



WELCOME TO HERITAGE ACADEMY

Dear Parent(s),

We appreciate your interest in Heritage Academy. We are a non-profit, private school located in Ottawa that offers educational services for students who require special accommodations. Although our school has programs designed to help dyslexic learners and children with attention-deficit disorder, it is open to all students who seek to maximize their overall potential.

One of the most important facets of our school is that our student to teacher ratio, which is set at a maximum of 12:1, ensures that each student receives the necessary guidance to overcome challenges in the provincial curriculum. Teachers at Heritage are able to customize their lesson plans to suit the individual needs of all students. At this time there are very few schools that offer educational services such as those at Heritage Academy. In addition, we are the only school in Ottawa that exclusively offers the Simultaneous Multisensory Teaching (S.M.T.) technique to students who require assistance in both reading and writing.

Overall, our school's purpose is to provide an educational environment where students in Grades 1 – 12 are excited about learning and can discover and meet their full potential, while studying at their own rate on an enriched curriculum. We provide a safe and comfortable learning environment where students can develop good study skills, enhance their emotional intelligence and build their self-confidence.

All core teachers at Heritage Academy are certified and equipped with the pedagogical knowledge to make learning fun and exciting for young minds. If you require further information or would like to arrange a tour, you can consult our website at www.heritage-academy.com or you can contact us at 613-722-0133.

School Opening: 7:30am
School Closing: 5:30pm
Classes Begin: 9:00am
Classes End: 3:15pm

PHILOSOPHY

We value that every student ought to enjoy success as a learner and master the curriculum of the school.

We value that every student has unique as well as common learning needs, which require a variety of educational strategies and learning activities. Teaching programs and methodologies at the school reflect this value and are structured to acknowledge the learning needs and talents of individual students.

We value that each student should have his/her basic needs met to enhance their social, emotional, intellectual and physical well being. These basic needs comprise a sense of love and belonging, freedom to make choices, a feeling of importance or influence, and the opportunity to have fun.

We value that each student should feel worthy and competent in order to achieve positive self-esteem and a sense of physical, emotional, intellectual and spiritual well being. We value that each student ought to take responsibility for their actions and when necessary ought to develop and agree to work out a plan for managing behavior appropriately.

We value teaching each student to think divergently and creatively at complex levels, to problem solve, and to develop habits of mind that promote success.

Our world is changing rapidly, and our students should develop tolerance, patience, courtesy, and understanding of individual differences.

Our school is a safe place where students can learn and develop socially and emotionally in a warm nurturing environment.

SIMULTANEOUS MULTISENSORY TEACHING (S.M.T.)

The ***Simultaneous Multisensory Teaching method (S.M.T.)***, based on the Orton system, is a language re-education method developed to meet the needs of students of all ages, who need a more thorough knowledge of the structure of written language, and a solid understanding of the association of sounds and symbols, before learning how to apply the concepts and rules of written language.

The objective of the S.M.T. method is to teach reading, writing and spelling, with an emphasis on reading accuracy in the early stages, followed by thorough comprehension of written language and its structures. The material is presented in short sequential steps to help students develop self-confidence. Students progress at their own pace.

To be of practical use by most teachers and parents, this method entails detailed lesson plans that outline the pedagogical objectives and expected outcomes for each step. The manual includes explanatory notes on the causes and effects of dyslexia to give teachers insight into the dyslexic person's perspective.

S.M.T. differs from other multisensory teaching approaches. It incorporates the development of phonologic and phonemic awareness in the following learning techniques and strategies:

- visual and auditory discrimination;
- bimanual reading in Braille dots to develop a "tactile vision";
- direct teaching of non-image words;
- an emphasis on diction;
- the etymology of English words.

Advantages of S.M.T

It can be taught to students of all ages and all grade levels.

It allows much earlier intervention for dyslexic children, even if they have not been formally diagnosed, because it can be taught as early as grade 1.

Although developed specifically for dyslexic students, this method can be used for all grade 1 children to prevent reading failure and to reduce the need for remedial help later on.

Teaching the S.M.T. to the entire class can reduce the cost of specialized teaching for a limited number of students at one time.

Each lesson is detailed and meticulously prepared, and could be used immediately by most elementary school teachers.

STUDENT CODE OF CONDUCT

STUDENT'S MUST;

- ✓ Treat all staff and students with dignity and respect at all times.
- ✓ Pay attention to the directions of every teacher/staff member.
- ✓ Be punctual and equipped with supplies needed for class.
- ✓ Use proper language without profanity at all times.
- ✓ Show proper care for school property or equipment.
- ✓ Avoid any behavior that disrupts instruction in any class.
- ✓ Wear the school uniform at all times while in the school.
- ✓ Have appropriate outdoor and indoor shoes.
- ✓ Report any incident of bullying, or other inappropriate behavior.
- ✓ Leave all cell phones in the office.
- ✓ Eat only in the designated area (cafeteria)

STUDENT'S MUST NOT;

- ✓ Engage in any form of "*Bullying*". (*Heritage Academy has a "No Bullying" policy*)
- ✓ Use a walkman in the school, without permission from the teacher.
- ✓ Chew gum at any time at school
- ✓ Bring any food or drinks into the classrooms. (Only water is permitted)
- ✓ Deliberately damage school supplies, property, equipment, etc.
- ✓ Download any computer programs, or alter the general settings of any computer in the school.
- ✓ Smoke on school property.
- ✓ Possess any dangerous objects (e.g. penknife, water gun, fire cracker, lighter/matches, etc.)
- ✓ Bring any peanuts, or foods containing nut products to school.

