



# School Connections YYC CCSD Principals Guide





## School Connections YYC

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## Appendix

### A. Quick Reference Guide for Principals



## School Connections YYC Introduction

### What is School Connections YYC?

- The City of Calgary in partnership with the Calgary Board of Education (CBE), Calgary Catholic School District (CCSD) and United Way of Calgary and Area (UWCA), 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.
- SCYYC will replace Access 3-6. It brings community resources to Calgary's schools through an accessible and coordinated online process.

### What's different from Access 3-6?

- Online application process for organizations.
- Online searchable database for school principals to find organizations or programs that they think will benefit their students.
- Hours of access – available from after school until public rentals, which can vary depending on the school. Potential to expand access to during instructional hours and public rentals hours.

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

- 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.
- All program staff members and volunteers must comply with the City of Calgary [Vaccine Passport Bylaw 65M2021](#) while it remains in effect.
- All program staff members, volunteers and participants must comply with the City of Calgary [Pandemic Face Covering Bylaw 63M2021](#) while it remains in effect.



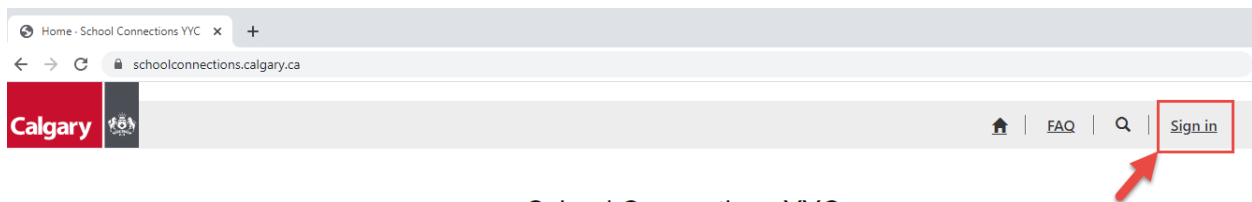
## School Connections – First Time Sign in/Enrollment

To get initial access to the School Connections YYC database, please follow the instructions in the School Connections YYC Enrollment Guide. This document can be found on your school board intranet site.

## School Connections - Subsequent Login Process

1. Click on the **School Connections YYC** link in the invitation email or manually enter the URL: <https://schoolconnections.calgary.ca> in your Chrome browser to bring you to the portal landing page.

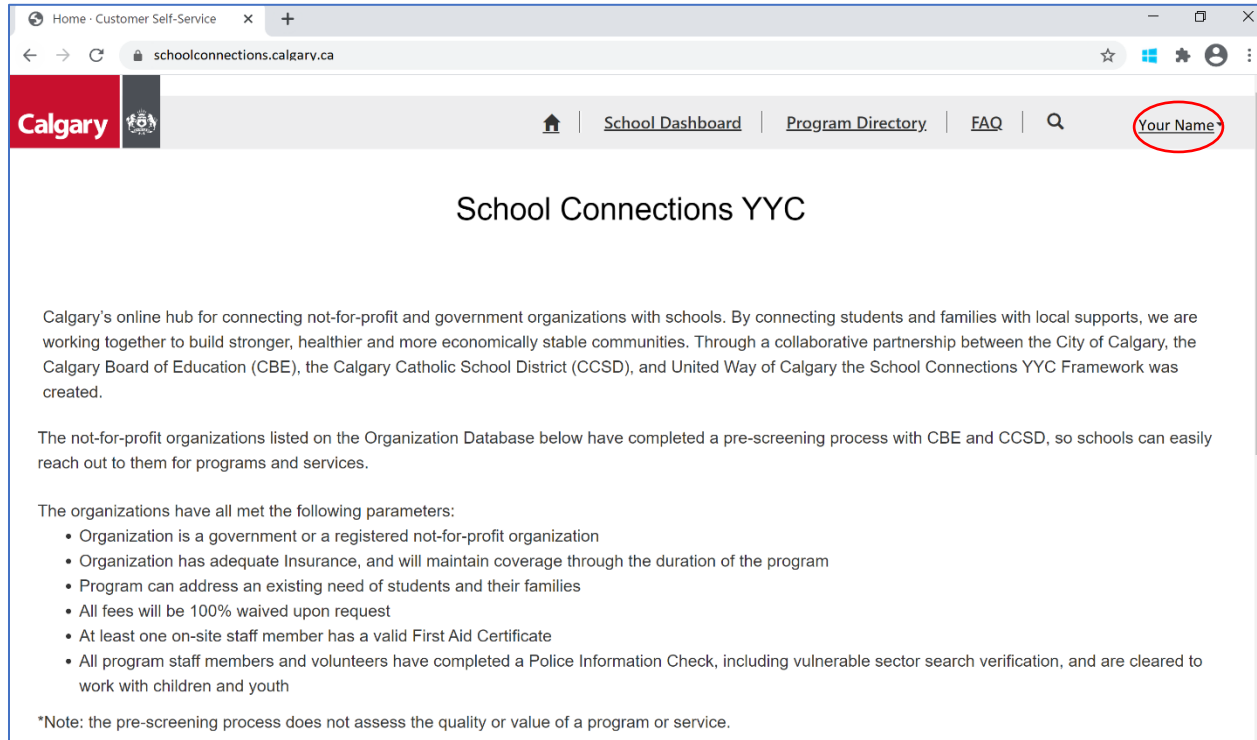
2. Click on **Sign In**.



