



Elementary Division Parent Handbook

Revised November 2018

Wesley Christian Academy reserves the right to make changes to the Parent Handbook at any time. A current version of the Handbook is posted on the school website. It is the responsibility of parents to consult the most current version available.

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INTRODUCTION

This handbook has been created so that parents/guardians who have children enrolled at Wesley Christian Academy may be aware of school routines and policies. Although we have attempted to be as inclusive and complete as possible, we realize parents may still have some questions that are not addressed in this handbook. However, we invite questions from parents and you are welcome to call the school at any time.

For the sake of brevity, Wesley Christian Academy may also be referred to a WCA in this handbook.

PARKING

Parking Lot

The flow of traffic in the parking lot is in one direction only. Please enter the parking lot from the west side of the building and exit from the east side. The parking lot can become very busy at drop-off and pick-up times. The safety of the children is always our primary concern. Therefore, please exercise patience and caution in the parking lot.

The parking lot is available for faculty, staff, and parents. There are some designated spaces for staff and physically challenged guests. Parents should not park in these designated spaces, unless displaying a valid permit. Please use undesignated spaces when dropping off and picking up your children.

Kiss and Ride Area

The Kiss and Ride area may only be used to pick up a child who is already waiting at the gate OR to drop off a child who is old enough to enter the school alone. This area is only to be used for very short period of time to stop, drop off or pick up and leave immediately. The driver should always remain in the vehicle.

If you need to wait or go into the school building, please park in an undesignated parking space. **Do not park** in the Kiss and Ride area.

For the safety of all, **do not stop** at the gate. Always pull ahead into the Kiss and Ride area.

Building Security

Surveillance cameras monitor the school, twenty-four hours a day. Access to the school is only via the rear doors on the east side of the building. Parents and visitors need to ring the buzzer at this access point and after some initial screening, the receptionist will unlock the door remotely.

For the safety of all, students and parents should never open the door to the school to someone they do not know. Strangers should be reported to a staff member or to the office. The office will determine if admittance should be granted.

Smoking

Smoking is not allowed anywhere on school property, including inside the building, on the playground, in the parking lot and inside parked cars. This is a Public Health directive and applies to all adults on the property. Violators could be subject to a fine.

ARRIVAL AND DEPARTURE

School Hours

The academic school day runs from 8:40 am to 3:45 pm. However, for the convenience of parents, we also provide several options for extended hours programs.

Arrival at School

Schoolyard supervision begins at 8:30 am or when a staff member has arrived for duty. Do not drop your child off, until you see a supervisor in the playground. Parents should not escort students to their classrooms.

Only students enrolled in the before-school program may arrive before 8:30 am. Students who arrive before 8:30 am and are not enrolled in the before school program will be supervised in the office until 8:30 am and will be charged Occasional Care rates. Parents may wish to escort younger children to their designated location inside the school.

For security, **no parents or other adults may be on the second floor** without a visitor's badge and permission from the office.

Pick Up After School

Upon dismissal at 3:45 pm, children who are not in an after-school program will proceed to the designated pick up point in the schoolyard. Students who do not have extended hours care should be picked by 4:00 pm. Students who are not picked up by 4:00 pm and are not enrolled in the after-school program will be sent to occasional care and will be charged \$5.00 per half hour and will be rounded up to the next half hour (for example, if your child is in the occasional care for 35 minutes, you will be charged \$10).

If special arrangements have been made with the classroom teacher for your child to spend extra time doing work in class or your child is involved in an extra-curricular activity, you need to pick up your child, at the time prearranged by the teacher. Please report to the office and we will page your child. The teacher will direct students who are in the after-school program to the appropriate location after the extra class time. If you are late to pick-up your child, he/she will be placed in occasional care and charged accordingly.

Children in the after-school program should be picked up from their designated location. Be sure your child's supervisor is aware that your child is leaving. For the protection of the children, after-school supervisors sign out each child as they leave the program.

Students Leaving School Property Without a Parent

Some families request that their upper grade child be allowed to leave the school property at the end of the school day to travel home independently by bike, walking or public transportation. The school should be notified of this request and a form will be sent home for a signature. This form will be kept in the student's records. Students need to ensure that they still follow the sign-out procedure with the supervising adult. Once the student is dismissed, the family recognizes that the school has transferred responsibility to the family.

ATTENDANCE POLICY

Attendance

Consistent attendance in school is paramount to continued academic success, and as such, is compulsory at WCA. Exceptions are permitted for accidents, sickness and necessary medical appointments, etc. Repeated tardiness will result in a parent/child interview in the office.

WCA takes your child's education very seriously and daily attendance directly impacts on the quality of that learning experience. Therefore, every possible effort should be made to ensure that your child does not miss any class time. We are required by the Ministry of Education to report any extended absences to the Attendance Officer.

Late Arrival

Students should arrive at school at least five minutes before class time, so that they are not rushing into the building when the bell rings. The entry bell rings at 8:35 am. Students who arrive after the bell rings are considered late and must report to the office for a late slip before going to their class.

Please note that the school clock will be considered the standard for time.

Persistent late arrival will be reported by the classroom teacher to the principal. A student who is continually late misses valuable instructional time and activities and can be disruptive to the learning of the rest of the class. After ten lates, the student and parents may be asked to meet with the principal.

Absences

If your child will be absent from school, will arrive late, or will be dismissed early, please inform the classroom teacher in advance, whenever possible.

On the day of the absence or late arrival, parents are asked to contact the office before 8:00 am by:

- email at info@wesleyca.com
- telephone call at (905) 201-8461

Whether by email or telephone, your message should indicate the reason your child will not be arriving for school that day. Your message should also provide the first and last name of the child and the child's class. Please contact the office, even if you have informed the classroom teacher. If a message is not received and the office cannot verify your child's whereabouts, the office will call home for the purpose of ensuring safe arrival at school.

