

## Life at KCA – Important Reminders

### 1. Parent/Teacher Communication

To help maintain a harmonious partnership between the home and the school we provide:

- a) Website resources, regular email updates, newsletters, Google Classroom
- b) **Parent Meetings** -for mutual edification and support
- c) Report cards - **November, March, June**
- d) **Parent/Teacher Interviews** - **November, March**
- e) Prompt telephone contact from teachers if any major concerns arise at any point during the school year
- f) Willingness for staff to meet with parents at a mutually agreeable time after school.  
*Important: Please contact the staff member by email and arrange a convenient time to talk. Texting or Facebook messages are not reliable forms of communication and are discouraged. Please allow 24hours for email responses from teachers, phone the office if it is urgent.*
- g) The Matthew 18 Principle - In the event that misunderstandings and conflicts should arise, please respect the biblical pattern for resolving conflicts according to Matthew 18:15-17

### 2. Start of Day

- a) **Morning Bells:** 8:40 grade 1-4 students enter; grade 5-8 students line up; 8:45 classes begin
- b) **Before school:** Supervision is provided from 8:30-8:45. Grade 1-8 students are not permitted in the building before 8:40, or before being admitted by teachers. *(Exceptions will be made on extreme weather days for students to enter classrooms early)*
- c) **Punctuality/Late policy:** Punctuality is an important character quality we get to practise every day at school. Students are marked tardy if they are arriving to class after 8:45. KCA entrance doors lock at 9 AM, therefore, any student arriving after 9 must be accompanied by a parent and signed in at the office.
- d) **Extreme Weather and School Closure:** During inclement weather, if a decision has been made to cancel classes, notification will be made by 7:15 a.m. by email and on the News Talk 570 and Faith FM websites.

### 3. After school

All students are expected to exit the building at the 3:30 dismissal and wait for rides outside the KCA school door.

The **time window** for parents/guardians to pick up students is **3:30-3:45 pm**.

Parents are required to **check in with the after school supervisor and initial that they have picked up** their child/ren.

Students are only permitted on the playground equipment and not in the back field after school.

**After the 3:45 bell, students who are without parent/guardian supervision will be placed in the After School Care program (located in the kindergarten classroom)** and the required fee will be charged ([more info online](#)). Permission may be granted to junior high students to take responsibility for their younger siblings if their ride is running late.

The foyer is off limits after school to all students and is not an area for loitering or waiting for parents. This includes byDesign students. Students will not have unsupervised access to classrooms or inside the overall campus after school, students needing to re-enter the facility **MUST** be accompanied by a parent.

**Regarding after school practices:** Coaches are responsible only for those involved in the practices. There is no supervision provided for students who aren't directly part of the team practice or tryout (i.e. siblings or other students not involved). Students are not permitted to hang out in the building waiting for practices to finish. **Please make appropriate arrangements.**

#### **4. Traffic Flow and Parking**

- a) **Drop Off and Pick-up:** Everyone should use the parking lot by the KCA entrance. For safety, do not pull up to the curb near school entrance or stop in a laneway. Park in a parking spot before letting children out or picking children up. Children must not run in the parking lot or traffic area.
- b) **Entrances:** Students and parents are to enter and exit through the designated school doors. The main foyer doors are locked during weekdays.

#### **5. Attendance expectations and communication re: absences**

- a) **Absence Notification** - Parents must inform the school office by 9:00 a.m. if their child will be **absent or late** that day. 744-7447 x246 or [heather.mitchell@koinonia.academy](mailto:heather.mitchell@koinonia.academy)
- b) **Early student departures during the school day** – Students are to bring a note in their planner signed by a parent or parents may send an email to the teacher stating date and reason for an early pick up. Parents will then need to sign their child out through the KCA office and proceed to their child's classroom for pick up.
- c) **Expectations re: extended holidays during school days**– Please take responsibility and consider the impact this can have on your child's education. Teachers will do their best to help you keep your child up to date with their work. The reality is that much of it will have to be made up upon returning.

#### **6. Field trip attendance expectations**

Field trips are planned as a valuable component of the educational agenda that should not be considered optional. A permission form must be signed by the parent/guardian and returned to the school in order for a student to participate in a field trip. Field trips costs are already factored into the tuition. Parents are welcome to attend; however we request that young siblings who are still at home do not accompany parents on class trips. In order to protect those we are serving, KCA requires that each parent volunteer participating in class field trips must submit a criminal record document obtained from their local Police Services prior to the trip. Please also consult [Field Trip Policies for Volunteers](#) on our website.

#### **7. Uniform Issues**

The dress uniform code includes crested vests for special events, concerts, grandparents' day and school picture day. Please stay informed about guidelines as stated in the handbook and posted on the website. Issues that sometimes need attention are black shoes, kilt length and sock length -no low cut or branding (except in gym). Shirts need to be long enough so they can stay tucked in. [uniform info page](#)  
The [DGN Tuck Truck](#) will be here Fri., Sept 21st from 3:00-6:00

#### **8. Tuition Payment Policies**

Issues that may arise regarding tuition obligations should be discussed directly with the principal, not accounting or secretarial staff. Please note that NSF cheques must be replaced promptly with the addition of a \$20 banking fee.

#### **9. Student Accident Insurance – this is a wise plan to consider**

<http://www.insuremykids.com> - An inexpensive and comprehensive way to protect your family from unexpected expenses year round. Provides benefits not covered by any government health or group insurance plans to ensure your family's health and financial well being are protected. Provides coverage 24 hours a day, 7 days a week.

#### **10. Other policies you should be aware of can be found online here:**

- KCA Academic Honour Code
- Computers, Electronic Devices, Cell Phones Policies
- Nut Free Classrooms