

Handbook

2009/2010

A Ministry Of First Lutheran Church, Windsor
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First Lutheran Christian Academy

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2009-2010 HANDBOOK

“Go ye therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son, and of the Holy Ghost; teaching them to observe all things whatsoever I have commanded you; and lo, I am with you always, even to the end of the world. Amen.”
Matthew 28: 19-20

In response to this command of Jesus, the members of First Lutheran Church have established and continue to maintain our Academy as one of the ways to make disciples. We believe that the ministry of the school is a part of our church’s total mission and a critical element in the Christian training of our children. Christian education is a response to God’s commands and a receiving of His promises:

“Ye fathers, provoke not your children to wrath; but bring them up in the nurture and admonition of the Lord.”

Ephesians 6:4

“These words, which I commanded thee this day, shall be in thine heart, and thou shalt teach them diligently unto thy children.”

Deuteronomy 6:6&7

“Train up a child in the way he should go; and when he is old, he will not depart from it.”

Proverbs 22:6

“All thy children shall be taught of the Lord, and great shall be the peace of the children.”

Isaiah 54:13

OUR PHILOSOPHY OF EDUCATION

WE BELIEVE:

- That every child born unto the world is first of all God's child, endowed with an immortal soul and destined for eternity;
- That education of the soul, which prepares the child for eternity, is far more important than the education of the mind, which prepares the child for life in this world;
- That religion which is worthy of the name is part of a person's daily life and is woven into every act and thought and word;
- That a child can best learn to live his religion when religion is a part of his daily life and is woven into every day and hour of his school life. It is unrealistic to expect a child to regard religion as important to his daily life if it is excluded from his school experience;
- That a Christian school, where every subject is taught from the Christian point of view, related to the teachings of Christianity, and permeated with the spirit of Christianity, can be more successful in leading children to a vital Christian life than any other agency, except the Christian home;
- That a child is not prepared for life in this world until he knows God's plan of salvation and so sees himself as a part of that plan. Only then will he have the proper motive and incentive to prepare himself for an active and useful life of service to God and his fellowmen.

THE OBJECTIVES OF LUTHERAN EDUCATION

1. In terms of their relationship to God, FLCA attempts to help the student develop
 - a growing knowledge of the Triune God, a growing trust in Jesus Christ as the Saviour from sin, and an increasingly sanctified life.
 - a growing knowledge of the Holy Scriptures as the Word of Life, a proper understanding of Law and Gospel and an increased ability to apply God's Word to like situations, and a desire to gain the blessings of Holy Baptism and the Lord's Supper.
 - an understanding of the nature, function, and responsibility of the church as the body of Christ, plus a willingness and ability to serve as an active member of that body.
2. Concerning the student's relationship to self, FLCA seeks to help those enrolled

- develop knowledge, attitudes, and conduct needed to function effectively as God’s children (spiritual powers).
 - understand their body and accept responsibility for its health, safety, and recreation (physical powers).
 - develop logical, scientific, and creative thinking habits, gain knowledge and communication tools, and acquire significant elements of their cultural heritage (mental powers).
 - develop social skills required to function competently and creatively (social powers).
 - understand and control their emotions, find security and a true picture of themselves through firm reliance on God and trust in Christ, and practise Christian love toward all human beings (emotional powers)
3. In addressing the student’s relationship toward others, FLCA attempts to assist its charges that they may
- recognize all people to be God’s creation and show respect, courtesy, and consideration for the rights and welfare of others.
 - respect parents as God’s representatives and appreciate their privileges and responsibilities as a member of a family of which God is the Head.
 - develop Christian social responsibility and co-operative skills.
 - develop concern for the spiritual and material welfare of all people and show this concern through witnessing and welfare activities.
 - respect government as ordained by God and appreciate their privileges and responsibilities as a member of the community, state, nation and world.
4. Students’ relationship to nature will be so fostered by FLCA that they will
- understand that God is the Creator, Ruler, and Preserver of nature.
 - thank and praise God for the gifts of nature.
 - develop knowledge, attitudes, and conduct needed to understand, use and care for God’s gifts in nature.
 - willingly use nature to glorify God and serve others.

