



KCA Part-time Student Information – Grades 5-8

Welcome to our part-time program at Koinonia Christian Academy! Currently our program consists of Tuesday & Thursday afternoons. We are pleased to offer a variety of subjects to support your homeschooling student.

Below are some details we have put in place to help make your part-time experience at KCA successful.

Drop Off & Pick Up Procedures:

The part-time program officially begins at 11:40 AM on Tuesdays & Thursdays, part-time students are expected to come and eat lunch with their classmates at that time. The KCA entrances are open at 11:30 AM and students are able to come in and proceed to their lockers, put away their things and gather their lunch, entering quietly into their classrooms as classes are still in session. This early arrival is important for these reasons:

- if a part-time student is on a sports team, there often are practices at noon
- if a teacher needs to talk with/help/spend time with a student, lunch recess is a good window to do that
- eating lunch with their peers helps them to feel a part of the class and to develop relationships and friendships
- generally all announcements which part-timers need to hear are handled in the few minutes before the lunch bell rings at 11:40; that way they are “in the loop” and ready to begin with class as soon as they come in from lunch recess

Students may enter through the entrance on the pathway facing the small parking lot and proceed to their lockers.

Part-time Program Schedule: (subject to change based on enrollment year)

Grade 5/6

Lunch: 11:40-12:30

Science/Social Studies: 12:30-1:55

Recess: 1:55-2:10

Phys Ed: 2:15-2:50

Oral Communication: 2:50-3:30 (Tues)

Typing: 2:50-3:30 (Thurs)

Grade 7/8 – Tuesday

Lunch: 11:40-12:30

Study period: 12:30-12:45

History: 12:45-2:05

Break: 2:05-2:10

Health/Christian Life: 2:10-2:45

Phys Ed: 2:45 – 3:30

Grade 7/8 - Thursday

Lunch: 11:40-12:30

Study period: 12:30-12:45

Drama: 12:45-1:30

Geography: 1:30-2:05

Break: 2:05-2:10

Geography: 2:10-2:45

Phys Ed: 2:45-3:30

Athletics:

Our Athletic program is a large part of the part-time experience. Physical Education happens every Tuesday & Thursday afternoon. Being enrolled in this course gives your child the opportunity to try out for sports teams and participate in any extracurricular sports activities.

Typically, try outs for sports teams happen on Tuesdays & Thursdays either at noon or after school (3:30-5:00 PM). Participating in try-outs is mandatory to be selected for a team.

All students enrolled in our Phys Ed program will participate in cross country (October) and our KCA track & field day (May). There are no try-outs for these sports events.

Part-time students are expected to attend tournaments that take place outside of their scheduled school day if they have tried out and made that particular sports team.

Special Events:

KCA has events 2 times a year where we invite families to come for an evening to watch our students showcase the arts they have been learning during the school year. **KCA Christmas Concert & Spring Arts Festival** centre around our music, art and drama programs. Currently our part-time program does not include music or art. Part-time students who are in grade 7/8 will be enrolled in drama and may be invited to participate in the concerts & festivals. However, if the part-time student is not enrolled in any of the above courses, they will not be participating in these events. Part-time students and families are welcome to join us for these evenings to support their classmates.

Grandparents Day is another big event that happens annually on a Friday in the spring. Part-time students are invited to join us and invite their grandparents for Grandparents Day. All students in grade 7/8 serve the grandparents refreshments, showcase their schoolwork and have their grandparents visit their classrooms. The limited nature of part-time attendance does not lend itself well to the inclusion of part-time students in the class presentation on Grandparents Day.

Through-out the year, other special events or class parties will happen outside of a Tuesday or Thursday. Part-time students can expect to be informed by their homeroom teacher if they are to participate in these events.

Field Trips:

Tuition fees include field trips related to the courses that part-time students are enrolled in. Not all field trips will include part-time students; it will depend if they are enrolled in that course (for example: a music field trip to a symphony would not include a part-time student). If you are unsure if a field trip will include your part-timer, please ask the homeroom teacher for clarification.

Part-time students enrolled in social studies/science/history courses are expected to attend all course related trips if they happen to fall on a Monday, Wednesday or Friday.

Awards:

KCA has an annual awards ceremony on the last day of the school year. Part-time students are invited to attend school for that morning (Friday) and participate in our year end assembly.

Part-time students will be eligible to receive athletic awards (Gr. 3-7 only) and various club awards, however, they will not be eligible to receive the academic awards or grade 8 graduation awards as those are based on full-time attendance at KCA.

Graduation:

The achievements of all Grade 8 students will be celebrated at Grade 8 graduation. Full time students will receive a graduation diploma; part-time students will receive a "Certificate of Completion of the Part-time Program." All students (full and part-time) will be included in the Class composite. Graduation awards are based on full-time attendance at KCA and are calculated based on the average of marks for all subjects.

The Grade 8 Graduation ceremony is a formal/semi-formal evening and all students are expected to be dressed for the occasion. Grade 7 students are expected to serve their Grade 8 peers and families during refreshments after the Grade 8 graduation has taken place.

Discipline:

Please refer to our handbook on our website regarding our discipline policies.

<https://www.koinoniachristianacademy.ca/handbook-and-policies/>

Uniform:

Uniform expectations are the same for both full-time and part-time enrolled students. Please refer to our uniform guidelines listed on our website.

<https://www.koinoniachristianacademy.ca/uniforms/>

Communication:

Our main form of communication to parents is through weekly e-newsletters and our website. Please check our calendar and emails frequently to stay up to speed on all events at KCA, whether full-time or part-time related. Any classroom specific questions may be directed to your child's homeroom teacher.

<https://www.koinoniachristianacademy.ca/calendar/>

Parent Meetings and Interviews:

2 or 3 times per year KCA has parent info nights. These are valuable evenings to connect with other parents and the teachers and find out what's happening at KCA. We strongly encourage our part-time families to make these a priority. Check our calendar and e-newsletters for dates.

Parent/Teacher Interviews take place in November and March. All our part-time enrolled students will have a scheduled time slot with their homeroom teacher or subject teacher depending on the need.