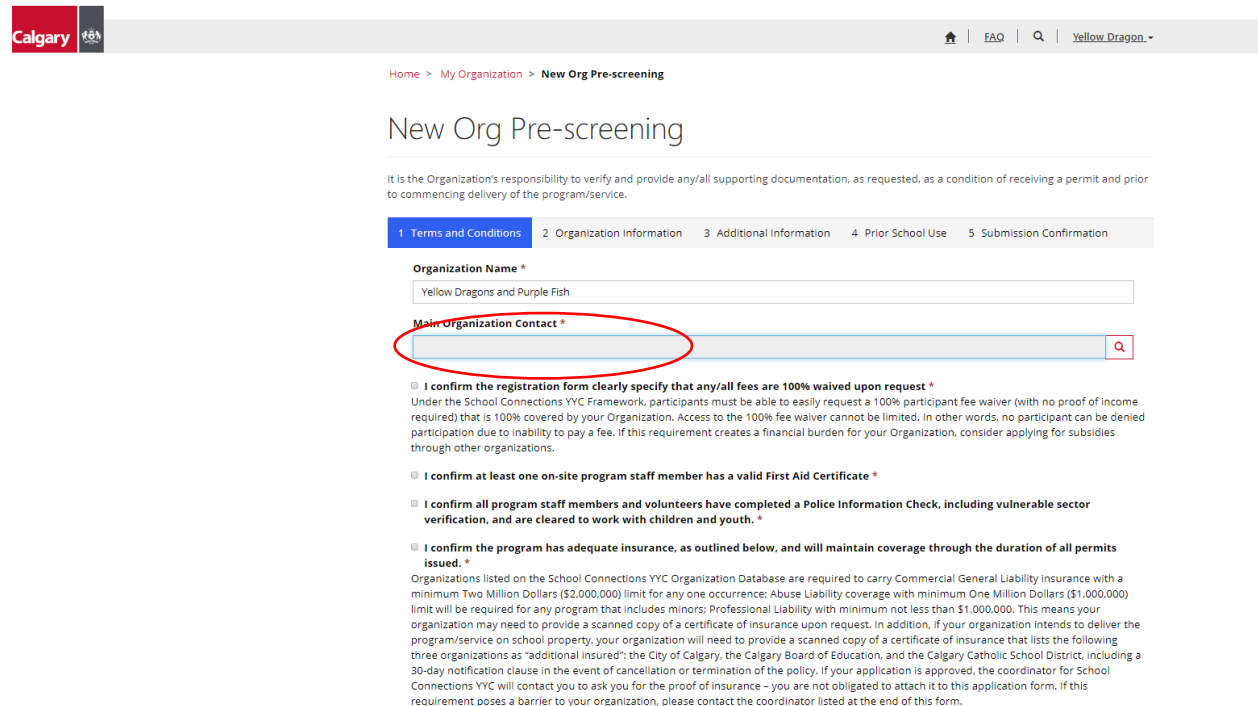



From the SCYYC home page, click on the down arrow and select my Organization or click on the red Organization Pre-screen button on the landing page



## New Org Pre-screening – Terms and Conditions

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



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

Organization Name \*

Yellow Dragons and Purple Fish

**Main Organization Contact \***

☐ I confirm the registration form clearly specify that any/all fees are 100% waived upon request \*

Under the School Connections YYC Framework, participants must be able to easily request a 100% participant fee waiver (with no proof of income required) that is 100% covered by your Organization. Access to the 100% fee waiver cannot be limited. In other words, no participant can be denied participation due to inability to pay a fee. If this requirement creates a financial burden for your Organization, consider applying for subsidies through other organizations.

☐ 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. \*

☐ I confirm the program has adequate insurance, as outlined below, and will maintain coverage through the duration of all permits issued. \*

Organizations listed on the School Connections YYC Organization Database are required to carry Commercial General Liability insurance with a minimum Two Million Dollars (\$2,000,000) limit for any one occurrence; Abuse Liability coverage with minimum One Million Dollars (\$1,000,000) limit will be required for any program that includes minors; Professional Liability with minimum not less than \$1,000,000. This means your organization may need to provide a scanned copy of a certificate of insurance upon request. In addition, if your organization intends to deliver the program/service on school property, your organization will need to provide a scanned copy of a certificate of insurance that lists the following three organizations as "additional insured": the City of Calgary, the Calgary Board of Education, and the Calgary Catholic School District, including a 30-day notification clause in the event of cancellation or termination of the policy. If your application is approved, the coordinator for School Connections YYC will contact you to ask you for the proof of insurance - you are not obligated to attach it to this application form. If this requirement poses a barrier to your organization, please contact the coordinator listed at the end of this form.

Select appropriate contact.

Click **"Select."**

Lookup records

Search

✓	<u>Full Name</u>	<u>Email</u>	<u>Business Phone</u>	<u>Position</u>
✓	Yellow Dragon	<a href="mailto:sticksandstones@me.com">sticksandstones@me.com</a>	1234567890	Commander

Select

Cancel

Remove value



## 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

Organization Name \*

Yellow Dragons and Purple Fish

Main Organization Contact \*

Yellow Dragon

☐ I confirm the registration form clearly specify that any/all fees are 100% waived upon request \*

Under the School Connections YVC Framework, participants must be able to easily request a 100% participant fee waiver (with no proof of income required) that is 100% covered by your Organization. Access to the 100% fee waiver cannot be limited. In other words, no participant can be denied participation due to inability to pay a fee. If this requirement creates a financial burden for your Organization, consider applying for subsidies through other organizations.

☐ 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. \*

☐ I confirm the program has adequate insurance, as outlined below, and will maintain coverage through the duration of all permits issued. \*

Organizations listed on the School Connections YVC Organization Database are required to carry Commercial General Liability insurance with a minimum Two Million Dollars (\$2,000,000) limit for any one occurrence; Abuse Liability coverage with minimum One Million Dollars (\$1,000,000) limit will be required for any program that includes minors; Professional Liability with minimum not less than \$1,000,000. This means your organization may need to provide a scanned copy of a certificate of insurance upon request. In addition, if your organization intends to deliver the program/service on school property, your organization will need to provide a scanned copy of a certificate of insurance that lists the following three organizations as "additional insured": the City of Calgary, the Calgary Board of Education, and the Calgary Catholic School District, including a 30-day notification clause in the event of cancellation or termination of the policy. If your application is approved, the coordinator for School Connections YVC will contact you to ask you for the proof of insurance – you are not obligated to attach it to this application form. If this requirement poses a barrier to your organization, please contact the coordinator listed at the end of this form.