OUR PURPOSE

OUR PURPOSE IS:

- To bring children to Christ Jesus, their Saviour, in order that they may know Him, love Him and follow Him;
- To help children discover and develop their God-given talents, that they may use those talents to His glory;
- To co-operate with and assist our parents in leading their children into a successful, useful and purposeful life;

- To maintain the highest standards of elementary school education integrated with, and related to, the teachings of God's Word;
- To develop the kind of Christian character which will make the graduates of our Academy leaders in the church and in the world of tomorrow.

A BRIEF HISTORY OF FLCA

First Lutheran Church opened the school arm of its ministry in the church basement in September, 1995, with 29 pupils. In March of 1996, we moved into our present school facility. This year, we celebrated our twelfth graduation. We begin our fifteenth year with a fully Lutheran staff, a committed group of volunteers, a dedicated Board of Directors and the terrific support of our school family. God has truly blessed us!

HOME, SCHOOL AND CHURCH CO-OPERATION

Leading individuals to faith and keeping them in that faith is a prime purpose. So is "assisting parents" in raising their children in the nurture and admonition of the Lord. In doing these things, we want to continue to function as an integral part of our church ... part of the welcoming, worshipping, caring community of believers.

The administrative and teaching staff of FLCA willingly acknowledges the primary authority of parents in the raising of their children and we are committed to helping in this effort by consulting with parents and by being sensitive to the needs of the home and family. In order to assist us in our task, we pray that love and concern will be shown for the school and its teachers in the home. Children are expected to show respect for and to obey their teachers. Every effort must be made between teachers and parents to co-operate in the interest of guiding the child. If a problem seems to be developing, parents and teachers should consult privately. The school administration can be consulted additionally if further assistance is required in order to resolve issues. Consistent mutual co-operation, support and discretion are essential in teaching the child proper Christian attitudes toward authority.

To help the school achieve its goal, the home strives to fulfil its obligations towards Christian education. We pray that parents will regularly take their children to church and participate with them, as a family, in worship.

Since the Christian Day School does not take the place of Sunday School and the Sunday worship service, we encourage regular attendance on the part of our families, whether at First Lutheran Church or at your home congregation.

First Lutheran Christian Academy is a school for parents who have determined that co-operation between home, school and church, is crucial for the early development of their children. Parents who enroll their children in our Academy are saying that they want support in promoting biblical values and Christian character traits in their children. Our entire early childhood and elementary school curriculum centres on teaching of the Scriptures and of those positive character traits.

TUITION AND DONATION RECEIPTS

First Lutheran Christian Academy is a non-profit, charitable institution. Tuition and donation receipts are issued annually by February 28th, for the preceding year. These may include amounts for childcare, pre-kindergarten, before and after school programmes as well as tuition. A portion of tuition deemed to be for religious instruction is considered a charitable donation. (A formula is used to determine the operating cost for secular education per pupil and a receipt is issued for any variance between that amount and the amount of tuition paid, if the tuition paid is greater.) Additionally, donations are joyfully received and charitable donation receipts are issued for income tax purposes.

SCHOOL SUPPLIES AND BOOKS

All school property is to be respected and treated with the greatest care. Books and workbooks issued during the year are not to be misused or abused. If a child should lose or damage a book, he / she will be asked to pay for the loss or damage. School furnishings, lockers, computers, etc., are to be treated with proper care.

A book fee of \$150 is assessed in order to help defray the cost of replacing school textbooks, workbooks, and certain necessary, consumable supplies. Only a fraction of the actual cost of your child's books and materials is covered by this fee.

Similarly, we ask that students maintain their own belongings in an appropriate manner, refraining from the use of stickers and doodling on binders, pencil cases and in lockers. We ask that pictures, posters etc., not be hung in lockers.

Locks are not placed on lockers; rather, we teach and model respect for one another's property and privacy.

ENROLMENT POLICIES

We encourage any family that desires the benefits of a Christian education to enrol their children.

First Lutheran Christian Academy enrolment policies are as follows:

1. Parents must be motivated primarily by the Christian features of the school.
2. Every student enrolled will be touched by doctrines of the Bible and Lutheran statements of faith. The parent and child must agree to participate in and support the religious programme of the school, and to co-operate with the school to this end.
3. Parents accept the responsibility for having their children attend congregational worship services and Sunday School on a regular basis, either at First Lutheran Church or at their home congregation.
4. Children must:

- a) Be 2.5 years of age and toilet-trained in order to enrol in our Pre-Kindergarten Programme
 - b) Reach four years of age before December 31, of the school year to in order to attend Junior Kindergarten
 - c) Reach five years of age before December 31, of the school year in order to attend Senior Kindergarten
5. A transcript of records will be solicited by FLCA administration from the school previously attended upon registration of each child.
 6. Concern for the child's body as a temple of the Holy Spirit, prompts us to be involved in his / her physical well-being. A thorough health record of each child will be kept at the school. Provincial law requires that immunizations be kept up to date. Dental screening and visits by the Public Health Nurse are ongoing parts of our school programme.