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.

4. Enter your email and click **Next**.

If you see your name in the top right corner, you have successfully logged in.



## Profile

### Go to Your Profile

If you are not automatically taken to the profile page after signing in for the first time, click on the down arrow beside “username” in top right-hand corner.

## Profile



Yellow Dragon

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

[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 in your submissions as contact information.

✉ Your email requires confirmation.

[Confirm Email](#)

### Your Information

**First Name \***

**Last Name \***

**E-mail \***

**Business Phone \***

**Position \***

How may we contact you? Select all that apply.

☒ Email  
☒ Fax  
☒ Phone  
☒ Mail

[Update](#)

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

## Using School Connections YYC

### 1. School Dashboard/Review Pending applications

Click on **School Dashboard**

Calgary

Home > [School Dashboard](#) | [Program Directory](#) | [FAQ](#) | [Search](#) | [School User 4](#)

[Home](#) > [School Dashboard](#)

### School Dashboard

[Pending Applications](#)

| Name ↑                        | Organization                   | Program        | Program Contact | School            | Status Reason      | Current Stage   |
|-------------------------------|--------------------------------|----------------|-----------------|-------------------|--------------------|-----------------|
| <a href="#">SCYYC-AA-1120</a> | Yellow Dragons and Purple Fish | Wisdom Wonders | Crazy am        | Holy Family (SFO) | Review in progress | School Decision |
| <a href="#">SCYYC-AA-1125</a> | New Organization               | yes            | Dis Dat         | Holy Family (SFO) | Review in progress | School Decision |

All SCYYC applications that have been submitted to your school will appear on the dashboard.

Click on the down arrow beside Pending Applications to switch back and forth between All Applications and Pending Applications

The screenshot shows the 'School Dashboard' page. At the top, there is a navigation bar with the Calgary logo and links for Home, School Dashboard, Program Directory, FAQ, and a search icon. Below the navigation bar, the breadcrumb 'Home > School Dashboard' is visible. The main heading is 'School Dashboard'. A red circle highlights the 'Pending Applications' link, which has a dropdown arrow. Below this, a table lists applications. The table has columns: Name, Organization, Program, Program Contact, School, Status Reason, and Current Stage. Two applications are listed: SCYYCAA-1120 and SCYYCAA-1125. Both are in 'Review in progress' status and 'School Decision' stage.

| Name ↑                       | Organization                   | Program        | Program Contact | School            | Status Reason      | Current Stage     |
|------------------------------|--------------------------------|----------------|-----------------|-------------------|--------------------|-------------------|
| <a href="#">SCYYCAA-1120</a> | Yellow Dragons and Purple Fish | Wisdom Wonders | Crazy am        | Holy Family (SFO) | Review in progress | School Decision ▼ |
| <a href="#">SCYYCAA-1125</a> | New Organization               | yes            | Dis Dat         | Holy Family (SFO) | Review in progress | School Decision ▼ |

Click on the drop-down arrow on the right of the application you chose to review. Click on “Review”.

