

Children's World Academy 2024-2025

2241 Ménard, LaSalle, Quebec (H8N 1J4)
School: 514-595-2043 ~ Daycare: 514-595-2093

<http://cwa.lbpsb.qc.ca/>



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Vision Statement

- ✓ All students are encouraged to achieve high academic standards, maximizing their full potential, in a structured inquiry based and international curriculum.
- ✓ All students will be exposed to a well-rounded and enhanced program in language arts, mathematics, science, technology, music, fine arts, and physical education.
- ✓ Staff, parents, and administrators are all partners in the education and development of all students.

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Internet: <http://cwa.lbpsb.qc.ca/>



August 2024

Dear Parents,

On behalf of the staff at Children's World Academy (CWA), it is my honor and pleasure to welcome you to the 2024-25 school year! I hope everyone's summer holidays were full of special times with family and friends.

Last year I was lucky enough to be moved to CWA in October, and it quickly became home. I learned right away that CWA is thriving because of dedicated teachers and staff, generous parent support and wonderful students. Add to this an engaging and challenging IB curriculum and the result is a top-notch education for our students.

This year we are excited to start up some new programs that will offer an engaging environment for students to compliment the strong academics and vast activities that make CWA a unique school. Stay tuned for more information about new programs and activities in the coming months.

Enclosed in this Parent Handbook is important information about many aspects of CWA. Please take the time necessary to read through the various sections so that you are aware of the procedures that govern our day-to-day operation. Should you have any questions, don't hesitate to contact your child's teacher or the school office.

Once again, this year, I look forward to working with the wonderful CWA staff, parents, and broader school community as we collaborate and support one another in the common goal of helping students learn and grow to their full potential.

Wishing everyone the very best for the 2024-25 school year !

Lisa Baylis
Principal

Statement of Beliefs

Regarding the general conduct of all (students, staff, and parents), our goal is for all of us to practice self-discipline and show respect for others, for property, and for the environment at all times. Our expectations for the standards of conduct at our school are reflected in the Mission Statement for our School, the Mission Statement for the IB program, as well as the Attributes and Attitudes of the IB Learner Profile.

Through the understanding of the importance of individual action, and collective responsibility this essential agreement emphasizes what we want people to become, as opposed to punishing for wrong doing. Our goal is to teach children ethical behavior by:

- Giving them ways to care deeply, share generously and help willingly.
- Curb their inclination to hoard or harm.
- Stop in its tracks anything that fuels hatred

Barbara Coloroso from *Teaching with Wit and Wisdom*

School Vision



Our vision is to create a school where:

- **All students are encouraged to achieve high academic standards, maximizing their full potential, in a structured inquiry-based, and international curriculum.**
- **All students will be exposed to a well-rounded and enhanced program in language arts, mathematics, science, technology, music, arts and physical education.**
- **Staff, parents and administrators are all partners in the education and development of all students.**

Vision
Mission
& Values



Mission Statement of Children's World Academy

Children's World Academy is a community of lifelong learners. The mission of the school is:

- ❖ To educate the whole child, developing each student's intellectual, physical, social, emotional and spiritual well-being.
- ❖ To encourage student to become active, compassionate, and responsible human beings who are respectful of the plurality of cultures and religious beliefs.
- ❖ To nurture intellectual curiosity and actively involve students in developing good work habits, positive attitude and critical thinking in order to become committed and engaged citizens of the world.
- ❖ To provide students with engaging, relevant, challenging, and significant learning experiences connecting the world to the curriculum.

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## **Mission de l'Académie Children's World**

L'Académie Children's World est une communauté d'apprenants engagés. Sa mission est:

- ❖ D'instruire et de développer les compétences et les aptitudes intellectuelles, physiques, socio-affectives et spirituelles de l'enfant.
- ❖ D'encourager les élèves à devenir des citoyens actifs et responsables, faisant preuve d'empathie et qui respectent la pluralité des cultures et les différentes croyances religieuses.
- ❖ De nourrir la curiosité des élèves tout en les impliquant activement dans le développement de bonnes méthodes de travail, d'une pensée critique et d'une attitude positive qui les aideront à devenir des citoyens du monde intègres et engagés.
- ❖ De fournir des activités d'apprentissage qui sont captivantes, exigeantes et significatives reliant le monde qui nous entoure et le programme scolaire.

