



# **MAPLEVIEW CHRISTIAN ACADEMY**

**STUDENT-PARENT HANDBOOK  
2025-2026**

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# WELCOME & INTRODUCTION

## Welcome

Dear Parents and Guardians,

Welcome to Mapleview Christian Academy! We are so glad you have chosen to partner with us in the education and spiritual development of your child. At MCA, we believe that every student is uniquely created by God and has been gifted with a purpose. Our mission is to provide a Christ-centered, academically excellent environment where students are encouraged to grow in faith, character, and knowledge.

This Parent Handbook is designed to help you become familiar with our school's policies, procedures, and values. We believe that strong partnership between home and school is essential to your child's success, and we are committed to open communication, mutual respect, and a shared vision for their future.

We are excited to walk alongside you and your family as we raise the next generation of leaders, thinkers, and disciples of Christ. Thank you for entrusting us with this important role in your child's life.

In His service,

**The Mapleview Christian Academy Team**

"Start children off on the way they should go, and even when they are old they will not turn from it."

– Proverbs 22:6

# **Mission Statement**

To GIVE our students a Bible-based, Holy Spirit-empowered, Christ-centered education, guiding them to GROW in faith and knowledge, so they are equipped to GO into the world as servant-hearted leaders for Jesus.

# **Vision Statement**

To see students deeply rooted in Christ, living out God's purpose as lifelong followers of Jesus—impacting the world by leading and making disciples in His image.

# **Statement of Faith**

We believe the Bible to be the inerrant Word of God that declares the whole counsel of God.

We believe that salvation is found by faith in the finished work of Christ on the cross, and that God offers the gift of eternal life to all that believe.

We believe that Baptism in the Holy Spirit is a work of grace that is separate and distinct from salvation and that Christ offers baptism to all who believe.

We believe that supernatural signs, wonders and gifts of the Holy Spirit accompany the preaching of the gospel and that divine healing has been provided through Christ's death on the cross.

We believe that Jesus is coming again and that His return may occur at any moment. We believe He will reward those who follow Him and that He will punish those who reject Him.

We believe that God is calling people to dedicate themselves to the fulfillment of the Great Commission in these last days.

We believe that Jesus died for us on the cross, and that we need to thank Him for dying for us and for the offer of His free gifts of forgiveness, freedom, and His Spirit.

We believe the Bible is the Word of God written; it is the revelation of the truths of God conveyed by inspiration through His servants to us. As such, it is infallible and without error.

We believe that marriage is a provision of God wherein one man and one woman to the exclusion of all others enter into a lifelong relationship; it is to be an exclusive relationship that is maintained in purity. It is intended by God to be permanent.

We believe that God created humanity as male and female—distinct and intentional in design. This distinction, rooted in biology, reflects God’s purpose. We affirm that living in alignment with one’s biological sex is part of God’s design.

## Philosophy of Christian Education

At the core of our educational approach is the belief that **parents are the primary educators of their children**, a role given and affirmed by God in Scripture (Deuteronomy 6:6–7; Ephesians 6:4; Proverbs 22:6). As a school, we exist to support and partner with families in the shared goal of raising students who are grounded in truth, strong in character, and equipped for a life of faith and purpose.

We believe that **education is most effective when rooted in a Christ-centered worldview**, where Scripture is not only referenced but serves as the foundation for all instruction, discipline, and formation (2 Timothy 3:16). This means that our teaching does not merely aim to impart knowledge but to shape the whole person—mind, heart, and spirit.

The strength and success of a school community depend significantly on **meaningful collaboration between parents and educators**. We recognize that the influence of the home cannot be replaced by the school, and likewise, the school thrives when it receives intentional support from families (Hebrews 10:24–25; Numbers 11:16–17).

As such, we call on parents to actively engage in the life of the school, to encourage their children in both academic and spiritual growth, and to walk alongside teachers and staff in cultivating a healthy, God-honouring learning environment. This partnership is not just beneficial—it is essential (Ephesians 4:11–16; Galatians 6:2).

Together, we aim to raise up a generation of students who love God, serve others, and pursue excellence in all areas of life.

