

# Westgate Heights Academy

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## 2016 Parent Handbook



**Westgate Alliance Church**

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## Introduction

*Westgate Heights Academy is a place where children and young adults are acknowledged to be of great value - they are the future. It is a place where it is recognized that faith is part of every individual and part of everyday life; it is shaped in the life of an individual through learning cognitive and non-cognitive skills.*

*We believe a Christian faith experience should be available to the children of our communities during their formative years. This Christian faith experience includes the biblical standards of morality that results in a great love for others.*

*It is Westgate Heights Academy's desire to bridge the relationship between the traditional educational experience and the Christian faith and life experience; thereby, creating people of faith who love and serve in thought, word and deed, through the lens of biblical Christianity, who become leaders in their area of life, impacting the world around them through their faith lens.*

*Pastor Frank Jeske,  
Lead Pastor  
Westgate Alliance Church*



## **Mission Statement**

Westgate Heights Academy (WHA) is an independent school operated by Westgate Alliance Church offering instruction for children in Kindergarten to Grade 8. All instruction is supervised by teachers who hold a minimum of a Bachelor of Education degree. Westgate Heights Academy provides quality, personalized education based on Biblical values for the children in our community.

## **Vision**

At Westgate Heights Academy we strive to help each student reach their potential by providing a challenging and personalized course of study in a Christ-centered, engaging, dynamic and interactive learning environment

## **Core Values**

To be a centre of academic excellence by providing a quality education from a Christian perspective

- *to prepare students physically, academically, emotionally and spiritually to be lifelong learners*
- *to incorporate into the Saskatchewan curriculum a Biblical perspective that integrates faith, learning and living*
- *to provide a supportive staff of professionally certified Christian teachers*

To create a learning environment that respects and encourages each student's abilities and is sensitive to their needs

- *to maintain a welcoming supportive atmosphere in the school and in the classroom where all students feel loved and valued*
- *to enroll students who are diverse socially, intellectually, economically, and racially*
- *to provide meaningful activities that both reveal and nurture the various gifts and abilities that God has given to each student*

To prepare students for a life of service and leadership in their home, at their work, and in their community

- *to encourage positive characteristics of love and respect for themselves and others*
- *to provide opportunities where students can learn to relate to people of varying age groups and experiences*
- *to cultivate a spirit of community in which each school family actively participates and supports the life and development of the school*

# Goals of Education

The goals of Westgate Heights Academy are in keeping with the goals of education for all Saskatchewan students. The goals recognize the inherent value of each individual and strive to develop the potential of each person to their fullest extent. The goals also identify the knowledge and skills which enable students to adapt in a rapidly changing society. At Westgate Heights Academy students will:

## Intellectual

- develop proficiency in reading and writing
- display effective skills of communication and demonstrate creative expression
- understand fundamental mathematical concepts and skills in their application to everyday life situations and gain mathematical skills needed to succeed in an ever-changing technological world
- understand and apply ideas and skills in sciences, arts and humanities
- apply critical thinking, creative problem-solving, and proficiency in all academic disciplines

## Spiritual / Ethical

- develop an awareness of God's love and grace as revealed through Jesus Christ
- recognize and affirm the value and dignity of all human life
- regard education as a lifelong process and value learning experiences
- understand and appreciate God's world, and an awareness of our role in our environment, and how to use, care for and preserve it properly
- model good character through personal discipline and respect for others
- contribute time, energy, and talent to positively impact our culture, community, and world

## Emotional / Relational

- act with honesty, integrity, compassion and fairness
- develop teamwork, collaboration and leadership skills

## Physical

- discover and develop talents in the arts and in athletics
- develop physical strength, motor skills, and teamwork through organized physical activities
- establish good health habits in all areas of their lives

## Tuition Information

	Tuition Only	Tuition & Daycare		
		Tuition	Daycare	Total
Kindergarten	\$ 210	\$ -	\$ 600	\$ 600
Grades 1-8	\$ 375	\$ 150	\$ 350	\$ 500

- these rates apply for the 2016 – 17 academic year (September – June)
- daycare fees provide before and after school care as well as school holidays
- fees are due at the beginning of each month
- a deposit equivalent to one month's fees will be required and will be applied to June fees
- Part of the tuition is tax-deductible. The federal government allows Westgate Alliance Church, as a registered charity, to issue a charitable tax receipt for a portion of the tuition fees
- daycare fees are eligible child care costs and may be deductible for tax purposes
- tuition fees cover only a portion of our operating costs, so families are encouraged to support the school with their time or with tax-receiptable financial donations

## Home / School Communication

Home-school communication regarding student success is key to the educational process. In addition to formal reports, teachers communicate with parents through e-mail, phone calls and interviews. Parents will also receive regular newsletters and notes from the classroom teacher.

## Report Cards

The evaluation presented on the report card is based on a broad sample of the student's achievements, and include results from tests, quizzes, observations and samples of student work.