## CWA's Guiding Principles

Children's World Academy is committed to supporting students' learning within their whole development – academic, social, physical, emotional and cultural – with best teaching, learning and assessing practices. As we set significant and challenging goals for students in a coherent and rigorous curriculum, we allow them to take an active part in their own learning. The distinct and individual abilities of each child are challenged in such a way as to build self-esteem, attain academic excellence, and prepare the child to live in the world as a responsible citizen. As an accredited IB school, our aim is to develop internationally minded people "with attributes and descriptors which define the type of learner the IB hopes to develop through its programmes".

### **Learner Profile**

At the end of grade 6, we expect our students to be: Inquirers, Principled, Balanced, Caring, Communicators, Open-Minded, Risk-Takers, Knowledgeable, Thinkers, and Reflective.

### **Attitudes**

We also encourage our students to develop positive attitudes (imbedded in the Learner Profile):

Appreciation, Commitment, Confidence, Cooperation, Creativity, Curiosity, Empathy, Enthusiasm, Independence, Integrity, Respect, and Tolerance.



## New School Success Plan for CWA

In the spring of 2024, we mapped out the details of a new School Success Plan. It is posted on our school website for you to read. This plan encompasses many goals and objectives, and when updated will include new ideas, as well as new targets and new strategies to bring us to where we need to be as an institution.

As in the past, this plan is tied to the Strategic Plan of the Lester B. Pearson School Board as well as to key areas of focus as determined by the Ministry of Education.

We will continue to base our objectives on data that we collect regarding the academic achievement and progress of our students, as well as on data from other reliable sources, such as the 'Tell Them From Me' student survey completed twice annually by students in grades 4-6. These data sources make the actions set out in our plan relevant and meaningful.

The School Success Plan, which is a requirement from the Ministry, will also be aligned with our Action Plan, which identifies areas of focus as the result of our IB evaluations.

With these two comprehensive plans in place, CWA continues to be an outstanding institution, serving the needs of all its students in a complete and thorough manner.

We invite your questions, comments and feedback regarding our School Success Plan, and ask you to direct them to our Ms. Baylis.

## School Hours

Children should not arrive before 7:45 a.m. since there are no staff on duty in the schoolyard before that time.

### Daily Schedule

#### **7:45-7:55 Busses /Students Arrive**

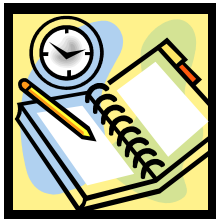
(Students enter through schoolyard)

#### **7:55 Students expected in class**

|                      |                                   |
|----------------------|-----------------------------------|
| 7:55 - 8:25          | Period 1                          |
| 8:25 - 8:55          | Period 2                          |
| 8:55 - 9:25          | Period 3                          |
| <b>9:25 - 9:55</b>   | <b>Recess Cycle 1+ 2/ K02-K04</b> |
| <b>9:55 - 10:15</b>  | <b>Recess Cycle 3+4/K01-K03</b>   |
| 10:15 - 10:45        | Period 5                          |
| 10:45 - 11:15        | Period 6                          |
| <b>11:15 - 12:20</b> | <b>Lunch</b>                      |
| 12:05 - 12:35        | Period 7                          |
| 12:35 - 13:05        | Period 8                          |
| 13:25 - 13:55        | Period 9                          |
| 13:55 - 14:25        | Period 10                         |

#### **14:25 Dismissal**

#### **14:35 School Busses Leave**



## CWA School Song

We are the kids from  
Children's World Academy  
Together we stand tall,  
We are the kids from  
Children's World Academy  
Achievers most of all.

As we proudly stand together  
With our colours proudly seen,  
There are none that are as special  
as our blue, white and green.

We are the kids from  
Children's World Academy  
Together we can see,  
We are the kids from  
Children's World Academy  
Knowledge is the Key.

Nous démontrons le savoir-être  
Qui font de nous de vrais champions  
Nous marchons avec confiance  
Pour faire une vraie difference.

We will always salute you,  
Children's World Academy.

