

Soaring to Brilliance!

HANDBOOK

**The Wind Beneath Your
Wings ...**



*What you need to know
to fly with Phoenix!*

2010-2011

Grades K-9

TABLE OF CONTENTS

Inside this issue:

Important dates	4
About the school	6
Home Schooling	7
Getting started	9
Overview of Programs	10
Choosing a program	11
Home Education requirements	12
School-directed requirements	17
Other important info (Roles, Funding, Donations, Scholarships)	20
Resource Funding	22
Communicating with you!	26
Community classes and events	28
Why choose Phoenix?	32

Dear Parents and Students,

Thank you for choosing Phoenix. It is our delight to share in your education journey. We will do our best to help, support and guide you and your family during this upcoming year.

Phoenix understands the passion behind every parent's wish to do what's best for their child. We know the questions, concerns and self-doubt parents have when starting out because we've experienced it first-hand. So, don't be afraid to ask questions or to get a hug when you need it!

Please take the time to read this handbook carefully. The information is provided to assist you in making choices for your family and to help you access the services we provide for students in programs from kindergarten to grade 9. For high school level students, please see our High School Handbook.

Please feel free to contact us if you have any questions or concerns!

*Sincerely,
Diana Stinn
Co-Founder*

Phoenix Foundation Handbook 2010

Published: June 2010

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IMPORTANT DATES 2010-2011

Sept 7 - Staff meeting—9:30 AM

Sept 9 - ORIENTATION DAY

Sept 14 - Session #1 classes start

Sept 30 - Count date party

Oct 26-29 - CLOSED for Fall break

Nov 2—Session #2 classes start

Nov 5 - Staff Meeting—9:30 AM

Nov 11 - Remembrance Day Celebration

Dec 17 - Christmas Party

Dec 21– Dec 31—CLOSED for Winter break

Jan 4 - Session #3 classes start

Jan 7 - Staff Meeting—9:30 AM

Feb 15 - Session # 4 classes start

Mar 18- Staff meeting—9:30 AM

Mar 29-April 1—CLOSED for Spring break

April 5- Session # 5 classes start

May 13 - Staff Meeting—9:30 AM

May 17 - Session # 6 classes start

June 24 - Last Day of Classes

July 11 - Summer programming

July 25 - Summer programming

Aug 8 - Summer programming

Aug 22 - Summer programming

These dates are subject to change—Please check the website for updates!

Contact us by:

Mail **Bay #1 2821 3 AVE NE, Calgary, AB T2A 7P3**

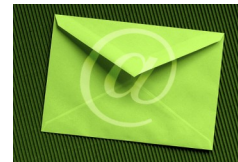
Phone **(403) 265-7701 T/W/TH/F 9:00 — 4:00 PM**

Fax **(403) 275-7715**

Email **info@phoenixfoundation.ca**

Yahoo at **<http://groups.yahoo.com/group/phoenixeducationfoundation>**

Website **www.phoenixfoundation.ca**



Phoenix 2010 - 2011

SEPTEMBER						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
					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						

TOTAL # Weeks

Session 1	1+6
Session 2	7
Session 3	6
Session 4	6
Session 5	6
Session 6	6
Session 7	4
	42

NOVEMBER						
S	M	T	W	T	F	S
	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				

DECEMBER						
S	M	T	W	T	F	S
			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	

11 weeks off

- Sept 7 - Staff Meeting
- Sept 7 - School starts
- Sept 14 - Classes start
- Sept 14 - Session 1
- Oct 26-29 - BREAK
- Nov 2 - Session 2
- Nov 5 - Staff Meeting
- Nov 11 - Remembrance
- Dec 17 - PARTY
- Dec 21 - BREAK
- Jan 4 - Session 3
- Jan 7 - Staff Meeting

JANUARY						
S	M	T	W	T	F	S
						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					

FEBRUARY						
S	M	T	W	T	F	S
		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					

- Feb 15 - Session 4
- Mar 18 - Staff Meeting
- Mar 23-Apr 1 - BREAK
- April 5 - Session 5
- May 13 - Staff Meeting
- May 17 - Session 6

MARCH						
S	M	T	W	T	F	S
		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						
S	M	T	W	T	F	S
					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

- Jun 28- Jul 8 - BREAK
- Jul 11 - Session 7
- Jul 18 - 22 - BREAK
- Aug 1-5 - BREAK
- Aug 15-19 - BREAK
- Aug 26 - Last day

MAY						
S	M	T	W	T	F	S
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				

JUNE						
S	M	T	W	T	F	S
			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						
S	M	T	W	T	F	S
					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

AUGUST						
S	M	T	W	T	F	S
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	31			

- Special day
- Staff Meeting
- Session starts
- Days Off

ABOUT THE SCHOOL . . .

