



**PARENTS' GUIDE**

2019-2020

*School Year*

**ADMINISTRATION**

Antonine Sisters Canada

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Dear parents,

Antonine Sisters Providence Academy and the Staff greet you all and wish you and your children a very peaceful and successful School Year 2019-2020.

Antonine Sisters Providence Academy is a Private Catholic and French School for girls and boys from Nursery to 8th Grade and progressing to the Secondary level.

The academic program of the Providence Academy is trilingual. It meets the requirements of the Ministry of Education of Ontario, integrates the teaching program of the Ministry of Education of France and incorporates the educative philosophy of the Antonine Sisters (personalize and whole group) together with Montessori principles in a structure and inter cultural environment. French and English are taught as a first language and an optional other International Language (Arabic, Spanish or Mandarin) is taught as Second Language.

The pedagogical approach respects the pace and learning style of each student to procure the development of the autonomy and self-esteem of each student. The Providence Academy is the only Catholic Private French School that offers such a program in Ontario.

Providence Academy welcomes children of all religious background and culture. Religious Education is part of the curriculum.

Providence Academy offers its academic program in the premises of the building located at 998 Frances Street, Ottawa where students from pre-kindergarten benefit from a Spacious and Safe learning environment. The pre-kindergarten is admitted to the Providence Educational Center (Garderie Providence: Pavillon Annex to the Providence Academy).

This guide presents the Antonine Sisters Providence Academy, its educative philosophy and the academic programs offered. It also informs you of the administrative and pedagogical information's, specifically the Code of Conduct and the provisions for the health and the safety of pupils.

Welcome to the Providence Academy and thank you to choose the education of your child.

Sr Félicité Daou  
Principal

## **1. EDUCATIVE PHILOSOPHY**

### **1.1 Vision**

Providence Academy is a work of love and hope where each and every student is at the heart of the educational task, and where the best opportunities are provided so every student can learn, grow, succeed and become a responsible person able to cope with life's challenges.

### **2.2 Mission**

It is in the spirit of the its vision that the curriculum of the Providence Academy evolves the following mission's objectives:

- Provide an education that nurture the faith of the loving God in the student and enhance his/her spiritual, moral, and humane values.
- Offer, in a secure and confident climate, an education of quality dedicated to the formation of the intelligence and open to the future.
- Promote academic excellence that stimulates the acquisition of the language skills, the development of scientific and artistic competences as well we the formation of a critical mind.
- Offer services for all: Providence Academy welcomes students of all religious background and culture, offering an opened and tolerant environment respecting their differences.
- Raise responsible citizens able to engage in a multicultural environment and to be open to any other culture.

### **1.3 History**

In 2002, the Antonine Sisters in Canada, with a well-known wide experience in the field of education for more than 75 years in Lebanon and overseas, educating more than 18 000 students per year, decided to expand their ministry in Ottawa founded in 1989 and to establish a Private French catholic school for girls and boys.

Providence Academy opened its door in September of 2003 at 339 Wilbrod Street in Sandy Hill, near Ottawa University, to the 4 and 5 years old kindergarten and Primary grades with the vision of expanding progressively to the High School level.

The benediction ceremony of the ground breaking of the Academy Providence took place in May 2005 near the Providence Day Care located in 998 Frances Street, Ottawa. The school year 2005 – 2006 was a transitional year.

Since 2006 the Academy Providence welcomes the students in the Providence Foundation. The building encompasses classrooms, a gymnasium, a resource room, computer lab, and art room. The students benefit from a cafeteria and secured and well-equipped playground.

#### 1.4 The Logo



The logo symbolizes the three following ideas:

- The three columns, in the center, symbolize the Holy Trinity :

Our school is a Christian school that nourishes the children’s faith in Jesus Christ. The blue used on the columns is the color of the Antonine Tau. The three columns are also associated with the trilingual aspect of the school: our school teaches the two official languages of Canada, French and English being taught as first languages, and Arabic or another international language as second language.

- The stylized cedar tree reflects the Libano-canadian aspect of the school. The cedar tree also represents a bridge between the past and the future. Its roots are laid down deep in the past and bear the fruits of the years to come: a school built on solid roots prepares well the future generations.
- The sun is the symbol of liberty and continuity: its rising and setting show definite signs of hope, optimism and continuity. It is also a source of light and knowledge that liberation humans. It is in the spirit of this logo that we educate and teach.

## 2. ACADEMIC PROGRAM

The teaching program of the Providence Academy meets the requirements of the Ministry of Education of Ontario, integrates the teaching program of the Ministry of Education of France and incorporates the educative philosophy of the Antonine Sisters (personalize and whole group) together with Montessori principles in a structure and inter cultural environment. The pedagogical approach respects the pace and learning style of each student to procure the development of the autonomy and self-esteem of each student. The Providence Academy is the only Catholic Private French School that offers such a program in Ontario.

### 2.1 Program and curriculum of the Nursery and Preschool

The 4 year education program is intended to students of 2.5 years old (Nursery I - TPS); 3 years old (Nursery II - PS); 4 years old (Kindergarten I - MS) and 5 years old (Kindergarten II - GS).