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

- ☐ I confirm the registration form clearly specify 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 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.

Pre-screening applications 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

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.

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://elovesglovesgloves.ca>

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

**Place of Incorporation \***  
Alberta

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

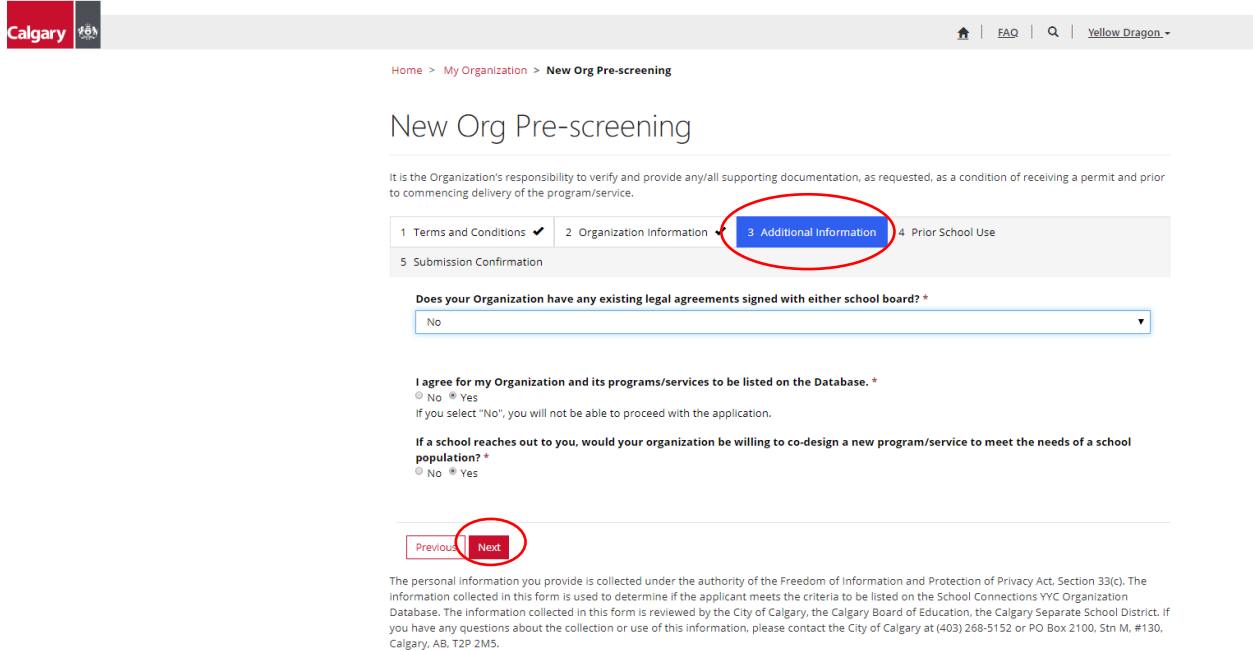
Previous Next

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.

Fill in "Organization Information."

Click "Next."

## New Org Pre-screening – Additional Information



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

Does your Organization have any existing legal agreements signed with either school board? \*

No

I agree for my Organization and its programs/services to be listed on the Database. \*

☐ No ☒ Yes

If you select "No", you will not be able to proceed with the application.

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? \*

☐ No ☒ Yes

Previous Next

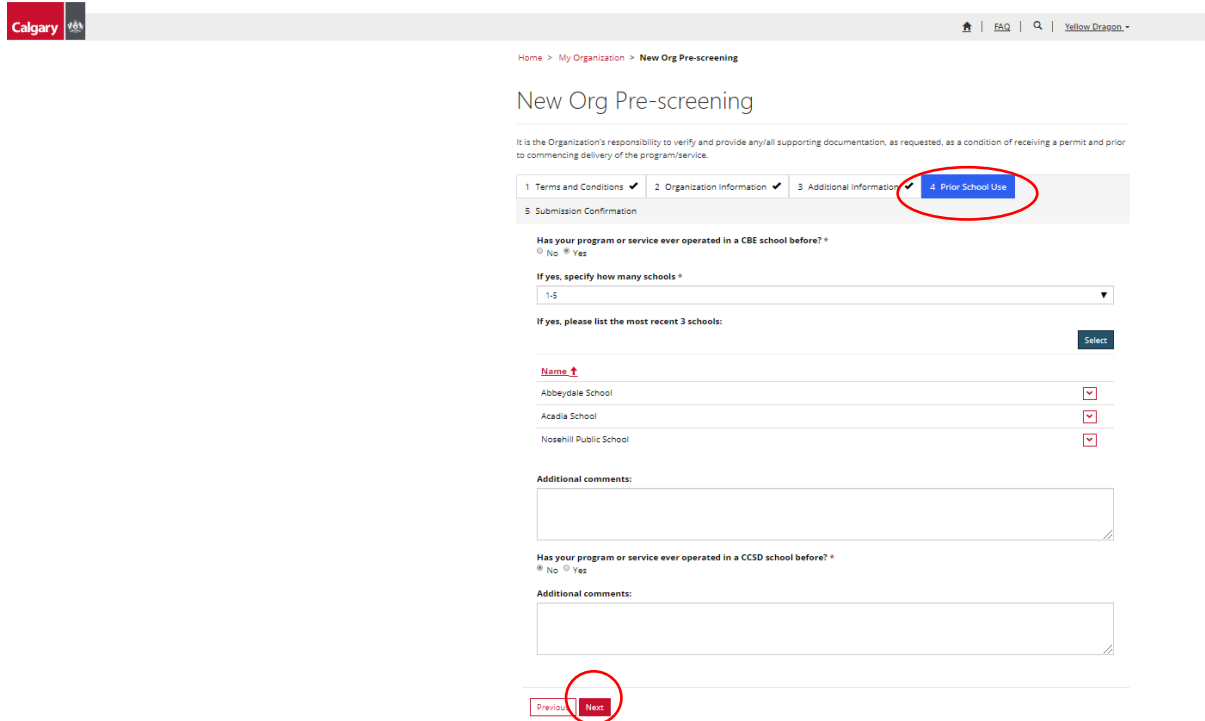
The personal information you provide is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33(c). The information collected in this form is used to determine if the applicant meets the criteria to be listed on the School Connections YYC Organization Database. 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.

Fill in "additional information."

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.

