2026

Flying With Phoenix

KINDER HANDBOOK

Phoenix Education Foundation

Revised February 2026

2026-2027 Phoenix Calendar - KINDER

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January						
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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

February						
Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

June						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2026						
Su	Mo	Tu	We	Th	Fr	Sa
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Sept 7	Labour Day	Nov 11	Remebrance Day	Jan 1	New Year's Day	May 24	Victoria Day
Sep 30	Truth and Rec (Open)	Dec 25	Christmas Day	Feb 15	Family Day	Jul 1	Canada Day
Oct 12	Thanksgiving	Dec 26	Boxing Day	Mar 26	Good Friday	Aug 3	Heritage Day

Closed for Breaks Oct 19-23 Dec 21-Jan 1 April 12-16 June 28-Jul 30

	Regular Days		Closed		Ketch Up		Holidays (closed)		Staff Meeting		Testing

Number of Days

Month	Op	Inst	Month	Op	Inst	Month	Op	Inst
Sep	21	12	Jan	20	9	May	20	9
Oct	16	8	Feb	19	8	June	19	7
Nov	20	8	Mar	22	10	July	0	0
Dec	14	7	April	17	7	Aug	21	1
	71	35		78	34		60	17

209 86

Operational Days - ***209*** Instructional Days - ***86***

Open - 9-4 PM Monday to Friday 403-265-7701

Teachers take 30 mins for lunch. We do not have recess which means our teachers are available for instruction 335 mins per day for a total of 86 days = 480 hours per year.

REVIEWED

FROM THE FOUNDATION

We love learning! We love helping families learn and grow! Our school values reflect our love of learning!

There are **7 values** upon which the school was built. They are:

- **Community** - Phoenix is not only a community of learners but also creates community through shared space, time and intention!
- **Kinship (Family)** - We support family! Over the years, the concept of family has changed and is more inclusive. We thought the word kinship was more inclusive as it includes those not only related by blood but also affiliation.
- **Experiential Learning** - Hands-on , messy learning!
- **Sassy** - Yup, we are often a little sassy and try not to take ourselves too seriously!
- **Life-Long Learning** - We are all learning and continue to learn each and every day.
- **Frugal** - We operate on a cost-recovery basis. We are a non-profit school.
- **Nimble (Flexible**) - Yes, that means we can change quickly if we need to and we can touch our toes!

We hope that you share these values and believe that participation in our program is of benefit to the entire family including the learner enrolled in one of our amazing programs.

~ ***Diana Stinn***
Head of School

Welcome to the Beginning! We are fueling a high-energy year where our youngest learners lead the way through hands-on play and bold exploration. I can't wait to see them wonder, discover, and begin their journey as the brave leaders of tomorrow!

~ Tim Gordon
Inspiring Educational Leader - Principal

Introduction

Reading Tip: Please make sure you read through this handbook each year as things sometimes change and we would not want you to miss anything. (*If you are signed up for a Home Education program, there is a separate handbook for that program. We also suggest that you refer to the Alberta Education Guide to Home Education, the Home Education Regulations and the reimbursement standards.)*

You and your child can choose from a wide range of options for schooling: public schools, separate schools, Francophone schools, private schools and charter schools. There are also a number of unique and innovative programs, including home education, online/virtual schools, outreach programs and alternative programs.

When searching for a school or program that will best meet your child's needs and future aspirations, be sure to:

- Research what types of learning experiences a school or program offers
- Talk with the school administration and teaching staff
- Attend school open house or information events

The more information you gather, the more informed you will be about your options, and the better you'll feel about your child's learning experience.

WHY IS CHOICE IMPORTANT?

"Alberta does a better job of providing choice in education than any other jurisdiction in Canada, and arguably in North America. Unlike other provinces or states, Alberta allows some portion of provincial education dollars to follow students to a wide range of different educational options, regardless of parent's income level." PCE website - Jan. 11, 2017

1. **Parents Want Choice** - the majority of parents want options for their child's education. One size does not fit all!
2. **Choice Leads to Student Success** - because every student is different and learns in a different way, we need schools that organize differently and teach differently. When it is a good match, students soar to brilliance!
3. **Choice Empowers Advocacy** - many alternative forms of education were started by parents and innovative educators who believe in education and choice!
4. **Choice Inspires Innovation** - Alberta's educational landscape is sprinkled with visionary educators and founders who have created innovative schools.
5. **Choice Strengthens Communities** - many schools function as local hubs to connect students and families with a host of services beyond education, including social and health services. Any educational option that contributes to the holistic well-being of its students and their families is worthy of support.