Phoenix is a private, non-denominational, not-for-profit, publicly accredited, funded Alberta school.

Our mission is to provide unique learning opportunities for families so that each young person may develop into a life-long learner and active, responsible global citizen.

- 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 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 children grades K-12.

WHAT IS OUR MANDATE?

1. Phoenix will deliver school directed, customized education for K-9 students and home education supervision for students ranging from K-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 life-long journey.
4. Phoenix will foster personal responsibility, social responsibility and cultural awareness to ensure that students will 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.

WHO OWNS PHOENIX?

We all do! Phoenix School is run by the Phoenix Home 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 Foundation, Bay 1, 2821 3 Avenue NE, Calgary AB, T2A 7P3.

We will do our best to address your concerns!

HOME SCHOOLING

Making a Choice!

HOME SCHOOLING—is a broad term that encompasses many options. It is used to imply that all or part of a child's education program is taking place at home and not in a traditional school setting. Home schooling is the fastest growing educational trend in Alberta but is it right for your family?



HOME SCHOOLING: WHAT IS IT?

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;
- What type of program may work best for everyone—School-directed, Parent-directed or a combination of both (Blended).

Home schooling is a broad term that families use to mean that they are schooling from home.

SCHOOL PROGRAMS (School directed)	HOME EDUCATION (Parent directed)	BLENDED PROGRAMS (Shared)
In-school programs Distance learning programs Private school programs Kindergarten programs Online school programs Alternative programs Outreach programs	Packaged programs delivered but not developed by parents Programs developed and delivered by parents or by a person named by parents	Programs in which responsibility is shared between parents and school authorities. I.e. Parent may be responsible for math, the school associate for science.

A family may be enrolled in any one of these programs and still say they are “home schooling”.

WHY DO FAMILIES HOME SCHOOL?

There are as many reasons why families choose to home-school as there are families 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.



GETTING STARTED

1. Do a bit of research. The internet is a great place to start. Just type in * *home schooling** and see what you get.
2. Decide whether or not a home-based program is right for you and your child.
3. Choose a program—home education, school directed, blended or kindergarten.
4. Fill out either a notification form (home education) or an application (all others).
5. Submit it along with a birth certificate and the registration fee.
6. If you have chosen a home education program, create an education plan for your child listing outcomes, activities, resources and evaluations.
7. If you have chosen a school directed program, you will be contacted by your certificated teacher (CT). Together you will design an individual achievement plan.
8. Purchase resources for your plan.
9. Start learning!

WHAT YOU NEED

Here is the list of items and tools that experienced “home schoolers” (This is the term people who do any sort of a home-based program use to describe themselves!) have and use regularly.

- **Book shelves** - you can never have enough!
- **A computer** - there are so many wonderful free sites and materials available through the internet as well as creative, interactive educational software for your kids. A computer and Internet access is a must!
- **A printer/photocopier** - This is the best piece of equipment!
- **A three-hole punch** - There is always something that needs to be put into a binder.
- **Dictionary** - Get a good one.
- **Storage** - where are you going to keep all the paper, crafts, and stuff your child will produce over the year? (Bins/ cupboards . . . garage)
- **Whiteboard and wipe off markers.**
- **CD player**– **there are** many wonderful book tapes, CDs and DVDs to help round out topics.
- **World Globe** - Where in the world is Benin? Well, if you have a globe you can look.
- **Art Supplies** - Get lots! And lots of different kinds of paper too
- **Calendars** - You will need at least one! Get one that has lots of space to write in.
- **Digital Camera** - Take lots of photos and discard the ones that aren't that great. The kids can take photos too.
- **Sheet Protectors** - These handy sleeves are great for protecting schedules, art work, curriculum guidelines - anything that gets used often!

OVERVIEW OF PROGRAMS

We currently offer these program choices:

- Kindergarten
- Home Education (Grade 1-12)
- School Directed (Grades 1-9)
- Blended
- High School (Grades 10-12)



KINDERGARTEN—We offer a unique Kinder Program designed specifically for families who intend to home educate their children. Kinder classes are open to all children ages 4-6. Students who are at least 4 years and 6 months old by September 1 of each year and who are registered with Phoenix by September 30 of each year qualify for Kinder Kash and do not have to pay for basic kinder classes. Kinder classes run Tuesday, Wednesday and Thursday all day. Regular attendance is expected.

