



Parent Handbook

Westgate Alliance Church

3315 Centennial Drive

306-382-6512

admin.wha@westgatealliance.ca

Introduction

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

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

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

*Pastor Frank Jeske,
Lead Pastor & School Director
Westgate Alliance Church*



Mission Statement

Westgate Heights Academy (WHA) is a Registered Qualified Independent School operated by Westgate Alliance Church offering instruction for children in Kindergarten to Grade Six. All instruction is supervised by teachers who hold a minimum of a Bachelor of Education degree. Each of whom hold a Professional A Teacher's Certificate and are actively registered with SPTRB. Westgate Heights Academy provides quality, personalized education based on Biblical values for the children in our community.

Vision

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

Core Values

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

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

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

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

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

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

To focus on God's creativity

- *To develop students in the arts and encourage artistic expression.*

Goals of Education

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

Intellectual

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

Spiritual / Ethical

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

Emotional / Relational

- Act with honesty, integrity, compassion and fairness.
- Develop teamwork, collaboration and leadership skills.

Physical

- Discover and develop talents in the musical arts and in athletics.
- Develop physical strength, motor skills, and teamwork through organized physical activities and artistic engagement.
- Establish good health habits in all areas of their lives.

Fee Information

	Tuition	Lunch Program (optional)	Childcare (optional)	School Supplies	
Kindergarten	FREE	\$35/mo	See Below for	\$40 for Sept	\$40 for Jan
Grades 1-7	FREE	\$65/mo	Options		

Note: Students may purchase single meals for \$3.50/each if their lunch is forgotten.

Fee Reimbursements

- School Supply Fee:
 - If enrollment is withdrawn, the September school supply fee will only be reimbursed within 30 days of the fee due date.
 - If enrollment is withdrawn, the January school supply fee will only be reimbursed up until December 31st.
- Lunch Fee:
 - There is no reimbursement given for school lunches.
 - Families are encouraged to only pay for one month at a time if they are unsure of their child's eating preferences or if their child's enrollment may be withdrawn for any reason.

Childcare Options

- Limited childcare space is available through the **Early Learning Centre**. Families must contact the Daycare Director for all inquiries:
 - A Kindergarten student is considered Preschool aged, and the fee is \$217.50/month; until they turn 6 years old at which time the fee increases to \$368/month. The drop-in rate is \$8.00/hour or \$70.00/day.
 - The monthly childcare fee includes PD days, school holidays and before/after school care.
 - Note: families who hold a drop-in space must communicate with the daycare director to see if there is available space on non-school days.
 - These rates apply for the 2023-2024 academic year (September – June).
 - Fees are due at the beginning of each month.
 - A daycare deposit of \$600 is required.
 - Kindergarten students who are enrolled in Westgate Heights Early Learning Centre will be provided with lunch. All school aged children enrolled in the Centre will receive a snack after school; all meals and snacks are provided on school days off.
 - Daycare fees are eligible child care costs and may be deductible for tax purposes.
- If there is enough interest, a Before/After school program is offered by **Westgate Alliance Church**.
 - The before/after school program operates on school days only.
 - There is no care provided on non-school days.
 - On school days, the before-school program operates from 7:30am-8:30am.
 - On school days, the after-school program operates from 3:30pm-5:30pm.
 - The fee is \$8.00/hour.
 - This program is billed in one-hour increments.
 - The hours are tallied at the end of each month and then billed.
 - A \$150.00 deposit is required to secure each child's spot.
- **Late Pick-Up Fee:** If a child is not picked up promptly at 3:25pm (or at 4:00pm if there is extracurricular), a late pick-up fee of \$8.00 is charged.

Fees cover only a portion of our operating costs, so families are encouraged to support the school with their volunteer time and/or with tax-receptible donations.

Home / School Communication

Home-school communication is key to the educational process. In addition to formal reports, teachers communicate with parents through e-mail, phone calls, and meetings.

Report Cards

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

Three-Way Conferences

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

Parental Concerns

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

School Calendar

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

The Kindergarten specific calendar will be provided to the necessary families prior to the beginning of the school year.

Instructional Day

8:35	Before-School Recess Supervision
8:50	Classes Begin
10:15 – 10:30	Morning Recess
11:40 – 12:30	Lunch Break
12:30	Classes begin for the Afternoon
2:00 – 2:15	Afternoon Recess
3:25	Dismissal

Note: Kindergarten is in session on Tuesdays, Thursdays and Alternating Fridays.

Snacks

Students are expected to bring snacks to school which will be stored with the student's belongings. **We are a nut free school.** Families must refrain from sending food to school which contains or may contain nuts.

Kindergarten Schedule

The Kindergarten program is offered full days Tuesday, Thursday & alternating Fridays. To start Kindergarten in fall of the current school year, students must be turning five years of age by January 31st of that school year.

Student Absenteeism

When a student is absent, parents/guardians are expected to contact the school. Families are asked to email: admin.wha@westgatealliance.ca to communicate absences.

All students are responsible for “catching up” on work missed during their absence.

Smoking Policy

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

Discipline Policy

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

- Logical consequences (e.g. lost Recess minutes; the writing of lines or apology notes)
- Restitution (e.g. returning a stolen item back to its owner)
- A meeting with the Principal or Vice Principal
- Community service hours served to Westgate Alliance Church
 - In situations involving property damage
- Removal from class
- In school suspension
- Out of school suspension
- Expulsion

Please be aware that corporal punishment is strictly forbidden.

Dress Code

Clothing should be appropriate for the weather and activity.

Clothing should be modest, avoiding offensive slogans and graphics.

Indoor Footwear

All students are required to have an extra pair of shoes for indoor wear. One pair must be running shoes for gym. Another, fancier pair, can be sent for in-class times.

Money and Valuables

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

Student Health

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

- Communicable diseases: Students suffering from pink eye, ringworm, scabies, impetigo, or any other communicable disease shall be excluded from school until they have recovered or have been granted permission to return by a physician.
- Outbreaks of head lice are common among school children. Please check your child(ren)'s hair for lice prior to the first day of school and inform the school if your child has been exposed to this problem. Student will be asked to leave school if head lice is discovered and can only return once proof of treatment has been provided. We will keep a close eye on re-infestation and send students home for re-treatment if necessary.
- Children who are not well enough to participate in the daily activities of the school (including outdoor recess) should remain at home to recuperate. *Requests to have children remain indoors during the recesses will be honoured only under special circumstances.*

Homework Guidelines

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

School Pictures

Class pictures are usually taken in late September or early October.

School Trips

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

How to Get Involved

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