About the Foundation

OUR MANDATE

1. Phoenix will deliver school directed, customized education for K-9 students and home education supervision for students ranging from 1-12.
2. Phoenix accepts students and families that are equal partners in their education and demonstrate a desire to grow, learn and contribute.
3. Phoenix will teach students that the acquisition of knowledge is a lifelong journey.
4. Phoenix will foster personal responsibility, social responsibility and cultural awareness to ensure that students develop into responsible global citizens.
5. Phoenix will provide students with a quality education that will be measured through recognized achievement reporting methods.
6. Phoenix will provide a learning environment that is safe, inclusive and productive for students, staff and families.

OUR BELIEFS

- We believe that each child has unique talents, skills, interests and learning styles and that their education should respect these key elements.
- We believe that parents are the primary and ongoing educators of their children: therefore, a meaningful partnership with them is critical.
- We believe that the support and guidance of our caring, dedicated, qualified professionals will enhance the academic, physical, social, spiritual and emotional qualities of our students.
- We are open to all learners grades K-9.

WHO OWNS PHOENIX?

We all do! Phoenix School is run by the Phoenix Education Foundation, a not-for-profit society founded in 2004 and is guided by a small, responsive Board of Directors. If you have questions or concerns, please put them in writing and send them to the:

Phoenix Education Foundation
320 19 Street SE
Calgary, Alberta
T2E 6J6

OUR MISSION

To provide unique learning opportunities for families so that each young person may develop into a lifelong learner and active, responsible global citizen.

PHOENIX IS AN INDEPENDENT SCHOOL

What does that mean? It means that we:

- Save the public purse millions of dollars each year,
- Only receive partial funding from Alberta Education (⅓ of a public school), and thus operate very efficiently!
- Rely on donations and support from our community,
- Offer a unique and creative program,
- Teach the Alberta Programs of Study (APS),
- Hire Alberta government certificated teachers,
- Comply with the School Act and other legislation,
- Submit annual financial audits, 3 year plans, an Annual Education Results Report and health and fire inspections,
- Are monitored by the Education Ministry regularly and our families regularly fill out surveys sent out by the province to make sure we are meeting the needs of our students,
- Are Safe and Caring, successfully prepare students for the world of work, prepare them to be good citizens and strongly support parental involvement,
- Are part of the learning landscape of educational CHOICE in Alberta.

Alberta Independent Schools Serve the Public Good

https://www.youtube.com/watch?v=VRusRMLmnZk&feature=youtu.be

HOW WE ARE ORGANIZED

These internal stakeholders form the basis of the “school community”. The school community also includes external stakeholders such as therapists, consultants, donors, sponsors and the broader community in which the school is situated.

I have a concern about . . .

- A class or assignment on Schoology, I should talk to . . . my teacher
- Something that happened, I should talk to . . . my teacher first and perhaps the Care Coordinator
- The building, or something that's broken, I should talk to . . . the Front Desk
- Money and my account, I should talk to . . . the Front Desk
- Updating my contact info . . . the Front Desk
- Special needs or extra outside care, I should talk to . . . the Care Coordinator

(HINT: Always start with the Front Desk, they will point you in the right direction!)

Making a Choice

Alberta parents enjoy a wide range of choices for their children's education, including home-based programs. While choosing, parents should consider several factors:

- the child's interests, strengths and needs,
- the family's collective belief and value system,
- the amount of time available to a parent to support the child's education, and
- what type of program may work best for everyone.

	REGULAR PROGRAMS	**HOME EDUCATION**
	• Public or private in-school programs • Distance learning programs • Kindergarten programs • Online school programs • Alternative programs • Outreach programs • BlendEd Programs	
Program of Studies	Alberta Program of Studies	Alberta Program of Studies OR Schedule of Outcomes
Instruction	Certificated Teacher is responsible for directing the activities of the student towards the outcomes in the APS	Parent • Listed in the Education Plan
Assessment	Certificated Teacher is responsible for assessing the students work against the outcomes in the APS	Parent • Listed in the Education Plan

WHY CHOOSE AN ALTERNATIVE?