Words and Music by:  
Terry Clahane



## Children's World Academy - 2024-2025

|                  | Mon /<br>Lun                                        | Tue /<br>Mar | Wed / Mer | Thu / Jeu | Fri / Ven |
|------------------|-----------------------------------------------------|--------------|-----------|-----------|-----------|
| 7:45 - 7:55      | <b>Arrival - Arrivée</b>                            |              |           |           |           |
| 7:55 - 8:25      |                                                     |              |           |           |           |
| 8:25 - 8:55      |                                                     |              |           |           |           |
| 8:55 - 9:25      |                                                     |              |           |           |           |
| 9:25 - 9:45      | <b>Recess / Récréation Grades 1-2-3 / K02 - K04</b> |              |           |           |           |
| 9:45 -<br>10:15  |                                                     |              |           |           |           |
| 9:55 -<br>10:15  | <b>Recess / Récréation Grade 4-5-6 (K01 - K03)</b>  |              |           |           |           |
| 10:15 -<br>10:45 |                                                     |              |           |           |           |
| 10:45 -<br>11:15 |                                                     |              |           |           |           |
| 11:15 -<br>12:20 | <b>Lunch / Diner</b>                                |              |           |           |           |
| 12:20 -<br>12:25 | <b>Homeroom / Encadrement</b>                       |              |           |           |           |
| 12:25 -<br>12:55 |                                                     |              |           |           |           |
| 12:55 -<br>13:25 |                                                     |              |           |           |           |
| 13:25 -<br>13:55 |                                                     |              |           |           |           |
| 13:55 -<br>14:25 |                                                     |              |           |           |           |
| 14:25            | <b>Dismissal / Renvois</b>                          |              |           |           |           |
| 14:35            | <b>Bus Dismissal / Départ des<br/>Autobus</b>       |              |           |           |           |



# General Information

## Arrivals

The schoolyard is supervised by CWA staff for the 10 minutes immediately prior to the beginning of the school day, starting at 7:45 a.m.

For safety reasons, 'walkers' or students dropped off by their parents must **not be in the schoolyard before 7:45 a.m.**

**For Security reasons, parents are asked not to enter the school playground at arrival and dismissal times.**

From 7:45 a.m. to 7:55 a.m., there will be teachers on duty in the schoolyard. Walkers and carpool arrivals must use only Robidoux and Doyle streets. Dufresne Street is for school bus use only. **Please refrain from using the school's front entrance until 7:55 a.m. Your child will be recorded 'late' after 7:55 a.m. (refer to section on lates, below).**

At lunch time 'walkers' are to leave the schoolyard promptly and return **not earlier than 12:20 p.m.** unless they have a class or other scheduled activity. If no one is in the schoolyard, lunch time walkers should enter by the daycare door.

Students who are being picked up for lunch on an exceptional basis should advise the homeroom teacher and daycare. All requests should be made 24hrs prior whenever possible. The students should be **picked up and dropped off at the daycare door.** Please remember that you are not permitted to park in our staff parking lot.

## Staff Parking Lot

**No student drop off between 7:30 a.m. – 3:00 p.m. in the Staff Parking Lot.**

Please understand that the parking lot is a busy place and the congestion during these hours poses a safety concern for our students. We ask that parents who drop off or pick up their children please use the sidewalk that extends along the end of the parking lot and do not walk through it.



## Absences

Parents must call the school absence line (514-595-2043 ext **3** or email directly to Ms. Sandra Vadicchino ([svadicchino03@lbpsb.qc.ca](mailto:svadicchino03@lbpsb.qc.ca)) when their child will be absent from school. A written note of explanation for the absence must also be presented to the homeroom teacher upon the student's return to school. Parents are asked to arrange medical any other appointments outside of school hours or on school holidays, in order to avoid students missing valuable instructional time. Family vacations should follow the school's recognized holidays and PED day schedule. Any time taken away from in-class instruction may hinder progress and learning expectations.



## Lates

Students are expected to arrive on time for school. **The school doors in the schoolyard entrance open at 7:45 a.m. Students MUST be in class by 7:55 a.m., when classes begin.** Children who arrive late miss valuable instructional time, interrupt the lesson that is in progress and do not learn to value the importance of punctuality. Arriving late also creates unnecessary anxiety in young children. Parents of students who are repeatedly late will be contacted to determine further remedial action.