#### ▪ Learning content of the Nursery I & Nursery II (TPS & PS )

Progressive learning content: [www.academieprovidence.ca](http://www.academieprovidence.ca)

	<b>Learning Domain</b>
1	<b>Religious and moral awakening</b> (Express the wonder of God and admiration for the life and the environment) Stimulating activities that promote moral and religious awe to God, the author of creation; expressing religious feelings; learning to act with others in friendship and hospitality; distinguishing what is acceptable and what is not acceptable.
2	<b>Mobilize French language in all its dimensions : Spoken and written</b> Understand an instruction given by an adult; be able to answer questions; understand a story; discuss collectively; comment on an event. Graphic activities: properly hold a pencil, brush or marker; draw on all the space of a sheet; begin to control his actions.
3	<b>Perform, express oneself, understand through physical activities</b> (Perform in space, in duration and on objects, adapt movements, communicate, cooperate, compete) Act and express with the body: running, jumping, throwing to break a record, moving with unstable elements (bicycles, tricycles, scooters ...); participate in team games: throwing, running, catching, avoiding ...dance to a rhythm.
4	<b>Perform, express oneself, understand through artistic activities</b> (Development of taste, the plastic and visual creations, the world of sound, live shows) Develop perception, sensitivity, imagination, creation: explore different artistic forms (drawing, painting, collage, making object); develop listening and voice; learn and recite rhymes, poems and songs; develop its capacity to organize space.
5	<b>Develop the primary tools to structure one's thinking</b> (Develop numbers, express quantities, explore shapes, sizes, organized sequences) Count up to 5 and differentiate between numbers up to 3; count and compare very small collections; rebuild a fragmented image (puzzle, tiles ...); differentiate overall figures and shapes by sight and touch; reproduce the circle and recognize the shapes: triangle and

	rectangle; compare, classify and arrange items according to shape or size; organize and assemble stackable and construction sets.
6	<b>Explore the world</b> (Locate oneself in time and space, explore the living and non-living world and matter) Locate oneself in time, distinguish days of the week; have a first notion of past time (day, week, month, year ...); locate in space using a spatial vocabulary (in front, behind, above, below); discover living organisms, parts of the body, the five senses; apply hygiene rules (body, health, nutrition, locations); discover the environment, objects and matter.
7	<b>Become a unique person within a group</b> (Learn together, live together, learn to cooperate, become a student) Learn the rules of civility and principles of behavior in accordance with morality; learn to communicate, share activities, cooperate, assist, engage, build relationships with peers and adults; learn to become independent; understand school life and living together.

**Note** The TPS and PS (2:30 and 3 years old) is admitted to the Providence Educational Center Antonine Sisters (Pavillon Annex to the Providence Academy). The enrollment is based on a first-come first-serve basis. For more information, please contact us at 613-744-0010, or refer to the site web of the Centre Éducatif Providence Sœurs Antonines : [www.ceprovidence.ca](http://www.ceprovidence.ca)

▪ **Learning Content of Kindergarten I and II (MS, GS)**

Progressive learning content : [www.academieprovidence.ca](http://www.academieprovidence.ca)

	<b>Learning Domain</b>
1	<b>Religious and moral awakening</b> (Express the wonder of God and admiration for the life and the environment) Stimulating activities that promote moral and religious awe to God, the author of creation; expressing religious feelings; learning to act with others in friendship and hospitality; distinguishing what is acceptable and what is not acceptable.
2	<b>Mobilize the French language in all its dimensions: Spoken and written</b> Talk and build a French vocabulary; share; express oneself; understand a friend who speaks; understand instructions; progress in oral proficiency; acquire vocabulary; become familiar with the writing; prepare to learn to read and write.
3	<b>Physical Education and Health / Act and Express using the body /Perform, express oneself, understand through physical activities</b> (Perform in space, in duration and on objects, adapt movements, communicate, cooperate, compete)

	Explore the possibilities of the body in various situations; develop coping skills and cooperation; develop body expression: body language, rhythm; learn to explore a given space, to move in a specific space; acquire oriented body image.
4	<b>Artistic and cultural education/Perceive, feel, imagine, create/Perform, express oneself, understand through artistic activities</b> (Development of taste, the plastic and visual creations, the world of sound, live shows) Develop perception, sensitivity, imagination, and ability to create through visual activities; practice drawing, painting, and modeling; develop listening through vocal activities, rhythmic; develop capabilities to organize space by rhythmic dances, theater, acting, and roleplaying.
5	<b>Introduction to mathematics/Explore the world of mathematics /Develop the primary tools to structure one’s thinking</b> (Develop numbers, express quantities, explore shapes, sizes, organized sequences) Count up to 30, differentiate the numbers up to 10 and recognize the order of the numbers; express quantities and numbers; discover shapes and sizes; use terms that express measurement; identify a simple shape: circle, square, rectangle, triangle, diamond and reproduce a circle; organize patterns according to shape criteria; make a collection according to a pattern.
6	<b>Introduction to Sciences/ Explore the world of living and non-living</b> (Locate oneself in time and space, explore the living and non-living world and matter) Locate oneself in time, realize that time passes: yesterday, today, tomorrow ... locate in space using a spatial vocabulary; discover the living world: breeding, planting, parts of the body, the five senses; learn the rules of hygiene of life: health, nutrition, respect of life; discover objects, understand their use. Discover matter, identify its characteristics.
7	<b>Social and civic education / Living together, become student/Become a unique person within a group</b> (Learn together, live together, learn to cooperate, become a student) Learn the rules of civility and principles of behavior in accordance with morality; learn to communicate, share activities, cooperate, assist, engage, build relationships with peers and adults; learn to become independent; understand school life and living together.
8	<b>International Language (Arabic Language)</b> Develop language and oral communication; learn the basics of the language of origin: 28 alphabetic letters gradually spread over 24 modules, depending on their phonetic: 25 consonants supported by three vowels a - o - i and the four main accents; prepare to read and write.