Select **"Next."**

## New Org Pre-screening – Prior School Use



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

Has your program or service ever operated in a CBE school before? \*

☐ No ☒ Yes

If yes, specify how many schools \*

1-5

If yes, please list the most recent 3 schools:

Select

Name	Address	Phone
Abbeydale School		
Acadia School		
Nosehill Public School		

Additional comments:

Has your program or service ever operated in a CCSD school before? \*

☐ No ☒ Yes

Additional comments:

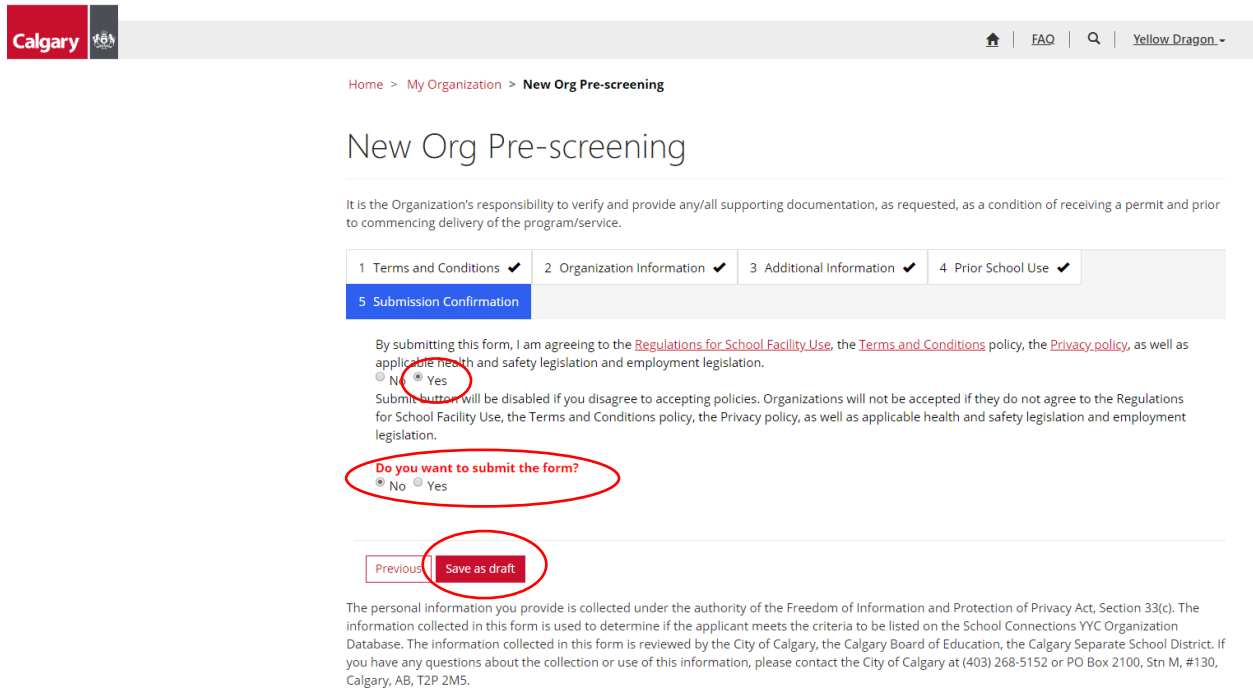
Previous Next

Fill in “prior school use” information.

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

Select “**Next.**”

## New Org Pre-screening – Submission Confirmation



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.

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.

The application is now sent to The City of Calgary who will review the application to see if it is complete and meets all the required criteria. The Organization will see the status reason for the application indicating approved or declined.

To review the status of your organization's application, Select **“My Organization”** from the drop-down menu.



Calgary

[Home](#) | [FAQ](#) | [Search](#) | [Yellow Dragon](#) ▾

Profile  
**My Organization**  
[My Programs](#)  
[My Applications](#)  
[My Contacts](#)  
[Sign out](#)

## School Connections YYC

Calgary's online hub for connecting not-for-profit and government organizations with schools. By connecting students and families with local supports, we are working together to build stronger, healthier and more economically stable communities. Through a collaborative partnership between the City of Calgary, the Calgary Board of Education (CBE), the Calgary Catholic School District (CCSD), and United Way of Calgary the School Connections YYC Framework was created.

All not-for-profit organizations seeking to serve students and their families through CBE or CCSD schools must be pre-screened before they can apply to offer specific programs or services to a school.

### Criteria to apply:

- Organization is a government or a registered not-for-profit organization
- Organization must have adequate insurance, and will maintain coverage through the duration of the program
- Program must address an existing need of students and/or their families
- All fees are 100% waived upon request
- At least one on-site staff member must have a valid First Aid Certificate
- 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.

If you are a not-for-profit organization interested in getting involved, please follow these steps.

Calgary

[Home](#) | [FAQ](#) | [Search](#) | [Yellow Dragon](#) ▾

Home > **My Organization**

My Organization

Legal Name ↑	Primary Contact	Main Phone	Status Reason	Created On	Created By (Portal User)
<a href="#">Yellow Dragons and Purple Fish</a>	Yellow Dragon	403-1234567	Approved	1/28/2021 9:10 AM	Yellow Dragon ▾

The status of your organization's application will appear under the **"Status Reason"** heading.