There are many reasons why families may choose a different form of education, but the most common reasons are:

- to instill family values and morals
- to spend time together as a family
- to make better use of time and resources
- to help their child succeed
- to accommodate special needs and interests
- to achieve higher standards for their children

Overview of Phoenix Education Programs

Kindergarten Onsite

Open to children who are 4 years and 8 months old on September 1 of each year. Consists of a minimum of 475 hours of FREE programming including music, art, literacy and field trips. Field Trips, food or cultural fees may be charged if applicable. Families receive ~$720* towards transportation. This is an on-site program and regular attendance is required.

BlendEd Grade 1-9

Our unique "BlendEd" program uses our learning management system (Schoology), in combination with great print resources, onsite small group classes, field-trips and school-based activities for 950 hours of access to instruction. This program follows the Alberta Program of Studies (APS) in all subject areas. An Alberta certificated teacher:

- develops the instructional path,
- deliver the learning opportunities,
- teachers and assesses the student,
- reports on progress.

Parents are highly engaged partners in this program. There is a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher, and parent-teacher interactions. The degree to which parents are engaged in learning partnerships varies with the age of the student, the learning needs and the grade level.

This program includes all core resources, enrollment in schoology courses, a selection of onsite classes, field-trips, a variety of activities, as well as the parent/student support needed for completion of the Instructional Pathway. Families receive ~$504* towards transportation for the onsite portion.

Online Grade 1-6

This program has all the same requirements and elements of our BlendEd program, however, there are no required on-site classes. All instruction is accessed via Schoology. Report card meetings and diagnostic testing are the only on-site activities. Students may opt to attend classes. Fees will apply.

Home Education - Grade K-12

Our Home Education program is open to all students who are 5 years and 8 months old and older as of Sept. 1. The parent designs, implements and evaluates this program. Phoenix reports on the progress of the program. Minimum 2 parent/student/teacher meetings each year. Portfolio required. Resource funding allotment is ~$901* ($450.50 Kinder) Please see the Alberta Home Education Handbook and our Home Education Handbook for program details.

** Resource allotment depends on Alberta Education and is subject to change*

Schoology

Phoenix uses a learning management system called Schoology as the backbone for our BlendEd and Online delivery model. All BlendEd and Online students must use this platform.

Login

To login to Schoology, students must first have a phoenix gmail account. This will be provided after you have been accepted to the program.

1. Login to the student's phoenix gmail account and change the password.

   studentfirstnamelastname@phoenixfoundation.ca

2. Next open phoenix.schoology.com and allow sign in with google.

3. Schoology will open. Bookmark the site or make sure you sign in using phoenix.schoology.com

Access

Schoology is only available to registered BlendEd and OnLine students. It is available 24 hours a day, 7 days a week.

Use

Course objectives, year plans, resources and work plans, lessons and assignments are all posted here. As well, teachers post Creation Studio class photos, lesson plans and class material here.

KINDER USE - The goal is to introduce the platform.

At the beginning of each year, the school hosts several workshops on how to use Schoology. Students are required to sign a usage agreement.

The Parent's Role

A parent has the prior right to choose the kind of education that shall be provided to the parent's child, and as a partner in education, has the responsibility to:

- act as the primary guide and decision-maker with respect to the child's education,
- take an active role in the child's educational success including assisting and supporting,
- ensure that the child attends to their studies regularly,
- ensure that the parent's conduct contributes to a welcoming, caring, respectful and safe learning environment, including assisting with the enforcement of AB Education's mobile device policy, other school policies, rules or procedures,
- cooperate and collaborate with school staff to support the delivery of specialized supports and services to the child,
- encourage, foster and advance collaborative, positive and respectful relationships with teachers, principals, other school staff and professionals providing supports and services in the school, and
- engage in the child's school community.

Parents are:

- The first and ongoing educators of their children! We are here to help support you and your students on their educational journey.
- The parent of your student! We honor your right to make decisions concerning your student so long as it does not harm or interfere with another student, parent or staff member.
- Required to notify the school if their student is unable to attend a registered event or class and to keep sick children at home.