## ▪ Daily schedule

Time	Activity
08:00 - 08:50	Welcome and structured games

08:50 - 09:30	Prayer and educational circle
09:30 - 10:00	Educational activity: French language or introduction to Mathematics
10:00 - 10:30	Snack and recess
10:30 - 11:00	Educational activity : Physical education and health
11:00 - 11:30	Educational activity : French or introduction to Sciences
11:30 - 12:30	Lunch
12:30 - 13:30	Nap time and rest
13:30 - 14:00	Educational activity : French or introduction to Mathematics
14:00 - 14:30	Snack and recess
14:30 - 15:00	Educational activity : Arts
15:00 - 15:30	Educational activity : Religion or international language
15:30 - 15:45	Departure

**N.B. :** School day ends every Friday at 12:45  
 Departure from 12:45 till 13:00  
 Optional Fridays after school activities:

12 :45 – 14:30	Lunch and nap time
14 :30 – 15:00	Structured games
15 :00 – 16:00	Snack and recess
16 :00 – 17:30	Educational activities

## 2.2 Primary and Intermediate Program

The program addresses students from 6 till 13 years old. The curriculum meets the requirements of the Ministry of education in Ontario as well as the Ministry of Education of France.

### • Content of Primary Education and Period per subject

	<b>Subject</b>	<b>Period (45 min.)</b>
<b>1</b>	<b>Religious and Moral Education</b> Education in the faith, spiritual, moral discernment and commitment, biblical stories and their relationship to daily life, values, positive relationships with others.	<b>2</b>



2	<b>French as a First Language</b> Oral Communication (Speaking and Listening); Reading comprehension; Writing (Developing, Organizing, Form, Style); Media Literacy, Language (Vocabulary, Grammar, Phonics/spelling ).	9
3	<b>English as a First Language</b> Oral Communication (Speaking and Listening); Reading comprehension; Writing (Developing, Organizing, Form, Style); Media Literacy, Language (Vocabulary, Grammar, Phonics/spelling ).	4
4	<b>International Language</b> Oral communication ; reading & Comprehension ; Writing ; Language: Vocabulary, Grammar, Spelling.	3
5	<b>Mathematics</b> Number, Measurement, Geometry, Algebra, Probability, organization and problem solving.	7
6	<b>Sciences and Technology</b> Discovery of the world, living systems, matter and minerals, energy and control, structures and mechanisms, systems of the earth and space.	2
7	<b>Social &amp; Civic Sciences, History of Canada &amp; Geography</b> International overview, Canada and the world, History, Civics.	2
8	<b>Computer</b> Typing, word processing, application software, Internet search	1
9	<b>Physical Education and dance</b> Motor skill, active life, health.	3
10	<b>Integrated Arts:</b> Visual Arts, Drama, Music.	3

- Progressive learning content: [www.academieprovidence.ca](http://www.academieprovidence.ca)

Grades 1, 2, 3

Grades 4, 5, 6

Grades 7, 8

- **Daily Schedule**

Time	Activity
08:00 - 08:30	Welcome and prayer
08:30 - 09:15	Academic Period
09:15 - 10:00	Academic Period
10:00 - 10:15	Snack and Recess
10:15 - 11:00	Academic Period

11:00 - 11:45	Academic Period
11:45 - 12:30	Lunch and Recess
12:30 - 13:15	Academic Period
13:15 - 14:00	Academic Period
14:00 - 14:15	Snack and recess
14:15 - 15:00	Academic Period
15:00 - 15:30	Academic Period
15:30 - 15:45	Departure

**N.B. :** School day ends every Friday at 12h45

Departure from 12h45 till 13h00

Optional Fridays after school activities:

12 :45 – 14:30	Lunch and recess
14 :30 – 15:00	Educational activities
15 :00 – 16:00	Snack and recess
16 :00 – 17:30	Educational activities

▪ **By the end of the Primary and Intermediate Cycle**

Students can pursue their education:

- Ontario Secondary Program
- The Quebec Secondary level
- The OBI Secondary Level
- The College 3th Degree of the French System
- Intermediate or Secondary Level of the Lebanese Program

**2.3 Particularities of the Program**

1. Providence Academy is fully committed to offer an enriched curriculum and an educational environment that cultivates and enlightens the total development of the students.
2. The curriculum is trilingual: French and English are taught as a first language, International language as a second language: Arabic should start in MS or Spanish or Mandarin starting in CE2 (grade 3) for the non-speaking Arabic students.
3. The academic program puts the accent on the basic skills such as French, English, (oral communication, reading, grammar, writing) Mathematics and Science.
4. Religious and Moral Education is taught in French starting in kindergarten. The international Language is taught as a second language, starting from age of 4. English is taught from the first year of the Primary Cycle.

5. The Humanities' teaching favors an international openness of the world we live in through the study of Geography and History; All this fosters "savoir-faire", mannerism, and knowledge.
6. French is the language of communication and instruction. The communication with parents can be in English or Arabic.
7. Full time and small classes for Preschool (1 :8) and (1 :15) with a maximum of (1 :20) for higher level, providing time for individual attention and favoring participation.
8. The pedagogical program is completed with cultural and experimental activities and field trips.
9. Lessons and homework are given on a daily basis at the rate of 20 to 45 min from Primary 1 to 3 and of an hours and a half for others.

## 2.4 Administrative and Educational information

Providence Academy is owned and operated by the Congregation of the Antonine Sisters Canada which is a non-profitable organization. The Ministry of education BSID number for the Antonine Sisters Providence Academy is 665548. The Head of the Providence Academy is a member of the Antonine Sisters.