If you are picking up your child prior to 3:45 pm, please go to the office to pick up your child. If necessary, the office will call your child's classroom. Parents should be sure the office staff has signed out their child. Parents should not go to the classroom to pick up their child.

Every effort should be made to schedule appointments for medical or dental visits outside of school hours.

Parents are welcome and encouraged to pick up homework for children who are absent from school and are well enough to complete their work at home. Please ask the office to request homework when you report your child's absence, in order to allow the teacher sufficient time to gather the necessary work.

If the absence is only for one day, we encourage students to rest and not be concerned about work.

Extended Absences

From time to time, students are absent from school before or after school breaks, for an extended vacation. This creates daily disruptions in our curriculum, as effective teaching is compromised when even a few students are absent. Tests and assignments also have to be rearranged, causing further disruption.

The curriculum and academic expectations placed on students in all grades are rigorous. To avoid additional stress and pressure on the students, parents are asked to plan their family vacations during the breaks between school terms. Should this be unavoidable due to a family emergency, parents may notice an impact on their child's learning, which may be reflected in their grades. While every effort will be made to help a student catch up, much valuable information and many classroom-learning experiences will have been missed.

Extended absences should be reserved for emergencies only, not to extend vacation time. If a child will have a prolonged absence, please notify the office and give the classroom teacher a minimum of two week's notice, so that work may be prepared for the student to complete while he/she is away or may be done in advance of the planned absence. We understand that last minute emergencies may not allow sufficient time for preparation of work and teachers will endeavour to do what they can to alleviate the strain of extra work upon the student's return.

ACADEMICS

Agenda

Each student at WCA is provided with an agenda/homework book at the beginning of the school year. This book is sent home daily and is signed by a parent to ensure that the student is keeping up with his/her homework. It is a primary communication tool between the classroom teacher and the home. If parents have a concern they would like to bring to the teacher's attention or have a simple inquiry to which the teacher can write a response, you can make use of this agenda for that purpose as well. Teachers will also use the agenda to alert parents of any concerns or if they have questions.

Parents are responsible for the replacement cost of lost agendas.

Homework

Homework expectations will vary between the grades. Many students in the primary division will have minimal additional work assigned. Incomplete class activities, reviewing for weekly tests or memory verses and practice reading should be expected. Students in the upper grades should expect to have some homework on a daily basis to finish class work, to study for upcoming tests or to work on upcoming assignments. Most grades will have an on-going extra reading program and the school recommends that students spend time reading to support the development of vocabulary outside of academic instruction. Individual students may require more or less time depending on speed and ability.

Parents may check for homework requirements in the student's agenda or on the class page on the school website. Major assignments will be listed on the website to assist parents and students. Parents can assist their children by providing an appropriate place to do homework and monitoring distractions such as radio, television, internet messaging and computer use.

Report Cards

Three times a year, the school provides parents with formal information of student achievement through:

- numerical grades in most curriculum areas
- weighting for category calculations in subject areas
- supplemental comments for learning skills
- summary comments for strengths, need for improvement and next steps.

Report cards are sent out three times a year to indicate student achievement. The pass mark is 70% for all subjects. Any children who are experiencing difficulty or challenges mid-way through each report card cycle will be sent a progress report. This will include suggested strategies and support for the student.

Please notify the office, if more than one report card is required due to custodial arrangements.

Language of Instruction

The languages of instruction and conversation used daily at WCA are English and French. Students, whose mother tongue is not English, are required to speak English at all times in class and on the playground, so they may master the language more quickly.

We ask all parents and adults to converse in English while on school property.

Academic Honesty

It is expected that all students at WCA will put forth their best effort while completing assignments, writing tests or working on projects. Grades are assigned as an indication of mastery of concepts or skills; therefore, it is critical that all work submitted for evaluation is a true reflection of that student's efforts.

Teachers, at every grade level, will make every effort to teach and inform students of the expectations for evaluated work and the appropriate way to reference or provide credit to original authors.

The following outlines the areas that may be considered an infraction of our academic honesty expectations:

1. **Copying others work and submitting it as his/her own**—This does not include work which has been produced in a group setting, as outlined by the teacher.
2. **Cheating**—using non-authorized materials from home or school during a test for assistance or deliberately providing materials for another student to use inappropriately in a test situation.
3. **Plagiarism**—the use of another person's words or thoughts, as if they were the student's work from all forms of media (internet, books, magazines, etc.). This includes the removal of a few words or phrases from the original text to personalize the original author's work. All work needs to be summarized, paraphrased or referenced as a quote. Appropriate referencing methods will be taught.
4. **Theft**—removal of tests, test keys or teacher's aids to assist in the creation of the student's work or assisting in the creative of work that will be assessed. This includes deliberate removal of another student's work without permission to disadvantage the original owner.
5. **Prior dissemination**—supplying information from a variety of sources by a student or group of students, which will give an unfair advantage
6. **Excessive assistance** from parents, siblings and tutors that results in work beyond the competence of the student.

Penalties will be applied as appropriate to the grade level and maturity level of the student. They could include counselling, redoing work for a lesser grade, a grade of zero with no opportunity to repeat or makeup, or suspension.

Co-Curricular Clubs

There are a number of co-curricular activities that will be available to students during the school year. These could include choir, band, drama, sports teams and intramural events, yearbook, etc. These are organized and run by the teachers and may operate during recess time or after school hours. Notification will be sent home for any activities that require after school attendance. Although we encourage students to be involved, it is important that students do not neglect their academic responsibilities as a result of attending co-curricular clubs. Students must maintain a 70% in each subject and submit homework on time in order to participate. Students will not be allowed to participate if they were not in class that day. The administrative team reserves the right to terminate participation in any co-curricular activity.