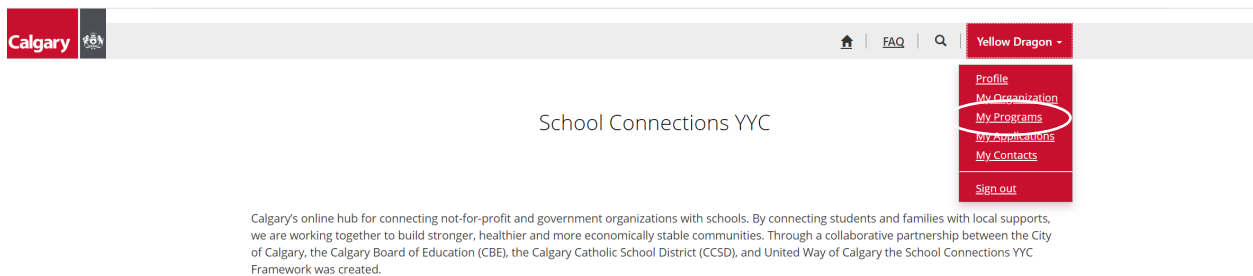


## Program Pre-screen

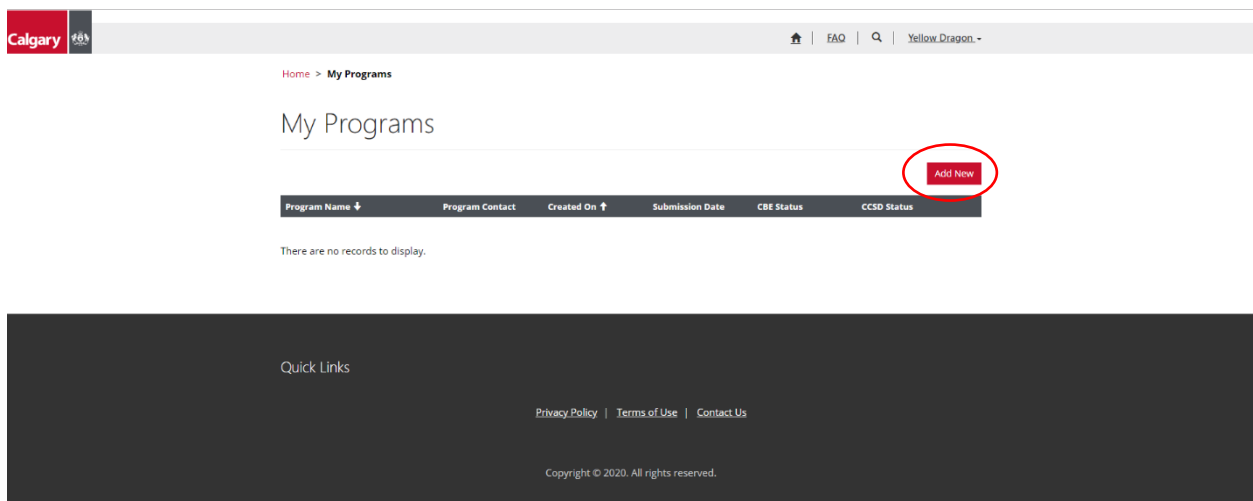
Once your organization has been approved, program information needs to be input and pre-screened to ensure your organization's programs meet all the required criteria.

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.

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

**Organization Name \***  
Yellow Dragons and Purple Fish

**Program Contact \***  
Yellow Dragon 

✕ 🔍

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 \***  
May Bell

**Brief Description \***  
A program about bells for children and youth. They will learn how bells are made, the origin of the bell, different types of bells etc. This journey will allow kids to explore and discover everything bell.  

One to three sentences briefly describing the program.



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."

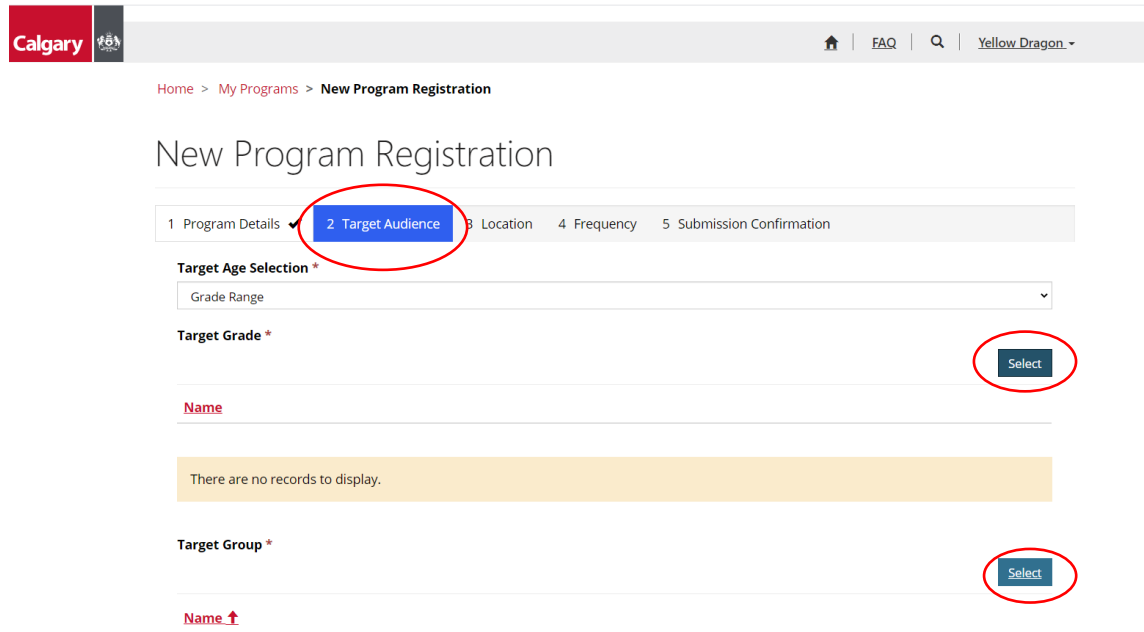
Do you charge participants a fee for this program? \*

☒ No ☐ Yes

Next

Click on "Next." Select your target audience from the choices provided.

## New Program Registration – Target Audience



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” and “Target Group” from the drop-down menus. Click “Add.”

Lookup records

Search

Q

✓

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

Target Group \*

Select

Name ↑

Low-income Calgarians

Target Category \*

Select

Name ↑

There are no records to display.

Minimum No. of Participants \*

Maximum No. of Participants \*

Previous Next

Fill in minimum and maximum number of participants. Click “**Next.**”

Select “**Target Category**” from the drop-down menu. Select appropriate category. Click “**Add.**”

Lookup records

Search

✓

Name ↑

☐

Academic Support/Tutoring

☐

Adaptive Programming

☐

Arts (music, arts, etc.)

☐

Children Grades K-6

☐

Crisis Support

☐

Cultural Programming

☐

Employment Based Programming

<

1

2

>

Selected records

Children Grades K-6✕

Add

Cancel

## New Program Registration – Location

[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.

Select the type of space(s) from the drop-down menu. Click **“Add.”**

Lookup records

Search

✓
Name ↑

☐ Aux. gym (may not be available at all schools)
☐ Cafeteria (may not be available at all schools)
☐ Classroom(s)
☐ Common area (may not be available at all schools)
☐ Library
☐ Main Gym
☐ Other

Selected records

Main Gym

Add
Cancel



Quadrant look up

Lookup records

Search

✓

Name ↑

NE

NW

SE

SW

Selected records

NE✕

NW✕

Add

Cancel



Do you have preferred communities? \*

☒ No ☐ Yes

Additional comments, if any

## New Program Registration – Frequency

Select the frequency for the program from the drop-down menu, and the preferred days of the week. Click **“Add.”**



[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

Lookup records

Search

✓ Name ↑

☐ Bi-weekly

☐ Daily

☐ Monthly

☒ Weekly

☐ Yearly

Selected records

Weekly

Add

Cancel

### Preferred days of the week look up

Select the preferred hours and click **“Add.”** Include any additional details or special requirements and click **“Next.”**

Lookup records

Search

✓

Name

☐

Monday

☐

Tuesday

☐

Wednesday

☐

Thursday

☐

Friday

Selected records

Monday✕

Wednesday✕

Friday✕

Add

Cancel

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.

