

Q & A's for Parents of Students Enrolled in Private Schools

Does my private school have a school council?

If the parents of currently enrolled students do not constitute a majority of the members on the board of the private school ([Private Schools Regulation](#), section 11), then an accredited funded private school must establish a [parent advisory council](#). This council is a group of parents of students enrolled in the school who provide advice to the principal and the operating board of the private school about matters relating to the school.

Can a private school operator refuse to enroll my child?

Yes. A private school operator can refuse to enroll a student. This is because the [School Act](#) does not require private school operators to provide education programs to every student.

Do private school operators offer special education programs?

Private school operators are not required to admit students with special needs. However, once an accredited funded private school enrolls a student with special education needs, Alberta Education requires the private school operator to provide appropriate education programming for that student for the school year in which that student is enrolled. Private school operators should provide such programs in accordance with the [Requirements for Special Education in Accredited Funded Private Schools](#).

Is a private school operator required to keep student records?

Yes, private school operators must maintain records of student enrolment in a manner acceptable to the Minister. The [Student Record Regulation](#) specifies the information

that should and should not be contained in the student record.

What documents can a private school operator ask for when enrolling my child?

A parent or guardian needs to present legal proof of the child's name, citizenship, birth date and proof of guardianship the first time that the child registers in a school or Early Childhood Services (ECS) program. The following is a non-exhaustive list of vital statistics documents that a parent may be asked to provide:

- Canadian Birth Certificate
- Canadian Citizenship Certificate
- Canadian Adoption Certificate
- Canadian Marriage Certificate
- Passport
- Visa (including a work or study permit)
- Permanent Resident Card.

How is my child's privacy protected?

The [Personal Information Protection Act](#) (PIPA) applies to personal information that is collected, used or disclosed during a commercial activity. PIPA specifically includes the operation of a private school as a "commercial activity."

The [Freedom of Information and Protection of Privacy Act](#) (FOIP) does not apply to private school operators.

Do private school operators offer home education or blended programs?

Only accredited funded private schools (and not registered or accredited non-funded private schools) may be an associate private school and supervise home education and blended programs. However, accredited funded private schools are not required to supervise home education programs. Parents who would like an accredited

funded private school to supervise a home education program are required to notify the private school operator using the “Home Education Notification Form” available on [link to form?] ([Home Education Regulation](#) section 2(1)).

What happens if my child is expelled from a private school?

The private school operator must have a discipline policy that includes rules related to the suspension and expulsion of students. Copies of these rules must be provided to all students and parents of students enrolled in the private school ([Private Schools Regulation](#) section 21). The private school operator remains responsible for a student’s education program for the remainder of the school year when a student is expelled and must ensure that the student has access to an education program for the rest of the school year. ([Private School Regulation](#) section (19)).

If I’m not happy with a decision made by the private school operator, can I ask the Minister of Education to review that decision?

Parents do not have the right, under section 124 of the [School Act](#), to ask the Minister of Education to review a private school operator’s decision. Private school operators are encouraged to establish appeal mechanisms for parents of children enrolled in their schools.

Does a private school operator have to comply with any school safety and health requirements?

When applying for registration as a registered private school and completing the *Notice of Intent* form, all private school operators must provide proof that the building to be used by the school complies with municipal zoning bylaws and all applicable municipal and provincial public health, safety and building standards requirements ([Private Schools Regulation](#) section 2(1)(i)). These documents must be kept on file at the school so they can be reviewed when monitoring occurs, or for perusal by Alberta Education managers. In addition, health and fire inspection reports must be updated at least once every three years.

Do private school operators receive provincial funding for transportation?

No. Private school operators do not receive transportation funding from the province for students in grades 1-12. Some private school operators enter into student transportation arrangements with public school boards or have their own buses. Parents may be charged a transportation fee for this service.

Accredited funded private schools with ECS programs do receive transportation funding for funded children in accordance with the *Funding Manual for School Authorities*.

How much tuition can a private school charge?

Alberta Education does not specify the amount of tuition that a private school may charge. Private school operators may charge tuition either on a per-student basis or provide discounts for multiple children from one family. Many private school operators provide subsidies by linking their tuition to the income levels of families or by providing bursaries for qualifying students.

Parents should contact the private school for information about their tuition policy, if any, which may include refunds, payment due dates, the conditions under which refunds will be available, and penalties for late payments.