HOME EDUCATION - The traditional option allows parents to plan, deliver and assess their child's own education program. The parent is required to provide to the teacher a written description of the student's program for the year, including the subject areas to be taught, the instructional methods, resources and means of evaluation to be used and the student learning outcomes prescribed for a basic education. See the last page for more information. If requested by parent, the certificated teacher must advise and provide professional assistance to the parent who is writing the program description.

It is the responsibility of the teacher to conduct at least 2 evaluations of the progress of the student in each school year, and record the results of the PAT tests, if written and review the students work samples as provided by the parent. Teachers must advise the student's parent as to the progress of the student, and make recommendations to the student's parent on any matter that may assist the student in attaining a higher level of achievement, where necessary. These are to be completed November and March respectively.

SCHOOL DIRECTED - For our school directed program, we use a distributed learning model that allows for the teachers, students, and content to be located in different, non-centralized locations so that instruction and learning occur independent of time and place. Students wanting to learn any time, any place or at any pace may choose a school-directed program.

The certificated teacher with advice from the parent creates an academic achievement plan for the student. The plan covers 100% of the learning outcomes for the AB Programs of Study. Together, activities, resources and assessments are planned. Students are required to regularly hand in assignments for feedback. The teacher is responsible for the diagnostic, prescriptive and evaluative components of the program, while parents are responsible for the day-to-day delivery.

HIGH SCHOOL—There are several options for high school level students. Please refer to the High School handbook for more information.

Blended is a combination of home education and school-directed or CEUs. Responsibility for the student's education is shared—parents are responsible for some subjects and the school for others.

CHOOSING A PROGRAM

Home Education (**H ED**) or School Directed (**SDP**) - Your research and reflection about beliefs, values, goals and program possibilities will lead you to decisions about two critical matters – **what subjects you plan to teach and how you plan to teach them.**

If you want to be responsible for all subject areas, then you should choose a home education program. If there are some that you would like the direction, assistance and evaluation of a certificated teacher, then you may wish to consider a **school-directed program.**

Course List	% of Program	Approximate Hours	H ED	SDP
Language Arts	25	237.5		
Mathematics	15	142.5		
Science	15	142.5		
Social Studies	15	95		
Health & P.E.	10	95		
Art & Music	10	95		
Options	10	142.5		
TOTAL	100	950.00		



You choose what works best for your

EXAMPLES

If you checked off all or most of the subjects in the H ED column, then you will be 100% responsible for your child's education program and be registered with Alberta Education as having chosen a **HOME EDUCATION** program.

Course List	%	H ED	SDP
Language Arts	25	25	
Mathematics	15	15	
Science	15	15	
Social Studies	15	15	
Health & P.E.	10	10	
Art & Music	10	10	
Options	10	10	
TOTAL	100	100	

Course List	%	H ED	SDP
Language Arts	25		25
Mathematics	15		15
Science	15	15	
Social Studies	15		15
Health & P.E.	10	10	
Art & Music	10		10
Options	10		10
TOTAL	100	25	75

If you choose 50-75% school directed, then you will share responsibility with the school. Some of the subjects you will direct and some the school will direct. This is a **BLENDED** program.

If you choose 100% school directed that means that you will work with a certificated Phoenix teacher to achieve the Alberta Programs of Study (what the government says should be taught in each grade.) This is a **SCHOOL-DIRECTED** program.

Course List	%	H ED	SDP
Language Arts	25		25
Mathematics	15		15
Science	15		15
Social Studies	15		15
Health & P.E.	10		10
Art & Music	10		10
Options	10		10
TOTAL	100		100

HOME EDUCATION

Program Requirements

HOME EDUCATION (GRADES 1-12) Allows parents to plan, deliver and assess their child's own education program. This option offers the most flexibility but the least funding. Parents are responsible for submitting an education plan and maintaining a portfolio of the student's work.



STEP #1: CREATE AN EDUCATION PLAN

If you want to be responsible for all subject areas, then you should choose a home education program. If there are some that you would like the direction, assistance and evaluation of a certificated teacher, then you may wish to consider a **school-directed** or **blended program**.

*For the home education programs you do **not** have to use Alberta Education's PROGRAMS OF STUDY. You can choose to design or follow other curriculum!*

1. Describe in the home education program plan the instructional method to be used, the activities planned for the program and how the instructional method and the activities combined will enable the student to achieve the learning outcomes. (See page 12)
2. Identify the resource materials to be used for instruction.
3. Describe the methods and nature of the evaluation to be used to assess the student's progress.
4. Describe the associate board or associate private school facilities and services that will be used.