### • Administrative Staff and teachers

Students are supervised by qualified and experienced staff that possesses the qualifications required by the College of Teachers of Ontario to work in the field of education. The educational team, supervised by Antonine religious, applies a dynamic and challenging educational approach and participates in workshops that are offered periodically by the school or by the Ministry of Education in Ontario.

#### ○ Teaching Staff

Highly qualified, competent and professional. Most of the teachers belong or meet the teaching standards of the Ontario College of Teachers. They are expected to participate in the workshops offered periodically.

#### ○ Criminal reference check

Each member of the teaching staff as well as each employee submitted a criminal reference check in conformity with the regulation 498/01 of the Law on Ontario Income Tax.

#### ○ First Aid

All the staff has a CPR certificate, renewed every 2 years.

- **Pedagogical approach**

A dynamic and stimulating approach in a structured and safe learning environment and with a discipline avowing the personal growth of each individual in a multi-national cultural surrounding.

- **Administrative staff and teachers' nomination 2019-2020**

Available on the Internet: [www.academieprovidence.ca/About us](http://www.academieprovidence.ca/About us) (September 2019)

- **Non-Teaching Staff 2019-2020**

Available on the Internet: [www.academieprovidence.ca/About us](http://www.academieprovidence.ca/About us) (September 2019)

- **Medication and Allergies**

Providence Academy staff will administer medication only if a written request and dosage are submitted by the parents. **Nuts peanut and products derived from nuts are strictly prohibited at school.**

- **School material**

The costs of the school material (school books, school supplies, Student-account) must pay before school begins in September by the parents following the requirements of the Providence Academy.

- **School and gym uniforms**

School and gym uniforms create a better learning environment. The uniform is required and will be paid by the parents following the requirements of the Providence Academy. Refer to Annex 5 Uniform Code.

- **Transportation**

Transportation is the parents' responsibility. Carpooling or "Drive My Kids" (Private School Transportation) can be made possible: [www.drivemykidz.ca](http://www.drivemykidz.ca). Phone: 613-898-6000

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## 2.5 Rules and Code of Conduct

**The Academy Providence is an educational and instructional institution. For the well-being of all, for proper organization and smooth running of the school life, students, parents, teachers and non-teaching staff have to follow some important rules:**

- 1- The Providence Academy is part of the mission of the Gospel and inspired by the teaching of the Catholic Church in the educational activities. It works for the benefit of all and welcomes students of any religion and culture.
- 2- Providence Academy is a place where responsibility, respect, civility and academic excellence is being advocated in an atmosphere conducive to learning and teaching.
- 3- Parents are required to hold great importance to the Code of Conduct of Providence Academy. They have a duty to support the efforts of teachers (s) and follow up with their children.
- 4- The teachers should be considered the education of their students as their first duty. They will seek to develop in every student a sincere appreciation and strive for excellence. (Plus)

### Code of conduct

**1- Providence Academy is a part of the church mission and is inspired by the teachings of the Catholic Church in the exercise of its activities. The Academy accepts students of all religious faith and culture and is in place to help everyone equally.**

1. It is an obligation to show respect for the religious spirit of the Academy and to participate actively to all religious ceremonies and catechism classes.
2. The school does not accept immoral behaviors nor any lack of respect or politeness.
3. The students will impose upon themselves self-discipline worthy of their family and of their school.
4. All failure to comply with discipline and moral shall be sanctioned.

**2- Providence Academy is a place where responsibility, respect, civility and academic excellence flourish to promote a climate conducive to learning and teaching.**

1. Wearing the school uniform create a better learning environment, therefore it is strictly mandatory for all the students of all classes.
2. Chewing gum is forbidden in the school.

3. It is forbidden to bring to school any personal objects such as mobile telephone, radio,mp4, iPhone, IPod, if not recommended for a specific course.
4. Wearing a head gear is not permitted at any time for girls and boys. Tinted hair, gel and eccentric hairdos will not be tolerated.
5. Self-control should be exercised at all times during the class as well as being attentive and respectful.
6. To speak or to ask a question, one must talk in a moderate tone of voice and talk in a comprehensive manner.
7. You should not disturb other students by talking unnecessarily, by making noise and by borrowing personal belonging from others.
8. Your full kit is expected at all times together with your books and copybooks or binders.
9. You must stay at your place; avoid walking around without a strict motive.
10. You are not to drink nor eat in class. In extreme case, you must ask the teacher.
11. If you are in need of help in comprehending something, you must ask the teacher. He or she will always be available to help you, to support you and to put his or her trust in you.
12. You must abstain from accumulating tardiness in your work by being vigilant in your daily work, preparation or studies.
13. Students will keep the school clean and use the material and school equipment properly.
14. Insults, lack of respect against the peers and all types of offensive actions is an obstacle to the blossoming of one's personality.
15. Students must show signs of good judgment when dealing with a conflict so that a pacific solution can be found.
16. The Academy will not tolerate violence or physical aggression when dealing with a resolution of conflict.

**3- Parents are required to hold great importance to the Code of Conduct of Providence Academy. They have the duty to reinforce the efforts of the teachers in helping the children to abide by it.**

1. Parents are invited to read the Code of Conduct of the Providence Academy, to look through the document so that it can be well applied throughout the school year.
2. Any question concerning this document should be addressed to the concerned personnel or the school Director.
3. They read the agenda of their children daily and sign the observations of the teacher.
4. They sign all controls, all planning of studies and return them on schedule.
5. They monitor the attendance and the tardiness of their children and notify the Academy promptly when absent or late.
6. They familiarize themselves with the rules and activities within the school.
7. They help the children to respect the dress code of the Academy.
8. They often communicate with the school and take an active interest for the work and the success of their children.
9. Authorization from the Direction of Providence Academy is required to leave school before the time of departure.
10. Parents must notify the Academy the same day of any absence or delay of their children. The students will be admitted to class with a written justification from their parents.

