



BACK TO SCHOOL

Information for Families

Welcome to the 2020/2021 school year.

First Day of School

The first official day of school is Tuesday, September 8th, 2020. All of our educators & administration will be awaiting your arrival as of 8:45am in the gym or school yard. Students in grades 1 through 7 will report to the back yard and to their assigned grade. Students in grades 8 through 12 will report to the gym and to their assigned grade. Parents/Guardians will be dismissed after our back to school general assembly.

School Start Times and Class Times

We have made some changes to the daily schedules to permit the staggering of students. Grades 1 to 8 -Classes begin at 9:00am and finish at 3:15pm
Grades 9 to 12 -Classes begin at 9:15am and finish at 3:30pm
Class times will be staggered as well to reduce the number of students that are on lunch and break at the same time.

Parent-Teacher Meet & Greet

This year, teachers will hold a virtual meet and greet for parents to introduce themselves and provide information on their individual class structure as well as protocols. We would like to reduce the number of guests in the school during this year, however parents will have an opportunity to meet with their child's teacher by the middle of September.



Students in the SMT/EMS Program

S.M.T LESSONS: Students enrolled in the SMT/EMS program will begin their lessons on Monday September 14th.

Students in grades 1 through 6 receive their lessons throughout the school day and students in grades 7 to 12 receive their lessons from 8:15 to 9:00am or from 3:15 to 4:00pm.

If your child is in grades 7 through 12 and are registered for SMT/EMS lessons, please email info@heritage-academy.com to confirm whether your child would prefer the morning or afternoon sessions. Please email your confirmation by August 11th.

School Supplies and Personal Items or Equipment.

The following school supplies are provided to students as needed: textbooks, workbooks, paper, pencils, pens, eraser, ruler, and other. Please note that students must supply their own agenda, binders and scientific calculators (*Grades 11 and 12*), if required. Students that misplace or damage any school supplies will be required to replace them.

This year, students will not be permitted to share their personal items and will each be provided with a bin to store the supplies. This bin will be disinfected at the end of each day. Students will be provided with guidelines and instructions on how to and where to store their items

Students in Grades 4-12 will be required to bring their own laptop, Chromebook or tablet to school. As part of our Covid-19 protocol, all desktops will be removed from classes until they can be returned. Devices that are permitted to be on our school WiFi include: tablets, chromebooks and laptops. Cell phones are still not permitted to be connected to our school WiFi and are not permitted for use in class unless otherwise stated by the teacher for educational purposes.



Communication Between School and Parents

Parents must report all absences or notifications of special arrangements to reception@heritage-academy.com. In order to ensure parents are kept informed, Heritage Academy provides parents with a monthly newsletter by email. Teachers will also be providing parents with semi-monthly emails containing pertinent information regarding their child's curriculum and events or outings.

Stay Connected

Please visit our school website, "friend" us on Facebook and/or add us to Twitter for more information about the school, administration, our educators, important events/dates, school year calendar, extracurriculars, tutoring, policies & procedures, admissions and curriculum information:

Website: <https://www.heritage-academy.com/>

Facebook: https://www.facebook.com/ottawaprivateschooldyslexia/?ref=br_rs

Twitter: [@HA_ottawaVP](https://twitter.com/HA_ottawaVP)

The Heritage Academy APP- Available for Android & Apple Devices

This app will provide you with contact information, notification reminders for upcoming important dates, school news & school event updates...and so much more! Download your app today!!! To download:

https://play.google.com/store/apps/details?id=com.app_heritageacademyottawa.layout

****Make sure that you accept push notifications and permissions through the app settings.***

General Information Form

In order to keep our records up to date and accurate, please complete the following form. This form must be completed and submitted by August 26th, 2020: [General Information Form Link](#)

Car-Pooling

Families that would like to have their names added to our 2020-2021 car-pooling list should submit their Car-Pooling Request form by August 20th. [Car-pooling Request Form - Link](#)



School Uniform

Elementary/Intermediate students (1-8): Students in our Elementary and Intermediate Grades are required to wear a regular school uniform but will be exempt from wearing a Heritage Academy issued gym uniform to lower the number of students that would need to gather to change their clothes.

Senior students (9-12): Students in our Intermediate and Secondary grades are required to wear a regular school uniform as well as a gym uniform - this uniform includes:

- a Heritage Academy issued shirt and a pair of black shorts or pants. *Please note the black shorts/pants can NOT be purchased through the school.*

UNIFORM ORDER DEADLINE: August 14th, 2020.

Order forms can be submitted via email or mailed to the school. Uniforms orders will be placed periodically throughout the school year. Uniforms will be provided to students once received. Students that are not waiting for an order to be received must be in uniform on the first day of school.

Description Link: [View Uniform Descriptions Here](#)

Standard Uniform Orders: [Standard Uniform Order Form](#)

Athletic Uniform Orders: [Athletic Uniform Order Form](#)

Heritage Policies & Procedures

All parents, guardians and students are expected to read through:

- [Course Calendar - Guidelines for Students in Grades 7 to 12](#)
- [Heritage Handbook](#)
- [Code of Conduct](#)



Before and After School Care Updates

A set fee will be charged for students in all grades that require either before or after school supervision. **To register your student(s) in our Before and/or After Care Supervision Services, the following form must be completed by August 20th, 2020:**

<http://www.123formbuilder.com/form-4952507/before-after-school-supervision-services>

Before School Care (7:30am to 8:15am)

A set monthly fee of \$100 will be charged for students that require before school supervision during this time.

After School Care (4:00pm to 5:30pm)

A set monthly fee of \$200 will be charged for students that require after school supervision during this time. Students that are enrolled in the after school Jiu Jitsu Program will receive a rebate of \$60/month from the set fee.

**** PLEASE NOTE: In respect to our teachers and their families, parents arriving after 5:30 pm will be charged \$1.00 per minute. The school should be notified prior to 3:15 pm if the parent/guardian will be late.***

Potential Tutoring Service (4:00pm-5:30pm)

A fee **\$20/hr** will be charged for tutoring services from 4:00 to 5:00pm. Please note that tutoring sessions are only offered on Tuesdays and Thursdays.



Faculty Directory

Administration

Director: Ms. Cheryl Ward

Vice Principal: Mr. Nathan Boersma

SMT Director and Administrator: Mr. Michel Lance

Administrative Assistant: Ms. Megan McKague

Financial Services: Ms. Sarah Larocque

Operations Manager: Mr. Ilya Hansen

Elementary Level Educators

Grade 1/2: Ms. Mikki-Jo Gardiner

Grade 3: Ms. Emma Lafloor

Grade 4: Ms. Patti-Jane Stanley

Grade 4: Ms. Gabriela Henriquez-Johnston

Grade 5: Mr. Graham Dufort

Grade 6A: Mr. Evan Halkai

Grade 6B: Mr. Scott Reid

Grade 7: Mr. Aaron Clark

Grade 8: Ms. Sarah Foster

Grades 1-8: Mrs. Carolyn Eagles

Secondary Level Educators

Mr. Philip Joly

Mr. Danny Morawski

Ms. Annabelle Harvey

Ms. Morgan MacInnis

Ms. Melissa Hutter

Mr. Dylan Graves

Academic Advising

Mr. Philip Joly

SMT Educators

Mrs. Lucie Cadieux

Ms. Aline Lance

Mr. Mike Lance

Ms. Melanie Masson

Educational Assistants

Ms. Morgan McKendry

Ms. Rebecca Moore

Ms. Emma Philebrown

Ms. Sangmin Lee