



## Parents Handbook & Quick Guide 2024-25

**Calgary International Academy** is a non-profit private educational institution in Calgary, Alberta, which aims to provide International Baccalaureate (IB) Primary Years Programme (PYP), integrated with STEAM (Science, Technology, Engineering, Arts, and Math) and Alberta Education Program of Study in a family-oriented **and results-driven environment**.

### PHILOSOPHY and VALUES

The school aims to foster international-mindedness in students by recognizing their common humanity and shared guardianship of our planet and helping to create a better and more peaceful world. As IB (International Baccalaureate) PYP (Primary Years Program) Learners, we strive to be:

**INQUIRERS** - We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**KNOWLEDGEABLE** - We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**THINKERS** - We use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**COMMUNICATORS** - We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**PRINCIPLED** - We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**OPEN-MINDED** - We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**CARING** - We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**RISK-TAKERS** - We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**BALANCED** - We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**REFLECTIVE** - We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

We believe these attributes, and others like them, can help children become responsible members of local, national, and global communities.

Early years of active learning in the IB (*International Baccalaureate*) PYP (*Primary Years Programme*), lays a solid foundation for future and life-long learnings in MYP (*Middle Years Programme*) and DP (*Diploma Programme*); preparing young learners for the 21st-century skills and competence. The program aims to cultivate, stimulate, and engage early learning through PLAY.



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### **ADMINISTRATIVE POLICIES and PROCEDURES**

**Child Guidance Policy:** The school utilizes the techniques of Positive Reinforcement to address children's behaviours, based on the idea that there are no bad children but good and bad behaviours. A proven methodology that focuses encourages and engages positive behaviours. Also, it reinforces good behaviours through redirection, role modelling, and reinforcement (encouragement, clear expectations, problem-solving) with effective communication (i.e. eye contact at the child's eye level).

The school reserves the right to request an immediate pickup within 30 minutes after sending a message via Brightwheel if a child's behaviour poses a safety risk for other children and staff. In exercising this authority, the school prioritizes the safety and well-being of all individuals within its responsibility. Similarly, parents are kindly reminded to be respectful to any staff, and complaints should be directly sent to [amcmullin@ciacademy.ca](mailto:amcmullin@ciacademy.ca). This will help facilitate prompt resolution and maintain effective communication channels.

**Off-site Activity:** Field trips to educational centres, zoos, etc., will be expected during the school year as part of the program. An electronically signed *Parent/Guardian Consent Form* must be completed in Brightwheel two weeks prior.

**Accident or Illness:** All staff are familiar with all procedures for handling illness or accidents, ensuring appropriate care for all children. At least one staff member with current First Aid and CPR certifications is always at the school. Adequate first-aid supplies are available and readily accessible.

**Incident Reporting:** We prioritize the children's safety and well-being, including all staff and volunteers. Every incident that endangers a child will be handled with utmost care and thoroughly documented for proper scenario handling and follow-up. All staff are careful in everyday school activities to avoid accidents or injury to the children, or anyone involved in the program.

**Potential Health Risk:** *Parents must disclose any underlying illness, prescriptions or medications needed, etc., at the time of registration.* Where a staff member knows or has the reason to believe that a child is exhibiting signs or symptoms of illness, staff must ensure that the child's parent or guardian arranges for the immediate removal of the child from the program. The child will be separated from the other children with staff supervision until the parent/guardian arrives.

**Supervised Care for Sick Children:** The immediate well-being of all children is our primary concern. Where a staff member knows or has reason to believe that a child is exhibiting signs or symptoms of illness, that child will be kept as far away as is practicable from other children. Parents/guardians will be notified for immediate pick-up and advised to keep the child at home until the condition improves and symptoms are absent for at least 24 hours or have seen a physician and can provide a letter stating a non-contagious status and confirmation of a safe return to school.



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**Administration of Medicine:** While we don't consider administering prescribed medications a part of our mandate, staff may be requested occasionally. The parent's primary responsibility will be to explain and show staff the proper medication administration procedures. Only medications ordered by a physician with the appropriate labelling (the date has not expired) will be administered. **The school reserves the right to reject requests to administer medications/treatment when necessary.**

**Health Care:** We ensure that each child in our program is safely cared for when they're in attendance, that health or life-threatening conditions are identified by staff, and that procedures are in place for responding to health care needs. **If a particular substance (e.g. peanuts or any form of nuts) had been identified to be causing a severe or life-threatening allergic reaction to a child or staff member, that substance would be banned from the classroom.**

**Smoking:** The school premise is a designated NON-SMOKING AREA:

- Smoking is prohibited anywhere at school.
- At any time or place during the program, any person, staff, or volunteer is prohibited from smoking.
- Parents are asked not to smoke during pick-up and drop-off.

**Nutrition:** Staff and administration recognize that proper nutrition is a necessary component of children's health and well-being and plays a crucial role in their ability to learn and grow. Every child must bring a lunch kit with healthy snacks from home daily.

### **Snacks/Lunches Schedule:**

8:00 am – Before-school snack

10:00 am – Morning snack

Noon – Lunch

2:00 pm – Afternoon snack

4:00 pm – After-school snack

**Children/Student's Records:** They are stored in a portable software application (Brightwheel) and PASI; up-to-date children's records are in a consistent format for all the children attending the program, ensuring a complete record for each child and easy retrieval of information when necessary.

**Administrative Records:** They are stored in a portable software application (Brightwheel); up-to-date children's records are in a consistent format for all the children attending the program, ensuring a complete record for each child and easy retrieval of information when necessary.

**Portable Records:** They are stored in a portable software application (Brightwheel); up-to-date children's records are in a consistent format for all the children attending the program, ensuring a complete record for each child and easy retrieval of information when necessary.