**4- Teachers should consider, as their primary duty, the education of their students They thrive to develop, for each and everyone, a sincere appreciation of the Standard of excellence.**

1. Teachers respect the religion of their students.
2. They are fair and unbiased in their relations with all of their students.
3. Their main objective is the well-being of the students of which they are responsible
4. They strive to develop a national pride among students by teaching them to be proud of their language and culture and to respect the rights of other ethnic groups.
5. They inspire in them a sincere appreciation of the principles of democracy and liberty.
6. They refuse to divulge, unless duty commands, any confidential information pertaining to a student.
7. They give information, to the parents, concerning the conduct, the success and the aptitudes of the students.
8. They respect the confidences received and make use discretion in all circumstances.
9. They must intervene in order to resolve amicably, with respect and civility conflicts that may arise among students.

**3. PROGRAMM AND SEVICES**

### 3.1 Evaluation

The evaluation is the verification of the level of knowledge acquisition and the efficiency of a pedagogical approach.

The students profit of an ongoing evaluation in order to control their academic progress. An examination of the core curriculum subjects is administered for each trimester. The obtained result is expressed by a % on the report card given to the parents. A copy of the report card is kept in the Student's Record Folder. Anecdotal comments pertaining to the strength and weaknesses of the student and proposing strategies to improve are equally indicated in the report card.

Four levels of success of which level 3 is the provincial average required by the Ontario Ministry of Education:

<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>
50% – 59%	60% - 69%	70% – 79%	80% - 99%
10 – 11 / 20	12 – 13 / 20	14 – 15 / 20	16+ /20
D- à D+	C- à C+	B- à B+	A- à A+
Need to improve	Satisfactory	Controlled	Superior
limited acquisition	Being acquired	Must be strengthened	Acquired

### 3.2 Provincial testing

**These are skill tests, in reading, writing and mathematics, from the Education Quality and Accountability Office (EQAQO)/ the office responsible for the quality of Education (OQRE) for levels 3 and 6. They remain optional for Private Institution.**

### 3.3 Ontario Student Record Folder

The school keeps a daily report of the (OSR) Ontario School Record Folder for which parents and students have the right to consult. An authorization form is to be signed by the parents before an OSR file is transferred to a new school.

### 3.4 Resources and Services

The school includes attractive Sport facilities, Art room, Documentation and Resource facilities, Computer facilities and Laboratory. The students have access to the Municipal Libraries close by and the school benefits from the orientation services that assure continuity with the resources of the community. They also have access to different resources on the internet.

### 3.5 Attendance

Attendance and Punctuality are two qualities contributing to the success. Parents are invited



to justify any absence or tardiness that are consigned in the Ministry of Education School Register.

### **3.6 Pupils Supervision Policy**

In order to provide a safe environment for all pupils at all times, direct unsupervised access is not permitted for persons who are not employees of the Providence daycare. Students and volunteers are not counted in the teacher/child ratio.

In addition, teachers appointed to a student are also responsible for the supervision and evaluation of that individual. Staff is always present with the group of children and the student in training.

### **3.7 Additional Educational Services**

#### **▫ Optional Daycare Service and supervised study**

Services on premises, before and after school program:

- All school days from 7:30 to 8:00 am and from 3:45 to 5:30 pm
- On Fridays from 12:45 to 5:30

#### **▫ Cafeteria**

The school has a cafeteria where the students (kindergarten and primary classes) can be served a hot meal at noon. However, lunch must be served by the kitchen of the Academy for preschool children (TPS and PS). Parents are asked to pay an annual cost.

#### **▫ Tutoring Service**

Providence Academy can provide names of tutors for help students experiencing difficulty to learn French, English or Mathematics.

#### **▫ Extracurricular school activities**

Piano, Folkloric Dance, Guitar, Visual Art, Ping Pong, Lego & robotic, violin, Choir, Gymnastic, Classical Dance, Karate, Spanish.

Ref.: 4.3 Financial Information /Extracurricular activities.

## **4. ADMISSION AND REGISTRATION**

The admission and registration form is available in pdf from the first of January of each year. This file can be downloaded from the website of the school; it can be deposited either at the admissions office or sent by mail. The amount of \$1000, non-refundable, covers the registration fee and the

cost of the entrance exam if required. After March 31, registrations are accepted according to availability.

#### 4.1 Terms of admission

1. Age of entrance

- Nursery 31 months: having reached the age of 31 months before September 1 of the year of admission;
- Kindergarten 3 years old: having 3 years old before December 31 of the year of admission;
- Kindergarten 4 years: having 4 years old by December 31 of the year of admission;
- Preschool 5 years: having 5 years old before December 31 of the year of admission;
- Primary 1: having 6 years old before December 31 of the year of admission.

2. Pass the entrance exam given to students entering Primary school. This examination, that takes place towards the second half of March, is to test the knowledge of students in French, English and mathematics

3. For preschool and kindergarten, an interview with the child takes place before the registration in order to verify his/her understanding and expression in French.

#### 4.2 Re-registration and Registration file

Available on the Internet: [www.AcademieProvidence.ca/Admission](http://www.AcademieProvidence.ca/Admission)

#### 4.3 Financial Information

##### Tuition

Providence Academy is a registered non-profit organization, financially self-supporting. Operating costs are covered by parents fees. Reductions will be applied for families of 2 children or more attending the Providence Academy at the same time.