This screenshot is similar to the previous one, but it shows the dropdown menu that appears when clicking the arrow on the right of the application row. The dropdown menu has two options: 'View' and 'Review'. The 'Review' option is circled in red.

| Name ↑                       | Organization                   | Program        | Program Contact | School            | Status Reason      | Current Stage     |
|------------------------------|--------------------------------|----------------|-----------------|-------------------|--------------------|-------------------|
| <a href="#">SCYYCAA-1120</a> | Yellow Dragons and Purple Fish | Wisdom Wonders | Crazy am        | Holy Family (SFO) | Review in progress | School Decision ▼ |
| <a href="#">SCYYCAA-1125</a> | New Organization               | yes            | Dis Dat         | Holy Family (SFO) | Review in progress | School Decision ▼ |

## Review Application – Review Application Tab

Scroll down to see entire application

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

## Review Application

1 **Review Application** 2 School Internal Usage and Approval

### Program Information

**Organization Name \***

Yellow Dragons and Purple Fish

**Tracking Number**

SCYYC-AA-1075

**Program \***

Animals and Colours

**Program Contact \***

Yellow Dragon

**Contact Details**

Yellow Dragon

**Email \***

[sticksandstones@me.com](mailto:sticksandstones@me.com)

**Business \***

1234567890

**Position \***

Commander

**Program Brief Description \***

This program will provide children ages 6-12 with the opportunity to explore various animals. Focus will be on chameleons and why they change colours. Children will explore what different animals look like in different colours and how their colours make them more or less visible to their predators. Fun will be had changing the colour of several animal pictures so participants can use their imagination to develop a colourful and creative personal zoo.

**Ages of Projected Participants**

**Name**

6

7

8

9

< 1 2 >

**Minimum number of Participants \***

1

**Maximum number of Participants \***

45



**Staff to Young Ratio \***

1:15

**Are there any Special Requirements for your program? \***

☒ No ☐ Yes

**Please specify special requirements**

—

**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

**Is there a Fee associated with your program? \***

☒ No ☐ Yes

**Comments**

—

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

Holy Family (SFO)

**Space Requested**

**Name ↑**

Main Gym

**Specify, if you selected Other space**

—

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

☐ No ☒ Yes

**Program Dates and Times**

**Option 1 Start Date \***

3/1/2021

**Option 2 Start Date**

3/1/2021

**Option 1 End Date \***

3/31/2021

**Option 2 End Date**

3/31/2021

**Option 1 Start Time \***

3 pm

**Option 2 Start Time**

3 pm

**Option 1 End Time \***

4:30 pm

**Option 2 End Time**

4:30

**Option 1 Days Of Week**

**Name**

Monday

Wednesday

**Option 2 Days Of Week**

**Name**

Tuesday

Thursday

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

☐ No ☒ Yes

Next

Once you have reviewed the entire application

Select **Next**

## Review Application – School Internal Usage and Approval

The screenshot shows a web application interface for reviewing an application. At the top, there is a navigation bar with the Calgary logo and a user menu. Below the navigation bar, a breadcrumb trail reads 'Home > School Dashboard > Review Application'. The main heading is 'Review Application'. Below this, there are two tabs: '1 Review Application' (checked) and '2 School Internal Usage and Approval' (active). The 'School Internal Usage and Approval' tab contains a 'School Response' section. Under 'School Response', there is a 'Principal Contact' field with a dropdown menu showing 'Albus Dumbledore'. To the right of the dropdown are 'x' and 'Q' icons. Below the dropdown is a 'Contact Details' section with fields for 'Email' (albus@nps.org) and 'Business' (empty). There is also a 'Position' field (empty).

