PROVIDENCE ACADEMY
ANTONINE SISTERS
*to educate is to love and to hope*

ÉTABLISSEMENT PARTENAIRE

aefe
Agence pour l'enseignement français à l'étranger

**PARENTS' GUIDE**

2026-2027

***School Year***


ADMINISTRATION
Antonine Sisters Canada
998, rue Frances
Ottawa, ON K1K 3L5
Ph: (613) 744 8489 . Fax (613) 789 2762
admin@AcademieProvidence
www.AcademieProvidence.ca

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 2026-2027.

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. Providence Academy School is accredited by the French Ministry of National Education. It is affiliated with the agency for French Education Abroad (AEFE), an international network that manages 612 facilities serving 400,000 people in 138 countries.

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 intercultural 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 teachers 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 Lebanon-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 years 6 months 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)**

| | Learning Domain |
|---|---|
| 1 | **Religious and moral awakening** (Express the wonder of God and admiration for the life and the environment)<br>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 | **Mobilize French language in all its dimensions : Spoken and written**<br>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 | **Perform, express oneself, understand through physical activities** (Perform in space, in duration and on objects, adapt movements, communicate, cooperate, compete)<br>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 | **Perform, express oneself, understand through artistic activities** (Development of taste, the plastic and visual creations, the world of sound, live shows)<br>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 | **Develop the primary tools to structure one's thinking** (Develop numbers, express quantities, explore shapes, sizes, organized sequences)<br>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 | **Explore the world** (Locate oneself in time and space, explore the living and non-living world and matter)<br>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 | **Become a unique person within a group** (Learn together, live together, learn to cooperate, become a student)<br>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. |

## ▪ Daily schedule for cycle Nursery I (TPS) &Nursery II (PS )

Microsoft Word - Daily schedule cycle 1-English v..docx (academieprovidence.ca)

## ▪ Learning Content of Kindergarten I and II (KGI MS, KGII GS)

**Progressive learning content : www.academieprovidence.ca**

| | Learning Domain |
|---|---|
| 1 | **Religious and moral awakening** (Express the wonder of God and admiration for the life and the environment)<br>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 | **Mobilize the French language in all its dimensions: Spoken and written**<br>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 | **Physical Education and Health / Act and Express using the body /Perform, express oneself, understand through physical activities** (Perform in space, in duration and on objects, adapt movements, communicate, cooperate, compete)<br>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 | **Artistic and cultural education/Perceive, feel, imagine, create/Perform, express oneself, understand through artistic activities** (Development of taste, the plastic and visual creations, the world of sound, live shows)<br>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 | **Introduction to mathematics/Explore the world of mathematics /Develop the primary tools to structure one's thinking** (Develop numbers, express quantities, explore shapes, sizes, organized sequences)<br>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 | **Introduction to Sciences/ Explore the world of living and non-living** (Locate oneself in time and space, explore the living and non-living world and matter)<br>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 | **Social and civic education / Living together, become student/Become a unique person within a group** (Learn together, live together, learn to cooperate, become a student)<br>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 | **International Language (Arabic Language)**<br>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 for cycle 1 (KG1 & KG2)

Microsoft Word - Daily schedule cycle 1-English v..docx (academieprovidence.ca)

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## 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**

| | Subject | H |
|---|---|---|
| 1 | Religious and Moral Education<br>Education in the faith, spiritual, moral discernment and commitment, biblical stories and their relationship to daily life, values, positive relationships with others. | 2 |
| 2 | **French as a First Langue**<br>Oral Communication (Speaking and Listening); Reading comprehension; Writing(Developing, Organizing, Form, Style); Media Literacy, Language (Vocabulary, Grammar, Phonics/spelling ). | 7 |
| 3 | **English as a First Langue**<br>Oral Communication (Speaking and Listening); Reading comprehension; Writing (Developing, Organizing, Form, Style); Media Literacy, Language (Vocabulary, Grammar, Phonics/spelling ). | 3 |
| 4 | **International Language**<br>Oral communication ; reading & Comprehension ; Writing ; Language: Vocabulary, Grammar, Spelling. | 2 |
| 5 | **Mathematics**<br>Number, Measurement, Geometry, Algebra, Probability, organization and problem solving. | 6 |
| 6 | **Sciences and Technology**<br>Discovery of the world, living systems, matter and minerals, energy and control, structures and mechanisms, systems of the earth and space. | 2 |
| 7 | **Social & Civic Sciences, History of Canada & Geography**<br>International overview, Canada and the world, History, Civics. | 1 |
| 8 | **Computer**<br>Typing, word processing, application software, Internet search | 1 |
| 9 | **Physical Education and dance**<br>Motor skill, active life, health. | 3 |
| 10 | **Integrated Arts:**<br>Visual Arts, Drama, Music. | 2 |