As a Phoenix BlendEd Parent, my responsibilities are to:

- supervise at-home learning and support the learning process,
- communicate with teacher(s) and other members of the school,
- provide a personal email address at the time of registration,
- promptly respond to email and phone calls from Phoenix staff,
- access Schoology regularly to view school information, course marks and progress reports,
- assume responsibility for all materials and resources issued,
- ensure resources are returned as required,
- Cover the costs incurred above and beyond the program budget.

The Student's Role

A student, as a partner in education, has the responsibility to:

- attend their school (structured learning environment) regularly and punctually,
- be ready to learn and actively engage in and diligently pursue the student's education,
- ensure that the student's conduct contributes to a welcoming, caring, respectful and safe learning environment that respects diversity, the rights of others and fosters a sense of belonging,
- refrain from, report and not tolerate bullying or bullying behaviour directed toward others in the school, whether or not it occurs within the school building, during the school day or by electronic means,
- comply with the rules of the school and the policies of the board, including the use of personal mobile devices during instructional time,
- cooperate with everyone authorized by the board to provide education programs and other services,
- be accountable to the student's teachers and other school staff for the student's conduct, and positively contribute to the student's school and community.

Students need to:

- Work hard and participate fully.
- Advise the school of special circumstances or changes in regular routines; of any allergies, learning disabilities or medical conditions. (You need to keep reminding us! Additionally, we cannot administer medication so if parents leave the building, please make sure you have your life-saving EpiPen or inhalers, etc. with you and that you can self-administer!)
- Assist in classes and at events as need be – this includes set-up, cleaning and take-down of classrooms.
- Read your student handbook and be familiar with our policies, rules and procedures. They apply to everyone. Please do not ask us to make exceptions. Everyone here is special! ☺

Special Needs

CLARIFIED: In accordance with the School Act, school-directed students with special education needs are entitled to have access to an education program. Students with severe special education needs will receive adapted or modified programming (IPP) in addition to the modifications that our flexible program model affords. Mild/Moderate blended students do not get an IPP. Their needs are accommodated with our program model. Ie. Different levels of schoology courses and resources, adapted assignments by the teacher, support through Reading Chicks or other support programs.

Please note: Phoenix may not be the appropriate learning environment for all students and as such, we may be unable to accommodate your student's complex learning needs and supports. Please see our Admissions Policy.

WHILE ON AT ONSITE @Phoenix

Allergies

While parents are responsible for informing the school of their student's allergies and medical conditions, Phoenix CANNOT in any way guarantee that the school is allergen free. Anyone with an anaphylaxis allergy must keep their epi-pen with them and know how to use this life-saving device. If the student is unable to self-administer their epi-pen, parents are required to attend with their children. We ask that parents do not send common allergens to school.

Application Fees

Application fee: $50.00 for returning students, $75.00 fee for new students. Application fees are non-refundable and do not guarantee acceptance into your program. These must be paid at the time your application is submitted. Applications do not get processed until the app fee is paid.

Arrival and Departure

Drop off from **8:55- 9:05 (No early drop offs please)**
Pick-up from **3:05 - 3:15**

For parking lot drop-off - Vehicles will enter from the 2nd ave entrance (behind the building) and exit using the west lot exit. Staff will supervise the lot during drop-off and pick-up times. Please keep the line moving!

Street parking is also an option, but please **do not** park on the west side of 19th street or on the corner of 19th and 2nd ave. 19th street is busy, has a bus stop and some industrial traffic. We love your kiddos and want them to be safe!

Beginning September 8, parking stalls are reserved for handicap parking and parents that are assisting their students in class. Parking passes will be issued for these families.

The building doors are locked once classes are in session. If you are late, please use the front door. Ring the doorbell and someone will assist you.

Bins and Shoes

Phoenix provides bins for students to store their coats, shoes and personal items. Bins are located at each entrance for use. All staff, students and parents require indoor shoes while at Phoenix. **No wheelie shoes are permitted.**

Class & Event Registration

You must register for all additional classes and events must be prepaid prior to participation. You may pay by Visa, MasterCard, e-transfer, cash, cheque or debit. Any outstanding account balances will be charged to the credit card on file for your account.

Registration for classes is done through Bookwhen - https://bookwhen.com/calgary

Please be advised that registration closes Friday at 2:00 PM for the next week's classes and activities or 48 hours prior to the event.