# Core Values

## Finding Your 'PLACE' at Mapleview Christian Academy

At Mapleview Christian Academy, our vision is for every student to find their **PLACE** –a meaningful and purpose-filled path rooted in Christian values and practical preparation for life. PLACE is an acronym that captures the heart of what we strive to instill in every student:

### **Purpose and Identity in Christ**

We believe that every child is uniquely created by God, deeply loved, and intentionally designed for a purpose. At MCA, our goal is for each student to discover their identity in Christ—knowing they are accepted, valued, and secure in His unchanging love. There is nothing they can do to make Him love them more, and nothing they can do to make Him love them less.

### **Leadership Development**

Leadership is not just about titles—it's about influence, character, and responsibility. While not every student may lead from a stage or in a formal role, every child is called to lead in their home, community, and relationships. MCA equips students with foundational leadership skills such as communication, integrity, teamwork, and decision-making, preparing them to lead confidently wherever God calls them.

### **Academic Excellence**

We are committed to delivering strong, Christ-centered academics. Our core subjects include Bible, Mathematics, Language, Science, and Social Studies. Our aim is to ensure every student meets—and surpasses—the academic standards of the public system. With small class sizes and passionate qualified teachers, students receive the individualized attention they need to fully understand and master the material.

### **Community**

MCA is more than a school—it's a family. Our community includes students, parents, staff, and volunteers, all connected through shared faith and purpose. As part of the broader Mapleview Community Church family, students will learn the importance of serving others. Whether through school, church, or local outreach, we teach that a life of faith includes a life of service.

### **Entrepreneurial & Life Skills**

We believe in preparing students not just for academic excellence, but for life. Through age-appropriate instruction in critical thinking, financial literacy, computer literacy, and basic trades, students gain real-world skills they can use with confidence.

Whether they one day run a business, manage a home, or serve in ministry, we want them equipped to be resourceful, capable, and God-honouring in all they do.

At Mapleview Christian Academy, your child will find their PLACE—a foundation in Christ, a path to growth, and a future full of purpose.

*“For we are God’s handiwork, created in Christ Jesus to do good works, which God prepared in advance for us to do.”*

– Ephesians 2:10

## P

- Grounding students in a biblical worldview across all subjects
- Encouraging daily discipleship and spiritual formation
- Helping students discover their God-given identity and purpose
- Cultivating Christ-like character in every aspect of school life

## L

- Fostering courage and boldness in faith
- Teaching servant-hearted leadership and responsibility
- Developing integrity in decision-making and problem-solving
- Providing mentorship and leadership opportunities (as the school grows)

## A

- Delivering Christ-centered, high-quality academics
- Offering core subjects: Bible, Math, Language, Science, Social Studies
- Maintaining high academic standards and expectations
- Supporting students through small class sizes and personalized instruction
- Hiring qualified, passionate teachers committed to Christian education

## C

- Actively partnering with families in the education journey
- Hosting regular chapels and worship times
- Encouraging parent engagement and volunteer opportunities
- Participating in outreach initiatives within the school, church, and local community

## E

- Equipping students with real-world skills and practical knowledge
- Encouraging critical thinking, creativity, and innovation
- Teaching financial literacy, digital citizenship, and basic trades
- Instilling responsibility, independence, resilience, and a growth mindset
  - Providing opportunities for student-led projects and entrepreneurial initiatives

# GENERAL SCHOOL INFORMATION

## 2025/2026 School Calendar

**COMING SOON:** A downloadable PDF of our year at a glance is available **HERE**. It is also available on our school website at [www.mapleviewchristianacademy.com/schoolcalendar](http://www.mapleviewchristianacademy.com/schoolcalendar)

## School Day Hours

Start of Day: 9:00am  
First Nutrition: 10:40-11:00am  
First Recess: 11:00-11:20am  
Second Nutrition: 1:00-1:20pm  
Second Recess: 1:20-1:40pm  
End of Day: 3:20pm

## Contact Us

School General Email: [info@mapleviewchristianacademy.com](mailto:info@mapleviewchristianacademy.com)

School Phone Number: 705 735 6423 ext 2000

Please note that at this time, this phone is not monitored or answered at all times throughout the day. If you're unable to reach us, feel free to leave a message or contact us via email, and we'll get back to you as soon as possible. If you are needing to reach your child, or your child's teacher please reach out to the teacher's number.