- **Progressive learning content: www.academieprovidence.ca**
  **Grades 1, 2 ,3 - Grades 4, 5, 6 - Grades 7, 8**
  **Daily schedule for cycle 2, 3, 4**

Microsoft Word - Daily schedule cycle 2-3-4 English v.docx (academieprovidence.ca)

**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 recess |
| 14 :30 – 15:00 | Educational activities |
| 15 :00 – 16:00 | Snack and recess |
| 16 :00 – 17:00 | 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 KG1 and Spanish or Mandarin should start in CP (grade 1) for the non-speaking Arabic students or as an optional Second Language.

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 cycles 1 and 2 with a maximum of (1:24) for classes in cycles 3 and 4 ensures an education attentive to the needs of the children and their interests and lived experiences and promotes their participation.

8. The pedagogical program is completed with cultural and experimental activities and field trips.

9. Lessons and homework are required daily for twenty to forty-five minutes for levels 1 to 2 and one to one and a half hours for levels 3 and 4.

### 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 2026-2027**

**Available on the Internet:** www.academieprovidence.ca/**About us (**September 2025)

- **Non-Teaching Staff 2026-2027**

**Available on the Internet:** **www.academieprovidence.ca/About us (**September 2026)

- **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 can be made possible.

### 2.5 Rules and Code of Conduct

**A- LE CYCLE 1**

**1. Uniform**

- I wear the official school uniform.
- I wear appropriate sports attire for gym classes.
- My clothes must be clean and well-kept.
- I choose the right shoes for each outfit.

**Outside the Classroom**
**Morning Arrival**

- I arrive at school before 8:15 AM.
- I go directly to the designated areas to wait for class to start.

- I move calmly, without running.
- I play gently in the play corners.
- I listen to the morning announcements and participate in prayer.

**Behavior Outside Classrooms**

- I respect all students and adults.
- I speak softly and do not make noise.
- I walk on the right side of the hallways.
- I go up and down the stairs calmly.
- I neatly store my clothes and shoes in my locker.

**Respect for Places**

- I put waste in the recycling bins.
- I use sports equipment and benches correctly and put them away afterward.
- I do not damage school materials, as there may be consequences.

**Break and Recreation**

- I am kind to others and help them out.
- I play in the designated areas and use equipment properly.
- I inform supervisors if something is wrong or if someone is hurt.
- I do not engage in violent games and do not use hurtful words.
- I ensure that no one plays alone and that everyone participates.
- I share games.
- I forgive and apologize if necessary.
- I ask permission from supervisors before entering the building or staying in class during break.
- When supervisors signal, I stop playing, line up, and prepare to enter class calmly.

**Inside the Classroom**
**Preparation and Punctuality**

- I enter the classroom in an orderly and quiet manner.
- I prepare all necessary materials for the lesson (books, notebooks, pencil, etc.).

**Classroom Behavior**

- I prepare all necessary materials for the work.
- I listen to the teacher attentively.
- I raise my hand to ask a question.
- I speak in French during sessions conducted in French and at school.
- I take care of my writing.
- I never cheat.
- I listen to others and express myself politely.
- I take care of classroom materials and put them away after use.
- I do not bring items unrelated to class.
- I move calmly in the room, without running.
- I do not eat in class.
- I keep my workspace clean and organized.
- I wait for the teacher's permission to leave the room and exit in an orderly manner.
- I take care of equipment and put it away after use.
- I do not bring phones or tablets to class unless permitted by the teacher.
- I ask permission before getting up from my seat or leaving the room.
- I move calmly and do not run.
- I keep my desk and locker clean and organized.
- I wait for the teacher's permission before leaving the room and exit calmly without rushing.

**Prohibited Items**

- During class, I only drink water and do not eat snacks.
- I do not chew gum at school.
- I leave toys, magazines, and other items at home. I only bring what I need for the lesson.
- I do not wear valuable jewelry at school.

**Hygiene and Appearance**

- I maintain a neat appearance: short hair for boys and tied hair for girls.
- I keep my nails clean and trimmed, and I do not wear nail polish.

- I regularly check my hair to avoid lice. My parents inform the school immediately if they find any.
- I ensure my school uniform is always clean.

**Absences and Tardiness**

- I always arrive on time at school because tardiness can disrupt the class.
- I ask my parents to justify my absences.