## Early Dismissal

Parents are requested to send a note to the teacher when seeking early dismissal for their child. If the child is to be picked up during lunch time (11:15 a.m. – 12:15 p.m.), parents must go to the Daycare entrance, as the school office will be closed.

Should there be any change to a child's regular routine at dismissal, parents are to inform the school secretary **BEFORE 11:00 a.m. the day of. Email or telephone requests made after 11:00 a.m., will not be processed.**

## Cancellation of Classes

The Lester B. Pearson School Board will broadcast all school cancellations on radio stations CBC (88.5 FM) and CJAD (800 AM) and will post cancellations on the LBPSB website <http://lbpsb.qc.ca> . We will also post cancellations on our CWA website [cwa.lbpsb.qc.ca](http://cwa.lbpsb.qc.ca) and our CWA Facebook page.



## Transfer Forms

Please notify the school in writing if you will be moving, so that the report card and transfer form can be prepared.

## Medical Form and Emergency Numbers

**Emergency** telephone numbers **MUST be provided.** To ensure the safety of your child, any health problems must be noted on the medical form.



## Injuries

Minor injuries (minor cuts, scrapes) will be handled by staff members. Any injury of concern to staff will be first dealt with by staff with first aid training and then reported to parents. Our policy with any head injury is to report it to parents since, on occasion, a head injury causing concussion may appear to be minor and will need to be monitored. Depending on the severity of an injury, the decision to have a child remain at school or be seen by a medical professional is to be made by parents, following a discussion with a member of staff.



In the event that a child has been injured and the incident has not been directly observed by any staff member, the child should report the incident to the teacher on duty and their homeroom teacher. Appropriate follow up will then be taken.

NOTE: Parents must provide an updated emergency phone number on the student information sheet (renewed annually) in order for the school to make timely contact if/when necessary. Any changes in emergency contact information must be communicated to the school as soon as it is available.

### **Medication**

For safety reasons, student must not bring non-prescription or 'over the counter' medication to school. Should your child need to take medication at school, the 'Authorization to Administer Medication' form must be completed and submitted to the school office. All medication is kept either in the main office or in the Daycare.



Students with severe allergies should wear a **carry pouch containing their Epi-pen** at all times (e.g.: class, gym, music, outdoor activities, field trips). A spare Epi-pen is kept in the main office in case of emergency and for field trips.

### **Health and Hygiene**

1. Students are to arrive at school neat and clean. Dirty, ragged, or inappropriate clothes are not acceptable.
2. For sanitary and safety reasons, students **must** wear shoes at all times. An extra pair of shoes for indoor use only must be kept at school. Flip-flops and Heelys are never permitted.
3. Students are not to chew gum on the premises.
4. Parents are asked to cooperate with LBPSB policy by giving children only nutritious snacks for school. Junk food and candy should be avoided. Special activities will be planned to support nutritional education.
5. Students are responsible for keeping their personal space in the school **neat and clean**. This includes: their desks, inside and out, the area around their desk, their cubby hole, their locker and the area around their locker.



### **School Cleanliness**

Students spend a major part of their day in the school building. It is important that students take pride in and ownership of the general cleanliness of their school. As a result, they are expected to participate in keeping the school and school grounds clean.

### **Books**

Textbooks and other materials belonging to the school must be treated with care. Parents are responsible for any lost textbooks, library books or school materials. To protect textbooks and other items, students must have a schoolbag.



## **Homework**

Students are required to complete all homework assignments. **As a general rule, reading, written homework and/or study homework is required every day.**

Please note that students who are registered in the Daycare program benefit from a supervised study hall session Mondays through Thursdays.



Students are responsible for taking home all materials needed for homework.

**Students and parents will not be allowed back into the school building after dismissal time at 2:45 p.m.**

## **Report Cards**

Three report cards are issued throughout the school year, as well as one fall interim report. Report cards will be available online through the Mozaik Parent Portal. Report cards should be carefully read and reviewed. Parent/Teacher interviews will take place following the release of the first term report card in November. During the year, parents are asked to respond promptly to a teacher request for an interview, since this request indicates that an immediate concern exists.