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**Emergency Evacuation Procedures: Where developmentally appropriate,** Emergency Evacuation procedures are made known to all staff and students. Staff are familiar with Fire, Flood, Lockdown, and Tornado emergency procedures through monthly evacuation drills with the children. All staff must follow instructions and participate in all training and drills/exercises.

**Supervision Policy and Practices:** Students and children are always supervised. Each classroom with more than ten children has at least one Educational Assistant in addition to homeroom teachers.

**Weather policy:** If the forecast predicts the weather to be **-10 degrees Celsius or lower**, students will stay inside for playground time and do activities with staff members in the gym. **During Extreme Heat and poor Air Quality**, Playground time may be suspended or reduced. Announcements will be sent via Brightwheel the day before or the morning after.

### Drop off and Pick up:

Please ensure your child is at school before classes start. For the first while, parents are welcome to wait in their vehicles for 10-15 minutes to avoid having to drive back if their child does not settle into class. If your child hasn't settled into school within 30 to 60 minutes, the school reserves the right to request an immediate pickup to minimize distractions.

Please understand that arrival and dismissal are the most hectic times of the day. If you need to speak with your child's teacher, please send a note/message (Brightwheel).

### What to send:

Each child should come to school with a backpack containing:

- Healthy snacks and lunches
- An emergency snack pack **per month** of non-perishable foods in a zip-lock bag with the child's full name and grade, as the school **does not** provide snacks for students, and this would allow students to access their own. Teachers will securely store the packs for students.
- Water bottle (reusable)
- Spare clothes (tops, bottoms, underwear, socks) in a zip-loc bag with their full name, it isn't required to be a school uniform.
- Black indoor comfortable shoes (sneakers or sports shoes but not house slippers)
- Ice pack (for yogurts or any dairy product)
- For children in potty training: extra pair of pull-ups, cream (parents' discretion)

The school is a "Nut-free zone," and nuts or nut products (peanut butter, Nutella, granola bars with nuts) in any form are banned from the school.

**School Uniforms:** Navy blue polo shirt school uniform with logo (mandatory).

**Absent/Sick Policy:** If your child is absent the next day, you must inform the school through Brightwheel messaging. For illnesses like vomiting, fever, diarrhea, excessive cough, or anything contagious like "pink eye," please keep your child at home. If they are away from class due to illness for more than three days, we will require a doctor's note when returning.



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**Vacation Policy:** If your child is away for longer than three days at any time other than during our winter or spring breaks, we require a copy of your travel itinerary, with the departure and return dates to keep on file.

The school cannot hold a child's spot for any number of months while the child is away or on vacation unless payment is received prior. Without the payment, the spot risks being filled while the student is away.

Service fees will not be refunded if they're away for a whole month.

**Late Policy:** Dropping your child off to school late may distract the class, so please be considerate and try to keep late arrivals to a minimum.

**Late Pick-up:** We allow a 15-minute grace period for pick-up. For every 30 minutes hereafter, there will be a late fee charge of \$50, except during emergencies. Late fees will be invoiced monthly and automatically debited with the next month's tuition.

**Withdrawal of Services:** If you wish to withdraw your child from the program, please email the school at [accounting@ciacademy.ca](mailto:accounting@ciacademy.ca). The request must be received by the first day of the month, with one month's prior notice.

The school reserves the right to ask for the withdrawal of a child whose behaviour makes the environment unsafe for other children and staff. Similarly, parents are asked to be respectful to any staff; complaints should be sent to [amcmullin@ciacademy.ca](mailto:amcmullin@ciacademy.ca).

**Lost and Found:** If your child has lost something, inform the school at [info@ciacademy.ca](mailto:info@ciacademy.ca).

**Communication and School Announcements:** School closures due to weather, unforeseen events, etc., will be communicated through Brightwheel. Please ensure access to these platforms, and don't hesitate to ask a teacher for help setting it up.

**Parent Volunteer Program:** The school strives to continually build positive relationships with their community's families. We welcome parents and guardians to take part in furthering the cause of the school in the following areas:

- In-class volunteer (Educational Assistants)
- Field trip Assistants
- Parents Association Council (meets once every trimester to discuss critical issues about the school and fundraising)

If you wish to volunteer, please email [amcmullin@ciacademy.ca](mailto:amcmullin@ciacademy.ca), indicating the area you'd like to contribute to. Volunteers will be asked to provide a criminal record check, including a vulnerable sector search (free of charge with the school's volunteer letter upon request).



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### Revision History

Date	Version	Classification	Description	Author Initials	Approved By
Sept 2017	1.0	Major	Initial release	AM	<i>James Dagal</i>
Dec 2017	1.1	Minor	Added additional policies	AM	<i>James Dagal</i>
Aug 2018	1.2	Minor	Revised for the school year 2018-2019	AM	<i>James Dagal</i>
Aug 2019	1.3	Minor	Revised for the school year 2019-2020	AM	<i>James Dagal</i>
Dec 2019	1.4	Minor	Revised for the school year 2020-21	AM	<i>James Dagal</i>
Jan 2020	1.5	Minor	Added description of the duty to inform parents	AM	<i>James Dagal</i>
Aug 2021	1.6	Minor	Revised for the school year 2021-22	AM	<i>James Dagal</i>
July 2022	1.7	Minor	Revised for the school year 2022-23	AM	<i>James Dagal</i>
Aug 2023	1.8	Minor	Revised for the school year 2023-24	AM	<i>James Dagal</i>
Jul 2024	1.9	Minor	Revised for the school year 2024-25	AB	<i>James Dagal</i>
Jan 2025	1.10	Minor	Revised for the school year 2024-25	TD	<i>James Dagal</i>