At this point the only option for School Connections YYC is After School Hours. The other options are added in anticipation of an expansion of the program.

September 22, 2021

27

## Program Hours lookup

Lookup records

☒
**Name**

☐ After School Hours
 ☐ Before School Hours
 ☐ During School Hours
 ☐ Early Dismissal Hours
 ☐ Evening

Selected records

After School Hours

## New Program Registration – Submission Confirmation

Calgary

Home > My Programs > New Program Registration

New Program Registration

1 Program Details

2 Target Audience

3 Location

4 Frequency

5 Submission Confirmation

Do you want to submit this program for approval? \*

☐ No
 ☒ Yes

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.



[Home](#) > [My Programs](#) > **New Program Registration**

## New Program Registration

Submission completed successfully.

The application is now sent to The City of Calgary who will review the application

The school board decision can be accessed on the My Programs dashboard under CBE or CCSD Status.

[Home](#) > **My Programs**

## My Programs

<a href="#">Add New</a>						
Program Name ↓	Program Contact	Created On ↑	Submission Date	CBE Status	CCSD Status	
<a href="#">Animals and Colours</a>	Yellow Dragon	1/28/2021 2:07 PM	1/28/2021	Approved	Approved	▼

### Quick Links

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

Click on the arrow beside the status, then click **“View Details.”**

View details

Decision

CBE Status

Approved

Comments

weliuwlur

CCSD Status

Declined

Comments

ieuwiwueyr

Organization Name \*

Yellow Dragons and Purple Fish

Program Name \*

School Access Application

A separate School Access Application must be submitted for EACH program that organizations are planning to run.

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

Deadlines

Organizations can expect to hear back from schools by end of June or by end of November if below timelines have been met

Fall Programming

Organization Prescreen Form - February 28

Program Prescreen Form - February 28

School Access Form - May 1

Winter Programming

Organization Prescreen Form - August 1

Program Prescreen Form - February 28

School Access Form - November 1

For deadlines that fall on a weekend or statutory holiday, deadline is extended to the end of the next business day.

Under “My Programs” select “My Applications.”



Calgary

[Home](#) | [FAQ](#) | [Search](#) | [Yellow Dragon](#)

[Home](#) > [My Programs](#)

## My Programs

[Profile](#)  
[My Organization](#)  
[My Programs](#)  
[My Applications](#)  
[My Contacts](#)  
[Sign out](#)

Program Name ↓	Program Contact	Created On ↑	Submission Date	CBE Status	CCSD Status
<a href="#">Animals and Colours</a>	Yellow Dragon	1/28/2021 2:07 PM	1/28/2021	Approved	Approved

Quick Links

[Privacy Policy](#) | [Terms of Use](#) | [Contact Us](#)

Select “**New Access Application**”

**Note:** The program name(s) and contact information will appear on the program pre-screen.

Calgary

[Home](#) | [FAQ](#) | [Search](#) | [Yellow Dragon](#)

[Home](#) > [My Access Applications](#)

## My Access Applications

[New Access Application](#)

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



Minimum number of Participants \*

1

Maximum number of Participants \*

24

Staff to Young Person Ratio \*

1:5

Are there any Special Requirements for your program? \*

☒ No ☐ Yes

Is there a Fee associated with your program? \*

☒ No ☐ Yes

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 issued an Access 3-6 permit. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, and the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the Community Programs & Services Division: (403) 268-5152 or P.O. Box 2100, Stn. M, #130, Calgary, AB, T2P 2M5.

[Home](#) > [My Access Applications](#) > [New Access Application](#)

## New Access Application

1 Program Information 2 School Information 3 Additional Info & Schedule 4 Submission Confirmation

### Program Information

Organization Name \*

Yellow Dragons and Purple Fish

Tracking Number

—

Program Name \*

May magic

✕

🔍

Program Contact \*

Yellow Dragon

✕

🔍

Program Brief Description \*

This program will show Calgary children the magic of May



Click **“Next.”**

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. They can then be updated on the Access Application.

## New Access Application – School Information

Home > My Access Applications > New Access Application

### New Access Application

1 Program Information 2 School Information 3 Additional Info & Schedule 4 Submission Confirmation

**i** The form could not be submitted for the following reasons:  
[Space Requested is a required field. At least 1 selection must be made.](#)

#### School Requested

☒ Please acknowledge Single Facility Operators (SFO) schools will have a \$50.50/hour charge after 5:00 \*

School

Space Requested

Name

Are you able to run your program in another space if requested space not available? \*

☐ No ☒ Yes

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 issued an Access 3-6 permit. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, and the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the Community Programs & Services Division: (403) 268-5152 or P.O. Box 2100, Stn. M, #130, Calgary, AB, T2P 2M5.

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.

**“Are you able to run the program in another space if requested space not available?”**

NOTE: If you select **“No”** to this question, you are eliminating the option for negotiation with the school principal regarding alternate space.



Select your preferred school. Click **“Select.”**

Lookup records

Search

<input checked="" type="checkbox"/> Name	Created On
<input type="checkbox"/> Evansbrook Catholic School	10/26/2020 10:42 PM
<input type="checkbox"/> Abbeydale School	12/9/2020 11:28 AM
<input checked="" type="checkbox"/> Acadia School	12/9/2020 11:28 AM
<input type="checkbox"/> Balmoral School	12/9/2020 11:48 AM
<input type="checkbox"/> Belvedere Parkway School	12/9/2020 11:48 AM
<input type="checkbox"/> Bishop Kidd	12/9/2020 11:49 AM
<input type="checkbox"/> Father Doucet	12/9/2020 11:49 AM

< 1 2 >

**Select** Cancel Remove value

Select the space required. Click **“Add.”**

Lookup records

Search

<input checked="" type="checkbox"/> Name ↑
<input type="checkbox"/> Aux. gym (may not be available at all schools)
<input type="checkbox"/> Cafeteria (may not be available at all schools)
<input type="checkbox"/> Classroom(s)
<input type="checkbox"/> Common area (may not be available at all schools)
<input type="checkbox"/> Library
<input checked="" type="checkbox"/> Main Gym

Selected records

Main Gym ✖

**Add** Cancel

Click **“Next.”**

[Home](#) > [My Access Applications](#) > [New Access Application](#)




## 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	
6	
7	
8	
9	

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

From the drop-down menu, select each age/grade category that will be included in the program. Click **“Add.”**

The three mandatory requirements **must** be confirmed and checked as “Yes” to continue.