COMPUTER POLICY

Guidelines for Student Use of School Computers

- All computers must be shut down properly
- Students are never to load their own personal programs at any time
- There is no food, drinks or gum allowed in the computer area
- Changing of the desktop, keyboard keys, or disassembling of the mouse must be reported to the office immediately
- Printing is only to be done after receiving the teacher's permission
- Students will be assigned to a particular computer and always use that computer unless instructed otherwise by the teacher

Student Use of the Internet

Technology can be integrated into many aspects of learning. Our educational community is committed to providing tools and training to allow our students to become skilful users of modern technology. In order to do so, all users must recognize the appropriate use of computers both in the class and home environments.

Therefore, students are not to use the various forms of social media (Facebook, email, etc.) on the school computers, unless instructed by a teacher.

Printing

Student printing should be done at home rather than at school. Work can be saved to the student's USB and taken home for printing.

MUSICAL INSTRUMENTS

Students, who use a school instrument, are expected to treat it as if it was their own and they are responsible for any loss or damage. Parents will receive grade specific information outlining any music fees. This fee could include the rental of an instrument, mouthpieces, reeds and music books. Students who bring their own instrument should make sure it is clearly labelled. Every effort is made to protect musical instruments at the

school; however, the school cannot take responsibility for private instruments that are stolen, lost or damaged while on school property.

SPIRITUAL LIFE

Chapel

Chapel is an important part of the spiritual life and teaching at WCA and is held every Friday. We want students to focus on the message, think about how God wants us to act and to apply the content of the message to their own lives. Students will participate in singing and related activities and will listen to a speaker, including visiting pastors. Students will wear their full dress uniform every Friday. Guidelines for chapel etiquette and behaviour will be taught and reinforced by classroom teachers.

Classroom Practice

Bible is an area of study within the curriculum. This will include the memorization of Bible verses. However, we emphasize the application of Bible truths and principles throughout all school activities, as well as the specific curriculum. Students are encouraged to use their knowledge of these Biblical principles in a practical manner, through discussion, journal writing and in other subject areas. Prayer is a regular part of the classroom routine.

Pledges

Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart, that I might not sin against God.

Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to the Saviour for whose kingdom it stands, the only Saviour, crucified, risen, and coming again with life and liberty for all who believe.

Pledge to the Canadian Flag

I pledge allegiance to my country, Canada. I will be loyal to her sovereign, respect her government, uphold her laws, and under them, fulfil my duty as a Canadian citizen; God, be my helper.

Lord's Prayer

Our Father, which art in heaven,

Hallowed be Thy name.

Thy Kingdom come, Thy will be done on earth, as it is in heaven.

Give us this day our daily bread and forgive us our trespasses,

as we forgive those who trespass against us.

Lead us not into temptation, but deliver us from evil.

For Thine is the kingdom, the power and the glory.

Forever and ever. Amen.

Care and Share Outreach

We encourage our students to be good citizens and community members. As part of this focus, each grade is encouraged to be responsible for a Care and Share outreach project to provide students with the opportunity to reach out to the community. Students may be involved in activities such as assisting at a local food bank,

singing at a senior's event, etc. Parents are also encouraged to find suitable activities for their children to assist in their social development as participants of a larger community.

UNIFORM AND DRESS CODE POLICY

Uniform Supplier

Information regarding the uniform supplier can be found in the office at WCA.

To ensure uniformity, we require that all uniform items be purchased from the supplier. Nonetheless, a few uniform items are not crested and may be purchased from other retailers. However, style and colour must match exactly, or they will not be allowed. These items are:

- all socks and tights
- all shoes

School Uniform

Every student is a WCA ambassador, representing the school in their appearance and conduct. Therefore, the uniform must always be appropriately sized, clean, wrinkle-free and without signs of excessive wear.

Students will remain in their dress or class uniform, until they are picked up at the end of the day. They should not change into street clothes at school. Occasionally, however, an extra-curricular activity may require a different uniform such as the gym uniform.

Students in grades one to eight need to be in school uniform on the first day of school. School uniforms are to be worn every day of the week. The dress uniform is worn every Friday and for special occasions. Our class uniform may be worn from Monday to Thursday, although the dress uniform is always acceptable. The class uniform is the same as the dress uniform, but some substitutions are allowed. On scheduled gym days, students in grades one through four may come to school dressed in their gym uniform and wear it for the entire day. Students in grades five through eight must bring their full gym attire in a separate gym bag and they will change before gym class. Use the chart on the next page to assist with the various uniform options.

Uniform Requirements

	GIRLS		BOYS
	GRADES 1-3	GIRLS 4-8	GRADES 1-8
SEPTEMBER TO OCTOBER 14TH; MAY 15TH TO JUNE (Mon to Thurs)	<ul style="list-style-type: none"> Dress Gordon tartan skort Navy blue knee socks / tights Embroidered white Polo shirt / /embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Dress Gordon tartan kilt Navy blue knee socks / tights Embroidered white Polo shirt / embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Grey dress pants Grey socks Embroidered white Polo shirt / embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles
SEPTEMBER TO OCTOBER 14TH; MAY 15TH TO JUNE (Friday)	<ul style="list-style-type: none"> Dress Gordon tartan skort Navy blue knee socks / tights Embroidered white dress shirt Green crested double pocket cardigan Dress Gordon tartan zipper tie Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Dress Gordon tartan kilt Navy blue knee socks / tights Embroidered white dress shirt Green crested double pocket cardigan Dress Gordon tartan tie Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Grey dress pants Grey socks Embroidered white dress shirt Green crested double pocket cardigan Dress Gordon tartan zipper tie (grades 1-3) Dress Gordon tartan tie (grades 4-8) Black dress shoes with non-marking soles
OCTOBER 15TH TO MAY 14TH (Mon to Thurs)	<ul style="list-style-type: none"> Dress Gordon tartan skort with navy blue knee socks / tights OR Grey dress pants with grey socks Embroidered white Polo shirt / embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Dress Gordon tartan kilt with navy blue knee socks / tights OR Grey dress pants with grey socks Embroidered white Polo shirt / embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles 	<ul style="list-style-type: none"> Grey dress pants Grey socks Embroidered white Polo shirt / embroidered white dress shirt Green crested double pocket cardigan Black dress shoes with non-marking soles
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GYM UNIFORM	<ul style="list-style-type: none"> Wesley Athletics gym shirt Wesley Athletics gym shorts (optional unless on a sports team) Wesley Athletics sweatpants Wesley Athletics hooded full-zip sweatshirt White sport socks Indoor gym shoes with non-marking soles 		