**Mutual Respect and Conflict Resolution**

**Bullying:**

Bullying is aggressive and repeated behavior, intentionally carried out by an individual or group against another student or group of students, aimed at causing pain, fear, or disrupting their emotional well-being. It can manifest in physical, verbal, social, or online acts and can have serious consequences on the mental, emotional, and social health of those who experience it.

In case of bullying, the student involved in this behavior, as well as witnesses, will be invited for an interview with a staff member. The parents of the concerned student will be called to discuss the situation and establish an appropriate intervention plan.

If the behavior persists, more severe sanctions will be applied, ranging from a written warning to temporary suspension from school.

- I seek to resolve problems calmly and ask for help from an adult if necessary.
- I do not use violence or physical aggression to resolve conflicts.
- I approach the responsible adults if a conflict arises, and I need help.

**Safety and Communication**

- I pay attention not to do things that could endanger myself or others.
- I speak to teachers and administrative staff if I need help or have a suggestion.

**Homework**

**Independence and Skill**

- I make sure to have all necessary materials in my bag every day to do my homework at home.
- I do my homework on my own, without help.

- I pay attention to writing well and present an assignment that shows I have put in effort and understood the lesson.
- I submit my homework on time, without delay.

**At Church**
**Attitude**

- I remain silent and adopt a prayerful and reflective attitude in places reserved for prayer.
- I wear my official uniform during masses (unless otherwise requested) and participate actively in the singing.

**During Educational trips**
**Behavior**

- I always follow the teacher's instructions and do not wander alone without an adult.
- I show respect to bus drivers and everyone I meet. I say "hello," "thank you," and "goodbye."
- I respect the rules of each place I visit.
- I observe, analyze, and share what I have discovered with my friends and parents.

**During Assessments**
**Focus and Independence**

- I focus on my work.
- I complete my work independently.
- In general, any act of misconduct, especially if repeated, must result in a consequence. Here are the potential sanctions that may be established:
- Oral warning
- Reflection sheet
- 2-minute detention
- Contact with parents

B-Cycles 2-3-4

**Uniform**

Wear the official school uniform as well as appropriate sports attire during physical education classes. Attire must be clean and worn correctly with appropriate shoes. (See dress code)

**Outside the Classroom**

**Arrival in the Morning**

- Arrive at school no later than 8:15 AM.
- Go directly to designated areas to wait for classes to begin.
- Move calmly without running or pushing.
- Play quietly in the play areas.
- Show a respectful attitude during morning prayers and announcements.

**Behavior Outside the Classrooms**

- Behave respectfully toward other students, school staff, and visitors.
- Avoid yelling and noisy behavior in hallways, staircases, and other common areas.
- Always walk on the right side in hallways and move up/downstairs calmly.
- Properly store clothes and shoes in lockers.

**Respect for Places**

- Keep the school clean: waste must be disposed of in designated recycling bins.
- Use sports equipment, benches, and other facilities appropriately. Store them correctly after each use. Misuse will result in consequences.
- Avoid vandalism or damage to school property, which may result in penalties. Parents may be asked to cover repair costs.

**Break and Recess**

- Be kind and considerate to others, perform positive actions, and be helpful.
- Use designated play areas and respect the appropriate use of play equipment.
- Inform supervisors of any problems or accidents.

- Play kindly and use respectful words.
- Ensure that all classmates play and that no one is left alone.
- Respect classmates' opinions and share games together.
- Forgive classmates and/or apologize.
- Ask supervisors for permission before entering the building.
- Ask supervisors for permission if you need to go to the office during recess.
- At the supervisors' signal, immediately stop activities, line up, and prepare to enter class in an orderly and calm manner.

**Inside the Classroom**
**Preparation and Punctuality**

- Enter the classroom in an orderly and quiet manner.
- Prepare all necessary materials for the lesson (books, notebooks, pencils, etc.).

**Classroom Behavior**

- Be attentive, listen to the teacher, and do not interrupt the lesson. Respect the teacher, classmates, and each other's opinions.
- Show curiosity and critical thinking, observe and analyze, and conduct useful and constructive research.
- Actively participate in class, group work, or workshops, ask questions, and engage in your learning.
- Approach unknown situations without fear; demonstrate self-confidence; explore new roles, ideas, and strategies.
- Find original solutions; show innovation and creativity.
- Demonstrate leadership; apply literacy skills to think, express, and reflect with others.
- Show autonomy.
- Ask the teacher for help when needed.
- Praise classmates for their successes and rejoice in others' accomplishments.
- Be patient and tolerant of classmates who are different.