NOTE: The Windsor-Essex County Health Unit provides a number of health services to school children in Windsor and Essex County. Many of these services are provided according to provincial law. If for any reason you do not wish your child to be involved in health education or dental services, please inform the school principal in writing as soon as possible.

Medication

No medication requiring a doctor's prescription can be dispensed by school personnel without prior written permission of the parent. Parents requesting the dispensing of a prescribed medication to a child during school hours must provide the school office with a written request to do so stating the reason for the medication, the name of the medication with detailed directions for administering same, possible side effects which may be anticipated, and the length of time the child is to receive the medication. In case of long-term prescriptions, it is necessary to have your doctor complete a form authorizing school personnel to dispense the medication. These forms are available from the school office.

All medication must be provided in the original container complete with the pharmaceutical label and doctor's name. Long-term prescriptions and directions should be renewed at least once each year.

No medication should remain in the possession of the child (including desks or lockers). Any medications should be delivered to the classroom teacher or office staff at the beginning of the school day.

School Uniforms

It is the policy of FLCA that all students from Grade 1 to Grade 8 will attend school wearing the accepted school uniform. Our school uniforms are intended to look neat and build an esprit de corps among the pupils as well.

Visitors to our school are always impressed with the way our pupils are dressed and we believe that the image pupils project carries over to their "work" at school. We are thankful to you, our parents, who continue to support this practice of school uniforms.

Shirts

- Tops must be white with no additional stripes or colours
- Shirts which are designed to be tucked in must be worn in that way
- Girl's shirts which are specifically designed to be worn over pants are acceptable (ie have a fitted or tailored waistband)
- Tank tops or white "undershirts" are not allowed
- Sleeveless shirts may be worn in warm weather

Sweaters & Sweatshirts

- Sweaters and sweatshirts should be logo-free (with the exception of very small identifying marks) and solid blue or plain white (no stripes, etc.)
- White shirts must be worn under sweaters and sweatshirts at all times

Jumpers & Dresses

- Girls may wear a plain blue jumper with a plain white shirt underneath
- Plain blue dresses are acceptable

Skirts and Skorts

- Girls may wear navy blue skirts or skorts
- Ensure that they are not "too short"

Pants & Shorts

- Tailored pants and shorts in solid navy blue are acceptable (no black or denim)
- Athletic pants and shorts are not acceptable. We are looking for a tailored appearance.
- Ensure that shorts are not "too short"
- Boys should wear a belt, and pants and shorts may not "ride low"

Other

- Footwear should be conservative in nature. Sandals must have a "back" to avoid accidents outside.
- Hats may not be worn in school
- Extreme hairstyles and hair colour as well as earrings for boys depart from the image we are trying to promote
- Boy's hair should not reach below the top of their shirt collar
- With regard to make-up for girls, modesty is important
- A variety of shoes are acceptable (running shoes, dress shoes, casual shoes, etc.)

As fashions change in area stores, we know that it can be difficult to find items for your children that satisfy the criteria for school uniforms. We'd like to acquaint you with an opportunity that might prove helpful. While you are still welcome to purchase uniform items wherever you wish, you will now also be able to purchase clothing through the uniform section of Freeds clothing store, at 1526 Ottawa Street, in Windsor. They have a nice selection of white "tops" and navy "bottoms" in a wide variety of sizes and styles, available at reasonable prices. There is no obligation to purchase uniform clothing from Freeds – you may continue to buy wherever you wish. We just hope that this might make your search a little easier.

Remember that uniforms are not compulsory in classes before Grade 1 (Pre-Kindergarten, JK/SK). Some of those pupils wear uniforms because they see others doing it, but for the most part, children are dressed in comfortable, washable play clothes.

Illness Or Injury

Students involved in minor accidents and who incur small cuts, scratches, bruises, etc., will receive appropriate first aid from the teacher or school office personnel. This is usually limited to the cleaning and bandaging of the injury, the application of ice to control swelling and, with parental permission only, the administration of non-prescription pain medication, according to the manufacturer's recommended dosage.