Parents may also call to request an appointment with a teacher if the need arises with the teacher's availability during their working hours (7:45 AM – 3:00 PM). For more detailed information on student evaluation, please consult the CWA – PYP Assessment Policy Handbook, available on our website.

## **Cell Phone Use**

The use of cell phones during school hours is NOT permitted. They are disruptive and, as most cell phones have the capacity to take digital photographs, the potential for a security risk is posed by those who may take photographs of others without their knowledge or consent. Students who must make phone calls to parents may request to do so at the school office. **Students are strongly discouraged from bringing cell phones to school.**



Students who use cell phones during school hours or school activities will have them confiscated by school staff and returned to parents. This same rules apply to any hand-held personal communication device (all smart phones/ watches, iPads, iPhones, etc.).

## **Valuables / Toys**

Personal valuable items such as electronic equipment, iPods, sports equipment, jewelry, etc. are best left at home. The use of any type of electronic equipment brought from home is not permitted during school hours or in the daycare, unless exceptional circumstances apply. We also require that toys, games and items such as pokémon cards, fidget spinners, etc. remain at home.



## **Lost and Found**

To recover lost items there is a 'Lost and Found area in the school, for your convenience. Classrooms also have a bin for lost/found items.

To facilitate identification and retrieval of personal belongings, parents are asked to affix pre-printed name tags or **write the child's name in permanent marker** on all articles of clothing, school bags, lunch containers and any other personal items.



Mabel's Labels is a suitable supplier of printed labels for clothing and many other personal items (lunch box, thermos, school bag, etc.). You can order labels for your child by following this link: [https://mabelslabels.ca/en\\_CA/fundraising/support](https://mabelslabels.ca/en_CA/fundraising/support) .

Unclaimed items will be bagged and sent to charity.

## **School Supplies for 2024-2025**

Please note the following points related to school supplies for the 2024-2025 school year:

- School supply lists are available on our website:  
<http://cwa.lbpsb.qc.ca/For-Parents/Suppy-Lists>
- All school supplies and personal belongings should be clearly labelled. This will make it easier to find any items that may be lost or inadvertently picked up by another child.

## **Extended vacations during the school year**

The CWA 2024-2025 school calendar is available on our website. The calendar includes all local/school and board-wide pedagogical days, as well as major holidays. It continues to be an issue of concern each year for some students who miss periods of instructional time in class due to absences occurring during extended vacations. Parents are reminded that frequent/significant absences can negatively impact student learning and evaluations. In particular, a Grade 6 Exhibition and mandatory examination for students, Grade 3 through Grade 6, are scheduled, and may start as early as January – depending on the grade level and subject area. It is important to note that, as per Ministry of Education guidelines, these examinations count for up to 20% of the final mark for certain subject areas. We ask that you please plan family vacations and other absences during times when school is not in session in order that your child absence does not conflict with the school schedule.

## **CWA Online information**

- All International Baccalaureate Primary Years Programme information and school policies can be found on our website at <http://cwa.lbpsb.qc.ca> .
- In accordance with the Education Act, the Lester B. Pearson School Board has appointed a student ombudsman. For more comprehensive information, please refer to the following link on the school board website:  
<https://www.lbpsb.qc.ca/parents-and-community/regional-student-ombudsman> .

## **School Uniforms**

Please contact our official supplier:  
Goldtex  
8875 rue Salley, Lasalle, QC H8R 2C8  
Tel: 514-365-9699

e-mail: [info@goldtex.ca](mailto:info@goldtex.ca)

Uniforms can be purchased online: <https://goldtex.ca/collections/childrens-world-academy-school-uniforms>

## **CWA Uniform Policy (White – Navy Blue – Forest Green)**

Please read this section carefully and do not hesitate to contact the school office should you have any questions or require any clarification. We have also included sketches at the end of this section (see below) - they visually demonstrate what is described in the policy and we hope they will be helpful in conveying a sense of what the policy strives to achieve.

Our school uniforms contribute to creating a structured learning environment where students respond to the expectation that they achieve their best. We believe strongly that uniforms foster a sense of self-worth and bring the students together as a community, helping to create a sense of belonging and identity.

As an international school, we believe it is important for our students to project a positive, confident and respectable appearance. Our students are frequently in the spotlight, representing CWA outside the school, by participating in outings or field trips, visiting other schools or institutions, taking part in contests, or being filmed in segments that are broadcast widely. For these reasons, we want our students to always look their best.