Class & Event Changes & Refunds

All class & event fees are non-refundable and non-transferrable. You have 48 hours from the time we receive your registration to make any changes or to cancel your booking. After 48 hours, we may allow you to switch if there is room in another class, event or activity, but a $25.00 fee will apply. Any change is at the discretion of the school. If Phoenix cancels the class or activity, we will issue a refund or credit. If your student is ill and missed classes, these classes cannot be made-up or refunded.

Clubs and Service Opportunities

Students may start clubs that meet at various times throughout the year. Please see our Safe and Caring Policy for more information. If you have an idea, please share it with us!

Content of Onsite Classes

We try to incorporate as many different styles of learning as possible into our classes! That means they can sometimes be very messy, so please come on time and dress appropriately. Class material is taught at the stated grade level.

Electronic Networkable Devices and Network User Agreement

Computers, ipads and the internet are used at Phoenix. All BlendEd students receive a Phoenix gmail and schoology account but must sign a user agreement. Students are welcome to bring their own devices, but Internet access requires permission. All device use is subject to Alberta Education and the school's policy on use.

Fire Drill & Emergency Procedures

To ensure the safety and security of our students we have fire drills periodically throughout the year. We remind students that "practice makes perfect," and we need to be ready if such an unfortunate event were to occur. Because of our unique nature, instructors are required to remind students of safety procedures at the beginning of each class.

Early in the school year, all staff will review the procedures, instructions, and expectations for these drills from each classroom and location in the school. Please take responsibility for asking questions if you're unsure, and taking the appropriate action when participating in a drill.

General Media Coverage Notice

The Phoenix Education Foundation cannot prevent media outlets from photographing or interviewing students from vantage points beyond our control, such as outside the school or across the street from the school. Similarly, parents may take recordings of children at events in the school or off-site. In such

instances, your child's image or voice or a digital manipulation of the image or audio may be recorded, broadcast or published. Once the photograph or recording has been taken, Phoenix cannot restrict or limit subsequent publication or re-broadcast.

Guests/Visitors at the School

Anyone who is not part of the staff, student or parent body is asked to report to the Front Desk immediately upon arriving at the school. The front door will be locked during the school day and visitors must ring the doorbell for entrance into the school. Please do not bring your pet into the building unless you have checked with the Front Desk to make sure it is ok. **(*ALL GUEST/VISITORS/PARENTS must sign in!)**

Illness at Home

Please continue to be vigilant and screen your child before sending them to school. Students with any symptoms of any communicable illness, such as colds, COVID-19, flu, lice, stomach illness and chicken pox should stay home until they no longer have symptoms.

Illness While at School

Students who feel ill at school need to let their teacher know as soon as they begin to feel ill. School personnel are not permitted to give medication to students. Parents must be available to pick up their students as quickly as possible.

Leave of Absence/Family Vacation

Written notification of any extended leave of absence from school or studies should be given to your teacher prior to the absence. It is expected that students will find out what assignments and tests will have to be made up. When possible, students can use Schoology to allow students to access homework/projects.

Lunch / Lunch Supervision

Students in grades K - 6 require lunch supervision. Phoenix provides lunch supervision. The fee for elementary students is $5 per day that they are registered to attend. Kinder students do not pay a lunch supervision fee.

Students must bring all of their own food, including snacks. There is no microwave or fridge for student use.

Parents on-site

We love to have you attend events and activities with your students. We organize special Coffee & Connect days, Learning Celebrations and workshops over the course of the year that parents are invited to participate in.

However, we generally do not permit parents to stay on-site while their child(ren) is in class. Instead, they will need to drop their child(ren) and pick them up at the designated time. The parking lot has been reconfigured to accommodate a drop-zone and fewer parking stalls. Staff will monitor the parking lot drop-off and pick-up times.

Parents of students on an IPP with a requirement for an aide, or a requirement for a parent to be on-site will be permitted to stay. There will be a designated space in the Learning Commons for these parents. Please do your best to keep younger siblings at home.

Parent Volunteers

We may require parent volunteers for lunch supervision and field trips. Our Parent Volunteer Handbook and Application are available on the website.