If, in the best judgment of the teacher or office staff member, it becomes necessary to remove a child from classes due to the sudden onset of illness or due to an injury possibly requiring medical attention, every effort will be made to contact the parent of the child. If the parent cannot be reached, the school will attempt to contact the "second party" designated in the student's file to be notified in the event of an emergency. The Principal will, in the best interest of the child, decide on the appropriate action to take if we are unable to contact a parent or secondary guardian.

To help safeguard the health of our students, it is suggested that parents consider keeping a child home from school if:

1. the child has a fever
2. the child has a severe cough or cold
3. the child has an unexplained rash, skin eruption or skin infection
4. the child is experiencing diarrhoea or vomiting
5. the child has reddened, sore eyes
6. the child feels ill and complains of a sore throat

Please contact the school office if your child is ill with a contagious disease or condition so that the parents of his / her classmates can be notified to watch for similar symptoms. It is suggested that you contact your child's doctor to determine the appropriate waiting period before allowing the child to attend school.

Our Lunch Programme

A "Menu for the Month" is sent home at the beginning of each month. Participation is optional. Pupils may bring a lunch from home or choose a school lunch. It is up to parents to decide if their child should purchase a school lunch on any given day. Should a school lunch be chosen, it is required that the pupil inform his / her teacher during morning attendance, in the morning of the day before the lunch is required. This early morning count aids our kitchen staff in preparing the right number of lunches. (Parents of PK, JK or SK students should indicate a need for a school lunch for the next day, on the sign-up sheets posted outside their child's classroom door.)

Lunch and drink cards (good for 20 lunches and drinks each) can be purchased at the office. As you are aware, the system is designed to work on a **"day-ahead" basis** i.e. **the students sign up for their lunch for the following day so that we can order the appropriate amount of food to prepare.** While this has worked very well for us, largely due to your excellent support, there are a number of circumstances which can "short-circuit" our system and leave us scrambling to find extra lunches or change the sign-up sheets. These can range from children who were absent the previous day, or arrive late for school and miss the lunch tally, or forgot to sign up, or forgot their lunch in the car, on the kitchen counter, or ... you can imagine how the list goes on!

Please know that we are committed to the fact that no child will go without a lunch, no matter what the cause. In order to relieve the pressure on the kitchen to predict the number of late sign-ups, anyone who finds that they need a lunch for the **current** day will receive a peanut butter and jam sandwich, rather than the scheduled hot lunch (we've already made arrangements for those with nut allergies). We can stock these supplies easily in the kitchen and therefore be ready to help out with emergencies.

You can ensure that your child receives the hot lunches they need by:

- 1. helping them to remember to sign up the day before**
- 2. phoning the school the night before your child returns to school from an absence. Just leave a message by midnight and we'll include these "night before" calls in the count.**

Prices are as follows:

Lunch card (20 lunches at \$3.50 each)	\$70
Drink card (20 drinks at 75 cents each)	\$15

For families of two or more pupils only:

You may purchase half cards (\$35 for lunch or \$7.50 for drinks) for each child in your family.

Additionally, each pupil is issued an IOU card (good for three items). These may be used in an emergency situation (just telephone the school office) or when regular cards have lapsed. Once new cards are purchased, the IOU amounts will simply be deducted from the new cards. However, as our kitchen costs are constant, we encourage prompt purchase of new cards.

Curriculum

Our Academy is registered as a private school with the Ministry of Education / Ministry of Training, Colleges and Universities for the Province of Ontario and we offer the subjects commonly taught at the public school level throughout our Province and are in compliance with the "Ontario Curriculum". The Ministry has published a complete set of documents which cover curricula for Language, Mathematics, Science and Technology, Art, Physical Education, Social Sciences and French as a Second Language. These curricula speak to the need for consistent, challenging programs that will capture students' interest and prepare them for a lifetime of learning and the curriculum documents outline the knowledge, skills and standards of learning required by the Ministry to meet those goals. Among some features of the Language Curriculum are a broader range of knowledge and skills, earlier introduction of some skills, specific subsections focusing on grammar, spelling and punctuation ... and in the Reading section, phonics skills are identified. Both classic and contemporary literature recognizing quality and literary merit are mandated. Some of the features of the Mathematics Curriculum include mastery of number facts, raised expectations for "pencil and paper skills", memorizing of necessary facts such as multiplication tables and more stringent expectations for problem solving skills.

