

Thursday, August 3, 2023

Hello Kleinburg Christian Academy Family,

I pray this welcome letter finds you all healthy, happy and enjoying great family times this summer!

The staff and I would like to extend a warm hello to both our new and returning KCA families! We are looking forward to seeing you and your family the first day of school, Tuesday, September 5<sup>th</sup>. Please arrive by 8:30 for our 8:45 start. The teachers and I will be out in the east parking lot to greet you.

Please have your child check your family's mail box for a letter addressed to them from their teacher; they were posted two weeks ago. If your child has not received their letter, please email the school office and we will email a copy to you quickly. We want each child to know that their teacher is excited to have them join their class family. With each letter is a list of items students are asked to bring to school the first day. It is really helpful to your child and the teacher to have all items labeled with your child's name.

We're starting our school year off with a Back to School Barbeque on Wednesday, August 30<sup>th</sup>, from 5:30-7:30 PM. Dinner will be provided by KCA, so just come and enjoy it. Students will be able to say hello to their teacher, visit their classrooms and meet new and old friends. It's a great opportunity to get comfortable at school and ease into the new year. Parents, it's a great way to meet your child's teacher and other parents. Please send an RSVP reply in a return email to let us know how many of your family will be attending.

One of our wonderful traditions is to host a Prayer Walk each year before school starts. Please feel free to join us prior to the Welcome Back BBQ from 3-4:00 PM to walk through the school, praying for each class, teacher and student.

It's been a busy summer at KCA. Our front entrance is getting a fresh new face. Several classrooms have been freshly painted. Floors are waxed and shining, and our carpets scheduled for deep- cleaning. Curriculum orders have begun to arrive, with more to come over the next three weeks. We're almost ready for the new year.

I've included a refreshed copy of our Student Handbook with this email. Please take time to read it before the start of school. Students in Grades 3-8 are asked to read it too, so they know what is expected of them.

Our uniform policy will be strictly enforced this year. Please ensure that your child is wearing official McCarthy Uniform pieces, including navy pants. Navy socks and solid black shoes may be purchased at other vendors, but the colours will be enforced and teachers will be watching that shoes are worn properly. Please ensure that kilts (Grades 4-8) are well fitting and no shorter than ten (10) centimetres above mid-kneecap.

I hope the following answers your questions about the upcoming school year. If not, please don't hesitate to email me or call the school office. Our office officially re-opens Tuesday, August 15<sup>th</sup>.

FIRST DAY OF SCHOOL: TUESDAY, SEPTEMBER 5, 2023

SCHOOL HOURS: 8:45 AM to 3:30 PM

EXTENDED SCHOOL HOURS: 7:00 AM to 6:00 PM (payment applies for extended day program)

#### OUR TEACHING STAFF:

Junior Kindergarten: Mrs. Hammond/ Mrs. Garcia

Senior Kindergarten: Mrs. White

Grade One: Ms. Stam

Grade Two: Mrs. Lezama

Grade Three: Mrs. Bryan

Grade Four: Miss Rizzo

Grade Five: Mrs. Jovin

Grade Six: Mr. Alblas

Grade Seven: Ms. VanderSpek

Grade Eight: Mr. Greenwood

French: Mme Kang (pronounced Kong)

Music: Dr. Farias

Learning Centre/Resource: Ms. Schmidt

School Office Administrator: Ms. Rossi

#### UNIFORMS:

McCarthy Uniforms is our official uniform supplier. Families are encouraged to schedule a visit to the store the first time they order uniforms, for sizing purposes. Students are expected to be in uniform each day, with the exception of the last Friday of the month and special school-spirit days. Uniforms include a McCarthy crested golf or button shirt, navy pants, navy or black socks, and black non-scuff indoor shoes. Socks and shoes are not required to be purchased from McCarthy's. KCA plaid tunics are an option for Kindergarten to

Grade Three students, and kilts are an option for Grade 4-8 girls. We have many gently-used uniform pieces at the school, if that would be helpful to your family. Email [office@kleinburgchristian.ca](mailto:office@kleinburgchristian.ca) if you are interested in looking at the uniforms in stock. Girls in Grades 4-8 choosing to wear kilts must ensure that their kilts measure no less than ten (10) centimetres above the middle of the kneecap. Shorts must be worn under kilts and tunics.

