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First Lutheran Christian Academy

2025/2026 School Year

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all that I have commanded you. And behold, I am with you always, to the end of the age."

Matthew 28: 19, 20

In response to this command of Jesus, the members of First Lutheran Church have established and continue to maintain First Lutheran Christian 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:

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord."

Ephesians 6:4

"And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

Deuteronomy 6:6,7

"Train up a child in the way he should go; even when he is old he will not depart from it."

Proverbs 22:6

"All your children shall be taught by the LORD, and great shall be the peace of your children."

Isaiah 54:13

OUR PHILOSOPHY OF EDUCATION

First Lutheran Christian Academy is a Christian school approached from a Lutheran perspective, in operation since 1995. We, as a school, value excellent education of the whole child. We also believe that the fundamental beliefs of a particular school impact the educational approach of that school. At First Lutheran Christian Academy, the Christian faith defines every aspect of the school experience, including learning in all subjects and life in a school community.

Building a solid faith foundation involves learning God's Word and living the faith. This instruction is not carried out in isolation, but instead is integrated in natural and meaningful ways throughout the curriculum. Academic education and spiritual education are complementary and should be taught together.

First Lutheran Christian Academy carries out the purpose of Christian education by:

1. providing opportunity for instruction in the Word of God through which the Holy Spirit works
2. providing sound guidance in daily Christian living
3. fostering Christian fellowship and relationships
4. employing fully qualified, professional Christian teachers who not only teach the faith, but model it through godly living both in and out of school
5. incorporating the Word of God throughout the entire curriculum
6. developing in students a sound understanding of grace, repentance, forgiveness and reconciliation
7. teaching moral and spiritual values which are rightly motivated by spiritual truth
8. working to fulfill the spiritual needs of the child, along with physical, emotional, academic, and social needs
9. teaching students to recognize all people to be God's creation and show respect, courtesy and consideration for the rights and welfare of others
10. supporting respect for parents as God's representatives and teaching children to appreciate their privileges and responsibilities as members of a family of which God is the Head

First Lutheran Christian Academy seeks to establish worship patterns through:

1. a weekly school chapel service
2. regular prayer in the classroom
3. daily devotions in the classroom
4. the singing of Christian songs

First Lutheran Christian Academy presents the Word of God through:

1. daily Bible reading and study
2. studies within the curriculum
3. informal discussions
4. focusing on Christian values in disciplinary actions (repentance/forgiveness/reconciliation)

Christian Studies classes are taught at every level in our school, with a focus on teaching the stories of God's work in the lives of His people as found in the Bible. We use several Christian curriculum materials published by Concordia Publishing House (www.cph.org) These involve Bible reading, activities, and memory work.

The First Lutheran Christian Academy program contains all of the core subject areas to be taught at the JK to grade 8 levels. While instruction in all subject areas meets and exceeds the standards of the Ontario Curriculum, the teachers at First Lutheran Christian Academy use every opportunity to incorporate our Christian faith into all subjects in natural, authentic ways.

Christian Service (citizenship) to the community and the world also gives our students and faculty opportunities to exercise their faith. We define Christian Service as an act of service, stewardship or kindness to another person/group or the world around us, without compensation being gained by the giver.

Finally, we live out our faith in community. As children interact with each other and with their teachers, they have opportunities to model the Christian life. When hurtful things happen, they are able to work through conflict in ways which restore relationships and offer forgiveness. These skills are modelled and taught by the teachers as well.

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

HOME, SCHOOL, AND CHURCH CO-OPERATION

At First Lutheran Christian Academy, we value parents as partners in the education of our students. Why? Simply, because parents are the first and most important teachers children will ever have.

Your children are precious to you. That's why you spend time with them, reading, teaching, encouraging, and passing on the values important to your family. As a school, we don't want to take away your job as teacher. Instead, we want to work with you. We, too, see children as precious and take the time to get to know each one. We look for our students' strengths and needs and do everything we can to help them grow and learn.