Uniform Reminders

- Black indoor shoes must be completely black and have non-marking soles. For students in grades 1 and 2, parents should consider the ease with which students can remove and put on their shoes, as they do change in and out of them a number of times each day.
- Undershirts, if worn, must be plain white and not show below the ends of sleeves and at collars etc.
- Students should only wear one undershirt beneath their WCA shirt.
- Green cardigans and ties must be worn on Fridays and on other designated occasions throughout the school year.
- Green cardigans are not to be worn with the gym uniform – if warmer wear is desired with the gym uniform, the Wesley Athletics hooded full-zip sweatshirt should be purchased.
- Girls navy socks must be knee socks, not ankle or crew socks.

- Jewelry should be modest and tasteful. Female students are limited to one earring per ear. Male students are not permitted to wear studs or earrings. All other body piercing is prohibited for both female and male students.
- Please be sure to label all school uniform items, gym clothing, schoolbags or knapsacks, hats, mitts, boots, etc.
- Hair accessories must also be unobtrusive, in colours that match the uniform or blend with hair. Hair bands and ponytail holders are available from the supplier in the Dress Gordon Tartan.
- Please ensure your child's uniform is in good repair and fits well throughout the entire school year.
- All students who are required to wear uniforms must adhere to the guidelines for footwear. Three different pairs of shoes are required by students:
 - Indoor – black shoes with non-marking soles (to be worn only in the classroom)
 - Outdoor – a pair of outdoor shoes and/or boots. These may only be worn outdoors and not in the classroom or gym.
 - Gym – running shoes with non-marking soles to be worn inside the gym only. These may not be worn at any other time and are generally left at the school.

Care and Share Day

Usually the last Thursday of the month has been designated as casual day. Other days, such as the dress rehearsal for the school play or half days may also be designated. Students and staff are given the opportunity to dress less formally for a small token (i.e.: non-perishable food item, loonie) to be given to a charitable organization or to a school project. Hair and jewelry requirements still apply on casual days. There are still guidelines for appropriate apparel to remain non-offensive or distracting to self or others.

Students will not wear:

- Tank tops with spaghetti straps, one shoulder or halter tops
- Clothing depicting offensive words, statements
- Pictures or statements supporting the use of tobacco, drugs or alcohol
- Pictures, logos or symbols depicting violence or sexuality
- Short shorts or boxers being worn as shorts
- Bare midriffs
- Pants with the crotch hanging down to knees
- Ripped or torn pants
- Undergarments showing
- Toeless shoes in playground (safety concern)

Should there be a difference of opinion concerning the dress code, the final interpretation of the principal must be respected by parents and students.

Athletic Teams

Any students who are members of any school sport team will require Wesley Athletics gym shorts, Wesley Athletics sweatpants, Wesley Athletics gym shirt, and Wesley Athletics hooded full-zip sweatshirt. This uniform is required for tryouts, practices and tournaments.

Outerwear

It is important that all students come to school prepared to spend their recesses outside. Proper attire is required for all students. In the winter months, it is especially important that students have hats, mitts/gloves, winter jacket, snow pants, and winter boots to protect them from the winter weather. During cold weather, we strongly

encourage all girls to wear tights, snow pants or the fleece gym pant during outdoor play. All female students must have something to cover their legs during the colder weather. Students who are not dressed accordingly will be issued a uniform infraction.

CODE OF CONDUCT

All students who attend Wesley Christian Academy and Some Place Special Christian Day Care and Academy, and their parents, agree to be bound by the Code of Conduct, as affirmed by each student and their parent upon registration. A copy of the Code of Conduct is provided to all families at the time of application, is attached as an Appendix to this Parent Handbook, and is also available on the school website.

STUDENT DISCIPLINE

Discipline at WCA is intended to be a part of the on-going learning process of self-discipline and positive functioning within a community of learners. It is meant to be redemptive rather than punitive. This means that we will attempt to assist the student in taking responsibility for the action, overcoming their difficulties and making responsible decisions. The consequences for inappropriate behaviour and attitudes will be at the discretion of the Principal in consultation with staff, in accordance with the WCA Discipline Policy, a copy of which is attached as an Appendix to this Handbook

Students can be disciplined for any misconduct that occurs while at school or while participating in a school-related activity such as a field trip, bus ride, sports activity, performance, co-curricular or extra-curricular programs, and for any activity which may occur off the school property and outside the instructional hours which could impact the school community. Misconduct carried out over the internet, text messaging, chat rooms etc. that involves or targets other students or staff will be subject to discipline, whether it is carried out at home, school or elsewhere.

Incomplete Homework

The student is made aware of the nature of an infraction and how many homework infractions will result in a detention. Students could receive a homework infraction for each piece of incomplete work, a homework book not signed or homework that was forgotten at home. Three homework infractions in one week may result in a detention. Teachers will keep record of these infractions and remind students.

Uniform Infraction

Students not wearing the correct uniform will receive a uniform infraction. The dress uniform is worn every Friday and the gym uniform must be worn for scheduled gym classes. Students not adhering to the uniform policy may be sent home.

General Behavioural Expectations for Students and Parents

(see also the Code of Conduct)

Respect for Authority

Students are accountable for their actions and the choices that they make. Therefore, they are expected to follow guidelines for behaviour and comply with the instructions or directions given by staff both in and out of the classroom. Attitudes are as important as actions. Disrespectful words, tone or attitude is considered a breach of expected conduct and will be dealt with by teachers and/or the administration. This includes time spent during the school day as well as before and after school hours.