Enter Principal Contact information.

## Approve, Negotiate or Decline Application

Once the Principal has reviewed the access application, they have 3 options:

1. **Approve** Application without changes.
2. **Negotiate** with Organization (if alternate space, dates, times are available in the school).
3. **Decline** Application.

Depending on which option the principal chooses determines the answers to the following questions.

| Question?                                                                                      | Approve without changes | Negotiation with Organization | Decline with no Negotiation |
|------------------------------------------------------------------------------------------------|-------------------------|-------------------------------|-----------------------------|
| Is Space Requested Available?                                                                  | YES                     | YES OR NO                     | NO                          |
| Is Alternate Space Available?                                                                  | NO                      | YES OR NO                     | NO                          |
| Is Date(s) and Time(s) Requested Available?                                                    | YES                     | YES OR NO                     | NO                          |
| Is Alternative Date(s) and Time(s) Available?                                                  | NO                      | YES OR NO                     | NO                          |
| Is caretaker overtime required?                                                                | Dependent on School     |                               |                             |
| Do you want to send this application to the organization to review alternate space(s)/date(s)? | NO                      | YES                           | NO                          |
| Do you approve this application?                                                               | YES                     | NO                            | Decline Application         |

## 1. Application Approved without changes

Alternate Contact Name

Alternate Contact Email

Is Space Requested Available? \*

☐ No ☒ Yes

Is Alternate Space Available? \*

☒ No ☐ Yes

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

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

Organization's acceptance of alternate options offered by school

Do you approve this application?

☐ No ☒ Yes

Comments \*

Good to go

Previous

Approve Application

Cancel

**\*Note: When approving an application, it is automatically assumed you are accepting Option 1. If you are accepting option 2 – please indicate that in the comments!**

To Approve Select:

Is Space Requested Available? Yes

Is Alternative Space Available? No

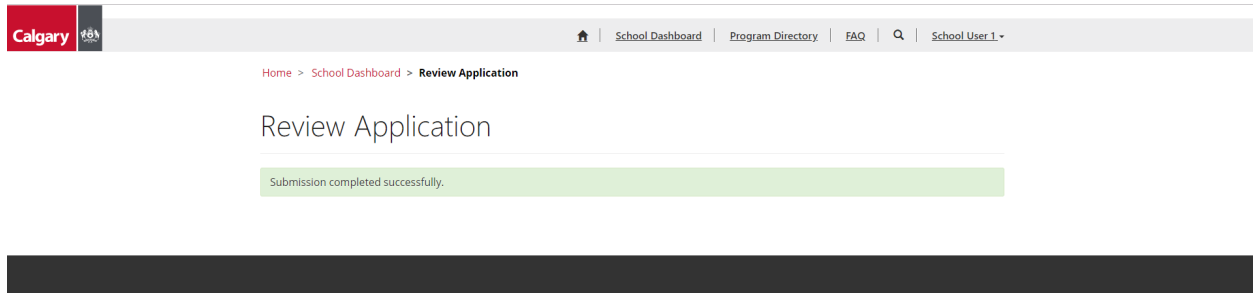
Is Date and Time requested available? Yes

Is Alternate Date(s) and Time(s) Available? No (use only if requested dates and times are not available)

Include comments

Click on “**Approve Application**”.

Once the application is approved, The City of Calgary will issue a permit to the Organization confirming their booking.



## 2. Negotiation with Organization

Principals are encouraged to negotiate with Organizations to find space available for program delivery. If the space/dates or times that the organization has requested are not available, please look at other options in your school such as alternate spaces (i.e. gym is not available, but classrooms are); alternate days (i.e. Mondays and Wednesdays are not available, however Tuesday and Thursday are); alternate times (i.e. 2:30 is too early to start as school is still in session, however program can start at 3:00)

*E.g. Application Approved with changes (alternate space available)*

On the School Internal Usage and Approval tab...