# Board of Directors

## **Brooke Godmere**



Brooke is an Ontario Certified Teacher since 2014, gaining her Honours Bachelor of Arts and Sciences and Bachelor of Education at Lakehead University. She has taught in both the Public Education System and the Private Christian System. She is passionate about raising up children to know who God is and who He has created them to be. She is currently a stay at home mom to two young children and is so excited to be a part of seeing MCA grow and provide a Christian education to those here at Mapleview. She has been a part of Mapleview since 1998.

## **Graham McKee**



Graham accepted the Lord at the age of 25. He has spent the last 21 years as a full-time occasional teacher in the public school system. He and his wife, Darlene have three adult children, who are all married, and four grandchildren. He is passionate about building a Christ-centered community where parents, students, teachers and volunteers can feel safe while providing a Biblically based, Christ-centered education for the families of Mapleview Community Church.

## **Ron Quinn**



Ron is a proud husband and father of three adult children. After working in the auto industry for 31 years, starting as a line worker and moving into various leadership roles, he is now enjoying retirement. He has attended Mapleview since 2000 and has the privilege of being part of the Mapleview elders board. He is very honoured and excited to be part of the new Christian school start up. Praying God will be glorified and continue to give direction, provision and favour in this new outreach opportunity at Mapleview.

# **Affiliations**

Mapleview Christian Academy operates as a branch ministry of Mapleview Community Church, functioning under its spiritual guidance and organizational oversight. As an extension of the church's mission, the academy is committed to providing Christ-centered education that reflects the values and vision of the church. Together, they work in unity to nurture the spiritual, academic, and personal growth of each student within a faith-based community.

# ADMISSIONS & ENROLMENT

## Admissions Process

Step 1: Review the Admissions Information Package [HERE](#)

Step 2: Submit an application online

To begin the admissions process, parents are asked to submit a completed application form along with a one time fee of \$300 deposit per child to the MCA Admissions Committee. Once received, the committee will review the application and follow up to schedule a pre-acceptance meeting with the family. If the application is not accepted or the family chooses not to proceed with registration, the \$300 deposit will be fully refunded. If accepted, the deposit will be applied toward the student's tuition.

You can access the application form [HERE](#)

MCA welcomes applications from all students whose families attend MCC on a regular basis.

A complete registration packet must be signed by parents/guardians acknowledging and accepting the school's student/parent handbook, statement of faith, and code of conduct/policies.

For new admissions, academic assessments may be utilized to determine if MCA is the best fit for your student. Acceptance for enrolment will depend on space availability and the school's ability to adequately meet a particular child's needs.

Step 3: Submit Pastoral Reference Form [DOWNLOAD HERE](#)

Step 4: Parent Interview

Step 5: Tuition Payments

Upon confirmation of enrolment, you will then receive an email from Tuio (our financial management system) to set up your payment plan for the year.

# **Tuition and Fee Structure**

Tuition will be \$5,000 per student for the first child in an immediate family. The second child's tuition within the same family unit would be \$3,750, the third child costing \$3,000. A \$300.00 per child registration fee must be paid during registration. Payment options are available through Tuio (our financial management system). With this system you are able to pay through credit cards, pre-authorized debit (PAD), along with the options of: cash or e-transfer ([finance@mapleviewchristianacademy.com](mailto:finance@mapleviewchristianacademy.com)). You will be able to set up scheduled recurring payments for tuition that work best for you, should that be pay in full, monthly or weekly. Should you choose to pay with credit card or debit, you will see a small transaction fee also applied (approx \$150 total for the year). To avoid these costs, you can pay by cash, or set up direct banking or e-transfers.