Respect for School Property

Students are expected to be good stewards of the school equipment, property and materials. Care must be taken to ensure that equipment and materials are handled in an appropriate manner. This includes the mistreatment of school furniture in the cafeteria and classroom, sports and musical equipment, computers, library books, textbooks and playground equipment. It should be understood that the misuse of property or equipment is a serious issue and will result in disciplinary action, which could include the cost of replacement or repair.

Respect for Others

Students are expected to treat others in ways which demonstrate a respect for their personal space, ability level, family income, and individual or family characteristics. This would include verbal, non-verbal, electronic and non-electronic means of communication.

Respect for the Property of Others

Students are expected to respect the personal belongings of other students and may not go into another student's backpack or desk without permission. They should also not mark up or damage another student's work. If a student mistakenly takes something belonging to another student, it should be returned immediately. Any items, which are borrowed from another person, should be returned in the original condition.

Field Trips and Special School Activities

When students are outside of the school participating in sports events, competitions, musical performances or field trips, they are regarded as ambassadors for the school and are expected to act respectfully and responsibly. All school rules and expectations are in effect, as well there may be additional instructions depending on the event. Students have the responsibility to follow the special instructions provided by the teachers in charge. The dress code for these events will be published in the permission letter and should be adhered to.

Before and After School Supervision

All students who are in the extended hours program must remain with their group, unless they are part of another supervised activity or have been given permission to move to another location. School rules and regulations apply to all students while they are in supervision.

Use of Electronic Devices

Electronic games, toys and music players are not permitted on school property. If found at school, these items will be held in the office and returned at a later date to the parent. The school is not responsible for the loss, theft or damage of such equipment.

Safe School Issues

No weapons or replicas of weapons, including pocket knives or Swiss army knives, fireworks, gun caps, or fire producing materials (i.e. matches or lighters), laser pointers, or water guns are permitted on school property. In the interest of maintaining a safe school environment, the school reserves the right to ask a student to empty his/her pockets or to inspect a student's bag or desk.

Expectations for Parents

It is expected that parents are good role models and will follow the school guidelines for behaviour while on school property. In particular, parents are expected to model respect for staff and students at all times.

On occasion, a parent may be aware of a student's contraventions to the standards of expected behaviour. Such an occurrence should be brought to the attention of school staff. Parents should not attempt to correct the behaviour of another parent's child and they should expect the same courtesy towards their child from other parents.

Any issue of concern with regard to your own child, or with a staff member, must be addressed privately and by appointment, and not in the presence of other students.

USE OF SCHOOL FACILITIES

General Guidelines

Being personally accountable and responsible in a shared learning environment is an important part being a positive and contributing member of the school community. The guidelines at our school are meant to help students make wise decisions. The following expectations act as a foundation for the use of resources and facilities at Wesley.

Students are expected to:

- show respect and care for the property of the school and individuals
- use the equipment, supplies and facilities according to the intended use
- act in a safe and responsible manner towards self and others
- demonstrate good stewardship of resources
- show courtesy to others

In order to reinforce the expectations, specific guidelines for behaviour will be outlined by teachers and will be posted in a variety of locations in the school. More specific details may be requested by parents. These will include instructions for areas such as hallways and staircases, washrooms, cafeteria, and the playground.

Students are not permitted to be in any area or room without direct teacher supervision. This includes the staff room, gym, library, music, computer lab and all storage rooms.

Washrooms

The student washrooms are intended for students only. No unauthorized adults should be present in the washroom at any time. All classroom teachers will outline the procedures for use of the washrooms during instructional time, recess or before and after school time. Only the first floor facilities should be used at recess and lunch times unless there is supervision provided by a specific teacher on the upper floor.

Lunch Room

Lunch is a time for both social interaction and nourishing the body. We encourage the practice of good manners while eating. Students are to follow the posted guidelines in the cafeteria, as well as follow the instructions of teachers and lunch room supervisors for specific routines designed to help with entering and exiting, school lunch lines, use of the washroom, clean up and recycling.

Students who bring home lunch will be encouraged to take home any uneaten food to communicate their eating habits to their parents. Neglecting to clean up, throwing food, or tampering with another's food are behaviours which do not support our goals for personal responsibility, courtesy and respect for others.

Gymnasium

The gym is primarily used for physical education and specific safety guidelines will be addressed by the teacher. However, this facility is often used for other class or after school activities, intramurals, indoor recess and special events and specific instructions will be provided during these activities.

Playground Area

The playground is an area for active and quiet play for a large group of students. Outdoor play is meant to help students to develop social skills and to promote good health. It is important that safety and courtesy are practiced at all times in this area to allow for the maximum enjoyment of students.

The schedule for the play structure is posted and discussed. Students should only use the structure on their designated days and should follow the guidelines for appropriate use. Use of the play structure after school hours is restricted to the supervised after-school program and children waiting for parental pick-up should remain on the paved or grass areas. The structure is not to be used before morning classes.

Specific areas in the playground area are designated for particular activities to maintain a safe and enjoyable play environment. Students are expected to return borrowed equipment to the original location and the supervising teacher.

Playground Rules

The outdoor play area is meant to help students develop social skills, safety awareness and promote good health. We are hopeful that all students will have the opportunity to participate positively in playground activities. Students are not permitted to be in the play area without supervision. Grade designation for areas of the playground, the play structure schedule, and the basketball nets are created with safety in mind. A schedule and set of guidelines are posted and discussed in class.

Students will:

- wear appropriate footwear and outerwear including closed-toed and closed-heeled shoes, coats or sweaters to match the weather
- play with balls in designated areas
- play on the play structure on the assigned days
- show courtesy, consideration and care while playing with others
- encourage others to be included in games and activities
- return borrowed equipment to the physical education teacher
- report any difficulties to the supervising teacher immediately
- comply with any instructions given by the supervising teacher

Students will not:

- participate in play that involves rough physical contact. WCA has a NO TOUCH policy. There should be no pulling at clothing, pulling off hats or gloves, tackle football or roughhouse play, no pushing and shoving.
- go into the parking lot area. If play equipment lands in the parking lot during play time, a supervising adult must retrieve it.
- climb, swing from or sit on the fence or gates.
- throw snowballs or break down others' snow forts or snowmen
- bring roller blades, scooters or skateboards to school

In the event of an accident, the accident should be reported to the yard duty teacher as soon as possible.