Lookup records

Search

Q

✓ Name

☐ Preschool

☐ All Ages

☐ 4

☐ 5

☐ 6

☐ 7

< 1 2 >

Selected records

6✕

7✕

8✕

9✕

Add

Cancel

Select preferred dates and times of program and click **“Select.”**

Program Dates and Times

Option 1 Start Date \*

3/1/2021

Option 1 End Date \*

5/30/2021

Option 1 Start Time \*

2:30 pm

Option 1 End Time \*

4:30 pm

Option 1 Days Of Week \*

Select

Name

There are no records to display.

Option 2 Start Date

3/15/2021

Option 2 End Date

4/30/2021

Option 2 Start Time

2:30 pm

Option 2 End Time

4:30 pm

Option 2 Days Of Week

Select

Name

There are no records to display.

Are you able to run your program on other days and times if requested dates and times not available? \*

No

Yes



Select days of the week.

Lookup records ×

Search Q

✓	Name
	Monday
	Tuesday
	Wednesday
	Thursday
	Friday

Selected records

Monday × Wednesday ×

Add Cancel

Click “Add.”

Name		Name	
Monday	▼	Tuesday	▼
Wednesday	▼	Thursday	▼

Are you able to run your program on other days and times if requested dates and times not available? \*

☐ No ☒ Yes

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 issued an Access 3-6 permit. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, and the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the Community Programs & Services Division: (403) 268-5152 or P.O. Box 2100, Stn. M, #130, Calgary, AB, T2P 2M5.



If you select **Yes** to **“Are you able to run the program on other days and times if requested**

If your preferred dates are not available, and you are able to run your program on alternative dates and times, you may negotiate with the school principal for alternate dates.

If you select **“No”** to **“Are you able to run the program on other days and times if requested dates and times not available?”** you are eliminating the option for negotiation with the school principal for alternate days and times.

Click **“Next.”**

Note: The principal will review Option 1 first. If Option 1 is not available, then you may negotiate with the principal.

## New Access Application – Submission Confirmation

Home > My Access Applications > New Access Application

### New Access Application

1 Program Information ✓ 2 School Information ✓ 3 Additional Info & Schedule ✓ 4 Submission Confirmation

#### Submission Confirmation

Do you want to submit this application? \*

☐ No ☒ Yes

Previous Submit Application

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 issued an Access 3-6 permit. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, and the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the Community Programs & Services Division: (403) 268-5152 or P.O. Box 2100, Stn. M, #130, Calgary, AB, T2P 2M5.

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.”**



Calgary

[Home](#) > [My Access Applications](#) > [New Access Application](#)

Home | [FAQ](#) | [Q](#) | [Yellow Dragon](#) >

## New Access Application

Submission completed successfully.

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 issued an Access 3-6 permit. The information collected in this form is reviewed by the City of Calgary, the Calgary Board of Education, and the Calgary Separate School District. If you have any questions about the collection or use of this information, please contact the Community Programs & Services Division: (403) 268-5152 or P.O. Box 2100, Stn. M, #130, Calgary, AB, T2P 2M5.

The application is now sent to the school principal who will review it to determine if the space, days, and times are available.

## Status Reason

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

1. **Review in Progress** - The principal is still reviewing the application and is not yet able to provide a decision.
2. **Approved** - The space, days and times requested for Option 1 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 for Option 1 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.





## My Access Applications

New Access Application				
Name ↑	Program	Program Contact	School	Status Reason
<a href="#">SCYYC-AA-1072</a>	Animals and Colours	Yellow Dragon	Acadia School	Negotiating
<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
<a href="#">SCYYC-AA-1077</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
<a href="#">SCYYC-AA-1078</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
<a href="#">SCYYC-AA-1081</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
<a href="#">SCYYC-AA-1082</a>	Animals and Colours	Yellow Dragon	Acadia School	Draft

### 1. Review in progress

Click the drop-down arrow beside the approved status to “**View**” the application.

Calgary

Home | FAQ | Yellow Dragon

Home > My Access Applications

My Access Applications

New Access Application

Name ↑	Program	Program Contact	School	Status Reason
<a href="#">SCYYC-AA-1072</a>	Animals and Colours	Yellow Dragon	Acadia School	Negotiating
<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
<a href="#">SCYYC-AA-1077</a>	Animals and Colours	Yellow Dragon	Acadia School	Review in progress

View

### 2. Approved

A status reason of “approved” indicates the principal can accommodate the organization’s request for space, days, and times.

Click the drop-down arrow beside the approved status to “**View**” the application.

Calgary

Home > My Access Applications

My Access Applications

New Access Application

Name ↑	Program	Program Contact	School	Status Reason
SCYIC-AA-1072	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1075	Animals and Colours	Yellow Dragon	Nosehill Public School	Approved
SCYIC-AA-1076	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1077	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1078	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1082	Animals and Colours	Yellow Dragon	Acadia School	Draft
SCYIC-AA-1090	Animals and Colours	Yellow Dragon	Acadia School	Approved
SCYIC-AA-1092	Animals and Colours	Yellow Dragon	Acadia School	Draft

Application result details will appear in a pop up window.

Scroll down to confirm the space, dates and times requested.

Calgary

Home > My Access Applications

My Access Applications

New Access Application

Name ↑	Program	Program Contact	School	Status Reason
SCYIC-AA-1072	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1075	Animals and Colours	Yellow Dragon	Nosehill Public School	Approved
SCYIC-AA-1076	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1077	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1078	Animals and Colours	Yellow Dragon	Acadia School	Review in progress
SCYIC-AA-1082	Animals and Colours	Yellow Dragon	Acadia School	Draft
SCYIC-AA-1090	Animals and Colours	Yellow Dragon	Acadia School	Approved
SCYIC-AA-1092	Animals and Colours	Yellow Dragon	Acadia School	Draft

View details

Alternate Contact Email

Is Space Requested Available? \*

No

Yes

Is Alternate Space Available? \*

No

Yes

Please specify what space is available:

Name ↑

There are no records to display.

Specify, if you selected Other space

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

No

Yes

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

No

Yes

Alternate Start Date

Scroll down further to view the principal's comments.

September 22, 2021

41



 View details

**Alternate Start Time**

—

**Alternate End Time**

—

**Alternate Days Of Week**

Name

There are no records to display.

**Is caretaker overtime required? \***

☒ No ☐ Yes

**Do you want to send this application to the organization to review alternate space(s)/date(s)?**

☒ No ☐ Yes

**Comments**

Space and Dates approved.

### 3. Denied

Click on the drop-down arrow beside the denied status to review the application.

Application result details will appear in a pop up window.

View the principal's comments to determine why the application was not approved.