November	First Term Reports
March	Second Term Reports
June	Third Term Reports

## Parent/Teacher Conferences

Parent / teacher interviews are a great time for both the teacher and the parent to learn more about each child, to celebrate achievements and to make plans for improved learning. Information regarding interview times will be sent home so that parents / guardians can choose a convenient time to meet. Anytime you have concerns, however, please talk to the teacher involved.

## **School Calendar**

The WHA school calendar will be provided to all families prior to the beginning of the school year.

## **Instructional Day**

8:50	Classes Begin
10:15 – 10:30	Morning Recess
11:40 – 12:30	Kindergarten End / Lunch Break
12:30	Classes begin
1:45 – 2:00	Afternoon Recess
3:25	Dismissal

Students are expected to bring a lunch and snacks to school which will be stored in the classroom with the student's belongings. We strive to be a nut free school. Please refrain from sending food to school which contains or may contain peanuts.

## **Kindergarten Schedule**

Kindergarten program is offered half days Monday – Friday.

## **Student Absenteeism**

When a student is absent, parents/guardians are expected to contact the school by telephone or note. All students are responsible for “catching up” on work missed during their absence. Encourage your child to contact their teacher for assignments that were missed.

## **Before and After School / School Days Off**

Childcare may be available through Westgate Heights Early Learning Centre for students in grades K-6 in the Before and After School program and on school days off. The Before School program begins at 7:30 and After School care is available from dismissal time until 5:30 pm. Contact the main office to request space in the program. Drop in options are also available.

Parents must make alternate arrangements if they are not able to pick up their children before 3:30. After 3:30, students in kindergarten to grade 6 will be registered in the after school program and a drop-in fee will be charged.

Kindergarten students who are enrolled in Westgate Heights Early Learning Centre will be provided with lunch. All school aged children enrolled in the centre will receive a snack after school and all meals and snacks on school days off.

## **Parents Advisory Committee**

In September, parents will be invited to join a Parent Advisory Committee (P.A.C.). The P.A.C. will work under the leadership of the Principal to make recommendations and provide information and feedback that will be used by the Board of Directors when making decisions governing the school. The Principal is responsible for the daily operation of the school. Parent Advisory Committee meetings are open to all parents and parents are encouraged to attend.

## **Parental Concerns**

WHA encourages parents to be closely involved in their child(ren)'s education and welcomes regular contact between parents and the school. If you have any concerns, first discuss them with your child's teacher. If you are not satisfied with the results from that meeting, please make arrangements to meet with the principal.

Parents who wish to discuss any matter with teachers on the phone are encouraged to call the teacher before 8:25 a.m. or between 3:25 and 4 p.m.

## **Smoking Policy**

There is no smoking allowed on the school premises, inside or out. This includes parents, visitors and staff.

## **Discipline Policy**

Different discipline techniques are used for each incident depending on the circumstances and age of the child. Discipline may include:

- Logical consequence
- Restitution
- Removal from class
- A meeting with the Principal, parents or others as appropriate
- In school suspension
- Out of school suspension
- Expulsion

Please be aware that corporal punishment is strictly forbidden.

## **Dress Code**

Clothing should be appropriate for the weather and activity.

Clothing should be modest, avoiding offensive slogans and graphics.

## **Indoor Footwear**

All students are required to have an extra pair of shoes for indoor wear.

## **Money and Valuables**

Students are discouraged from bringing money to school unless it is needed for specific purposes such as school trips or book orders. The school is also not responsible for lost, stolen or damaged personal electronics.



## **Student Health**

Students who require medications while at school must have an up-to-date medication form on file with the main office. No medications will be administered to students without this form. Once the form is in place, staff will administer the medication as specified. Parents are responsible to supply the medications and should check with the office to ensure medicines and emergency medical supplies (i.e. epi pens) are ready for use. The main office keeps first aid supplies on hand.

Please indicate on your application form if your child has any type of physical or medical limitations. This information allows the teachers to accommodate students within the classroom. If health concerns arise during the year, please notify the administration so that we can update our records and share this information with the appropriate staff.

- Communicable diseases: Students suffering from pink eye, ring worm, scabies, impetigo, or any other communicable disease shall be excluded from school until they have recovered or have been granted permission to return by a physician.
- Outbreaks of head lice are common among school children. Please check your child(ren)'s hair for lice prior to the first day of school and inform the school if your child has been exposed to this problem.
- Children who are not well enough to participate in the daily activities of the school (including outdoor recess) should remain at home to recuperate. Requests to have children remain indoors during the recesses will be honoured only under special circumstances.

## **Homework Guidelines**

Homework is an important part of every child's school experience. It is an opportunity to engage in learning at home and to support what is learned during the school day. Homework encourages good study habits at an early age that will help students to be successful. School staff, teachers, students and the family all play a key role in supporting homework.

## **School Pictures**

Class pictures usually are taken in early September. There is no obligation on parents to purchase any pictures.

## **School Trips**

Parents will be notified ahead of scheduled class trips about the time, location, and cost of the trip (if applicable). Chaperones are typically required and assistance from parents is greatly appreciated.

## **How to Get Involved**

There are many opportunities for parents / caregivers to get involved at the school. If you are interested in becoming a volunteer at WHA, please call the main office at 306-382-6512.