Play Structure Guidelines

There is a schedule for the use of the play structure for outdoor recess times. Students should only use the structure, when it is their scheduled time. Children in the after-school program will also be provided with specific times for use. This is a supervised area, therefore, students should not be on the play structure at the

beginning or the ending of the school day. Those students who are waiting to be picked up at the end of the school day should not play on the structure.

The guidelines for use of the structure are as follows:

- This is a self-serve area. Children must be able to get on and off the equipment on their own. Lifting up is not allowed.
- Use the stairs and stair-like areas to go up. Use the slides and pole to go down.
- Pushing, letting in, or butting in while waiting to use a part of the equipment is not allowed.
- Watch for others on the bridge to avoid knocking into another student.
- No scarves are allowed on this structure.
- If there is an accident, report it to the teacher immediately.

RECESS AND LUNCH PERIOD

To achieve a more balanced school day, students enjoy a morning nutrition break and recess from 10:50 to 11:20. For ten minutes students are encouraged to have a healthy snack which has been brought from home, followed by 20 minutes of outdoor time.

All students have a one-hour lunch break from 12:40 to 1:40 pm. However, students will eat in the cafeteria in different lunch periods. During half of the lunch period, students will remain in the cafeteria and eat their lunch. The other half hour is devoted to outdoor play.

It is expected that all students participate in the outdoor play times. At WCA, we attempt to balance health with safety concerns. Decisions to send the students outside for recess are carefully considered, particularly the issue of wind chill. We would ask parents to be sensitive to the demands placed on the office staff and not call the school to inquire about indoor recess. Students should be sent to school with outdoor wear that is weather appropriate and child friendly. Younger children should bring extra socks and gloves in case they get wet. There are limited additional clothes available in the office for emergencies. All female students must have something to cover their legs during the colder weather.

An afternoon recess is not scheduled. However, teachers may, at their discretion, take their group out for a short break.

LUNCH AND SNACK GUIDELINES

Lunch Options

Students have two options for lunch:

- purchase the lunch from the school cafeteria. Menus are posted inside the school and on our website.
- bring a bag lunch from home

Lunch Accounts

To avoid a long line-up on the first day of school, parents may stop by the school office between 8:00 am and 4:00 pm during the month of August to add money to a lunch account. The lunch account system is comprised

of a computerized scanner that deducts the lunch amount from your child's account, whenever he/she purchases a school lunch. Debits and credits are carried over from one school year to the next school year.

A note regarding your child's lunch account is sent home whenever the balance is below \$10.00. Should you have any questions or concerns about your child's lunch account, contact the office.

Lunches from Home

Food leftover from a lunch brought from home will be sent home again. This will give parents a clearer understanding of what their child is eating at school.

Please ensure that your children's snacks and lunches are nutritious food items, which add to their overall well-being.

Snacks

Students may bring healthy snacks from home to enjoy at the morning nutrition break.

Peanuts

We have several children who have life-threatening allergies to peanuts, nuts and nut by-products. In order to mitigate the risks to these students, we ask that parents ensure that all snacks and lunches that are brought to school are nut-free.

Our kitchen staff is vigilante in ensuring that products containing peanut and nut ingredients are not used in our on-site food preparation. While peanut and nut products are not knowingly used at WCA, food suppliers do not certify that their products are peanut and nut free. If a child has a peanut or nut allergy, parents are asked to indicate in writing whether their children can be served foods with cautionary labels.

CELEBRATIONS

Classroom Celebrations

There may be special occasions for celebration in the classrooms at WCA throughout the school year. At the appropriate time, your child's classroom teacher would certainly appreciate your help and contribution of food items or party supplies. Please check all contributions diligently to ensure that they do not contain any peanut or nut products. Therefore, party food should not be shared at school, unless your child's teacher has planned a special celebration and has requested that children bring treats from home.

Birthday Celebrations

Birthdays are always a cause for celebration. In recognition of this special occasion, each month the school will honour each child who had a birthday during that month.

To minimize distractions to the learning environment, we ask that individual birthday celebrations do not happen at the school. The birthday child, however, may bring peanut-free loot bags to share with the class. We do ask that parents consult with the classroom teacher beforehand.

EXTENDED HOURS

For the benefit of working parents, WCA provides extended hours programs. Our before and after-school programs are licensed under the Child Care and Early Years Act (CCEYA) and therefore, meet the guidelines and expectations of the Act.

Hours

The before-school program is available from 7:00 am. The after-school program is available until 6:00 pm. A fifteen minute grace period will be allowed to give families time to exit the building by 6:15 pm.

Cost

There is an additional cost for before and/or after-school programs. Fees are charged on a monthly basis, not on a day-to-day basis.

Parents who have not exited the building by 6:15 pm will be asked to sign a late pick up slip. A late fee of \$1.00 per minute will be due at pick-up or billed to your school account.

Children, not in the before-school, but dropped off before 8:30 am, will be charged the Occasional Care rate. This cost is billed to your child's lunch account.

Extra Curricular Activities

Special activities are also offered after-school. Some activities run for a school term or eight-week sessions. Possible activities may include gymnastics, dance, chess, drama, science, art, music, or language.

There is an additional cost for many of these activities. However, throughout the year we also offer some clubs and activities that are free of charge. Children who are not in the after-school program may participate in these extra curricular activities. All participants who are not in the after-school program should be picked up promptly at the end of the session from the supervising instructor. The children in the after-school program will return to their group.

COMMUNICATION

Communicating with Teachers

The best way to contact your child's teacher is to send an email.