Educating is a partnership, and is most effective when the home and the school work together and share the same values.

In a Christian school like ours, we also value the partnership we have with the church – the community of faith. First Lutheran Church values children and their families, and it values its school ministry. This partnership is demonstrated by the many volunteers who give their time and resources to support the school, as well as the commitment of the congregation to an excellent facility for the ongoing school ministry. The church also sees all school families as part of its community and is ready and willing to provide them with support and resources.

The Role of Parents

We encourage our parents to be actively involved in the education of their children. This includes:

1. Maintaining healthy routines at home so that children can do their best at school….

1. Establishing early, regular bedtimes (beginning before the start of school in September)
2. Encouraging active play, and limiting the amount of time spent on television, computer, smartphones or video games.
3. Carefully choosing the number of extracurricular activities and lessons in which children participate.
4. Setting a regular homework routine, including appropriate times and space for the work to be done.
5. Ensuring the children arrive at school in time to make a relaxed transition to the classroom before the start of the school day at 8:30 a.m.

2. Supporting and being involved in the life of the school…

1. Communicating regularly with the teachers.
2. Supporting the work of the teachers and administration.
3. Addressing any concerns appropriately and according to the guidelines established in the school policies.

4. Promoting positive, purposeful, and relaxed conversation about school with your children.
5. Actively participating in school and fundraising activities.
6. Being an ambassador of the school to your friends, family and neighbours.

The Role of the School

The school, through qualified and caring teachers and administration, provides a safe and caring environment for learning to take place. It ensures that the necessary materials for learning are available, and, most importantly, through the hard work of teachers, it helps all children meet their potential and become enthusiastic and confident about learning. A love for learning at all levels is key.

Each teacher will establish an intentional plan to communicate regularly with parents, and be available to help with any questions, concerns or special needs. Every effort will be made between teachers and parents to co-operate in the best interest of guiding the child.

Consistent mutual co-operation, support and discretion are essential in teaching the child proper Christian attitudes toward authority.

The Role of the Church

First Lutheran Church began this school ministry in 1995 and, since then, has viewed the school as a central component of its ministry and outreach to the community. Presently, the congregation provides input to and support for the school ministry through the FLCA Board of Directors.

In addition to supporting the school, First Lutheran Church provides school parents different opportunities to grow in their faith. Also, the staff of the congregation is available to school families, ready to provide Bible-based counselling and support when special needs arise.

We encourage all school families to be involved in a church, and if they don't have a church home themselves, we invite them to consider joining the First Lutheran Church community of faith.

First Lutheran Christian Academy is a school for parents who have determined that co-operation between home, school and church, is crucial for the 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.
We welcome and celebrate students of all backgrounds and faiths.

Building Community

A community is a group of people who live, work, and grow together. This is why the word community is perfect to describe our school.

We work hard to provide a caring, safe community for all our students. This happens naturally as they interact together in the classroom, in chapel services, on field trips and on the playground.

We include in our program deliberate times when children of different grades interact and help one other, as, for example, in our reading buddy programs.

We also deliberately teach the skills which equip each student to be a positive member of our school community. These skills include conflict reconciliation and forgiveness.

It is in community that our students learn to live out their faith and discover how to contribute in meaningful ways.

Our Larger Community Affiliations

First Lutheran Christian Academy is proud to be a part of a larger community of over 30 other Lutheran schools across Canada, and in the United States.

Our affiliation with Lutheran Church-Canada defines our identity and practice, and offers our teachers opportunities for specialized training which prepares them for service in our school.

General Information

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. Children must:

    a. Be 2.5 years of age and be fully, independently toilet-trained to be enrolled in our Pre-Kindergarten Program (limited to 5 students)

    b. Reach 4 years of age by December31 of the current school year in order to attend Junior Kindergarten

    c. Reach 5 years of age before December 31 of the current school year in order to attend Senior Kindergarten

4. A transcript of records will be solicited by FLCA administration from the school previously attended upon registration of each child.