RESOURCES	LEARNING ACTIVITIES	ASSESSMENT / EVALUATION
Print resources Human resources Media resources Community resources	Students read material and respond to questions; Students compose and prepared a variety of written responses; Students complete research; Students work with others to complete a task; Students employ media and Internet resources; Students prepare and deliver formal talks, presentations, and dramatizations; Students complete experiments; Students learn from organized field trips.	Anecdotal records / Conferences/ Reflective journals / Personal response journals / Dialogue journals/ Simulations / Demonstrations / Labs / Video productions / Presentations- drama/music/dance / Computer-based software/ Models / Experiments/ Work samples / Investigations / Surveys / Scrapbooks/ Multiple choice / True/false Short answer / Paper and pencil / Matching / Extended response / Lab reports / Essays / Research papers / Script / Brochure / Word puzzles / Articles / Stories / Proposals/ Retelling / Debate / Story boards / Interviewing / Poetry reading / Questions/responses / Audio-tapes / Teaching a lesson / Games / Story boards / Illustrations / Design / Advertisements / Photographs / Videotapes / Dioramas / Collages / Maps

Home-based education parents often stress the importance of changing program plans and activities as children grow and as children's needs and interests change. On-going evaluation will help you select different activities and learning resources.


In other words, education plans are living documents and can be changed!

Our parent support group can give advice, suggest activity options and provide information about important educational issues. You might like to contact or check the yahoo site:

<http://groups.yahoo.com/group/phoenixeducationfoundation/>

Scheduling will be an important matter in maintaining your child's program. How much time will you allot to your child's planned learning activities?

SAMPLE FORM

<i>Proposed Educational Plan</i>					
Student's Legal Name: _____					
Grade: _____			School Year: _____		
Additional Information:					
Resource Material	Instructional Method	Activities Planned	Evaluation Method & Frequency	How these plans address the Learning Outcomes	
Subject or goal:					
Subject or goal:					

STEP#2: KEEP A PORTFOLIO

We require all students, regardless of program choice, to keep a portfolio filled with dated samples of student work and a general record of the student's activities. For more information about what this may require, please request our portfolio handout or attend a workshop.

STEP#3: VISITS WITH A TEACHER

Your facilitator is available any time for support but twice a year, once in November and once in May they will, with your help complete a progress report that notes progress on the education plan and any suggestions for success.

Students in grade 3/6/9 are not required to take the Provincial Achievement tests (PATS) but may if they request. Be sure to discuss achievement and diploma examinations with the school.

OTHER SERVICES

- Home education students may access the private tutoring services provided by our certificated teachers at the regular rate—\$55.00 an hour.
- Diagnostic testing is also available. The fee is \$50.00 per student.
- All students may apply for SHIP services to assist with special needs. Please ask your facilitator about this program.
- All home education students are welcome to sign up for all classes offered at the school. Please see a current program guide for details.
- Please make sure you join our Yahoo Group and download our newsletter every other month for updates.

IMPORTANT NOTE:

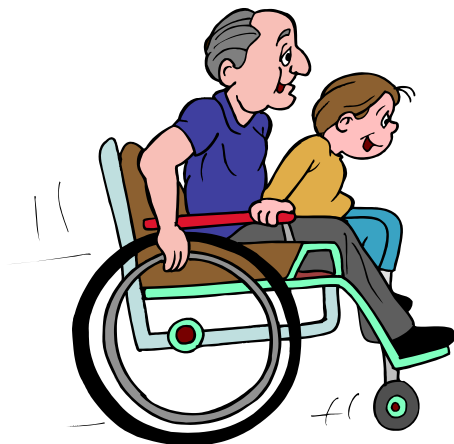
If you sign up for school directed, you can always drop down to home education BUT you cannot go up.

100% SD

75% Blended

50% Blended

Home Education

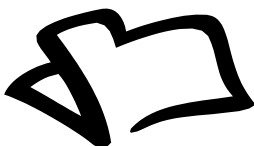


LEARNING OUTCOMES FOR H.E.

Students are expected to develop the knowledge, skills and attitudes that will prepare them for life after high school. A basic education will allow students to:

- (a) read for information, understanding and enjoyment
- (b) write and speak clearly, accurately and appropriately for the context
- (c) use mathematics to solve problems in business, science and daily-life situations
- (d) understand the physical world, ecology and the diversity of life
- (e) understand the scientific method, the nature of science and technology, and their application to daily life
- (f) know the history and geography of Canada and have a general understanding of world history and geography
- (g) understand Canada's political, social, and economic systems within a global context
- (h) respect the cultural diversity and common values of Canada
- (i) demonstrate desirable personal characteristics such as respect, responsibility, fairness, honesty, caring, loyalty, and commitment to democratic ideals
- (j) recognize the importance of personal well-being and appreciate how family and others contribute to that well-being
- (k) know the basic requirements of an active, healthy lifestyle
- (l) understand and appreciate literature, the arts and the creative process
- (m) research an issue thoroughly and evaluate the credibility and reliability of information sources
- (n) demonstrate critical and creative thinking skills in problem solving and decision making
- (o) demonstrate competence in using information technologies
- (p) know how to work independently and as part of a team
- (q) manage time and other resources needed to complete a task
- (r) demonstrate initiative, leadership, flexibility, and persistence
- (s) evaluate their own endeavors and continually strive to improve
- (t) have the desire and realize the need for life-long learning.