**Use of Tools and Equipment**

- Treat all classroom equipment with care and store it correctly after use.
- Do not bring electronic devices such as cell phones or tablets to class unless instructed otherwise by the teacher.
- Obtain the teacher's permission before using electronic devices such as phones, tablets, and computers.
- Keep the use of Teams strictly for academic activities: personal discussions, especially outside school hours, are strictly prohibited.

**Communication**

- Raise your hand and wait to be called on to ask a question or seek help.
- Listen to others' ideas, express yourself clearly and confidently using a moderate and understandable voice.
- Always use polite and respectful language.
- Speak exclusively in French during sessions conducted in this language as well as in all areas of the school.

**Movement in Class**

- Ask for permission before getting up from your seat or leaving the classroom.
- Move quietly within the room without running.

**End of the Lesson**

- Keep your workspace clean and tidy (books, notebooks, pencils, chairs, bags, water bottles, etc.).
- Wait for the teacher to give permission to leave the room and exit in an orderly manner without pushing.

**Prohibitions**

- Avoid consuming food or drinks during class, except for water.
- Chewing gum is prohibited on school premises.
- Avoid bringing toys, magazines, or any other items unrelated to the lesson into the classroom.
- Avoid wearing valuable jewelry.

**Hygiene and Appearance**

- Maintain a neat appearance: hairstyles, makeup, or eccentric accessories are not allowed. Boys must keep their hair short, and girls must always tie their hair back.
- Keep nails clean and trimmed, without polish.
- Regularly check the scalp to avoid the spread of lice and inform the school immediately in case of infestation.
- Ensure that the school uniform is always clean.

**Absences and Tardiness**

- Justify absences and always strive to be on time, as tardiness disrupts class.

**Mutual Respect**

**Bullying:**

Bullying is aggressive and repeated behavior, intentionally perpetrated by an individual or group against another student or group of students, with the intent to cause pain, fear, or disrupt their emotional well-being. This can manifest in various ways, including physical, verbal, social, or online acts, and can have serious consequences on the mental, emotional, and social health of the individuals affected.

In cases of bullying, the student displaying bullying behavior and witnesses will be confronted in a meeting with a staff member. Their parents will be called in, and an appropriate intervention plan will be established.

In case of recurrence, more severe penalties will apply, ranging from a written warning to exclusion from school for several days.

**Conflict Resolution**

- Resolve disputes peacefully and seek the help of an adult if necessary.
- Respect peers by avoiding any form of insults, disrespect, or harmful actions that undermine personal growth.
- Avoid resorting to violence or physical aggression to resolve conflicts.
- Address the responsible adults in case of conflict.

**Safety and Communication**

- Avoid any behavior that could endanger yourself or others.
- Communicate with teachers and administrative staff if needed, with concerns or suggestions.

**Homework**
**Punctuality and Skill**

- Ensure you have all necessary materials in your backpack for homework each day.
- Complete homework independently.
- Present well-written assignments that demonstrate effort, good understanding, and research.
- Submit assignments on time, without delay.

If a student does not complete their homework, they will receive two oral warnings on the first two occasions. In case of recurrence, on the third occurrence, the student will be held back during recess to finish their homework.
If these incidents persist, parents will be contacted, and the student will receive a written warning.

**At Church**
**Attitude**

- Respect the sacred place by keeping silent and adopting a prayerful and reflective attitude.
- Wear the official uniform during Mass (unless otherwise indicated) and participate actively in singing.
- Nourish your spiritual life to become a child of prayer, a child of God.

**During Educational Trips**
**Behavior**

- Always follow the teacher's instructions and do not wander alone without an adult.
- Show respect toward bus drivers and everyone you meet; say "hello," "thank you," and "goodbye."
- Respect the rules of each place visited.

- Fully take advantage of every opportunity to learn and grow; demonstrate curiosity and critical thinking.
- Observe, analyze, and share your discoveries with friends and parents.

**During Evaluations**
**Cheating**

Cheating refers to any action aimed at gaining an unfair advantage or distorting the results of an academic evaluation. This includes copying answers from another student, using unauthorized materials during an exam, falsifying results, or any other means of manipulating information to appear more competent or to obtain better grades without adhering to the rules set by the institution or the teacher.
Students caught cheating will face academic and disciplinary sanctions from the school, which may include:

- **First Time:**
  - Opportunity to retake the quiz or exam with a lower score (one point lower).
- **Second Time:**
  - Opportunity to retake the exam with a lower score (two points lower).
  - Reflection sheet.
- **Third Time:**
  - Score of 0 or F on the exam.
  - Contact with parents. In case of recurrence, a written warning with temporary suspension from school may be issued.

To avoid plagiarism, the student must include references at the end of their research or PowerPoint presentation.