Parents may telephone a teacher before school, during lunch, or after school. Except in the case of an emergency, calls will not be put through to teachers in the classrooms during the school day. You may leave a message with the office staff.

For simple requests, you will find that a note in your child's agenda may be the quickest way to communicate with the teacher.

Telephone Calls to Students

During the school day, personal calls will not be put through to students for any reason. The office will take important messages that must be relayed to the student. The student will be called to the office to retrieve the message at 3:45 pm. In cases of extreme emergency, if a parent needs to relay a message to their child, the office will give the information to the appropriate classroom teacher to be passed on.

Please refrain from calling the school to check on your child's health. The safety and well being of your child is of paramount importance to us, and we will call you if we have any health concerns. You may want to put a note in your child's agenda to help the teacher to be aware of any health concerns you have. However, if you feel your child needs to be closely monitored, your child should not be at school.

Telephone Calls from Student to Parent

Students are not permitted to call a parent during the school day. This includes occasions when a student may have forgotten homework, an assignment, a project, part of the school uniform, gym clothes, a permission form, money etc. If a student forgets his/her lunch, we will provide a school lunch and parents will be billed.

In an emergency or in special circumstances, a student may be allowed to call a parent.

Cellular Telephones

Students should not bring cell phones to school unless they are traveling home by public transportation or walking. The office needs to be notified, if the student has a cell phone.

All cell phones must be kept out of sight in the student's bag and may not be kept on their person or in their desk. To protect the privacy of others, all cellular devices and cameras are prohibited in the washrooms or change rooms. They should be turned off and put away while the student is on the school property. If a call must be made, students should get permission in the office to use a school phone.

This section includes cell phones, camera phones or any sort of wireless communication device. The school will not accept responsibility for lost or damaged cell phones.

HEALTH & WELLNESS POLICY

Illness at Home

If your child has been ill or awakens with definite symptoms of illness, please make arrangements to keep your child at home to inhibit the spread of contagious illnesses through the school population. Only return your child to school when they are fully recovered, show no further symptoms, and are able to participate fully in the school program, including physical education classes and outdoor recess breaks. If your child is not well enough to be involved in those activities, then they should still be recuperating at home. Only under special circumstances, with a physician's note, would requests to excuse students from these activities be considered.

Illness at School

If a child arrives at school and is ill, the parent will be asked to take the child home again.

Should your child become ill or sustain an injury while at school, the staff will provide care and/or basic first aid. Parents will be contacted immediately, so that appropriate action can be taken. The child should be picked up as soon as possible. Every effort will be made to keep your child comfortable while they wait.

Emergency and Medical Information

Parents are reminded to keep the school up to date on any changes to a child's medical information and condition. Be sure to inform the office when there are changes to work, cellular or home telephone numbers or changes to emergency contact information. The parent is responsible for keeping this information up-to-date.

Administration of Medication

Occasionally your child may need to take prescribed medication during school hours. School staff may only administer medication that has been prescribed by a licensed physician. The medication must be in the original container. The child's name, the name of the drug, the dosage, the date of purchase, and any instructions must be on the label.

Non-prescription medications must also be in original containers and must have a doctor's note approving them.

In addition to the doctor's notifications, a Medication Authorization Form needs to be completed by a parent when leaving medication with the school. The form is available in the office and on our website.

All medications will be stored in the school office. The only exception is when parents provide additional Epi-Pens that are to travel with the child or stay in classroom. Under no conditions will students be allowed to keep medication in the classroom or in their school bag.

Pediculosis (Head Lice)

If a student is suspected or identified as having head lice, the parent will be contacted to pick up the child from school and begin treatment as soon as possible. Parents are responsible to check their children for head lice. Children will be allowed to return to school once a doctor has certified that they are free of pediculosis. If you do not have a note from your doctor, please bring your child to the office for a thorough check. Students should not return to class until they have been checked at the office. For more information on head lice, please contact the Public Health Department.

EPI-Pens

Students, in grades 1-8, who have been identified with anaphylaxis and require an EPI-Pen must carry the EPI-Pen with them at all times in a waist pouch. These students are required to have a second EPI-Pen stored in the office. This is a Ministry directive and applies to all students who require an EPI-Pen.

Students, in the ELC, who have been identified with anaphylaxis and require an EPI-Pen will have their teachers carry their EPI-Pen for them in a designated pouch. These pouches will move with them to each location throughout the day. These students are required to have a second EPI-Pen stored in the office. This is a Ministry directive and applies to all students who require an EPI-Pen.

Child and Family Services Act

It is important for parents to realize that the law requires that staff members report any suspicion of child abuse. This is in accordance with the Child and Family Services Act. The law includes thirteen possible grounds upon which a report must be made. These include, but are not limited to, situations of physical/emotional harm or neglect, exploitation, lack of protection, or neglect to provide physical or emotional necessities.

If a staff member at WCA suspects that a child is in need of protection, they have a duty to report that to the Children's Aid Society as soon as possible. The duty to report is an ongoing obligation that must be acted upon

each time there may be grounds to suspect abuse. Failure to report a suspected abuse is an offence under that law whereby teachers and staff can be held liable and convicted of the offence. As in all other areas of law, WCA will uphold this law and be governed by it.

Concussion Policy

In compliance with the Ministry of Education Memorandum No. 158, Wesley Christian Academy has developed a Concussions Policy and Protocol. The policy and protocol provide staff with a basic definition of concussion, information about their responsibilities in treating concussions and a policy on acclimatizing students who suffer from a concussion back into normal school routine.

The full Concussion Policy and Protocol is available for review in the school office.

EMERGENCY POLICY

Emergency Forms

It is the parent's responsibility to ensure the emergency contact and medical information, that is kept on file in the office, is up to date and correct. Parents of returning students, in particular, should come to the office early in the school year to make any changes necessary.

Fire Drills and Evacuation

Fire Drills are conducted regularly throughout the school year, and children are instructed in the first week of school regarding emergency evacuation procedures. Should an occasion occur that the school premises would need to be completely evacuated, our designated emergency location is the Centennial Community Centre at 8600 McCowan Road.