MCA is working on becoming a registered non for profit with the Canada Revenue Agency (CRA). Parents may be eligible to receive a receipt for tax purposes for tuition paid that exceeds the cost per pupil in a calendar year. The amount of receipt issued is determined on several factors including the amount of tuition paid, number of students enrolled, and the calculated cost per pupil. At this time, we cannot guarantee this for the 2025/2026 year.

## **Financial Aid**

At this time, our school does not offer financial aid or have any scholarship programs available. However, we are actively exploring options to provide financial support in the future and are committed to making our programs more accessible as we grow.

## **Other**

All property of the school belongs to the school community. If students purposely damage or lose property or equipment, the family is responsible for replacing or paying for the school to replace it.

Throughout the school year, there may be additional costs for optional activities such as field trips, hot lunch programs, special projects, or other school events. Families will be notified in advance of any such expenses to allow for planning and participation.

# STUDENT LIFE & CODE OF CONDUCT

## Student Expectations

Students are expected to conduct themselves in a way that honours God, respects others, and promotes a safe and positive learning environment. This Code of Conduct reflects our commitment to Biblical values, personal integrity, and academic excellence.

### **Live to Honour God**

- Love and obey God, Jesus, and the Holy Spirit in all areas of life.
- Participate respectfully in spiritual activities, including Bible classes, chapels, devotions, and prayer.
- Seek to grow in your understanding of God's Word and apply it to daily life.

### **Choose Integrity in All You Do**

- Always tell the truth and act with honesty, even when it's difficult.
- Do all your work to the best of your ability, as working for the Lord (Colossians 3:23).
- Take responsibility for your choices and actions.

### **Show Respect to Others and Authority**

- Honour your father and your mother, and show respect to all adults in authority.
- Be respectful to MCA staff, volunteers, and classmates at all times.
- Treat others the way you would want to be treated (Matthew 7:12).
- Use encouraging, kind, and appropriate language—never bullying, gossiping, or using hurtful speech.
- Value the safety, dignity, and well-being of every person in the school community.

### **Contribute to a Christ-Centered Community**

- Follow classroom rules and school policies cheerfully and politely.
- Dress and act in a way that reflects your identity as a follower of Christ and upholds the values of modesty, humility, and self-control.
- Choose actions and attitudes that bring honour to God and unity to the school.

**Pursue Excellence in Learning**

- Strive for excellence in learning and commit to doing your best in all assignments and responsibilities.
- Be prepared and on time for classes.
- Take initiative in asking for help when needed and support others in their learning.

**Use Technology Wisely**

- Use technology responsibly and only for approved purposes during school hours.
- Avoid any content or online behaviour that does not reflect Christian values.
- Speak and act wisely on social media, remembering that your words represent yourself, your school, and your faith.

**Disciplinary Actions**

Discipline will be approached with truth and grace, seeking restoration and growth. Consequences may include verbal warnings, parent communication, loss of privileges, detention, suspension, or expulsion depending on the severity and frequency of the offence.

**Our Commitment**

As a Christ-centered school, we are committed to walking with students in truth, grace, and accountability. Mistakes are opportunities for growth, and restoration is always our goal.

*"Whatever you do, do it all for the glory of God."  
- 1 Corinthians 10:31*

Find a simplified version of this code of conduct for Primary Grades [HERE](#).

# Dress Code

At MCA, we follow a **Standardized Dress Code**, designed to reflect Christian modesty, promote a focused learning environment, and maintain flexibility and affordability for families in choosing where to purchase clothing. While there is no mandatory uniform or required branding or embroidery, students must wear clothing that meets the guidelines below.