## My Access Applications

[New Access Application](#)

Name ↑	Program	Program Contact	School	Status Reason
<a href="#">SCYYC-AA-1005</a>	May I be blunt	Yellow Dragon	Acadia	Negotiating ▾
<a href="#">SCYYC-AA-1006</a>	May I be blunt	Yellow Dragon	Acadia	Denied ▾
<a href="#">SCYYC-AA-1008</a>	May I be blunt	Yellow Dragon	Acadia	Approved <a href="#">View</a>
<a href="#">SCYYC-AA-1009</a>	May I be blunt	Yellow Dragon	Acadia	Review in progress ▾

### 4. Negotiating

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.

Organizations are encouraged to be flexible when considering options proposed by principals.

Click **“Review.”**



**Is Space Requested Available? \***

☒ No ☐ Yes

**Is Alternate Space Available? \***

☐ No ☒ Yes

**Please specify what space is available:**

**Name ↑**

Aux. gym (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**

—



Is caretaker overtime required? \*

☒ No ☐ Yes

Do you want to send this application to the organization to review alternate space(s)/date(s)?

☐ No ☒ Yes

### Comments

Please inform if the Aux Gym will work instead of Main Gym

Organization's acceptance of alternate options offered by school

No

Do you approve this application?

No

### Comments

—

[Home](#) > [My Access Applications](#)

## My Access Applications

[New Access Application](#)

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


Example: The date and time requested are available, but the space requested (the main gym) is not. An alternative space (the aux. gym) is suggested by the principal.

 [View details](#)

## Review Access Application – School Response

[Home](#) > [My Access Applications](#) > [Review Access Application](#)

### 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** 

Aux. gym (may not be available at all schools)

Specify, if you selected Other space

—

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

☐ No ☒ Yes

**Is Alternate 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.

**Do you approve this application?**

No

**Comments**

Organization needs to approve alternate space.

[Previous](#)

[Next](#)





If the alternate space is acceptable, under “Do you accept the alternative options provided by the school?” check “**Yes**” and click “**Submit.**”

The answer “**No**” will end the application.

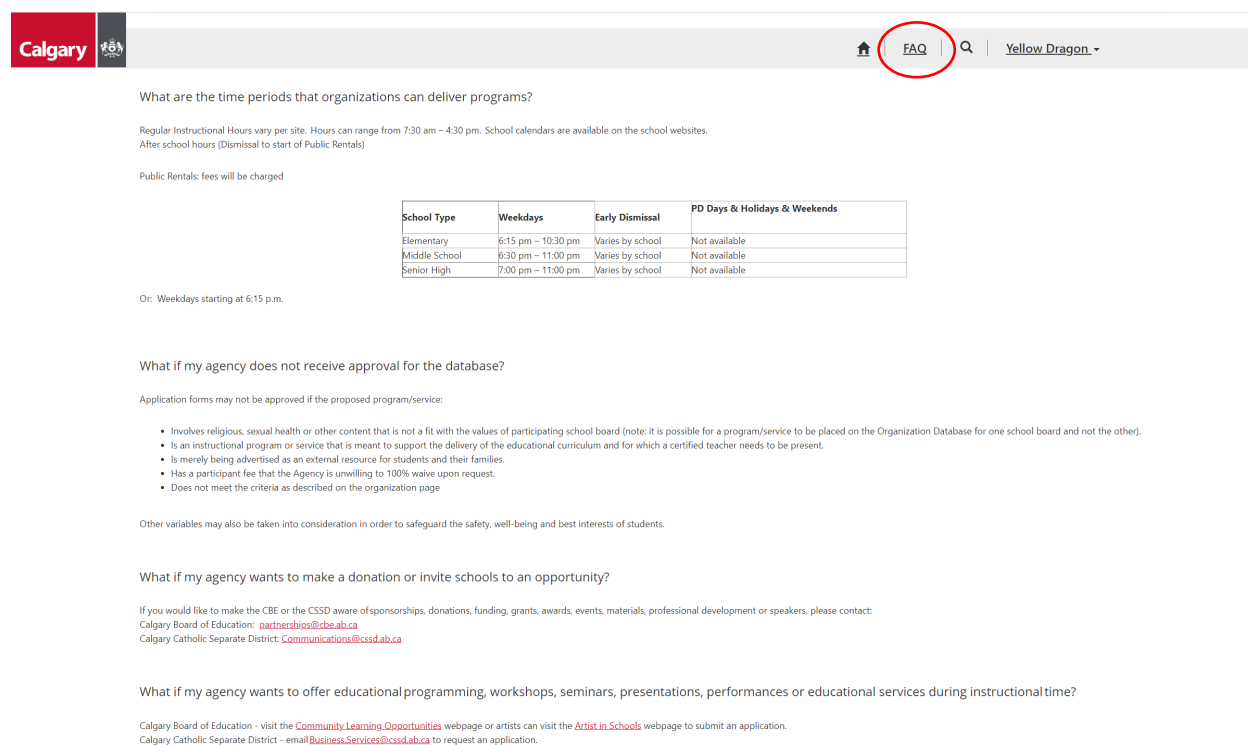
**Note: When the Principal reviews the application, they will consider Option 1. The comment section will indicate if Option 2 is available.**

The application is sent to the City of Calgary to issue a permit.

**Status Reason** will then be changed to **Approved.**

## Frequently Asked Questions (FAQ)

The FAQ page provides answers to many of your questions. Please check here first. If you do not find what you are looking for, contact the email address below.



The screenshot shows the Calgary School Connections website. The header includes the Calgary logo and a navigation bar with a home icon, a circled 'FAQ' link, a search icon, and a 'Yellow Dragon' dropdown menu. The main content area addresses the question: 'What are the time periods that organizations can deliver programs?'. It states that regular instructional hours vary by site (7:30 am - 4:30 pm) and that public rentals are charged. A table provides details on school types, weekdays, early dismissal, and PD days/holidays/weekends. Other sections address approval for the database and opportunities for donations or educational services.