Personal Mobile Devices

Personal mobile devices (including smartwatches, smartphones, cell phones and headphones etc) will be restricted during instructional time for ECS to Grade 12 students. Exceptions may be granted for health and medical needs or to support special learning needs. application for exceptions can be made to the principal or equivalent on a case-by-case basis. Phoenix may permit the use of personal mobile devices for educational purposes or other circumstances as determined by the principal or equivalent on a case-by-case basis. Access to social media platforms such as Facebook, Instagram, etc may be restricted on the school network and devices. Further information regarding the roles and responsibilities of the school, parents and students can be found in the Student Handbook. Consequences for non-compliance may result in a temporary loss of use and notification of parents.(including smartwatches, smartphones, cell phones and headphones etc) will be restricted during instructional time for ECS to Grade 12 students.

Exceptions may be granted for health and medical needs or to support special learning needs. application for exceptions can be made to the principal or equivalent on a case-by-case basis. Phoenix may permit the use of personal mobile devices for educational purposes or other circumstances as determined by the principal or equivalent on a case-by-case basis. Access to social media platforms such as Facebook, Instagram, etc may be restricted on the school network and devices. Further information regarding the roles and responsibilities of the school, parents and students can be found in the Student Handbook. Consequences for non-compliance may result in a temporary loss of use and notification of parents.

Problems in Class or Other Disruptions

First, we will try to correct the problem with the student. If that is not working, we will ask parents to attend the activity with their student. If the problem persists, the student will be asked to leave the event. The parent and student will be required to attend a meeting with their teacher to put strategies in place before the student can return to events, activities or classes at the school. Unruly behavior by either parents or students will not be tolerated.

Reduce, Reuse, Recycle

Phoenix students strive to be environmentally conscious and take action to maintain and improve our school and the surroundings. As a school, we recycle paper products, plastic/can drink containers, tetra packs and deposit containers, as well as organic waste. Receptacles and containers are located in classrooms, bathrooms and hallways.

School Photos

Photographs are taken during September. Dates are TBD. Various package choices are available to purchase.

School Supplies

Phoenix will provide all of the classroom supplies (pencils, crayons, scissors, glue, etc) needed for all onsite classes, events or activities unless otherwise specified. Please do not send these supplies from home. If your teacher needs something special, she will notify you - ie. toilet paper tubes

Snack Program

Phoenix has snacks available for anyone who finishes all their food from home and is still hungry! This program is funded by donations from the Food Bank and families like YOU!

Staying Clean and Healthy

Respiratory etiquette will follow Alberta Health Services guidelines, including encouraging and reminding students to cough and sneeze into their elbows.

Students will be encouraged to sanitize their hands when:

- They enter and exit the building and classrooms

Students need to wash their hands:

- After using the restroom
- Before and after eating
- After sneezing and coughing into their hands

Masks are optional for all staff, parents, volunteers, visitors and students.

Snow Days

From time to time, the weather in Calgary is terrible and no one can safely make it into school. On those days, we will cancel onsite classes by notifying families through the website and google groups. Phoenix will refund any payments for class fees. Students and teachers can still communicate and work through Schoology.

Student Attendance - Onsite Classes and Activities

Parents/guardians are REQUIRED to telephone the school to explain and confirm the reason for a student's absence from onsite classes at 403-265-7701. Office staff arrive at the school by 8:30 a.m. and an answering machine is available. Unexcused absences may constitute truancy and warrant additional action.

Supervision of Students

Prompt pickup is required at the end of all programs. If you are late, please call to inform us so that your child does not worry. Please note: Babysitting charges ($5.00) will apply for every 15 minutes, or part thereof after the stated program end time, that you are late. This will be charged to your credit card.

As members of the community, we recognize that we share the space and expect everyone at Phoenix to respect others property, place litter, recycling and compost in the appropriate containers and conduct themselves with courtesy and safety toward others.

Transportation

Phoenix does not provide transportation. Parents are required to transport their students to and from the school and to and from field-trips. A grant may be available from Alberta Education to assist with this.

Withdrawal And Tuition Refunds

Withdrawal notice must be in writing and submitted to the Principal. Fee or tuition refunds will be issued under the following circumstances and conditions:

01. If the Student withdraws from the School at any time after September 30, is absent, moves/changes residence, is suspended, is transferred or expelled, or otherwise, or is required to receive on-line distance learning/educational programming due to a force majeure such as a pandemic, or due to extenuating circumstances: no refund or fee reduction shall be applied to Fees; and no Fees shall be transferred to any other person.
02. In the event of a parent's failure to comply with this Agreement, the School may take any steps in law or equity it deems necessary for the collection of unpaid or overdue Fees.
03. If there are any outstanding Fees on or around June 26 of the current school year, unless an alternative mutually agreed upon written arrangement has been entered into with the approval of the School, parents understand that the Student shall not be enrolled for the following school year.
04. Should parents have difficulty in meeting the Fee obligations, they shall notify the School so that special arrangements may be discussed to see if the parties can come to a mutually agreed upon written payment schedule/arrangement.