## General Guidelines

**Approved Colours:** Navy blue, beige, and white

**Embroidery:** Not required

**Retail Options:** Clothing may be purchased from any store, as long as it adheres to the dress code

**Footwear:** Indoor, non-marking, closed-toe shoes are required

**Headwear:** Hats are not to be worn inside the school building, except on designated special occasions

**School Merchandise:** Any of the school merchandise made available to purchase will be permitted for students to wear, regardless of colour and style

## Modesty Standards

In keeping with Christian modesty, the following minimum standards will apply in the event of any uncertainty:

- **Upper Body:**
  - Clothing must fully cover from the base of the neck to the lower body clothing
  - No skin or undergarments should be visible when arms are raised
  - Sleeves must reach at least the mid-bicep
- **Lower Body:**
  - Clothing must cover from the waist to mid-thigh or longer
  - Skirts, shorts, and dresses must also meet this length requirement
- **Graphics & Messaging:**
  - All clothing must be free of wording, large logos, or advertisements

## Acceptable Clothing Items

Examples of appropriate clothing include:

- Boys: pants, shorts; Girls: pants, shorts, skirts, dresses
- Short-sleeve shirts, long-sleeve shirts, cardigans, sweaters
- MCA-branded clothing and other approved school merchandise

# Attendance Policies

**Regular Attendance:** Students are expected to be at school by 8:55am. and to remain at school until the end of the regular school day, 3:20pm. If a student arrives at school after the start of the school day, the student must check in with their teacher.

**Drop-Off/Pick Up Policy:**

Supervision in the schoolyard (the gated area to the right of the main entrance) begins at 8:45am. For the safety of all students, children should not be dropped off before this time unless accompanied and supervised by an adult. Students must be picked up promptly at dismissal. Supervision ends 15 minutes after the school day concludes. If you are running late, please contact the teacher to make arrangements. Children remaining after this time must be supervised by an adult. We will enter the building from the single door beside the gated area (to the right of the main entrance) which leads into the school wing of the building.

**Absences:** Should a student be required to miss a day or part of the day, the parent/guardian must notify by 9:00am on that day. Absences can be reported by phone, email, or through the school's communication app directly to their classroom teacher. Please provide the student's full name, reason for the absence, and expected return date.

**Leaving the School Grounds:** No child may leave the school grounds unless under the supervision or permission of their parent. Please inform your child's teacher of any changes to the usual after school routine as early as possible.

**Inclement Weather:** Should school need to be cancelled due to inclement weather, we will inform parents as soon as possible. It will be posted on the school social media and through email or class communication apps.



# Student Behaviour & Discipline

**Purpose:** At Mapleview Christian Academy, we are committed to cultivating a safe, loving, and God-honouring learning environment where every student is encouraged to grow—academically, spiritually, emotionally, and socially. An essential part of building this kind of environment is teaching and reinforcing discipline that reflects the heart of Christ. The word *discipline* shares its roots with the word *disciple*—a follower and learner of Jesus. At MCA, discipline is not merely about correction; it is a restorative process, grounded in grace and truth, where much learning and personal growth can occur. We believe that having discipline is different than simply being disciplined. Our goal is to help students develop self-discipline—learning to take responsibility for their choices, to live respectfully, and to pursue what is right, even when no one is watching.

Discipline is best taught from the earliest ages so that children can thrive and perform to the best of their God-given ability. When discipline is missing, corrective discipline may be necessary—and that is a good thing. It is an opportunity to teach, to redirect, and to restore. We seek not to shame students, but to guide them back into right relationship with others and with God.

*“No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.”*  
- Hebrews 12:11

These Biblical truths guide how we treat one another, how we respond to mistakes, and how we help students grow in both character and conduct.

## **A Partnership with Parents:**

Discipline begins at home. Parents are entrusted by God to “train up a child in the way he should go” (Proverbs 22:6), and MCA exists to come alongside the home, reinforcing these values in the classroom and school community. When home and school work in unity, children flourish. Should a discipline issue arise at school, we ask that you first listen carefully to your child—and then, before reacting, contact the teacher involved. There is often more to the story, and the teacher will be able to offer context and clarity. We encourage open, respectful communication—always remembering that discipline is part of the learning process and that we are in this together for the good of the child.

Our goal is not perfection, but progress—and we trust God to use every situation, even challenging ones, to shape hearts, develop character, and point our students toward Christ.

### **Discipline Process:**

All discipline will be approached first by the classroom teacher in a loving, restorative, and respectful manner, with the goal of guiding the student back into right relationship with others and with the school community.

Our process is designed to offer clarity, grace, and accountability, while maintaining open communication between school and home.