##### Tuition Fees and methods of payment (Table I)

Familial Rank	Level	Payable at Registration or re-registration time before February 28, 2019	Payable before September 1	8 Monthly payments from October 1 until May 1	Tuition fees CAD
1 <sup>st</sup> Child	Grade 7 - 8	1 000	1 500	1 000	10 500
	KG - Primary	<b>1 000</b>	<b>800</b>	<b>900</b>	<b>9 000</b>
2 <sup>nd</sup> Child	Grade 7 - 8	1 000	1 000	1 000	10 000
	KG - Primary	<b>1 000</b>	<b>700</b>	<b>850</b>	<b>8 500</b>
3 <sup>rd</sup> Child	Grade 7 - 8	1 000	900	950	9 500

	KG - Primary	<b>1 000</b>	<b>600</b>	<b>800</b>	<b>8 000</b>
4 <sup>th</sup> Child	Grade 7 - 8	1 000	800	900	9 000
	KG - Primary	<b>1 000</b>	<b>600</b>	<b>550</b>	<b>6 000</b>

1. Upon registration, parents pay \$1000 per child for the 2019-2020 school year as a deposit
2. This non-refundable amount is due no later than January 31<sup>st</sup> 2019. It reserves a place at the Providence Academy and covers the processing of admission formalities and the administration of the entrance examination, if any.
3. Tuition fees do not cover the cost of the following items: textbooks, school supplies, student account, school uniform, optional charges which are: educational daycare before and after school, hot meal, tutoring, etc. These additional fees are paid at the beginning of the school year.
4. The invoice and the statement account will be delivered electronically to parents.
5. Parents may submit post-dated checks payable to the Providence Academy in the method described above (Table I) or as approved by the director.
6. Cash is accepted. Payments are also accepted with “Plastiq” via FreshBooks (your electronic invoice) using Visa or Mastercard, American Express or Debit (fee applies).
7. An additional 2% fee for late payment and \$40 per returned cheque.

### Fees for additional services cad (Table II)

Daycare and supervised studies	A.M. (7h30) Annual Fees	P.M. (15h30-17h30) Annual Fees	Hot Meal (Mond→Thu)	Hot Meal (Fridays)
5 days per week	690	1 410	<b>Annual Fees</b> 810	<b>Annual Fees</b> 210
4 days per week	600	1 200		
3 days per week	480	930		
2 days per week	390	660		
1 day per week	300	570		

#### Extracurricular activities : 1 time a week p.m. (Fridays) ; Annual fees

Piano From JK	Folkloric Dance From JK	Guitar From Gr.1	Visual Arts From Gr.1	Ping-Pong From Gr. 2	Lego & Robotic From Gr.1
660	600	660	600	600	600

#### Extracurricular activities: 1 time a week p.m. (Time & schedule will be set) ; Annual fees

Violin From SK	Choir From Gr.1	Gymnastic JK & SK	Classical Dance From JK	Karate From Gr.1	Spanish From Gr.3
660	600	600	600	600	600

### Tax Exemptions

A receipt for tax exemptions will be given to parents in February. The percentage of fees subject to a tax deduction for religious education and childcare costs (for students enrolled at the primary and up may vary according to the law.

## Regulations on the withdrawal or refusal of admission

<b>1) Withdrawal of the student or denial of admission</b>
- The direction of Providence Academy reserves the right to refuse the admission or to remove any student whose behavior is inappropriate, that does not meet all school rules set by the Providence Academy or who fails his/her school year. Such decision will be submitted to the Board of Directors and any confirmation of this decision is final and without appeal.
- The direction of Providence Academy reserves the right to refuse admission or to remove any student whose parents do not adhere to the educational philosophy of the Academy or do not meet all school rules. Such decision will be submitted to the Board of Directors and any confirmation of this decision is final and without appeal.

<b>2) Reimbursement terms</b>																		
In the case of withdrawal, the parents agree to submit to the direction of Providence Academy a written notice of withdrawal. The prepaid tuition, reduced from the reservation deposit, will be refunded as follows:																		
<table border="1"><thead><tr><th></th><th><b>Date of receiving the withdrawal notice</b></th><th><b>Percentage Reimbursed</b></th></tr></thead><tbody><tr><td>1</td><td>Before April 30 of the previous school year.</td><td>90%</td></tr><tr><td>2</td><td>From May 1 to June 30 of the previous school year.</td><td>70%</td></tr><tr><td>3</td><td>From July 1 to August 3 before the school year.</td><td>50%</td></tr><tr><td>4</td><td>From September 1 to September 30 of the school year.</td><td>30%</td></tr><tr><td>5</td><td>After September 30 of the academic year .</td><td>no refund</td></tr></tbody></table>		<b>Date of receiving the withdrawal notice</b>	<b>Percentage Reimbursed</b>	1	Before April 30 of the previous school year.	90%	2	From May 1 to June 30 of the previous school year.	70%	3	From July 1 to August 3 before the school year.	50%	4	From September 1 to September 30 of the school year.	30%	5	After September 30 of the academic year .	no refund
	<b>Date of receiving the withdrawal notice</b>	<b>Percentage Reimbursed</b>																
1	Before April 30 of the previous school year.	90%																
2	From May 1 to June 30 of the previous school year.	70%																
3	From July 1 to August 3 before the school year.	50%																
4	From September 1 to September 30 of the school year.	30%																
5	After September 30 of the academic year .	no refund																
This refund policy also applies to any withdrawal request initiated by the Academy Providence. All refunds will be made payable to the person who signed the tuition cheque within thirty days from the date of withdrawal.																		