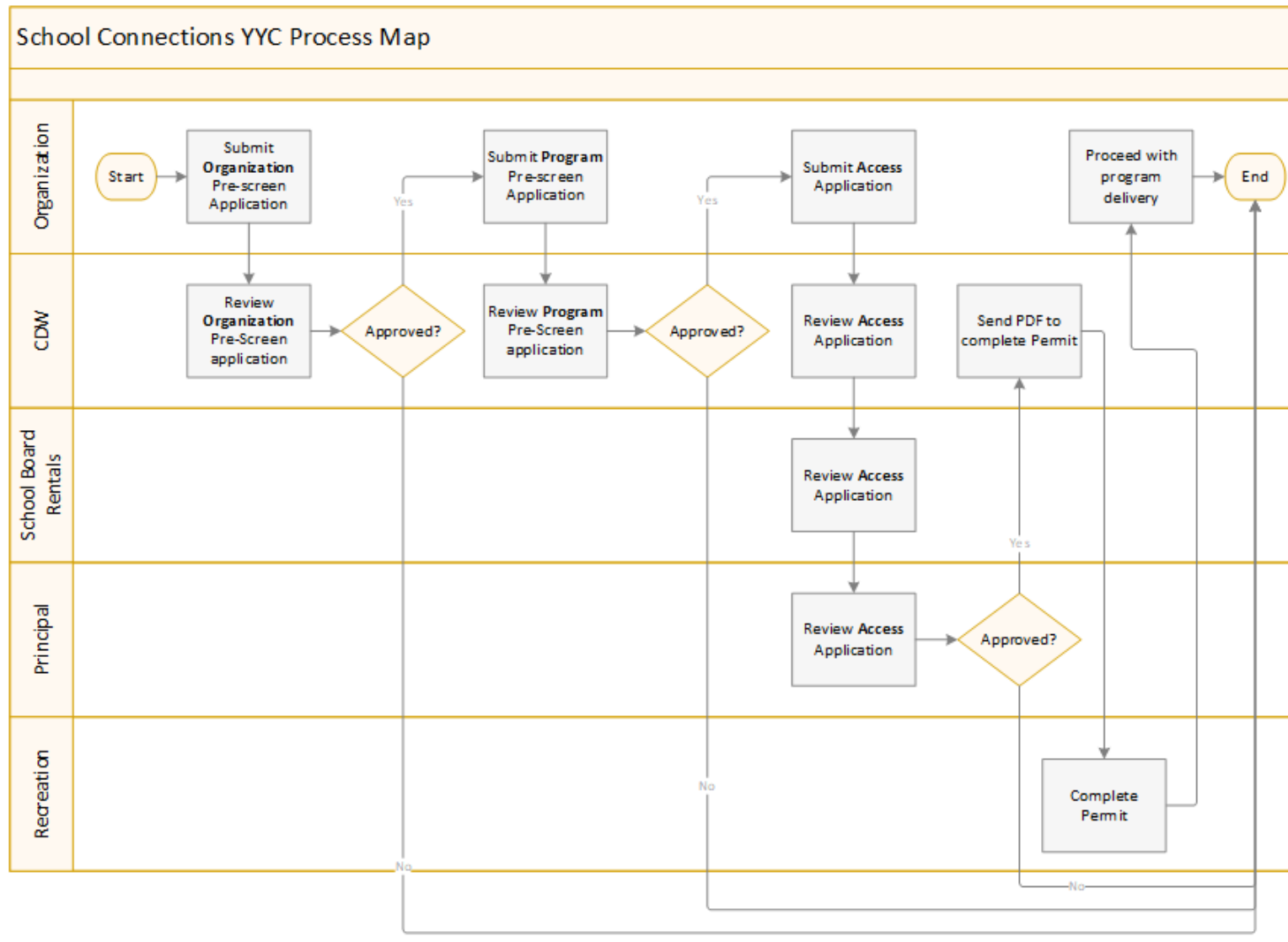
School Type	Weekdays	Early Dismissal	PD Days & Holidays & Weekends
Elementary	6:15 pm – 10:30 pm	Varies by school	Not available
Middle School	6:30 pm – 11:00 pm	Varies by school	Not available
Senior High	7:00 pm – 11:00 pm	Varies by school	Not available

Remember to sign out when you are finished using the School Connections YYC site.

### Getting Help:

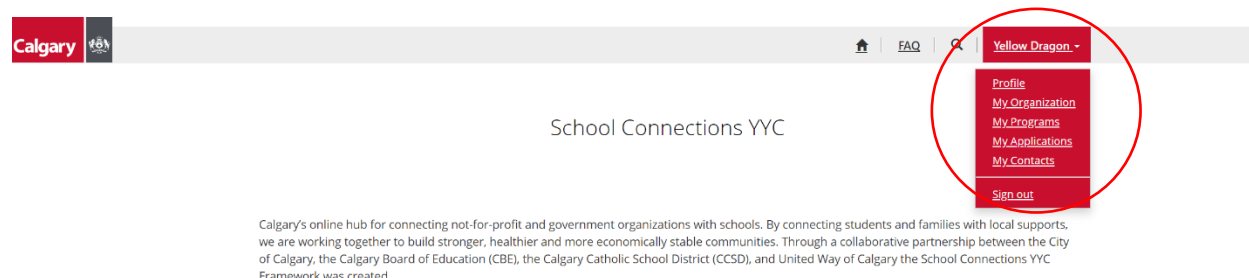
If you are having issues with any of the above steps, please contact: [schoolconnections@calgary.ca](mailto:schoolconnections@calgary.ca) or check out the e-training [here](#).

## Appendix A – SCYYC Process Map



## Appendix B – Quick reference guide for organizations

[schoolconnections.calgary.ca](https://schoolconnections.calgary.ca)



### Step 1: Organization Pre-screen

Complete all information on the Organization Pre-screen Application.

The application is now sent to The City of Calgary who will review the application. If it is complete and meets all the requirements, the Organization will see the Status Reason for the application indicating approved.

### Step 2: Program Pre-screen

Complete all information on the Program Pre-screen Application.

The application is now sent to The City of Calgary who will review the application.

The decision will be indicated on the **My programs** dashboard under CBE or CCSD Status.

### Step 3: School Access

A separate Access Application must be submitted each time a program is proposed.

Complete all information on the School Access Application.

The application is now sent to the school principal who will review the application to determine if the space, days, and times are available.

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

5. **Review in Progress** - The principal is still reviewing the application and is not yet able to provide a decision.
6. **Approved** - The space, days and times requested on Option 1 have been approved by the principal and a permit for the booking will be issued by the City of Calgary.
7. **Declined** - The space, days or times requested on Option 1 have not been approved by the principal and no other options can be negotiated.
8. **Negotiating** - The principal has reviewed the application and alternative options for space, days, or times are available for negotiation.

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

Organizations are encouraged to be flexible when considering alternative options proposed by principals.

Calgary

Home > My Access Applications > Review Access Application

Review Access Application

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

Acceptance Confirmation

Do you accept the alternate options provided by the school? \*

☐ No ☒ Yes

Previous Submit

## FAQ

The FAQ page provides answers to many of your questions. Please check here first. If you do not find what you are looking for, contact the email address below.

[schoolconnectionsyycc@calgary.ca](mailto:schoolconnectionsyycc@calgary.ca)