## Review Application

1 Review Application ✓ 2 School Internal Usage and Approval

### School Internal

#### School Response

Principal Contact \*

Albus Dumbledore

#### Contact Details

Albus Dumbledore

Email \*

albus@nps.org

Business \*

—

Position \*

—

Alternate Contact Name

Alternate Contact Email

Is Space Requested Available? \*

☒ No ☐ Yes

Is Alternate Space Available? \*

☐ No ☒ Yes

Please specify what space is available: \*

Select

Name ↑

Library

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

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

Sending to Organization to approve alternate space

Organization's acceptance of alternate options offered by school

—

Do you approve this application?

☒ No ☐ Yes

Comments

Previous

Send To Organization

Cancel

To Negotiate with alternate space option, Select:

Is Space Requested Available? No

Is Alternative Space Available? Yes

Please specify which space is available.

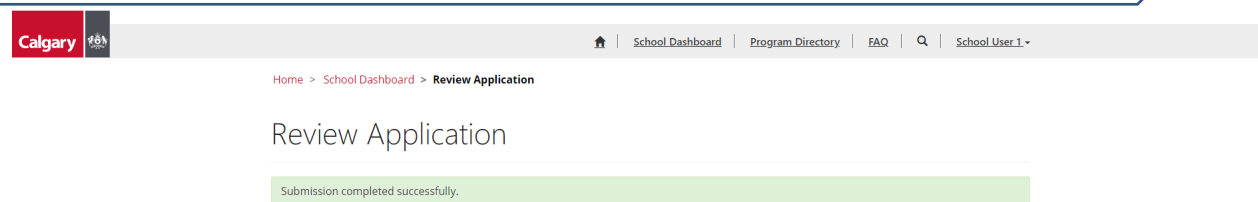
Is Date and Time requested available? Yes

Include comments

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

Do you approve this application? No

Application goes back to Organization to accept or decline the options presented by the Principal



Once an application has been sent to the organization for review, that organization may or may not accept the alternatives. And the response will be visible on the application in “Organization’s acceptance of alternate options offered by school” section

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

☐ No ☒ Yes

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

☒ No ☐ Yes

**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

If "Yes" is selected, the application will be sent back to Organization to review alternate options.

**Comments**

Organization needs to approve alternate location option|

**Organization's acceptance of alternate options offered by school**

☒ Yes

**Do you approve this application?**

☐ No ☐ Yes

**Comments**

Previous

Submit Application

Cancel

The Principal must then approve or not approve again and indicate if you want to send the application back to the organization again to review.

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

☐ No ☒ Yes

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

☒ No ☐ Yes

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

If "Yes" is selected, the application will be sent back to Organization to review alternate options.

Comments

Organization's acceptance of alternate options offered by school

Yes

Do you approve this application?

☐ No ☒ Yes

Comments \*

Will proceed in library

Previous

Submit Application

Cancel

Click **Submit Application**

Once the application is approved, The City of Calgary will issue a permit to the Organization confirming their booking



### 3. Application Declined (no alternate space/dates/times available)

Alternate Contact Name

Alternate Contact Email

Is Space Requested Available? \*  
☒ No ☐ Yes

Is Alternate Space Available? \*  
☒ No ☐ Yes

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

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

Organization's acceptance of alternate options offered by school  
Yes

Do you approve this application?  
☒ No ☐ Yes

Comments

[Previous](#) [Decline Application](#) [Cancel](#)

To Decline Select:

Is space Requested Available? No

Is Alternative Space Available? No

Is Date and Time requested available? No

Include comments

Click on **“Decline Application”**

Calgary 

[Home](#) | [School Dashboard](#) | [Program Directory](#) | [FAQ](#) | [Q](#) | [School User 1](#)