Other Important Information

DONATIONS

As a non-profit society, we happily accept donations. We can always use things like:

- glue sticks
- paper plates and cups
- felts and crayons
- cookies and more . . .

If you have items you would like to donate, please let us know. If you would like to help out and volunteer some of your time, we appreciate that too.

Phoenix is a registered charity. We issue a tax receipt for donations of $20.00 or more. We generally raise between $5000 - $10,000 each year in donations and campaigns. It costs us 5-7% to fundraise. The money raised goes to our scholarship / compassion funds, refurbishing classrooms or special projects like our bees. For further information, please contact us at 403-265-7701.

You can also contribute directly to our Awards, Compassion and Soaring to Brilliance Funds. You can donate to these funds at the time of registration or at any time throughout the year. Thank you for helping to make Phoenix a unique and compassionate place to be!

Compassion Fund

The Compassion Fund was created to help Phoenix families in need. It is used for cards, thank you gifts, a food hamper at Christmas time, or flowers during a time of loss. Your donations make a real difference!

Soaring to Brilliance Fund

The Soaring to Brilliance Fund was created to help Phoenix students pursue activities outside of the school.

Awards

We are very proud to present the Venley Conn Literacy Award, the Act of Kindness Award and the Michael Batas Environmental Stewardship Award. Recipients receive gift certificates, books, recognition and more. These great awards are presented annually to Phoenix students.

In order to keep these awards going, a separate fund has been created. Your donations help make these unique scholarships available to Phoenix children! Would you like a scholarship named after you, someone you love, or your business? It's possible, please come and see us to find out more!

All Our Policies and Really Important Docs

Below is a list of our policies. These policies and any new ones can be found on our website - www.phoenixfoundation.ca For more information, please feel free to contact the school.

Staff

- Administration in the Absence of Policy
- Admissions Policy
- Anaphylaxis Policy
- Child Welfare Policy
- Credit Card Policy
- Conflict of Interest
- Computer and Internet Usage
- Financial Accountability
- Field Trip Policy
- Health and Pandemic Plan
- Hiring Policy
- Resource Materials Policy
- Roles Policy
- Safe and Caring Policy
- Sponsorship of School Programs & Activities
- Staff Discipline Policy
- Teacher Growth, Supervision and Evaluation

Students

- Student Code of Conduct
- Student Discipline Policy
- Student Evaluation
- Scholarships, Bursaries, Awards and Trusts
- User Agreement and Guideline
- Safe and Caring Policy

Parents

- Parent Code of Conduct
- Complaint Policy
- Home Education Reimbursement Policy
- Safe and Caring Policy
- Volunteer Handbook and Policy

Other

- Staff Manual (Updated Annually)
- Board Bylaws
- Deed of Confidentiality
- AERR and 3YP (Completed Annually)
- Audited Financial Statements (Completed Annually)
- Whistleblower Policy
- Complaint form

Student Code of Conduct - Summary

The Phoenix Foundation has high expectations for standards of behavior for its organization, which includes students, parents, staff members, volunteers, and Board members. Phoenix is a caring, respectful and safe learning environment that will not tolerate any form of abuse, harassment or unacceptable behavior by anyone associated with Phoenix.

Students are expected to be accountable and to model and reinforce socially responsible and respectful behaviors at all times. Breaching the Code of Conduct may result in a warning letter, suspension, expulsion, or legal action. All students and staff that are directly impacted by conduct which breaches the Student Code of Conduct will be supported by the Phoenix Foundation.

A complete copy of our Student Code of Conduct is posted on the website and in the Learning Commons. Copies are also available at the Front Desk.