**Be sure to check out the information available from AB Education at
<http://www.education.gov.ab.ca/>**



***You are not just a
number to us!***

SCHOOL-DIRECTED

Program Requirements

In a school-directed program, your certificated teacher is responsible for the diagnostic, prescriptive and evaluative components of your child's education program. They provide support, one-on-one tutoring and supervise the instruction from others (parent or instructors). As the parent, you are responsible for the day-to-day instruction.



STEP #1: EDUCATION PLAN

Together you **and** your teacher, using the **Alberta Programs of Study (APS)**, will create a customized education plan for your child. Your teacher is available over the summer or in the fall to meet with you at the school to complete this task. **All education plan for school-directed students must be completed by Oct 15.**

Students can be registered at one grade level but working at other levels in different subjects. Accommodations and modifications to the APS are possible.

Tell Me About IT!

Student Name: _____ Date: _____ 2009

For Teacher: Mrs. MacInyre, Mrs. VanderToen, Mr. Melner, Mrs. Duhé,
Mrs. Diamond, Mrs. Nien, Other: _____

Subject: L.A., Math, Science, Social, other: _____

Resource used for this assignment:
(Description of what's attached. Please remember we don't have the space here to describe an object or an activity as completely.)

Parent/Student Reflection

	Y	N	Comments:
The concepts studied were understood			
This was a challenge			
This was a challenging concept/activity			
The student worked independently			
The student did not feel bad			
The student worked well in groups			
Do you think this was a useful activity?			
We will continue to work on these concepts			
I need the teacher's suggestions			

Is an appointment required? Yes / No
Would you like private tutoring for your child in this area? Yes / No
Have you had contact with your teacher recently? Yes / No
How? Phone / Fax / Email / In-person / Other: _____

Teacher Response:

STEP #2: ASSIGNMENTS

School-directed students are expected to hand in monthly assignments in L.A. and math. Students should turn in social and science when completed. Teachers will give you feedback and encouragement, as well as helpful hints! Please use the “Tell Me About It!” sheet to describe what you are handing in. All assignments are given back. Parents are expected to mark work where an answer key exists.

STEP #3: DIAGNOSTIC TESTING AND EVALUATION

School directed students will be assessed at least once at the beginning of the year to determine basic levels. We use the Kaufmann Test. It is a very friendly tool and will help us determine what grade level your child is working at in core areas. It also determines strengths and areas of weakness.

Twice a year, once in Jan/ Feb and once in May/June the teacher will, along with the parent and student complete a detailed progress report that documents what resources the student is using, notes progress and outlines goals or areas yet to be completed by the student.

It is expected that all students in grades 3/6/9 for all school-directed subjects will write the Provincial Achievement tests.

STEP #4: ON-GOING SUPPORT

For a fully directed school program, it is important that you and your teacher stay in regular contact.

Your teacher will:

- Email you weekly.
- Will return any emails, calls, faxes promptly.
- Meet face-to-face with you and your child as needed.
- Maintain a Teacher's Notes Webpage.
- Meet with you 3X a year—once of education planning and two progress reports.
- Offer resource advice
- Offer ideas, diagnostic testing and advice

Your school will:

- Maintain a website full of information
- Maintain a yahoo group for updates, class cancelations and information
- Send out bi-monthly newsletters
- Email updates and information from time-to time.
- Offer a selection of textbooks, workbooks and other resources for sale or loan.

You can:

- Call the teacher at 265-7701 or fax at 275-7715.
- Book a private meeting anytime throughout the year.
- Arrange for private tutoring (cost is \$12.50 per 1/2 hour)
- Email your teacher with any concerns or ideas at anytime.
- Come for a coffee and a hug (Tuesday to Friday year round!)

Definition of Instruction

Instruction is the process in which certificated teachers take responsibility for ensuring that learning activities for students are directed towards achieving outcomes of approved *Program of Studies* and/or Personal Education Plans through:

- interaction with students, either face-to-face or using information and communication technology, for the purpose of teaching, assessing student achievement of outcomes and related activities, including tutorials, discussion groups and learning skill centres, and/or
- interaction with students who are engaged in self-directed packages, independent study, computer-assisted learning and/or classroom learning, and/or
- supervision of presentations for and/or by students, workplace learning and other learning activities.