[Home](#) > [School Dashboard](#) > [Review Application](#)

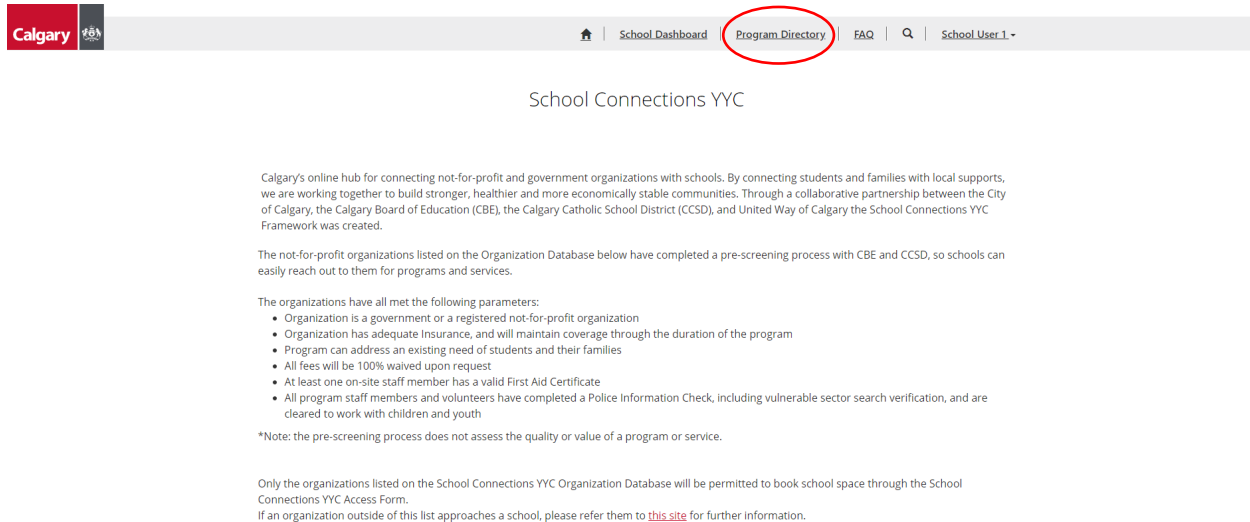
## Review Application

Submission completed successfully.

# Program Directory

The program directory houses information on all the programs that have been approved through the SCYYC application process.

School staff can search and filter organizations and programs and reach out to them for programs and services in their schools.



Home > Program Directory

## Program Directory

### What is the program's content theme or main topic?

- ☐ Academic Support/Tutoring
- ☐ Adaptive Programming
- ☐ Arts (music, arts, etc.)
- ☐ Children Grades K-6
- ☐ Crisis Support
- ☐ Cultural Programming

[More](#)

### Is there a fee for the program?

- ☐ Yes
- ☐ No

### What are the target groups of the program?

- ☐ Calgarians with disabilities
- ☐ Gender specific
- ☐ Immigrant and newcomer Calgarians
- ☐ Indigenous Calgarians
- ☐ Low-income Calgarians
- ☐ None specified (all are welcome)

[More](#)