5. Concern for the child's body as a temple of the Holy Spirit, prompts us to be involved in his / her physical well-being. Provincial law requires that mandatory immunizations be kept up to date or the appropriate exemption document be provided. Dental screening and visits by the Public Health Nurse are ongoing parts of our school program.

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.

CURRICULUM

Our Academy is registered as a private school with the Ministry of Education 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 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 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 the 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 preclude a child from reasonably 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.

We encourage every parent to discuss this homework aspect of our program 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 which will be used in a number of ways. Homework assignments and test dates will be noted daily. The assignment book 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 $10.

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.

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 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:

PK / JK / SK: PK/JK/SK report cards combine anecdotal comments, checklists and a number progression to indicate mastery of certain elements of the curriculum in order to 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.

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.

A letter grade serves as an 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.

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, is 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 developmental 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.

Behavioural expectations are clearly described. If necessary, the teacher shall consult the parent. Parents and teachers work together with the child focusing on the wholesome discipline of the Word of God (Ephesians 6:4).

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

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 $200 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.

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

COMMUNICATING WITH PARENTS

Our weekly "Tuesday Notes" are used to keep our families up to date with what's going on at school. You will receive each Note via email. As well, the current and past "Tuesday Notes" are uploaded to our website at www.flca.ca. Teachers also send home letters, notes and emails pertaining to specific classroom happenings. 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 students 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 sharing 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 student's binder is always the place to find notices or letters coming home from the school.

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 a sense of community among the pupils as well. Parents agree that uniforms make getting ready for the school day easier in the mornings. 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. A suggestion for finding uniform clothes is to shop at the Uniform Shop at The Children's Place. (No affiliation)

"FLCA Spirit Wear" can be added to our school uniform. They include white polo shirts, navy blue T-shirts and navy blue hoodies, all with our new "FLCA Spirit Logo". Sales of FLCA Spirit Wear happen periodically throughout the school year. The first Spirit Wear Campaign will begin in September.

Shirts

- Tops must be white or navy blue with no additional stripes or colours
- Tank tops or white "undershirts" are not allowed to worn as a top
- Sleeveless shirts may be worn in warm weather
- White and navy blue Spirit Wear shirts and T-shirts are acceptable

Sweaters & Sweatshirts

- Sweaters and sweatshirts should be logo-free (with the exception of very small identifying marks) and solid navy blue or plain white (no stripes, etc.)
- Navy Blue FLCA hoodie or jacket with logo may be worn

Rompers & Dresses

- Girls may wear a plain blue romper (with a plain white shirt underneath if necessary)
- Plain blue dresses are acceptable

Skirts and Skorts

- Girls may wear navy blue skirts or skorts

Pants & Shorts

- Tailored pants and shorts in solid navy blue are acceptable (no black or denim)
- Athletic pants and shorts with small logos are acceptable
- Leggings for girls are acceptable

Other

- Tights and knee-high socks may be white or navy blue only
- A variety of shoes are acceptable (running shoes, dress shoes, casual shoes, etc). Sandals must have a "back" to avoid accidents outside.
- Hats and hoods may not be worn in school
- Ensure that bottoms are not "too short"
- Pants and shorts may not "ride low"
- Extreme hairstyles and hair colour depart from the image we are trying to promote
- No bright/bold colours should be seen through white tops
- With regard to make-up for girls, modesty is important

ATTENDANCE, ABSENCES AND TARDINESS

Regular and punctual attendance is important to success at school and helps children develop a sense of responsibility. Students should arrive each day before classes begin at 8:30 so they can be well prepared for the day.

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 once the student has returned to school. Getting better is the most important thing and we can work together on missed instruction when the child returns.

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

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.

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 or on our website.

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 may remain in the possession of the child (including in desks or lockers). All medications should be delivered to the classroom teacher or office staff at the beginning of the school day. Note: Under legislation, students with asthma may carry their medication with them throughout the school day if written parental or guardian consent is given to the office.