TUITION FEES

Tuition fees include all field trips, school textbooks and supplies (except binders and scientific calculators). Tuition fees per year are as follows;

\$14,000 (Standard Tuition Fee)

\$15,500 (Includes S.M.T. Daily Lessons)

\$16,000 (International Students)

SCHEDULE

\$14,000 (Standard Tuition Fee)

Payment 1 Registration Fee (February) -	\$3500.00
Payment 2 Monthly Tuition (April) -	\$1312.50
Payment 3 Monthly Tuition (May) -	\$1312.50
Payment 4 Monthly Tuition (June) -	\$1312.50
Payment 5 Monthly Tuition (September) -	\$1312.50
Payment 6 Monthly Tuition (October) -	\$1312.50
Payment 7 Monthly Tuition (November) -	\$1312.50
Payment 8 Monthly Tuition (December) -	\$1312.50
Payment 9 Monthly Tuition (January) -	\$1312.50

\$15,500 (Includes S.M.T. Daily Lessons)

Payment 1 Registration Fee (February) -	\$4000.00
Payment 2 Monthly Tuition (April) -	\$1437.50
Payment 3 Monthly Tuition (May) -	\$1437.50
Payment 4 Monthly Tuition (June) -	\$1437.50
Payment 5 Monthly Tuition (September) -	\$1437.50
Payment 6 Monthly Tuition (October) -	\$1437.50
Payment 7 Monthly Tuition (November) -	\$1437.50
Payment 8 Monthly Tuition (December) -	\$1437.50
Payment 9 Monthly Tuition (January) -	\$1437.50

\$16,000 (International Students)

Payment 1 Registration Fee (February) -	\$6000.00
Payment 2 Tuition Fee (June) -	\$5000.00
Payment 3 Tuition Fee (September) -	\$5000.00

BEFORE/AFTER PROGRAMS AND SCHOOL CLUBS

Students may choose to participate in the following school clubs or extra-curricular activities;

- Intramural Sports • **Math and Space Club**
 - Drama/Arts Program • Garden Club
 - **Yearbook Committee** • Fitness Club
- **STUDENT COUNSEL** • *Prom/Grad Committee*
- Japanese Jui Jitsu • E.S.L.Tutoring/Study Hall
 - *Social skills Club* • **GAME CLUB**
 - **Public Speaking Club**
- *NEW* ECO-QUEST Course Available for Grades 9-12

BEFORE/AFTER CARE FEES

A fee of **\$7/hr** will be charged for students that arrive before **8:15am** unless they have SMT lessons from **8:15 to 9am**. There is no charge for students arriving **after 8:15am**. A fee of **\$7/hr** will be charged for all students that remain at school for after school programs after 4:00pm. A fee **\$15/hr** will be charged for tutoring services from 4:00 to 5:00pm. Students that have SMT lessons from 3:15 to 4pm will only be charged as of 4:45pm for after school programs excluding tutoring services.

* PLEASE NOTE

In respect to our teachers and their families, **parents arriving after 5:30 pm will be charged \$3.00 per minute**. The school should be notified prior to 3:15 pm if the parent/guardian will be late.

HOMEWORK POLICY

Homework is defined as learning activities that are assigned to students by teachers and completed during non-classroom hours.

At Heritage Academy, we believe that homework is instrumental in building lifelong learning skills. Unique to Heritage Academy is our guarantee that no new learning will ever be assigned as homework in an attempt to reduce the stress and anxiety that many students face when dealing with a learning exceptionalities. For example, all text-book reading is done within the class orally, as well as all homework questions are read through, explained, and expectations are laid out before students are sent home.

DRESS CODE

Students must arrive at school in uniform and remain in uniform during the school day. There are a variety of shirts and sweatshirts that students can choose from.

- ↳ Heritage Academy (STANDARD) T-shirt or sweatshirt. *Variety of colors available.*
- ↳ Heritage Academy (ATHLETIC APPAREL) T-shirt or sweatshirt. *Variety of colors available.*
- ↳ I DON'T BULLY T-shirt. *Available in Pink and Blue.*

Students are permitted to wear their own pants, shorts or skirts. Skirt and short lengths must be at arms lengths. Exception: Gym class. The gym uniform comprises of:

- ↳ Gym shorts (Black), gym tops (White), gym shoes, mouth guard and water bottle (Grades 1-8).

If students do not have a uniform, one will be provided to them and the parents will be invoiced.

- ↳ No strong perfumes or body sprays are permitted do to allergies and sensitivities. Students will be removed from class if necessary.
- ↳ Appropriate, separate outdoor and indoor shoes are required for students in Grades 1 to 8.

COMMUNICATION

We feel it is important to maintain a good line of communication between the school and our parents. The administration provides regular updates via email and our social media sites as well as our monthly newsletter.