### What are the target grades of the program?

- ☐ Preschool
- ☐ All Grades
- ☐ Kindergarten
- ☐ Grade 1

### Approved Programs

Search

| Program Name ↑                         | Program Contact | Organization                   | CBE Status | CCSD Status |   |
|----------------------------------------|-----------------|--------------------------------|------------|-------------|---|
| <a href="#">Animals and Colours</a>    | Yellow Dragon   | Yellow Dragons and Purple Fish | Approved   | Approved    | ▼ |
| <a href="#">Board games for kids</a>   | William W Right | CCIS                           | Approved   | Approved    | ▼ |
| <a href="#">Board games for kids</a>   | Dave Green      | Smart Kids                     | Approved   | Declined    | ▼ |
| <a href="#">Flyball 101</a>            | Mister Winston  | Winston trick dogs             |            |             | ▼ |
| <a href="#">Frozen Fun</a>             | Nick G          | Number 4 in fun                | Approved   | Approved    | ▼ |
| <a href="#">Fun in the Sun</a>         | Nick G          | Number 1 in Fun                |            |             | ▼ |
| <a href="#">Fun in the Sun</a>         | Nick G          | Number 1 in Fun                | Approved   | Declined    | ▼ |
| <a href="#">Fun in the Sun 2</a>       | Nick G          | Number 1 in Fun                | Approved   | Approved    | ▼ |
| <a href="#">Great great bears</a>      | Sky Bear        | Sky Bears                      | Approved   | Approved    | ▼ |
| <a href="#">Green Bears</a>            | Glenda Paul     | TB Organization                | Approved   | Approved    | ▼ |
| <a href="#">Happy Bears</a>            | Glenda Paul     | TB Organization                | Approved   | Declined    | ▼ |
| <a href="#">Music Class</a>            | Glenda Paul     | TB Organization                | Approved   | Approved    | ▼ |
| <a href="#">Neighborhood Kids</a>      | Glenda Paul     | TB Organization                | Approved   | Approved    | ▼ |
| <a href="#">New Program Karate Kid</a> | Nick G          | Number 1 in Fun                | Approved   | Declined    | ▼ |
| <a href="#">New Test Program</a>       | Nick G          | Number 1 in Fun                | Approved   | Approved    | ▼ |
| <a href="#">Organization Jan 5</a>     | Glenda Paul     | TB Organization                | Approved   | Approved    | ▼ |
| <a href="#">Prog 25 A</a>              | Ted Bear 25     | Org 25                         | Approved   | Approved    | ▼ |
| <a href="#">Prog 25 B</a>              | Ted Bear 25     | Org 25                         | Approved   | Declined    | ▼ |

Various filters are listed on the left-hand side to help narrow down the search for programs. Once filters are selected choose Apply Filters

### Does the program provide one on one consulting?

- ☐ Yes
- ☐ No

### What hours the program is being offered?

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

### Does the organization have the capacity to run additional programs?

- ☐ Yes
- ☐ No

### Is the program related to sexual health?

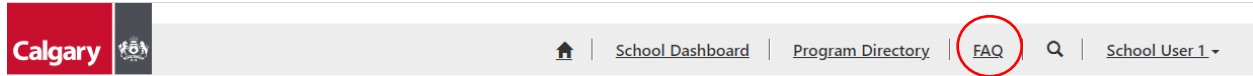
- ☐ Yes
- ☐ No

### Is the program affiliated with faith?

- ☐ Yes
- ☐ No

Apply Filter(s)

## FAQ



### School Connections YYC

The FAQ page contains several Frequently Asked Questions. Please check here for answers first, if you do not find what you are looking for contact the email below.

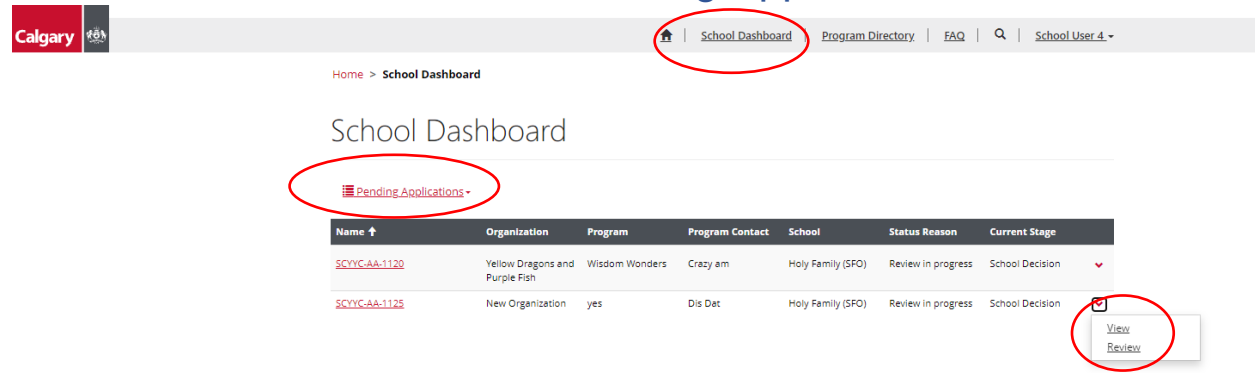
#### Getting Help:

If you are having issues with School Connections YYC, please contact:  
[schoolconnections@calgary.ca](mailto:schoolconnections@calgary.ca).

## Appendix: Quick Reference Guide for Principals

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

### School Dashboard – Review Pending Applications



### Approve/Negotiate/Decline Application

Once the Principal has reviewed the access application, they have 3 options:

1. **Approve** Application without changes.
2. **Negotiate** with Organization (if alternate space, dates, times are available in the school).
3. **Decline** Application.

Depending on which option the principal chooses determines the answers to the following questions.

| Question?                                                                                      | Approve without changes | Negotiation with Organization | Decline with no Negotiation |
|------------------------------------------------------------------------------------------------|-------------------------|-------------------------------|-----------------------------|
| Is Space Requested Available?                                                                  | YES                     | YES OR NO                     | NO                          |
| Is Alternate Space Available?                                                                  | NO                      | YES OR NO                     | NO                          |
| Is Date(s) and Time(s) Requested Available?                                                    | YES                     | YES OR NO                     | NO                          |
| Is Alternative Date(s) and Time(s) Available?                                                  | NO                      | YES OR NO                     | NO                          |
| Is caretaker overtime required?                                                                | Dependent on School     |                               |                             |
| Do you want to send this application to the organization to review alternate space(s)/date(s)? | NO                      | YES                           | NO                          |
| Do you approve this application?                                                               | YES                     | NO                            | Decline Application         |

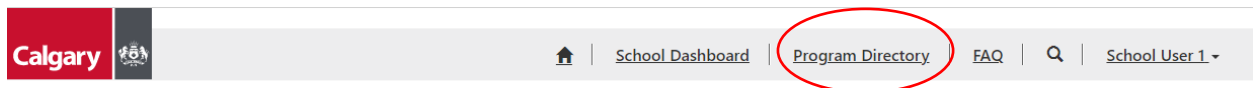
**Note: When approving an application, it is automatically assumed you are accepting Option 1. If you are accepting option 2 – please indicate that in the comments!**

## Negotiation with Organization

Principals are encouraged to negotiate with Organizations to find space available for program delivery. If the space/dates or times that the organization has requested are not available, please look at other options in your school such as alternate spaces (i.e. gym is not available, but classrooms are); alternate days (i.e. Mondays and Wednesdays are not available, however Tuesday and Thursday are); alternate times (i.e. 2:30 is too early to start as school is still in session, however program can start at 3:00)

Once an application has been sent to the organization for review, that organization may or may not accept the alternatives. And their response will be visible on the application in “Organization’s acceptance of alternate options offered by school” section

## Program Directory

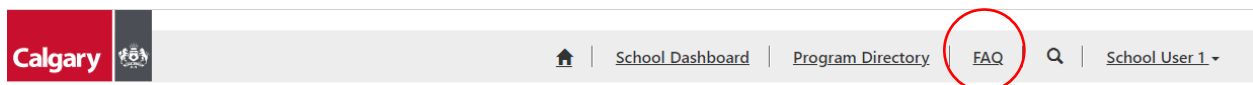


School Connections YYC

School staff can search and filter organizations and programs and reach out to them for programs and services in their schools.

## FAQ

The FAQ page contains several Frequently Asked Questions. Please check here for answers first, if you do not find what you are looking for contact the email below.



School Connections YYC

If you cannot find what you are looking for in the FAQ's or have any issues or concerns contact [facilitybooking@calgary.ca](mailto:facilitybooking@calgary.ca)