Safe and Caring Policy - Summary

The Phoenix Foundation is an inclusive learning environment believes that all staff and students have the right to a welcoming, caring, respectful and safe learning environment that respects diversity and fosters a sense of belonging, as well as a right to:

- be treated fairly, equitably, and with dignity and respect;
- have their confidentiality protected and respected;
- self-identification and determination;
- freedom of conscience, expression, and association;
- have equitable access to supports, services, and protections;
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, prejudice, discrimination, intimidation, bullying, and/or violence;

Phoenix will actively promote and encourage a welcoming, caring, respectful and safe learning environment for all staff, students and families and will actively support student organizations in accordance with section 16.1 of the current School Act.

Staff will ensure that all discriminatory behaviours and complaints are taken seriously, documented and dealt with in a fair, respectful and timely manner. As per section 31 of the Education Act, Phoenix administration will assist students in reporting acts of bullying to the proper authority.

A complete copy of our Safe and Caring Policy is posted on the website and in the Learning Commons. Copies are also available at the Front Desk.

Communicating With You

Parents are highly engaged partners in this program. There is a collaborative effort between the home and the school, combining the strengths of parent-student, student-teacher, and parent-teacher interaction. We will do our best to communicate with you and we use a variety of different programs to assist with different aspects of the school. If you are not receiving regular communication from us in these various forms, please call the front desk . . . something has gone wrong.

BOOKWHEN

Bookwhen is our online registration system. When you use this platform, it will even remind you a day before your event! Youcanbookme is another way you can book a meeting with your teacher.

EMAIL

It is absolutely critical that we have a current and up-to-date email for you and your student. Students receive a school account and from time to time teachers will communicate using that email address.

FACEBOOK - https://www.facebook.com/PhoenixFoundationCalgary

Phoenix maintains a FaceBook page. We share key events, pictures and articles on this site. Please feel to like us and join the group.

FRONT DESK - frontdesk@phoenixfoundation.ca

You can find the forms you need, program guides and more at the frontdesk. They are also all online on our website.

GOOGLE CALENDAR - https://phoenixfoundation.ca/calendar/

Want to know what's happening? Check out our handy Google calendar. You can copy events right into your own calendar. Being organized was never so easy! It includes the date, time and information about events and classes. You can use the website or email to register for classes, events or activities.

GOOGLE GROUPS

At the beginning of the year, we add everyone into the appropriate groups. This group is used by your teacher or the school to communicate with you about class cancellations, updates, and so on.

PHONE CALLS - 403-265-7701

Yes we do make phone calls from time to time so don't be surprised!

PRINTED MATERIAL

You can either download or pick up a hard copy of all our Handbooks and Program Guides for the year. These are important documents that contain our school calendar, course schedule and important information you need to know about soaring to Brilliance at Phoenix.

WEBSITE - phoenixfoundation.ca

This is our primary means of communication with parents and the community at large. The website has information about classes, activities, cancellations and other important information.

YEAR CALENDAR

Please see the website for all the calendar details and daily details!

What if I have a Complaint?

We are trying to do our best, but sometimes things go astray . . . When they do, here's what you do:

1. Please review our complaint policy - this can be found on our website. Complaints and concerns shall first be directed to the person(s) they are about, or the person who has direct responsibility for the situation giving rise to the complaint or concern.

2. If the complainant remains unsatisfied after working through an issue as described above, then the complainant should take the concern to the immediate supervisor of the person(s) responsible for the complaint. THIS WOULD BE: Principal if a learning related issue, Building Manager if a safety related issue or the Head of School if a staff issue. Please make sure you fill out the complaint form available at the front desk or on the website.

3. The staff member handling the complaint shall use a professional and systematically designed process in working toward resolution. We will first ask you to put your complaint in WRITING. Once that has been done, we will INQUIRE more deeply into the situation, talking to all the parties to gain a better perspective. From there, appropriate ACTION may be taken.

4. Not every complaint will be resolved to everyone's satisfaction.

Just a note: Persons exhibiting abusive or harassing behaviour towards staff or students will be subject to the full weight of those actions provided for under the law. Abuse (including but not limited to name calling, threatening behaviour, threats of violence, etc) will not be tolerated!

Conclusion . . .

It's important to ask if something in this handbook doesn't make sense. The people who run Phoenix are humans too and they make mistakes from time to time. Half our board and staff kids attend Phoenix, and as such, we try our best to keep the best interests of all our students first and foremost when making decisions, because they affect our kids too.

Thanks for choosing to soar with Phoenix!
We wish you a great and glorious year!