In general, any act of misconduct, especially if repeated, must result in consequences. Here are the possible sanctions that may be imposed:

1. Oral warning
2. Reflection sheet
3. Detention during recess with additional work
4. Contact with parents
5. Written warning (green card)
6. Written warning with temporary suspension from class (yellow card)

7. Written warning with temporary suspension from school (red card)

## 3. PROGRAMM AND SERVICES

### 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:

| Level | Code | Signification | Note | Percentage % |
|---|---|---|---|---|
| 4 | **A** | Excellent Acquisition | **16+ /20** | 80 - 99 |
| 3 | **B** | Good Acquisition | **14 – 15 / 20** | 70 – 79 |
| 2 | **C** | Needs improvement | **12 – 13 / 20** | 60 - 69 |
| 1 | **D** | Limited acquisition | **10 – 11 / 20** | 50 – 59 |
| - | **Ne** | Not evaluated | | - |

### 3.2 Provincial testing

These are skill tests, in reading, writing and mathematics, from the Education Quality and Accountability Office (EQAO)/ 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 3:30 to 5:30 pm
  - On Fridays from 12:45 to 5:30

- **Cafeteria**

  The school has a cafeteria where the students (Nursery, 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. 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, Classical Dance, Gymnastic, Visual Art, Folkloric Dance, Soccer, Lego &

robotic, Choir, Guitar, violin, chess, Ping Pong, Spanish, Mandarin.

Extracurricular activities start in the 2nd week of September and run until the end of May. They are spread over the afternoons, depending on the number of children in the group or the number of individualized activities, such as piano, violin or guitar, given for 30 minutes a week (Please see optional services form)

## 4. RE-REGISTRATION, REGISTRATION AND ADMISSION

### 4.1 RE-REGISTRATION

- For students already registered, a $1000 deposit for the 2026-2027 school year must be paid no later than January 15st, 2027.
- This deposit « non-refundable » reserves a spot for the 2026-2027 school year.
- The re-registration is definitive only after the receipt of this deposit.

### 4.2 NEW REGISTRATION

- Administration fees: a amount as an administration fee per child is payable upon remittance of the registration form. That amount covers the file opening, all registration formalities, the administering of the entrance exams or its maintenance.
- Registration fees: A one time fee per family is payable once the registration is definitive. It will not be deducted from the tuition fees and is non-refundable.
- An advance per child will reserve a spot at the Académie Providence for the 2026-2027 school year. This amount is due upon registration. It is non-refundable but it will be deducted from the annual tuition.

### 4.3 Terms of admission

1. Age of entrance

- Nursery 2 years 6 months & 3 Years: 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.

- Re-registration and Registration file: Available on the Internet:

www.AcademieProvidence.ca/Admission

## 4.4 Financial Information

### 1) Financial regulations

Enrollment and re-enrollment of a student at the Providence Academy implies the acceptance of all financial regulations, without reserve. Please consult this policy on the website of the school.
4.-FINANCIAL-REGULATIONS-26-27.pdf

### 2) Tuition Fees and optional services

**2.-Tuition-fees-annual-fees-for-optional-services-26-27.pdf**

### 3) 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.

### 4) Policy relating to withdrawal and reimbursement

- In the case where a parent withdraws their child during the school year, a notice of withdrawal must be presented in writing to the Académie Providence.
- All withdrawals, regardless of the date will be subject to fees that correspond to the August installment, the entire cost of supplies, the monthly installment of the withdrawal month, any preceding installment as well as the installment that follows the withdrawal date.
- Reimbursement conditions: The prepaid tuition fees minus the deposit, administration and registration fees will be reimbursed according to the date of receipt of the notice of withdrawal as follows:
  - From August 15th to August 30th preceding the first day of school, reimbursement of 25% of the tuition fees paid
  - After August 30th of the school year, no reimbursement
- This policy also applies to all withdrawals initiated by the Académie Providence.

All reimbursements will be made to the person who remitted the payments

## 5. SCHOOL LIFE

News and Events – Providence Academy of Ottawa (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.

- **Statut (Disponible en Format pdf sur internet)**
  Statut-du-comite-des-parents.pdf

### 6.2 SCHOOL COUNCIL

SCHOOL-COUNCIL-E.pdf

## 7. THE ESTABLISHMENT PROJECT (2025 – 2028)

**Projet d'Établissement 2025-2028 - Académie Providence**

## 8. DOCUMENTS ANNEXES

8.1 Dress code / Girls et boys
26-27-Code-vestimentaire-AP.pdf

8.2 School Calendar 2026-2027
https://academieprovidence.ca/wp-content/uploads/2026/02/26-27-School-Calendar-2026-2027.pdf

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