**Step 1 - Initial Infraction:** The teacher will address the issue directly with the student, using restorative practices to encourage understanding, reflection, and change. A brief note will be documented in the student's file for record-keeping purposes.

**Step 2 - Ongoing Concern:** If a similar issue arises again, the teacher will continue to address the behaviour but will also inform the student's parents/guardians. A message will be sent home outlining the concern, and a note will again be placed in the student's file.

**Step 3 - Escalation to Administration:** If the behaviour persists or if a more serious incident occurs, the teacher will involve the Principal. At this point, an in-person meeting with the student's parents or guardians will be scheduled to address the issue and determine a path forward.

**Step 4 - Formal Corrective Plan:** Should the behaviour continue after administrative involvement, a second meeting with the parents will be arranged. During this meeting, the school will work in partnership with the family to create a formal plan outlining specific expectations and outcomes necessary for the student's continued success at MCA.

**Step 5 - Temporary Withdrawal:** If the corrective plan does not result in meaningful change, the school will initiate a conversation regarding the temporary withdrawal of the student from MCA. This decision will not be made lightly and will be done with prayerful consideration and love for the child and the school community. Re-enrolment will be considered when the student and family have demonstrated that necessary steps have been taken and the behaviour has changed in a way that supports a healthy return to the school environment.

# Bullying & Harassment Policy

We believe that all children have a right to a caring, respectful, and safe school environment where they will encounter the love of God in action through the people and practices that surround them. Every student is created in the image of God and is to be treated with dignity, kindness, and compassion. We aim to cultivate a culture of encouragement and love as taught in Scripture:

*"Encourage one another and build each other up." - 1 Thessalonians 5:11*

*"Love your neighbour as yourself." - Mark 12:31*

## **Commitment to a Safe Environment**

- An anti-bullying and anti-harassment policy is in effect at all times.
- It is clearly communicated and consistently enforced among students, staff, and volunteers.
- Our school community—including all staff, and screened volunteers—shares the responsibility of preventing, addressing, and responding to incidents of bullying, harassment, or discrimination.
- Bullying or harassment of any kind will not be tolerated in any setting at the school.

## **Bullying**

The Ontario Ministry of Education provides the following description of Bullying: Bullying is typically a form of repeated, persistent, and aggressive behaviour directed at an individual or individuals that is intended to cause (or should be known to cause) fear and distress and/or harm to another person's body, feelings, self-esteem, or reputation. Bullying occurs in a context where there is a real or perceived power imbalance. Bullying is a dynamic of unhealthy interaction that can take many forms. It can be physical (e.g., hitting, pushing, tripping), verbal (e.g., name calling, mocking, or making sexist, racist, or homophobic comments), or social (e.g., excluding others from a group, spreading gossip or rumours). It may also occur through the use of technology (e.g., spreading rumours, images, or hurtful comments through the use of e-mail, cell phones, text messaging, Internet websites, or other technology).

## **Harassment and Discrimination**

Our school is committed to fostering an environment that is free of discrimination and harassment, where every individual is treated with respect and dignity. Every member of the MCA community has the right to equal treatment with respect to work, volunteer opportunities, services, and school facilities. Discrimination or harassment based on any of the following prohibited grounds is not tolerated: Race, Ancestry, Place of origin, Colour, Ethnic origin, Citizenship, Creed, Sex, Age, Marital status, Family status, Disability

We strive to teach mutual respect, understanding, and cooperation, not only through policies but through daily modelling and faith-filled instruction.

### **Responsibility**

Every member of our school community shares the responsibility to create and maintain an environment free from bullying, discrimination and harassment. Those found to have engaged in such behaviour will be subject to appropriate disciplinary action, always guided by principles of truth, grace, and restoration.

### **Reporting and Response**

Any student, parent, or staff member may report incidents of bullying, harassment, or discrimination. Reports may be made in person or anonymously to a trusted teacher, administrator, or a Board member.