#### ARRIVAL ROUTINES:

Staff will be on duty and supervising the kindergarten yard and playground area by 8:30 each morning. We encourage families to plan for an 8:30 arrival, which will allow students to meet up with friends and have a few minutes of play before heading off to class. It also gives a time buffer in case you have to wait for a train. It's no fun rushing and being late.

A bell will sound at 8:45, and teachers will escort their classes inside to get ready for their day. *O Canada* begins at 8:55 sharp. Students arriving after 8:45 are considered late and must enter through the front office doors and check in at the office.

#### KISS AND GO AREA:

Staff will be welcoming students each morning 8:30-8:45 at the east parking lot sidewalk. Please enter the driveway, veer right and enter the east parking lot following the pylon route, pulling up so the passenger doors are at the sidewalk. Students will be helped out of their vehicles and directed to the playground area for before-school play. If parents would like to accompany their child to the arrival area, please park in the front lot and walk your child(ren) to the sidewalk or Kindergarten play yard.

#### HALLWAYS:

Parents are asked to say goodbye to their children outdoors in the drop-off area. Teachers will ensure that all children are well cared for and assisted as needed. We are looking forward to inviting parents inside the school for visits, hot lunches and volunteering, chapels and other special events. Parents are asked to meet their children at the east parking lot at end of day.

#### SCHOOL SECURITY:

During the school day, all doors are locked. If you need access to the school from 8:45 to 3:30, please press the intercom button to the left of the front single office door, clearly state your name, and office staff will unlock the door for you.

Security cameras are installed outdoors and indoors. Areas covered are parking lots, entrance doors, the gymnasium and hallways and office area.

#### TECHNOLOGY:

Technology has its place at KCA. We ask that all students in Grades 3-8 bring their own personal laptop/Chromebook to school for classroom use.

Each KCA student will be given a KCA Gmail account for school purposes. Students and parents will be asked to sign a Computer Usage contact that outlines the expectations for safe, careful and responsible use of technology.

Students are encouraged to leave cell phones at home. Should a child have a cell phone at school, they will be required to give it to their teacher/school office for safe keeping during the day. Parents, please call the school office if you need to contact your child. Students using their phones at school/during before and after care will have them collected and held in the office for parent pick up.

#### LUNCH PROGRAM:

A pizza lunch program will be offered to KCA families beginning mid-September. More information will follow, and all proceeds go to school fundraising. We are looking forward to providing other hot lunch days each week. Our Hot Lunch program is run by teams of parents volunteers, organized by a *Parents in Action* team. More information will be forwarded about how to become a member of this active parent team. Consider how you would like to be involved this year. Volunteering is an awesome way to get to know students and teachers, and establish friendships in our school community. Forty volunteers are needed to run the hot lunch program well.

#### LATES AND ABSENCES:

Students arriving late and leaving early miss valuable teaching time and disrupt the learning of others. Please consider what your family can do to make excellent attendance priority. Families travelling west on Nashville Road, please factor a few extra minutes into your travel time, as trains sometimes slow the morning commute. Students arriving late must stop at the office and check in. Students being picked up from school for appointments during the day must be signed out at the school office by a parent/guardian. If you know in advance your child needs picked up early, please notify the office as soon as possible.

If your child will be absent from school for the day, please call or email the school office by 8:00 AM. Otherwise, as a courtesy and safety measure, we call parents whose children are absent.

#### RECESSES:

School breaks for two recesses, from 10:25 to 10:45, and then again from 12:35-1:00. Please ensure that your child is dressed appropriately for the temperature and weather. During rainy or extreme cold weather days (-20C, factoring in wind chill) and rainy days, board games and quiet activities are enjoyed in the classroom/gym. If students are well enough to attend school, they are considered well enough to participate in outdoor recess.

#### DRINKS AND LUNCHES:

Students are asked to bring a refillable water bottle to school each day. We have a water-bottle filling station in our school hallway. We also encourage students to bring a nutritious lunch and snacks each day. No soda pop please, and save sweet treats for home or after school. Microwaves are reserved for Grade 7/8 students, but not their siblings. Students will be asked to bring a "litterless lunch" and take all garbage, recycling and compost home with them.