The curriculum of First Lutheran Christian Academy meets or exceeds these standards, treating each subject area in light of God's Word from a Christian perspective. Our students have, for the past 13 years, been well prepared academically, socially and morally for the challenges of secondary and post-secondary education.

HOMEWORK

Our teachers assign homework wherever appropriate. The nature and amount of homework varies with each grade level and, in some cases, depends on the capacity of the individual student. We believe that homework, within reason, offers the student the opportunity to develop independent study habits and the self-discipline which are essential for future academic success.

Each classroom teacher is responsible for establishing and monitoring his/her own homework policy. The following guidelines are recommended.

Primary (Grades 1 to 3)

Homework should consist mostly of rehearsing newly acquired skills. Additionally, children in this age group greatly benefit from time spent reading independently as well as listening as an adult reads to them. Time spent should not routinely exceed 30 minutes.

Grades 4 to 8

Here again, homework should, in part, consist of rehearsal of newly taught skills. Additionally, readings may be assigned in certain subject areas, as well as study time for tests and some independent research. The time spent should not routinely exceed 45 to 60 minutes.

It is not our intention that homework should at any time preclude a child from participating in after hours activities (piano, dance, swimming lessons, etc.) nor should it interfere with time spent together as a family. If, at any time, you feel that this is becoming the case, please contact the classroom teacher to discuss the situation. It may well be that the assignments need to be shortened, or that students may need additional help focusing on independent work, or alternatively, that the student is finding a particular topic or subject area to be challenging. Parents and teachers working together should be able to reach a satisfactory solution to these and any other difficulties.

It has been our practice, over the past school years, to not assign homework on Thursday nights, since this is an evening when a number of activities are scheduled for our youth at church. These activities include choir practice and youth groups. To this end, we have decided that no homework will be assigned on Thursday evenings that would be due on Friday, nor will homework be assigned Thursday for completion on Monday. (These assignments will rather be made on Friday). Similarly, all testing will take place on Monday through Thursday, with no tests set for Friday. If any parents desire information about our Thursday night youth activities, please contact the church or school office, or your child's teacher. We'd love to have them participate.

We encourage every parent to discuss this homework aspect of our programme with their child's teacher. Good study habits in the classroom and in the home do not come easily for all students.

We also encourage parents to support their child's efforts by displaying a genuine interest in the child's work, by helping the child to formulate a positive attitude toward home study, and by providing the child a suitable time and place for the completion of school-related tasks.

Homework Agendas

All children from Grade 1 to Grade 8 will receive an agenda called "Good News" which will be used in a number of ways. Homework assignments and test dates will be noted daily. As well, teachers and students will use the information contained within the book to learn important lessons about the Bible, Church History, the Church Year and Canadian History and Geography, etc. The assignment book is three-hole punched and must be kept in the binder. All students are required to use their assignment book (the cost is covered in the annual book fee). Lost or damaged assignment books will be replaced at a cost of \$5.

As we have in the past, teachers will ensure that students have recorded all homework and test assignments accurately and completely. Parents are asked to check that each night's homework has been satisfactorily completed, and then sign the agenda entry. If all parties follow this plan carefully, our students experience excellent success in homework completion and preparation for tests, which is mirrored in their academic grades.

DISCIPLINE

The word "discipline" comes from the word "disciple" which means "follower". We think of discipline not in terms of punishment, but rather, as the teaching of self-control. Anyone in authority, specifically parents and teachers, are to deal with their charges in accordance with the teachings and example of our Saviour, Jesus Christ.

Teachers allow such actions which are natural to a certain development level, channel actions where necessary, and, finally, stop improper behaviour or conduct which interferes with the learning process of the classroom. The children need to learn that, for harmonious living, it is necessary to show love to one another and to respect one another's rights and privileges.

We strive for a climate where the Lord Jesus Christ is paramount in the mind of both student and teacher. Both conduct themselves as redeemed, loving children of God, so that whenever corrective measures become necessary, they will be designed to develop favourable attitudes and nurture spiritual growth.

All children must submit to the wholesome discipline of the Word of God (Ephesians 6:4). If the teacher is unable to obtain the desired behaviour from the child, the teacher shall consult the parents, and parents and teachers work together with the child to achieve the desired result. Behaviour expectations are clearly described.