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, and before and after school programs as well as tuition. The 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.

VOLUNTEERS

One of the main reasons under God's grace that our school's programs 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 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 occasionally, please let us know. There are really all kinds of jobs ... 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 program 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.

Thanks again and know that your work, when done in the cause of Christ, is never in vain.

"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."

School Day Schedule 2025/2026	
Time	
7:00	Before School Care Begins
8:00	Staff Devotions
8:15	Early Entry
8:30	School Begins
10:00	AM Recess
11:30	LUNCH and Morning K Pick Up
11:50	Lunch Recess
1:20	PM Recess
2:45	Dismissal
5:30	After School Care Ends

ARRIVAL AND DISMISSAL

Students (who are not attending for Before School Care) should arrive between 8:15 and 8:30 a.m. and proceed directly to their classrooms. If you wish to escort your children into the school at arrival, please park your car and come in. **Those who are dropping off students in the drop-off line, please do not let children exit the car behind parked cars. Wait until your car is within the drop-off zone before having students exit the vehicle.**

DISMISSAL PROCEDURE

At the end of the day, all children are dismissed to the hallways at 2:45 p.m for dismissal as their parents arrive in the pick-up line. Parents of children that need assistance into their car seats, or with backpacks, are asked to park and come to the front of the school to pick-up their children, as we are aware that car seat management is difficult for these little ones in the context of a pick-up line. Our staff members work hard to watch for your arrival and alert your children so that waiting time is as short as possible.

EARLY DISMISSAL

In the event that a student 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 PROGRAMS

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

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. 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.

RECESS DURING INCLEMENT WEATHER

All of our students 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 or too hot, students 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 weather forecasts and makes the decision.

POTENTIAL SCHOOL CLOSINGS

The general rule to remember here is that we are almost always open. Unless you are notified by email early in the morning ... we're open. Nevertheless, because of the distance away some of our families live and the different and individual tolerance of our children, we expect each family to simply use discretion about sending students 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.

Unless a similar email comes the next day, school should be assumed to be open. As well, the school voicemail message will be changed to reflect the "closed" situation and notice of the school closure will be broadcast on AM800 CKLW.

ALTERNATE SITE IN CASE OF EMERGENCY

In case of emergency evacuation, the students and staff will proceed to Roseland Public School, 620 Cabana Rd W (519-969-3250) until the situation is rectified, or parents can pick up their children, signing them out with the designated on-site staff person.

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.

ELECTRONICS

Students are not allowed to bring cellular phones, cameras or any hand-held device with internet capability to school. Such devices are also prohibited on field trips, sporting events and all other school activities.

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.

School Staff 2025/2026

Rev. Robert Bugbee	Pastor	
Mrs. Laurie McLeod	Principal/ Marketing	
Mrs. Jennifer Johnson	Kindergarten	
Mrs. Nighat Khan	Grade 1/2	
Mrs. Lori Laszewski	Grade 3	
Miss Sharlene Procknow	Grade 4 / Jr. Choir	
Ms. Betty Raiger	Grade 5/6 / French	
Mrs. Kaytee Farren	Grade 7/8 / Music &	Band
Mrs. Adriana Moro	Kindergarten Assistant / Bookkeeping	
Mrs. Angela Lai	Grade 5/6 Writing & 6 Math/ Administration	

School Year Calendar 2025/2026

September 1	Labour Day
September 2	First Day of School
October 10	PD Day (no classes)
October 13	Thanksgiving Day
November 11	1st Term Report Card
November 14	Interviews (no classes)
December 22 to January 2	Christmas Break
January 16	PA Day (no classes)
February 16	Family Day
March 3	2nd Term Report Card
March 6	Interviews (no classes)
March 9 to March 20	March Break
April 2	Maundy Thursday
April 3	Good Friday
April 6	Easter Monday
May 18	Victoria Day
June 19	3rd Term Report Card
June 19	Final Day of School