#### BIRTHDAYS:

Each student will have his/her birthday announced after O Canada on their birthday. If parents wish to send a small birthday treat for the class, please arrange this with your child's teacher well in advance.

#### DISMISSAL ROUTINES:

School is dismissed at 3:30. Teachers will escort students to the east parking lot to await pick up. It is important that we keep the fire lines adjacent to the front curb clear. Please park in the front parking lot and make your way to the pylons. The pylons are not designed to keep parents out; rather, they are a reminder for our students to remain safely behind the pylons and out of the way of vehicles. As you are pulling in and out of the parking lot, please *drive slowly and carefully*.

#### BEFORE AND AFTER SCHOOL PROGRAM:

We offer a Before and After School Programme for KCA families between the hours of 7:00 and 8:30 AM., and after school, from 3:30-6:00 PM. There is a fee for before and after school care. Families participating will be invoiced at the end of each month, and only for the time used.

If you require Before School Care between 7:00 AM and 8:30 AM, please have your child enter through the doors under the awning at the front of the building. Games and activities are provided for students arriving early. Students will not be permitted to use technology (phones/laptops, etc.) during before and after school care.

Students not picked up by 3:50 will be signed into After School Care. Care will be outdoors as much as possible, with access to the playground, play fields and east parking lot games, subject to weather and availability.

Please note the following After School Programme policies:

1. Parents are asked to call the After School Care cell phone upon arrival. The After School Care phone # is 416-459-0419.
2. After School Care staff will escort your child to the front office door.
3. If someone other than parents will pick up, parents are required to notify the office in advance. Students will not be released to a person who has not been pre-approved by parents, or is not on the Permission to Pick Up form.
4. Once a child has been released from After School Care, the child is the responsibility of the parent.

#### ALLERGY ALERTS:

We are committed to providing a safe and healthy environment for all of our students, visitors and staff. There are several students with severe allergies in our school. For this reason, students may not share snacks. Please read all packaging carefully and refrain from sending any nuts, or "may contain nuts" products to school. We also have students and staff in the school who are very sensitive to fragrances. Please refrain from wearing strong perfumes and from students bringing aerosol deodorants and body sprays to school.

All families are required to complete a Health Information Form included in this package. If your child has identified allergies that require medication (including *EpiPens*) please complete an Anaphylaxis Emergency Plan for your child and forward it to the office before the first day of school.

Parents must supply the office with medication in its original container and with a valid prescription label. Allergy information and medication is held in the school office.

Students requiring *EpiPens* must carry one on their person, unless otherwise approved by administration.

**MEDICATIONS:**

Should a child require prescribed or non-prescribed medications during the school day, parents must deliver medications in their original containers to the office and give written/verbal permission for office staff to administer. Students are not permitted to carry medications in their school bags, lockers or lunch bags.

**NON-UNIFORM DAYS:**

Non-uniform days are held the last Friday of each month. Students are expected to dress modestly and appropriately for non-uniform days. Please consult the online Student Handbook for more information. Student Leadership Team (SLT) special days may require a small fee to participate, and this money is usually used to support our school's *World Vision* sponsor child or a specific fundraising venture.

**SCHOOL CALENDAR:**

Included in this package and on our website is a school calendar listing important dates for the entire school year. Please note the dates for school holidays and plan family holidays with these dates in mind. Missed school means missed learning!

**CURRICULUM NIGHT: Thursday, September 21<sup>st</sup> at 7:00 PM**

The staff at KCA is committed to healthy and effective communication with parents. One way we do this is to start our year with Parent/Teacher Curriculum Night. We begin with introductions and a yearly overview in the gym, followed by parents moving to their children's classrooms where teachers share grade-specific routines, curriculum expectations, goals, and student success strategies for home and school. Dessert and coffee will be available after the presentations. There will be opportunity for interactions and questions. Please plan to join us for this important evening.

**KEEPING IN TOUCH:**

My door is always open to parents, staff and students. If you have questions, comments or concerns that have not addressed in this letter or in the Student Handbook, please don't hesitate to email me throughout the summer at [leeann.major@kleinburgchristian.ca](mailto:leeann.major@kleinburgchristian.ca). Otherwise, our school office officially re-opens on Tuesday, August 15.

Praying God's protection and blessing over your family this summer,



Mrs. Major and KCA Staff