Emergency Closing

If the school must close for the day due to inclement weather or other emergencies, a notice will be available on our school web site and Facebook page. An email will also be sent to all parents who subscribe to the weekly newsletter. For those with Twitter accounts, a tweet will also be sent. Students and parents should assume that classes would be held, unless an announcement is made. Please do not block the phone lines by calling and inquiring whether the school is open. The decision to travel to the school during inclement weather is a parental choice.

EXCURSIONS

Field Trips

During the school year there will often be educational excursions, which are planned in conjunction with the curriculum. These are designed to enhance the student's comprehension and appreciation of topics taught in the classroom. All students are expected to participate; those who do not are expected to attend school. Many trips have an additional cost associated with them; however, WCA does not want the cost to be prohibitive for any child. If at any time you have questions or concerns regarding the cost of a trip, please speak to the teacher or principal.

Permission forms with complete information regarding the planned excursion will be sent home in advance of the event. Please ensure you return the permission forms and money, if required, by the stated due date.

Transportation

Transportation, to and from all field trips or sporting events, will be by chartered bus. Only under special circumstances may a child be brought to an event or picked up from an event by their parents.

FINANCIAL INFORMATION

School Fees

A Tuition Fee Schedule is published annually, and is usually available for the upcoming school year by early January.

Tuition fees are payable in accordance with the WCA Tuition Policy.

VOLUNTEERS

Parent Volunteers

Parent volunteers are an indispensable component of many field trips and sports events. However, for the protection of our students, it is essential that volunteers understand the following expectations:

- Parent volunteers must be known to the WCA community for a minimum of six months
- A Police Vulnerable sector Check must be on file in the school office. The first check must be within 60 days of issuance and thereafter, every three years. If it has been more than twelve months since your last police check, you will need to sign an offence disclaimer once each school year. WCA may require a new police check to be done at any time at their discretion.
- Parents must provide two references who have knowledge of your ability to work with/supervise children
- Annually parent volunteers will be required to read and sign our Statement of Agreement.

Other Volunteer Opportunities

Volunteers are a valuable resource and there are many opportunities for parental involvement. We have provided a list of a few possibilities:

- special events
- Christmas concert
- classroom fundraising events
- classroom parties
- Fun Friday activities
- field trips
- preparation of craft/lesson material at home
- class parent
- presentations about unique skills or professions

GENERAL INFORMATION

Office Hours

General office hours are Monday to Friday from 8:00 am to 6:00 pm.

Business office hours are Monday to Thursday from 8:30 am to 4:30 pm. The business office should be contacted for all financial matters, concerns or questions.

Visitors to the School

Arrival

WCA warmly welcomes adult visitors to our school. However, a security system has been installed for the protection of students and staff. Therefore, all visitors must proceed to the main entrance at the back of the building. Use the buzzer at the main entrance to contact the office. Once the door has been unlocked, please proceed directly to the office. Visitors must sign in at the office and wear a visitor's badge during their stay. At the end of the visit, guests should return the badge to the office and sign out.

Washrooms

Washroom facilities are designed for children. If you have an urgent need, please come to the office to be directed to an appropriate location.

Custody Arrangements

It is the responsibility of the parent(s) who are separated or divorced to notify WCA of custody and access arrangements, by providing a copy of the most recent agreement or court order.

Where parents have joint custody, either parent may make decisions regarding the education of the child. It is therefore up to joint custodial parents to communicate with each other in order to ensure that school staff do not receive conflicting instructions. Where a parent has sole custody, WCA will accept direction from that parent only.

A parent who has a right of access to their child also has the right to receive information about their child's education, including access to report cards, the student's school record, and information about their child's progress from the teacher.

If no formal agreement or court order is in place, WCA will assume that the parent with whom the student resides has the right to make decisions about education.

Newsletters and Letters

The ***This Week at Wesley*** newsletter is published every Friday and emailed out to the WCA community. If you have not received this, please check at the office to ensure that we have your correct email address. Other letters and notices will be sent home with the students from time to time as needed.

Website

Important notices and information of interest are available on the school website. An events calendar and lunch menus are posted. Please check it regularly at www.wesleyca.com.

School Supplies

WCA provides a school agenda and purchases some basis supplies. Students will be asked to bring approximately \$50.00 on the first day of school to help offset the cost of these supplies. (Parents will be informed of the exact amount each year.)

Parents are responsible to purchase other supplies as required by the school. A list of required supplies will be sent home during the summer. Please follow the exact specifications on this list when purchasing school supplies. All supplies should be purchased prior to the first day of school.

Occasionally, teachers may request that students purchase some additional supplies throughout the year.

Bus Transportation

WCA does not provide bus transportation; neither do we endorse any bus company. Our office is aware of some bus companies that provide school transportation. However, all financial arrangements and scheduling are negotiated between parents and the bus company. WCA may ask parents who use a private bus company to sign a waiver.

Lost and Found

There is a Lost and Found box for items that are discovered around the school. These items are only lost, not abandoned. Therefore, items belonging to another child should never be removed from the box. It is stealing to take anything to replace your child's missing items. Another parent paid for these items and they also hope to recover lost items.

Lost items could be greatly reduced, if all clothing (including outerwear and footwear) were clearly labelled with the child's name and grade. When labelled items are found, they can easily be returned to their rightful owner.

SCHOOL CONTACTS

We are always open to suggestions from parents. Always feel free to call the school, if you have any questions. Our school telephone number is (905) 201-8461. All of our staff can be reached by calling this number. Our fax number is (905) 201-6438.

Below are some email addresses that may be beneficial to you.

Mrs. Serio	Principal/Administrator	mserio@wesleyca.com
Mrs. Clarkson	Office Manager/Parent Accounts	dclarkson@wesleyca.com
Mrs. Bowen	Child Care Director	mbowen@wesleyca.com