## 5. SCHOOL LIFE

[www.AcademieProvidence.ca](http://www.AcademieProvidence.ca)

- School life
- Calendar
- News and Events
- Gallery
- Hot Lunch Menu
- Learning Centre
- Our links

## 6. COMMUNITIES

## 6.1 Parents' Committee

### Participation

Parents' participation, in the school, is encouraged. Parents have the right to be present in advisory capacity and may cooperate with the teacher in enriching the school activities and pedagogical approach of the Academy.

The association of parents can be represented by a committee of said parents and may report their surveys and discussions to the school owners for final decisions.

Activities such as supervision, help in the classroom, and help at lunch time; fundraising, field trips and special school events can be done by voluntary parents.

## 7.2 Actual Parents' Committee members (Mandate: November 2017- November 2019)

	<b>Name</b>	<b>Position</b>
1	Mrs. Amanda Azzi	President
2	Mr. Majd Samaha	Vice-President
3	Mrs. Joelle Azzi	Secretary
4	Mr. Michel Kafrouni	Treasurer
5	Mr. Lou Frangian	Member
6	Mrs. Randa Desmarais-Saryeddine	Member
7	Mr. Rodrique Kharrat	Member
8	Mr. Chady Azzi	Member
9	Mrs. Rania Abboud	Member

## 6.3 Status (Format pdf sur interne

## 7. DOCUMENTS ANNEXES

1. Code vestimentaire / Filles
2. Code vestimentaire / Garçons
3. Calendar of cultural activities and holydays 2018-2019
4. School Calendar 2019-2020
5. School Agenda & et management rules of conduct

## 7.1 CODE VESTIMENTAIRE

## FILLES

Fournisseur : Top Marks 5760 rue Ferrier, Montréal, Québec H4P 1M7  
 Téléphone: (514) 344-5454/ Sans Frais : 1-800-667-7105 Télécopieur: (514) 344-5350  
 Courriel: [info@topmarks.ca](mailto:info@topmarks.ca) Site Internet: [www.topmarks.ca](http://www.topmarks.ca)

**Consigne : Chaque vêtement doit être identifié au nom de l'élève**

	<b>Code 1</b> <b>Uniforme officiel régulier :</b> <b>Novembre – avril</b> <b>( hiver )</b>	<b>Code 2</b> <b>Uniforme officiel régulier :</b> <b>Septembre – octobre; Mai-</b> <b>juin ( été )</b>	<b>Code 3</b> <b>Éducation physique</b>
<b>Filles</b> <b>Maternelle</b>	- <b>Jupe culotte (carreaux)</b>	- <b>Jupe culotte (carreaux).</b>	- Veste polar/ (marine) à capuchon.
	- Chemise oxford manches Longues blanc.	- Bermuda (bleu marine).	- Pantalon/Gym pants long marine.
	- Polo manches longues, blanc, avec Écusson.	- Chemise oxford manches longues Blanc.	- Short d'exercice bleu marine.
	- Débardeur (bleu marine) avec écusson.	- Polo en jersey blanc à col, Manches courtes avec écusson.	- T-shirt (blanc) écusson.
	- Cardigan manches longues avec Écusson.	- Chaussettes blanches.	- Scapulaire avec écusson
	- Pantalon bleu marine (facultatif).		
	- bas hauteur genou bleu marine.		
	- Cravate à pince (carreaux) .		
<b>Chaussures</b>	- Souliers noirs d'intérieur avec velcro ou Penny loafers noirs.	- Souliers noirs d'intérieur avec velcro ou Penny loafers noirs.	Espadrilles blanches à <b>semelles blanches.</b>
	- Souliers pour l'extérieur.	- Souliers pour l'extérieur.	
<b>Filles</b> <b>Primaire</b> <b>à</b> <b>Secondaire</b>	Jupe à plis / Kilt (carreaux)	- Jupe à plis / Kilt (carreaux).	- Veste polar/ (marine) à capuchon.
	- Chemise oxford manches longues blanc (officiel).	- Bermuda (bleu marine).	- Pantalon/Gym pants long marine.
	- Polo manches longues, blanc, avec Écusson.	- Chemise oxford manches longues blanc (officiel).	- Short d'exercice bleu marine.
	- Débardeur (bleu marine) avec Écusson.	- Polo en jersey blanc à col, manches courtes avec écusson	- T-shirt (blanc) écusson.
	- Cardigan avec écusson (marine ).	- Polo en jersey blanc à col, manches courtes avec écusson	- Scapulaire avec écusson
	- Pantalon bleu marine (facultatif).		
	- Collants bleu marine.		
	- Bas hauteur genou bleu marine.		
- Cravate (carreaux).			
<b>Chaussures</b>	- Souliers noirs d'intérieur ou Penny loafers noirs.	- Souliers noirs d'intérieur ou Penny loafers noirs.	Espadrilles blanches à <b>semelles blanches.</b>
	- Souliers pour l'extérieur.	- Souliers pour l'extérieur.	