OTHER IMPORTANT

Information



OTHER SERVICES

Scholastic Orders - We operate various scholastic clubs that you can order books from throughout the year.

Shop and Support Cards - This is our only year round fundraiser—buy your groceries using gift cards and the school get 1-5% back.

Student Receipt Reimbursements— Fall 40%, Winter 20%, Spring 40% - Can be done at any time—get them into us by the 15th of the month and a cheque will be ready by the end of the month.

PARENT ROLE

You are responsible for:

- *The care and custody of your children at all times (Parents may leave the centre as long as we have a cell phone number for you. Please be advised we do not provide babysitting services at break or lunch times.)*
- *Your child's behavior at all times. Parents may be asked to remove a child if they are disruptive, rude or disrespectful to the teacher, instructor or others.*
- *The repair or replacement of any damaged property.*
- *Providing support, encouragement and fulfilling the obligations of your child's program.*

FURTHER

You should:

- *Advise the school of special circumstances or changes in regular routines;*
- *Advise teachers of any allergies, learning or medical conditions;*
- *Keep sick children at home;*
- *Ensure that other siblings are not disruptive to classes or other people;*
- *Assist in classes and at events as need be;*
- *Assist in the set-up, cleaning and take-down of classrooms;*
- *Join the Yahoo site - this is how we communicate changes!*

We want you to know . . .

You play an important role at Phoenix and as such we recognize that you are your child's primary instructor. **So how do we help you get the support you need to do your job?** First, we provide a place where parents can get to know each other and build a strong social network—our coffee station! This area is run by parents just like you. So please donate some tea/coffee/hot chocolate/cookies to it once or twice over the course of the year to keep it going.

We also produce a bi-monthly newsletter so that we can keep you aware of what is happening at Phoenix. Our friendly Yahoo site, is where parents can ask all their day-to-day questions. Finally, we offer many great parent workshops throughout the year!

We give hugs! Need one? Just ask!

RESOURCE FUNDING

The funding amounts for 2009/2010 are as follows:

Kinder Kash	\$538*
Home Education	\$750.00*
School-Directed/Blended	\$up to \$1500.00*



Funding is available after September 30. You may draw on the **full amount available** to cover the costs of any classes, events, programs or workshops offered by Phoenix. (If you register after September 30, we will still happily support your home-based education journey but we are not able to offer you any funding.)

Kinder (Transportation Grant)

- February and June cheques upon completion of parent interviews
- Use any portion of the \$538 to pay for events offered by Phoenix (*Phoenix Account*)
- NO RECEIPTS REQUIRED

All Other Programs

- Fall—40%, End of January—20%, Beginning of May 40% for reimbursement **or**
- Use full funding amount for events offered by Phoenix (*Phoenix Account*)
- RECEIPTS REQUIRED

While we do not have a minimum amount for reimbursement, we do ask parents to collect as many receipts as possible to submit at one time. Please use the proper form and allow several weeks for processing. Receipts are not required for the Kinder Kash.

We will reimburse you for almost any item that supports your child's **current educational plan**. Over the many years we have done this, we have only ever had a few problems and would prefer not to have too many rules, giving you as much flexibility as possible.

**So please be reasonable—we cannot reimburse you for
a big screen TV or a dining room set!**

WHAT HAPPENS IF . . .

TRANSFER SCHOOLS—In the case of an early withdrawal from any of our programs, your resource funding would be pro-rated according to the number of months of registration with the school. This also applies if you move to another province.

FUNDING LEFT AT END OF YEAR—Resource funding amounts cannot be carried forward from one year to another.

TRAVEL—Please contact the school if you plan to be away for an extended period of time. Please note that you cannot use your resource funding to cover food/meal expenses, travel costs, accommodations or other expenses related to the trip. We will cover education activities such as museum admissions etc. Further, we will happily continue to provide educational services to your family as long as you maintain a residence in the province of Alberta.

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 would appreciate that too. We always need parents to look after the coffee station, help with set up in the morning and assist the tired teacher with the take down in the afternoon. Please lend a hand! *You can also contribute to our Scholarship and Compassion funds.*

You can donate to either of these funds at the time of registration or at any time throughout the year. Glue sticks are welcome any time!! 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 . . . Whether that is for classes, a food hamper at Christmas time or flowers during a time of loss. Your donations can make a real difference!

* The Phoenix Home Education Foundation is planning to raise an estimated amount of \$5000 this year on Funding-raising campaigns. It will cost our organization an estimate of \$1000. The money raised will be going to our scholarship/compassion funds or classrooms. For further information, please contact Diana Stinn 403-265-7701 or write to us at Bay #1 2821 3 Ave NE, Calgary, AB T2A 7P3.

