



A guide to getting started with:  
**CBE Home Education**

learning | **as unique** | as every student



# Welcome to CBE Home Education

The following guide is meant to support families in understanding the process involved in choosing, registering and getting started with the Calgary Board of Education Home Education program.

If parents choose Home Education, they have the option to either direct the education of their child themselves, or choose a blended program where both the parent and a certified teacher shares the programming. In either case, the responsibility of the parent in home education includes:

- establishing the learning outcomes, goals and targets based on current learning skills,
- determining learning activities, instructional methods and resources used to deliver the learning, and
- assessing and evaluating student learning growth throughout the year.

# How do I get started?

**Step 1:** Become informed

**Step 2:** Book an intake meeting

**Step 3:** Declare learner outcomes

**Step 4:** Complete registration forms

**Step 5:** Attend the intake meeting

**Step 6:** Create initial learning plan

**Step 7:** Meet with facilitator

# Step 1 – Become informed

This program is designed for families who wish to be responsible for offering a program of studies for their child by developing, administering, managing and evaluating the progress of their student, and maintaining a record of those studies. It is important for families to be knowledgeable about the following guiding documents and websites before making registration inquiries with CBE Home Education. (Click on the underlined document)

1. Review the [Alberta Home Education Regulations](#)
2. Review the [Alberta Programs of Studies](#)
3. Review the [Alberta Education Home Education Parent Handbook](#)
4. Review this [website](#).

\*\*Parents should also attend our information workshops prior to inquiring about registration. Dates for these workshops will be posted on our website after Spring Break.

## Step 2 – Book an intake meeting

Contact CBE Home Education Student Advisor, Sue Brady, to book an intake meeting:

T| 403-777-7971 ext. 7606

[sebrady@cbe.ab.ca](mailto:sebrady@cbe.ab.ca)

Please note: The student registering for the program is required to attend the intake meeting with the parents.

## Step 3 – Declare learner outcomes

Decide which learner outcomes you will follow. This must be declared on your Home Education Notification form.

Option 1	Option 2	Option 3
<p>Achieve the learning outcomes prescribed by the Alberta Programs of Study.</p> <p>Teacher-directed education must follow these outcomes; whereas, following them is optional in a parent-directed education.</p>	<p>Achieve the learning outcomes listed on the last page of Alberta's Home Education Regulations.</p>	<p>Achieve a blend of the two sets of learning outcomes in option 1 and 2, selecting one set for some subjects and the other set for the remaining subjects.</p>

# Program Options

In a **Parent-Directed** program, the parent assumes 100% responsibility of the student's programming. A **Blended** program offers a combination of parent-led and teacher-led (by a certified CBE teacher following the Alberta Program of Studies) programming at Windsor Park, through CBe-learn online courses, or concurrent with the student's community school. The following table outlines the variety of Blended program options, and the current related reimbursement:

Types of blended programs	% (CBE / parent)	Reimbursement
teacher-led @ Windsor Park (2 courses) / teacher-led online course (2 courses) / parent-led (1 course + 2 CTF)	80 / 20	\$168.00
teacher-led online course (3 courses) / parent-led	65 / 35	\$293.00
teacher-led @ Windsor Park (2 courses) / teacher-led online course (1 course) / parent-led (2 courses)	65 / 35	\$293.00
teacher-led @ Windsor Park (2 courses) / parent-led	50 / 50	\$418.00
teacher-led online course (2 courses) / parent-led	50 / 50	\$418.00
Jr. High teacher-led online course (1 course) / parent-led	20 / 100	\$668.00
<b>100% parent-directed program</b>	<b>0 / 100</b>	<b>\$836.00</b>

## Step 4 – Complete registration forms

All forms are available on our website and must be brought to your intake meeting:

1. *Program Registration* form
2. *Notification of Home Education* form
3. *Registration Questionnaire*
4. *CBE Registration* form and copy of child's birth certificate (if transferring from outside Calgary Board of Education)
5. *Transfer* form obtained from your current school (if transferring from within Calgary Board of Education)

*Bring any other documents pertinent to your child's learning program to the intake (ie. IPP, report card, SLP, OT, psychoeducational assessment, etc.)*

## Step 5 – Attend the intake meeting

At the meeting, you and a CBE administrator will review and discuss the completed registration forms you have brought.

**If your intake meeting is prior to September 15<sup>th</sup>, your initial learning plan will be due to the CBE Home Education office on or before September 15<sup>th</sup>.**

**If your intake meeting is on or after September 15<sup>th</sup>, you must complete and bring the initial learning plan to the intake meeting.**

## Step 6 – Create learning plan

A parent who intends to provide a home education program must develop, administer and manage the home education program. The parent provides a written description of the program, called a “learning plan”, that includes:

- the learner outcomes that are appropriate to the child’s program,
- a list of activities selected, which enable the student to achieve the learner outcomes,
- instructional methods and resources to be used,
- the means for conducting evaluations of the student’s progress including a method for documenting and gathering evidence of learning,
- the name of the person instructing the home education program, if not the parent.

## Step 7 – Meet with facilitator

If your registration has been successful, you will be contacted by your facilitator by June 30<sup>th</sup>, or within two weeks of your intake in September to set up your initial facilitation conference.

At the initial facilitation conference you will:

- review your child's initial learning plan, and
- have an opportunity to discuss any questions, concerns or wonderings you may have.

In addition to reviewing the goals, resources, and evaluation procedures in your learning plan, the facilitator provides two evaluations during the school year to monitor student progress of learner outcomes. At CBE Home Education, parents are involved in this process by providing a **mid-year and year-end parent progress report**. Parents and students are also asked to participate in a mid-year and year-end **facilitation conference** that involve a sharing of artifacts and student learning to demonstrate the progress achieved.

## Registrations after September 30<sup>th</sup> (if transferring from within CBE)

In accordance with the Calgary Board of Education  
Administrative Regulation 3007,

*“The transfer of a student to a Homeschooling program during an academic year in which he/she registered at a CBE school requires consultation with appropriate CBE administration including, but not limited to: education Director(s) and/or Superintendent, school based principals, and the principal or designate responsible for the Homeschooling program.”*

Please notify the principal of the school your child currently attends with your request to transfer to CBE Home Education to begin the consultation process.

# Reimbursement

To receive reimbursement, you must provide original receipts for expenses that support your child's learning plan. Please refer to the table on the "Program Options" page for further information about the amount of reimbursement eligible for each type of program.

Further information about eligible and ineligible expenses can be found at the [Alberta Standards for Home Education Reimbursement](#).

Submit receipts along with the *CBE Home Education Reimbursement Claim* form (found on our website) between November 1<sup>st</sup> and April 1<sup>st</sup>.

Please note, reimbursements are not available for any child registered after September 30<sup>th</sup>.

# On your way!

Throughout the year, there are many ways that you can stay connected, informed and involved:

- School newsletters
- Website
- Parent Professional Development Series (workshops)
- School Messenger (CBE email)
- Facilitator check-ins and updates
- Friday Activities
- Use of the Learning Commons at Windsor Park
- School Council meetings
- “Coffee and Conversation” get-togethers
- Parent networking and support groups

We look forward to our partnership in your  
child’s home education program!



**Calgary Board of Education**