We believe that "training" involves at least five major elements and we believe that such training is constant and ongoing. The five elements are prayer, modelling, teaching, encouraging and disciplining, looking beyond punishment and focusing on discipleship (the building of inner or self-discipline).

We remind pupils of the commandment to love God and to honour and obey and serve our parents (and those in authority over us).

REPORT CARDS AND GRADES

A formal report of school progress is given to parents on three occasions throughout the year (at the end of the first term in November, at the end of the second term in March and a final report at the end of the school year in June). These reports are cumulative in nature and will coincide with formal parent / teacher interviews in November and March. Additionally, teachers are always prepared to discuss your child's progress at any time. Parents will certainly be contacted if, at any time, teachers are concerned about a child's progress and we hope you will call us anytime as well.

The report card is intended to give parents a regular and accurate assessment of their child's progress and effort in many areas, both academic and non-academic.

At FLCA, we use three different reporting formats, depending on the school grade: a PK/JK/SK report, a Primary report covering Grades 1 to 3 and a Junior/Intermediate report card for Grades 4 through 8.

PK / JK / SK: PK/JK/SK report cards, in addition to the same kinds of anecdotal comments and effort grades found on our Grade 1 – 8 reports, include "user-friendly" checklists. These checklists provide the parent with a picture of "where the pupil is" along the Pre-Kindergarten to Senior Kindergarten continuum of learning. The anecdotal comments, effort grades and checklists all together provide a comprehensive assessment of the children in our Early Childhood Department.

Primary Report For Grades 1 – 3: This report provides comprehensive assessment and evaluation of both a student's progress and achievement, both in written, anecdotal form, and by assigning a "number" grade for achievement.

This is done through a written, anecdotal report, accompanied by a letter indication of effort as follows: E – Excellent; G – Good, S – Satisfactory; N – Needs Improvement. Additionally, where a skill or attribute might not yet be expected in earlier grades, the teacher will indicate this by using NE – Not Yet Expected.

Junior / Intermediate Report For Grades 4 – 8: This report also involves comprehensive assessment and evaluation of a student's progress and achievement, both in written anecdotal form, and by assigning a letter "grade". In subjects where assignment of letter "grade" is possible, the following grading scale is used: A – (80-100%); B – (70-79%); C – (60-69%); D – (50-59%) and F (0-49%). Effort is also graded as follows: E – Excellent; G – Good; S – Satisfactory; N – Needs Improvement.

COMMUNICATING WITH PARENTS

The Academy's Newsletter, "The Eagle Eye", is sent home three times a year. In between editions, Principal's Communiqués are used to keep our families up to date with what's going on at school. Teachers also send home letters and notes pertaining to specific classroom happenings and we use the phone as well. Most of our communications share positive news because that is what is occurring most of the time and we believe good news should be shared. Because most of our pupils are brought to school and picked up by their parents, we see each other almost every day and while those "arrival" and "dismissal" times are not the best for interviews or long sharings about relationships, they are appropriate for sharing little bits of information. Interviews at scheduled mutually agreed times can be arranged easily. The agenda section of the pupils' binder is always the place to find notices or letters coming home from the school.

VOLUNTEERS

One of the main reasons under God's grace that our school's programmes have been so successful, is the "volunteering" of so many of our families for almost every imaginable job. We simply could not pay to supply the kind of staff that our volunteer team gives.

There are all kinds of research to show that pupils and teachers who are helped by volunteers "do better" but even without the research, we have seen that success manifested now every day for seven years as you beloved members of our FLCA family give and give of your time and your talent and yes, your treasure too.

If you can spare us some time on a weekly basis or even if you think you can help just once in a while, please let us know. There are really all kinds of jobs ... setting up and taking down lunch tables, cleaning up after lunch and helping to supervise the lunchroom, working in our kitchen to prepare the lunches and to serve them, working in the classrooms to assist teachers with decorating or with reading groups or helping to prepare resource material, helping out in the office, being part of our "drivers team" for field trips and sporting events etc., helping us with our outside battle with litter and helping with our landscaping ... there are literally too many jobs to mention. Many of you are already volunteering in one capacity or another and we surely hope that you will renew that commitment if you possibly can for this coming school year. If you have never been able to help us out in this way, please give it your prayerful consideration and be assured that you will be helped along the way by our staff and welcomed with open arms. We really do need you so that our programme can remain as comprehensive as it has been.