All reports will be:

- Taken seriously
- Handled confidentially (as much as possible)
- Investigated promptly and thoroughly

Disciplinary actions may include:

- Verbal warnings and restorative conversations
- Parent meetings
- Loss of privileges
- Suspension or, in serious cases, removal from the school community

Our goal is not only correction but restoration and heart transformation, helping students grow in maturity and Christlike character.

# PARENT INVOLVEMENT

Education is most effective when families and the school work together. Parent involvement not only strengthens our school community but also plays a key role in enhancing the overall experience for our students.

We invite and encourage all parents to get involved in school life through volunteering, attending events, and supporting classroom or administrative needs. Your time, skills, and presence make a lasting impact!

## Why Parent Involvement Matters

- It enriches the school environment for all students
- It fosters stronger relationships between families, staff, and students
- It models servant leadership and community values for our children
- It helps **keep tuition costs more affordable** by reducing the need for additional paid staffing and support services

## Ways to Get Involved

- Classroom helpers
- Field trip supervisors
- Event planning and set-up
- Lunchroom or recess support
- Before/After school yard supervision
- Administrative assistance
- Entrepreneurial & Life Skills involvement
- Specialized help (e.g., photography, tech support, etc.)

Whether you can volunteer once a week or once a term, **every contribution counts** and is greatly appreciated. If you're interested in volunteering, please speak with your child's teacher or admin to get started. All regular volunteers are required to complete a **Vulnerable Sector Check** for student safety.

Together, we can create a vibrant, Christ-centered school community that supports the success of every child.

# HEALTH & SAFETY POLICIES

## Emergency Procedures

### Fire Drill Procedures

- Line up the children. One leader at the front of the line, the other at the end of the line. Exit the building following the highlighted evacuation route posted in the classroom.
- Take the tablet for attendance purposes once you reach your safe zone.
- Proceed directly to safe zone and wait for further instructions

### Weather Related Emergencies

- Close classroom doors.
- Move children to the bathroom as quickly as possible.
- Have them sit quietly on the floor.
- Wait there until emergency personnel release you.

### Lock-Down

- Close classroom doors and turn off the lights.
- Move children to the bathroom as quickly as possible and have them sit quietly on the floor.
- Keep students as quiet as possible.
- Wait there until emergency personnel release you.

### Safe Zones

- Far side of parking lot
- Back field

## Health Policies

### Illness

A child who is ill and could therefore expose others to illness is not to be sent to school and permitted into the classroom. Factors and symptoms to consider are:

- Fever / Coughing / Runny nose and eyes
- Vomiting / Diarrhea
- Inflamed mouth and throat
- Children with known communicable disease

### **Medication Administration**

Medications unless otherwise agreed upon, are to be kept locked in the classroom and will be distributed by the teacher. All medication needs to be properly labeled with: the student's name, the name of the medication, the dosage and frequency of administration. A supply of Tylenol is kept at the school, but we will not dispense any to a student without prior verbal or written consent from a parent or guardian. Parents are responsible to update epi-pens should students need them.

Students will be administered medication only with parental consent. A permission to administer medication form must be signed by a parent/guardian to be filed with the school administration. Without this form, a student will not receive pain relievers or prescription medication, etc. All medication, such as antibiotics, inhalers or daily medications must be administered by the teacher.

### **Allergies**

If your child has any allergies (e.g., nuts, dairy, eggs, shellfish, bee stings), please ensure this is noted clearly on their medical form. Parents should also provide:

- A written emergency plan (if applicable)
- Any required medication, such as an EpiPen, to be kept at school

### **Lunch & Snack Policy**

Students will remain in their classrooms to eat lunch each day. For safety reasons, students are not permitted to leave school grounds during lunch unless accompanied by an adult. If you plan to pick up your child for lunch, please notify the classroom teacher in advance with a written note or phone call.

We ask that parents support our efforts to encourage **healthy snacks and lunches** by packing nutritious food options for their children.

### **Nut-Free Environment**

To protect students with severe allergies, we are a **nut-free school**. Please ensure that all food brought into the school is free from peanuts, tree nuts, and related products. Your cooperation helps us maintain a safe and inclusive environment for all students.