SCHOLARSHIPS

We are very proud to present the *Venley Conn Literacy Scholarship*, the *Act of Kindness Award* and the *Michael Batas Environmental Stewardship Award*. Recipients receive gift certificates for the purchase of books, a beautiful plaque to keep and more. These great scholarships are awarded annually to Phoenix Children only.

In order to keep these scholarships 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 someone you love, a company or business? It's possible, please come and see us to find out more!

CORPORATE SPONSORS AND DONATIONS—We are a non-profit organization that depends on donations for part of our operating funds. We appreciate all donations! Would you like to sponsor a room, advertise in our newsletter, create a scholarship?

Parent Support Group - every other week - this will be run by a home schooling teacher and have an academic / educational / social slant. New topics each week. Advertised in advance - free for Phoenix families. Extra tickets for non-members \$10.00 each

Junior High Support Group - for all junior high kids - this group will meet every other week and discuss social skills, study skills, goal setting and other important skills kids need to have to succeed in junior high and into high school. Run by a home schooling teacher with guest speakers, fieldtrips and more!!!

Literacy / Consulting and The Parent Toolbox - We will continue to run literacy classes for struggling readers and support parents in this area next year. A teacher expert will be available for private one-on-one work with students at a cost of \$12.50 per half hour. Further, we will create a Toolbox of resources that will support areas identified by parents in the support group. This could be specific hands-on resources you can borrow, activities you can run with your kids and more!

High Support Group - Just for grade 10-12 kids - to assist them in setting priorities, sticking to deadlines, social skills, fieldtrips, sharing resources and more! This will be a weekly event throughout the year! This will be run by our fantastic new high school teacher. He will also be available next year for private one-on-one tutoring with students for the low cost of \$12.50 per half hour.

Discounts for Phoenix Families for classes - the Program guide will be available in August for Sept to end of Jan. There will be significant discounts for families who register early and more package deals!

COMMUNICATING

With You!

We do our best to keep in touch with you! We will often mail things out, email regularly, put notices on our yahoo site, post on our website, use our newsletter and family files to keep in touch. Please let us know if your email or home address should change! If you are not hearing from us . . . Something is wrong!



OUR WEBSITE - www.phoenixfoundation.ca



This is our primary means of communication with parents and the community at large. The website is updated weekly with information about classes, activities, cancellations and other important information. You can't find the forms you need, program guides and more here.

NEWSLETTER

Karen Jackson creates our great newsletter—**THE PHOENIX POST**. She does a WONDERFUL job and we appreciate her efforts! If you have a student contribution, an article you wrote or a great web link to pass on, please send them to us and she'll put them in the upcoming issue. BTW, the newsletter is published bi-monthly! **WOULD YOU LIKE TO ADVERTISE IN OUR NEWSLETTER? CALL 265-7701**

YAHOO SITE—JOIN!

Phoenix maintains a yahoo group for parents and staff. The purpose of this site is to SHARE. On it, we share resource links and pdfs, happy times, accomplishments and more. This is NOT the appropriate venue to air complaints about staff or the school. If you have an issue, please contact the school, use our BEAK OFF box located in the kitchen or volunteer!

Yahoo at <http://groups.yahoo.com/group/phoenixeducationfoundation>

GOOGLE CALENDAR



Want to know what is happening? Check out our handy Google calendar. You can cut and paste events right into your own calendar. Being organized was never so easy!

Google Calendar at <http://www.phoenixfoundation.ca/Calendar.htm>

Has date, time and information about events and classes. Please use the website or email to register.

Register at <http://www.phoenixfoundation.ca>

COMMUNITY

Classes and Events

Phoenix offers an amazing selection of classes, workshops, fieldtrips, events and celebrations. We host hundreds activities a year! With so much selection, there is sure to be something for everyone. All of our classes are curriculum-based and tie into the ALBERTA PROGRAM OF STUDIES (APS). They are NOT mandatory and do not cover all outcomes. They are meant to be inquiry-based, fun and messy!