If you are a returning volunteer, please give us a call at the school and confirm that you'd like your old job back, or maybe a new one instead and if this volunteer army is something you'll be joining for the first time, give us a call as well and we'll talk with you about the kind of job that'll make you feel most comfortable. We won't just leave this to chance of course. We'll be calling you too, and we're praying that you will be ready with a positive response.

Our school phone number is 519-250-7888, and we're in and out most days, even during the summer. If you happen to get our answering machine, just leave your name and number and we'll get back to you as we check our messages just about each day. Thanks again and know that your work, when done in the cause of Christ, is never in vain.

When St. Paul wrote to the Corinthians and reminded them that they had resurrection power, he said, *"Therefore, my beloved brethren, be steadfast, immovable, always abounding in the work of the Lord, knowing that your labour is not in vain in the Lord."*

So thanks ... for throwing yourself into the work of the Lord. You can be confident that nothing you do for Him is a waste of effort when your effort is invested in the Lord's winning cause.

ATTENDANCE AND ABSENCES

Regular and punctual attendance is important to success at school. When illness precludes a student from attending classes for longer periods of time, ongoing communication between parents and teachers can help ensure that missed instruction is being "made up" as much as possible. Sometimes work can be sent home, to at least offer some positive reminders about school. We want the pupil to know that he/she is missed. Of course, "getting better" is the most important thing and we can work together on missed instruction when the pupil returns.

If your child will be absent or late, please call the school office in the morning.

ARRIVAL AND DISMISSAL

Pupils (who are not registered for "Before School Care") should arrive just after 8:15 a.m. and proceed directly to their classrooms. Pupils are also expected to leave for home immediately after the end of classes or upon completion of a pre-arranged activity unless the pupil is in "After School Care" or special arrangements have been made between the parent and staff. We ask the co-operation of the parents in assisting us with this scheduling.

Late Arrivals

We ask that extra effort be made to ensure that students arrive at school in time to visit their lockers and join their classmates in their homeroom classes, where they line up at 8:30 a.m. to proceed to Opening Exercises in the Chapel. Teachers are on duty in their classrooms from 8:15 a.m. so that children may enter the school from that time on. We know that our parking lot is a very busy place in the morning, and until such time as we can make some changes in this area, please take this situation into account when you plan your arrival time.

Children who are late miss the National Anthem, our prayers and our announcements for the day since we are not able to allow them to visit their lockers at this time. Since this "beginning time" together is so important to us as a school, we ask for your help to ensure that all students are present on time.

Dismissal Procedure

At the end of the day, all children are dismissed to the Lobby at 3:30 p.m. It is our policy not to allow students to wait outside for their parents to arrive. We know that due to our congested parking lot, this may be somewhat inconvenient, but it is specifically for this reason (the large number of cars moving in and out) that we are concerned for the safety of our students. Our staff members work hard to watch for your arrival and alert your children so that waiting time is as short as possible.

If you have children in PK to Grade 3 who do not have older siblings, we ask you to come right into the school to pick them up as we are reluctant to let these "little ones" attempt to negotiate the parking lot on their own.

Early Dismissal

In the event that a pupil needs to be excused from school before the end of the regular school day, please contact the school office so that we can make sure the student is ready ahead of time.

Before And After School Programmes

FLCA operates a Before and After School Programme on each school day. Morning service is available from 7:00 – 8:15 a.m. with afternoon service from 3:30 – 5:30 p.m. All students are eligible to participate in this daily programme.

Leaving The School (At Lunch Hour)

The majority of our students remain at school during the lunch hour; those few who live in the neighbourhood are welcome to travel home with parental permission. It would be helpful to us if you could send a “one-time” note to the office which we can keep on file, giving us your permission.

Of course, if you wish to take your child out for lunch, you are always welcome to do so. We simply ask that you send us a note to that effect, or come into the school that day. Unfortunately, we cannot allow friends to go along without written or verbal parental consent. This should be delivered to the office or classroom teacher in the morning. We take our responsibility for your children very seriously and want to be certain that we are aware of their whereabouts at all times. No students are to leave the school grounds at any time unless accompanied by a parent, or a parent “designate” (unless arrangements have been made for them to walk home). Thank you for your help and co-operation in this matter.