# Child Protection & Abuse

## Reporting Policy

Mapleview Christian Academy is committed to providing a safe, supportive, and respectful environment for all students. Every child has the right to feel protected and secure, and we take our responsibility to safeguard students very seriously.

### Our Responsibility

As a registered school in Ontario, we are legally obligated under the **Child, Youth and Family Services Act (CYFSA)** to report any reasonable suspicion of child abuse, neglect, or risk of harm to a child to the appropriate child protection services.

This legal duty applies to all school staff, volunteers, and anyone working in direct contact with students. It is not the role of the school to investigate suspected abuse, but to report concerns to the proper authorities.

### Types of Abuse That Must Be Reported

- **Physical abuse** (e.g., hitting, shaking, or other physical harm)
- **Emotional abuse** (e.g., verbal threats, humiliation, or chronic neglect)
- **Sexual abuse or exploitation**
- **Neglect** (e.g., failure to provide basic necessities such as food, shelter, supervision, or medical care)

### Reporting Process

If any staff member has **reasonable grounds to suspect** that a child may be in need of protection, they are **required to make a report directly to child protection services** (such as Family and Children's Services). This must be done **immediately**, even if the information is second-hand or uncertain.

School administration will support staff through the reporting process but cannot prevent or delay a report.

### Confidentiality

All reports and concerns are handled with discretion and sensitivity. However, once a report is made, confidentiality cannot be guaranteed as child protection agencies may need to conduct interviews or take further action.

### Working Together for Student Safety

We encourage open communication between parents and school staff to ensure the well-being of all students. If you have concerns about your child's safety or the safety of another child, please speak with the school principal or a trusted staff member.



Together, we can create a safe and nurturing environment where all students can thrive.

## Volunteers, Visitors & Guest Policy

We value the involvement of parents, volunteers, and community members, and we have clear policies in place to ensure that all interactions within the school protect the well-being of every child.

### Volunteer Screening

All volunteers working directly with students (e.g., classroom helpers, lunch monitors, field trip supervisors, etc.) must complete a **Vulnerable Sector Check (VSC)** through the local police service.

- A valid VSC must be submitted and approved **before any volunteer duties begin**. These must be renewed every three years.

### Teacher and Staff Screening

All teachers, staff, and long-term contractors are required to provide a current **Vulnerable Sector Check** and must meet all provincial requirements for working with children.

### Guests and Visitors

All visitors to the school must:

- Report directly to the school staff upon arrival
- Sign in and wear a **visitor badge** while in the building
- Be accompanied by a staff member when accessing student areas (unless authorized)

Visitors who have not been screened are **not permitted to be left alone with students** at any time.

### Special Events & Assemblies

For events open to parents or guests (e.g., chapel services, concerts, or school functions), visitors are welcome in designated areas under staff supervision.

# Personal Privacy Policy

We are committed to protecting the privacy and personal information of our students, families, and staff. Our practices comply with the **Personal Information Protection and Electronic Documents Act (PIPEDA)**, Canada's federal privacy law, which governs how private organizations collect, use, and disclose personal information.

## What Information We Collect

We may collect and maintain the following types of personal information:

- Student details (name, birthdate, address, medical information, academic records)
- Parent/guardian contact information
- Emergency contacts and authorized pickup details
- Learning support or individualized education plans (if applicable)
- Media (photos or videos) with appropriate consent

## Why We Collect It

We collect personal information to:

- Ensure the safety, well-being, and academic progress of each student
- Communicate effectively with families
- Comply with legal, medical, and educational requirements

## Your Privacy Rights Under PIPEDA

Under PIPEDA, you have the right to:

- Know why your personal information is being collected and how it will be used
- Access your personal information and request corrections
- Withdraw consent for the use of your personal information at any time (subject to legal or contractual limitations)

## Data Protection

We take reasonable administrative, physical, and technical safeguards to ensure the security and confidentiality of personal information, whether stored electronically or in paper format.

## Consent

By enrolling your child at Maplevue Christian Academy, you consent to the collection, use, and storage of your family's personal information in accordance with this policy and PIPEDA.

For questions, access requests, or privacy concerns, please contact our school admin.