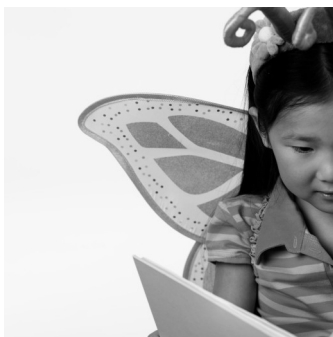
- **WHO CAN ATTEND** —Our programs, classes and events are open to *everyone*. You do not need to be registered with Phoenix in order to participate in a class or event but members get great discounts!
- **COSTS**—Our classes and events are priced on a cost recovery basis. The fee includes the instructor, most class materials, insurance, rent and a small contingency. **Please note that all fees are non-refundable.**
- **CONTENT**—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. For most classes, with the exception of kinder classes, your child will receive a **Learning Outcomes Sheet (LOS)** or a lesson plan sheet. The purpose of the LOS is to explain to the parent what was covered in the class and to list some possible resources that could be used to extend the child's learning after the class. Class are curriculum based BUT cannot possibly cover all of the learning outcomes. Parental follow up is required.
- **CLEAN UP**—Please help us keep the Centre clean! We do most of our own cleaning, so please pitch in and do your part! If you see something on the floor, pick it up! Please leave all areas neat and tidy, and do not be afraid to ask where the cleaning supplies are.
- **QUIET** —Please remember that the Centre is a place for learning. We do not have play spaces. Children must be supervised at all times and are not allowed to run or yell. Please be respectful!
- **ALLERGIES**—Please be advised that the Phoenix Centre is **NOT** a peanut-free zone. Further, many of our classes, events and feasts include food. Please let us know if your child has allergies, medical issues or learning challenges and we will do our best to accommodate your needs but it is your job to supervise your children and provide alternatives if required.
- **SICKNESS**— If your child is ill, please keep them home. Others will appreciate it!
- **PHOTOS** - During events, Phoenix staff may be taking photos for use on the web site and in other promotional materials. Registration in an event grants Phoenix permission to use these photos, which may include you and your children, in such a manner.
- **PAYMENT**—You may pay by Visa, MasterCard, cash or cheque. All classes and events must be pre-paid. Any outstanding balances will be deducted from your funding.
- **REGISTRATION** - **Registration for all classes and events is 4:00 PM the Friday prior to the activity. This gives us time over the weekend to process your registration, create class lists and buy supplies. Please respect the deadline and get your registrations in on time!**

CODE OF CONDUCT

PHOENIX believes that every child has a right to learn, explore and grow! We fully support all efforts to develop individual potential in so much as it does not infringe upon any other person's freedom to do likewise or damage the reputation of the school.

Participants in any Phoenix classes, functions, fieldtrips, events or programs agree to follow the Code of Conduct as outlined below. As such, Phoenix reserves the right to deny future access to any events, functions, fieldtrips, or programs if this code is violated by a participant or parent. For a complete copy of our policies, please see the Front Desk.

- Each participant/student in each and every PHOENIX class, field trip, event or program is required to be within the age and other guidelines unless otherwise specified; to be registered; and to have paid the appropriate fee in advance. Participants/ students are required to be on time, dress appropriately and participate fully in any PHOENIX class, field trip, event or program. Participants/ students are required to notify PHOENIX if they are for any reason unable to attend a class, field trip, event or program.
- The possession of drugs, alcohol or weapons is strictly prohibited. Negative behavior such as hitting others, spitting, swearing, excessive noise and willful destruction of personal or public property will not be tolerated.
- Parents are responsible for their children's behavior at all times and will be asked to correct a child's behavior if PHOENIX deems it to be inappropriate or they will be asked to leave if a child continues to be rude or disruptive, or damages the venue's property or fails to adhere to the venue's rules and procedures.



***Thank you for making Phoenix
a great place to learn and be!***

WHY CHOOSE PHOENIX?

We believe that Phoenix is unlike any other school in the province of Alberta! We know that families need flexibility in programming options, on-going support and a place to meet and share.

Review of Phoenix by Alberta Education

- The reviewers noted that Phoenix is “**a positive, caring school community**,” where **congenial working relationships** among parents and administration are clearly evident.
- Older students involved in the care of younger students fosters a **sense of community**.
- Resources are used in an “**efficient and effective**” manner, including the “sweat equity” provided by parents . . . and staff!
- Phoenix is to be commended for the “**innovative and creative planning and delivery of the community classes**”. These classes stimulate student interest and learning and are a valuable support to home-based education programs.
- Parents were noted for the creative and various ways in which they **support** the school and the many “**mutually beneficial opportunities**” that have arisen
- The administration and staff are **positive roles models** to be commended for their **passion** in the development of a **unique school** that fosters an enriched environment.
- Phoenix is complimented for its “**immediate and direct response to necessary program changes**,” where practices in the school-directed program **challenge traditional thinking** and are being developed with the best of intentions.
- With the leadership of the board and administration, the school community is to be commended for being “**trailblazers and pioneers**” in the development of alternative delivery methods of education for parents who choose home-based programs.



Come Soar With Us!