INCLEMENT WEATHER AND EMERGENCIES

Regarding “Outside Time” For Pupils

Normally, all of our pupils are supervised during outside play in the school yard three times a day (morning and afternoon recess and during the noon hour after lunch). Exceptions include times when some pupils are supervised inside (during a team or choir practice for example). Of course, weather is also a factor and during times when it is too rainy or too muddy or too cold, pupils are “kept inside”. There cannot be a hard and fast rule to determine when this happens and we determine whether to “stay in or go out” based on the judgment of the principal who consults the staff and makes the decision.

Regarding Potential School Closing

The general rule to remember here is that we are almost always open. Unless you are notified with a phone call early in the morning ... we’re open.

Nevertheless, because of the distance some of our families live and the different and individual tolerance of our children, we expect each family to simply use discretion about sending pupils on "bad weather days". If you determine that it's too cold, or too windy, or that roads are too dangerous, please just call and tell us you've decided to keep the children home for the day.

In an emergency situation (a loss of heat during the night or with weather so inclement that it would be dangerous to both staff and pupils) ... we will call you using a "telephone tree" or "fan out" method. One of our staff will call to say, "School is closed today." Unless a similar call comes the next day, school should be assumed to be open.

If you have any questions at any time or need further explanations, please call the Academy office.

LOST AND FOUND

Articles found on the premises are brought to the school office, and kept by the school for identification, for a reasonable period of time. Our Lost & Found is located in the Chapel wing, just past the office.

PHOTOGRAPHS

Individual student photographs will be taken at the school during the school year. Parents will be informed of the date and times the photographer will visit the school.

ELECTRONICS

Students are not allowed to bring cellular phones, MP3 players and iPods, cameras or any hand-held device with internet capability to school.

CHAPEL SERVICES

Chapel services are conducted Wednesday at 8:30 a.m. in the school Chapel, usually by our Pastor. Alternate times may be scheduled for special occasions. Parents are encouraged to join us for "Chapel" each week.

FLCA STAFF – 2009 / 2010

Rev. Gilvan L. C. de Azevedo	<i>Pastor</i>
Mrs. Suzanne Eberhard	<i>Principal</i>
Mrs. Jennifer Johnson	<i>Pre-Kindergarten / Child Care</i>
Mrs. Betty Annyschyn	<i>Junior/Senior Kindergarten /French</i>
Mrs. Nighat Javed Khan	<i>Grade 1</i>
Mrs. Lori Laszewski	<i>Grade 2 / 3</i>
Miss Sharlene Procknow	<i>Grade 4</i>
Mrs. Monica Morin	<i>Grade 5</i>
Mrs. Helen Gagnier	<i>Grade 6</i>
Mrs. Suzanne Eberhard	<i>Grade 7/ Music</i>
Mrs. Christine Keech	<i>Grade 8</i>
Mrs. Karen Giorgi	<i>Bookkeeper</i>
Miss Patricia Krestick	<i>Secretary</i>

DAILY SCHEDULE / A REGULAR SCHOOL DAY

7:00 – 8:15	Before School Care Programme
8:00 – 8:15	Staff Devotions
8:15 – 8:30	Teachers supervise students in classrooms
8:30 – 8:40	Opening Devotions
8:40 – 9:20	Period One
9:20 – 10:00	Period Two
10:00 – 10:15	Morning Recess
10:15 – 10:50	Period Three
10:50 – 11:30	Period Four
11:30 – 11:55	Lunch
11:55 – 12:25	Lunch Recess
12:25 – 1:10	Period Five
1:10 – 1:50	Period Six
1:50 – 2:05	Afternoon Recess
2:05 – 2:45	Period Seven
2:45 – 3:30	Period Eight (including Closing Devotions)
3:30 – 3:40	Supervised Dismissal
3:40 – 5:30	After School Care Programme

CHAPEL Wednesday morning at 8:30 a.m.

School Year Calendar 2009/2010

September 7	Labour Day
September 8	First day of School
October 12	Thanksgiving Day (no school for students)
November 17	First Term Report Card Day
November 20	Parent Teacher Interviews (no school for students)
December 18	Last day of school before Christmas Break
December 21 to January 1 (inclusive)	Christmas Break
January 4	First day back to school
February 15	Family Day
March 2	Second Term Report Card Day
March 5	Parent Teacher Interviews (no school for students)
March 8 to March 19 (inclusive)	March Break
April 1	Maundy Thursday (no school for students)
April 2	Good Friday (no school for students)
April 5	Easter Monday (no school for students)
May 24	Victoria Day (no school for students)
June 29	Final day of school before summer break