Annexe 2

## 7.2 CODE VESTIMENTAIRE

### GARÇONS

Fournisseur : Top Marks 5760 rue Ferrier, Montréal, Québec H4P 1M7  
 Téléphone: (514) 344-5454/ Sans Frais : 1-800-667-7105 Télécopieur: (514) 344-5350  
 Courriel: [info@topmarks.ca](mailto:info@topmarks.ca) Site Internet: [www.topmarks.ca](http://www.topmarks.ca)

Consigne : Chaque vêtement doit être identifié au nom de l'élève

	<b>Code 1</b> <b>Uniforme officiel</b> <b>régulier : Novembre – avril</b> <b>( hiver )</b>	<b>Code 2</b> <b>Uniforme officiel régulier :</b> <b>Septembre – octobre; Mai-juin</b> <b>( été )</b>	<b>Code 3</b> <b>Éducation physique</b>
Garçons Maternelle	- Pantalon/Pant dress Bleu marine.	- Bermuda ( bleu marine).	- Veste polar pocket (marine) à capuchon avec écusson.
	- Polo manches longues, blanc, avec Écusson.	- Chemise oxford manches longues blanc (officiel).	- Pantalon/Gym pants marine long.
	- Chemise oxford manches longues blanc (officiel.)	- Polo en jersey blanc à col manches courtes avec écusson	- Short d'exercice bleu marine.
	- Débardeur (bleu marine) avec Écusson.	- Chaussettes blanches.	- Short d'exercice bleu marine.
	- Cardigan manches longues avec écusson.		- Scapulaire avec écusson
	- Chaussettes/dress socks (bleu marine).		
	- Cravate à pince bleu marine.		
Chaussures	- Souliers noirs d'intérieur avec velcro ou Penny loafers noirs.	- Souliers noirs d'intérieur avec velcro ou Penny loafers noirs.	Espadrilles blanches à <b>semelles blanches.</b>
	- Souliers pour l'extérieur.	- Souliers pour l'extérieur.	
Garçons Primaire à Secondaire	- Pantalon/Pant dress Bleu marine.	- Bermuda (bleu marine).	- Veste polar pocket (marine) écusson.
	- Polo en jersey à col manches longues avec écusson (blanc).	- Chemise oxford manches longues blanc (officiel).	- Pantalon/Gym pants (marine).
	- Chemise oxford manches longues (Débardeur(bleu marine) avec écusson	- Polo en jersey blanc à col manches courtes avec écusson (blanc).	- Short d'exercice bleu marine.
	- Cardigan manches longues avec écusson.	- Chaussettes blanches.	- T shirt (blanc) écusson.
	- Chaussettes ( bleu marine).		- Scapulaire avec écusson
	- Cravate à pince bleu marine.		
Chaussures	- Souliers noirs ou Penny loafers noirs.	- Souliers noirs ou Penny loafers noirs.	Espadrilles blanches à <b>semelles blanches.</b>
	ou Penny loafers noirs. - Souliers pour l'extérieur.	ou Penny loafers noirs. - Souliers pour l'extérieur.	

## CALENDAR OF ACTIVITIES (CELEBRATIONS) AND HOLIDAYS

### 2019-2020

Annexe 3

#### 1<sup>ST</sup> TRIMESTER

Month	Day	Date	Subject
August	Thursday	15-29	Professional Development Days
August	Wednesday	28	Informational Meeting / parents and teaching staff at 16:00
August	Thursday	29	First Day of School
September	Monday	02	Labour Day - Holiday
September	Thursday	19	Opening Divine Liturgy
October	Monday	14	Thanksgiving Day - Holiday
November	Tuesday	26	1st Report Card
November	Friday	29	Parents - Teacher Meeting / Report Card

#### 2<sup>ND</sup> TRIMESTER

Month	Day	Date	Subject
December	Thursday	19	Cultural activity – Christmas Concert
December	Friday	20	Divine Liturgy, sharing the Christmas spirit and greeting Santa
Dec.-Jan.	Monday	23-03	Christmas and New Year Holidays
January	Monday	06	Winter back to School
January	Friday	17	Saint Anthony the Great Day - Holiday
February	Thursday	13	Educational activity - Public Speaking
February	Monday	17	Family Day - Holiday
March	Friday	06-13	2 <sup>nd</sup> Exam Session
March	Monday	16-20	March Break

#### 3<sup>RD</sup> TRIMESTER

Month	Day	Date	Subject
March	Monday	30	Spring back to School
March	Friday	31	2 <sup>nd</sup> Report Card
April	Friday	17-20	Easter - Holidays
April	Tuesday	21	After Easter back to school
April	Thursday	23	Science Fair
May	Monday	18	Victoria Day - Holiday
May	Thursday	21	Musical Concert
May	Thursday	28	End of school year party and graduation of GS
June	Monday	08-11	3rd Exam Session
June	Friday	12	Last Day of School
June	Monday	15-19	Professional Development Days
June	Friday	30	3rd Report Card





## Student Agenda and Code of Conduct 2019-2020 School Year

### SCHOOL CALENDAR

1. The school calendar is designed to:
  - ensure regular contact between the parents and the teacher;
  - inform parents of the schedule of the student and other matters contained in educational and cultural agenda;
  - inform parents about their child's behavior, school work and progress;
2. The student carries in this agenda his weekly evaluations.
3. Parents are invited to the good performance of this agenda:
  - Filling the page with information relating to the student
  - Checking if there is any letter from the administration;
  - Being aware of the comments of the teacher;
  - Using the fields reserved for correspondence with the teacher;
  - Reading and signing the planning and work weekly.

### RULES

1. For the well-being of all, students, parents and staff are required to follow certain rules contained in the Parent's Guide (**Code of conduct, chapter 2.5**).
2. Parents are encouraged to read the Rules and declare having read by signing this page:

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student (s): \_\_\_\_\_

*Parents are asked to sign this sheet and to submit it to the administration no later than Tuesday, September 3, 2019, in the daily portfolio of their child (Agenda / portfolio).*

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