**IMPORTANT:** The uniform policy is mandatory for all students. Students who do not comply with the uniform policy will be given three warnings. Further warnings will result in the student being removed from class until the matter is addressed.

## The CWA Uniform consists of the following:

### For Girls:

- ✓ Short- or long-sleeved polo shirt, in white or navy, printed with the school crest. Available exclusively from Goldtex (official supplier, see below).
- ✓ Navy blue pants, knee-length skirt, tunic-style dress or Bermuda-style shorts (warmer weather only). Leggings on their own are not permitted but may be worn under a skirt or tunic. Commercial logos are forbidden. White or navy blue tights/leggings.

### For Boys:

- ✓ Short- or long-sleeved polo shirt, in white or navy, printed with the school crest. Available exclusively from Goldtex (official supplier, see below).
- ✓ Navy blue pants or Bermuda-style shorts (warmer weather only). Commercial logos are forbidden.

### For All:

- ✓ Forest green fleece cardigan or zip-front fleece sweater with printed school crest. Students must wear their cardigans for school pictures, all field trips and special events. Available with printed crests at Goldtex or without printed crests at other suppliers. Printed crests are available for sale at the school office.
  - Gently-used cardigans may be purchased each fall at the CWA annual cardigan sale, organized by the Home & School (H&S) committee.
- ✓ Shoes, worn with socks/tights. A pair of appropriate indoor shoes is mandatory and must be left at school at all times. Inappropriate styles (platform, flip-flop, slipper-type, boots, etc.) will not be accepted.

### For Physical Education:

- ✓ Please note: Physical Education attire is acceptable only on days when the student has a Physical Education class and not on any other days.
- ✓ White or navy blue t-shirt printed with the school logo. Available exclusively from Goldtex.
- ✓ Navy blue shorts or sweatpants, with or without printed school logo. Commercial logos, including stripes on the legs, are forbidden.
- ✓ Running shoes (non-marking soles, please), worn with socks.
- ✓ To avoid injuries, students must not wear jewelry on their ears, neck, wrists, fingers or ankles during Physical Education classes and sports activities. It is recommended that expensive jewelry not be worn to school at any time.



## Other:

- ✓ CWA students enjoy several 'Dress-Down Days' each year. Please note that appropriate dress is still expected on those days. Shirts, shorts and skirts must be of appropriate length at all times.
- ✓ Hats must not be worn in school at any time.
- ✓ Please label all items of clothing with your child's name and current homeroom number. Mabel's Labels is a suitable supplier of printed labels for clothing and many other personal items (lunch box, thermos, school bag, etc.). You can order labels for your child be following this link: [https://mabelslabels.ca/en\\_CA/fundraising/support](https://mabelslabels.ca/en_CA/fundraising/support) .





## Daycare Services

CWA Daycare services include the Lunch Program, the Morning and Afternoon Programs as well as Pedagogical Day Supervision. The school code of conduct applies during daycare as well.

### **PHILOSOPHY**

Our goal at CWA Daycare is to strive to meet the intellectual, social, emotional and physical needs of our students. We will provide a peaceful and supportive learning environment that encourages children to:

- Exercise their natural curiosity and creativity
- Demonstrate respect for themselves, others and their environment
- Cultivate an attitude of empathy and tolerance in their problem-solving skills
- Grow as kind and caring individuals



### **PROGRAMS**

CWA Daycare follows the principles and philosophy of the school's IB Program.

Daycare provides a bilingual homework period Monday to Thursday, in which students can do homework in a quiet atmosphere. The time periods will vary according to grade level. Daycare educators are there to guide and assist students, but cannot offer 1:1 tutoring.

### **HOURS OF OPERATION**

The daycare is open Monday through Friday according to the school calendar. Our hours include:

|            |                         |
|------------|-------------------------|
| Mornings   | 7:00 a.m. - 7:45 a.m.   |
| Lunch      | 11:15 a.m. – 12:25 p.m. |
| Afternoons | 14:25 a.m. – 18:00 p.m. |



**For further details about our daycare and lunch programs, please see information located under the Daycare/Lunch tabs on our school website.**