



# **SCHOOL PROSPECTUS**

**MARANATHA SCHOOLHOUSE**  
**St.Catharines, Ontario**

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Welcome to Maranatha Schoolhouse. We are a private business that offers tutoring to children who are being homeschooled by their parents. Our approach to learning and tutoring is to actively encourage and inspire each child toward independent thinking. Having an independent voice, learning through relevant and real-world circumstances is at the heart of what we do. We are an inclusive environment where the desire to learn is strong. Our enriched curriculum is full of activities which make learning more expressive, significant, rewarding and fun, improving the educational experience for all our learners.

**OUR VISION**

Our vision for each student is simple. It is based on 1 Timothy 4:12

“Let no one look down on your youth, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”

**OUR MISSION STATEMENT**

We strive to provide a warm, safe, secure and happy learning environment where students are supported, encouraged and challenged to be all that they can be.

Each individual is given the opportunity and support from all stakeholders (parents and tutors/educators) to reach their full potential whether it be physically, emotionally, spiritually or academically, so that they are equipped with the skills to be healthy, ambitious, ethical and enterprising citizens.

**STAFFING AND CLASS SET UP**

Much like the pioneer schoolhouse setup, Maranatha Schoolhouse operates on the premises of all grade levels working alongside one another, in one classroom, supporting one another and providing a learning environment that is conducive to individualism and teamwork. While the primary educator is responsible for the overall curriculum and delivery of teaching lessons, a number of supplementary teachers/facilitators take part in the delivery of extra-curricular interests. Such activities are determined by class interest, from one semester to another, but typically includes drama, music and arts, with no limit to other possibilities.

Class is conducted in a setting of tables and chairs, as well as lounge areas that enable more relaxed environment for subjects such as drama, music and arts. Outdoor activity takes place 2-3 times daily and is on the premises, in the rear of the building where outdoor activity items are provided, and interactive play is encouraged.

## HONORARIUM FOR SERVICES

Maranatha Schoolhouse operates on the premises of parents paying an honorarium for the educator's service. The recommended honorarium is \$135 per week, for 3 days of tutoring per week, and is based on a maximum of 6 hours per day. The daily program includes a structured academic program within Ministry of Education curriculum requirements, as well as additional special interest subjects according to the interests and needs of the students. The weekly honorarium is payable every Friday in cash or by e-transfer, and applied to the next week's tutoring service. Payment is due for the child's scheduled week even if not attending.

## SCHOOL CURRICULUM

The cost of school supplies (pencils, paper, notebook, etc) is included in the honorarium. However, the curriculum books and workbooks are charged to the parents separately at the start of school, and throughout the school year. The cost varies by grades and such details are provided during the family interview appointment, but such costs will not exceed \$200 per child per year.

## DAILY SCHEDULE

Maranatha Schoolhouse runs from Tuesdays to Thursdays every week, year-round. The daily program starts at 9 am and finishes at 3 pm. Two 15-minute break times are provided each day at 10:15 am and 1:15 pm, with lunchtime at 11:30 am - 12:15 pm. The summer schedule (July-August) is adjusted to accommodate the special interest activities offered each day. Such details are made available during Summer Program registration. From September to June, a typical day's schedule consists of the following:

9:00	Morning Assembly: Announcements, Devotional, National Anthem, Prayer
9:15	Subject #1
10:15	Break Time / Gross Motor Exercise
10:30	Subject #2
11:30	Lunch Time / Recreation
12:15	Subject #3
1:15	Break Time / Gross Motor Exercise
1:30	Subject #4
2:30	Closing Assembly

## STUDENT'S ATTENDANCE

Maranatha is committed to helping each child achieve their full potential, and therefore recognizes that a student's regular attendance is linked to their achievement potential. We work closely with the parents to ensure good attendance is maintained, although we acknowledge that some students may have extended periods of absence due to medical needs. However, if a child is not well enough to attend school, parents are asked to telephone or text the educator no later than 8:30am, giving reason for their absence. Honorarium is still required when the child is absent due to illness or any other reason on regular scheduled school days.

## HOLIDAYS AND CLOSURES

Maranatha Schoolhouse will not be offering schooling on the statutory holidays charted below if they fall on the school's regular school days. As noted below, most statutory holidays take place on Mondays, so they will not affect school days or fees. However, regarding Christmas holidays and March break, as noted below, the school is closed on the 3<sup>rd</sup> week of March and the last week of Christmas. Fees are still due for these two weeks.

When family holidays do not coincide with Maranatha's closure weeks in March and December, and the family wishes to be absent at some other time, the honorarium is still payable during such absent days, and the student can be given schoolwork to complete during their absence, if the parents so desire, so that the student does not fall behind in their studies.

The school year begins on the first Tuesday of September and ends on the 3<sup>rd</sup> or 4<sup>th</sup> Friday in June, depending on that year's calendar. A Summer Program is offered in July and August, consisting of special fun interest activities. A separate registration process is required for the Summer Program, with priority given to regular registered school students.

Maranatha Schoolhouse will be closed on the holidays listed below. Honorarium payments are still required on these closed days. Holidays that fall on a weekend, or on days that school typically does not occur, the school will be closed on the next scheduled school day in lieu of that holiday, with written notice given to the families well in advance.	
<a href="#">New Year's Day</a> January 1	<a href="#">Family Day</a> 3 <sup>rd</sup> Monday in February
<a href="#">Good Friday</a> Friday before Easter Sunday	<a href="#">Easter Monday</a> Monday after Easter
<a href="#">Victoria Day</a> Monday before May 25	<a href="#">Thanksgiving</a> – as per official date each year
<a href="#">March Break</a> – 3 <sup>rd</sup> week (closed all week - fees still due)	<a href="#">Christmas Break</a> – last week in December (closed all week - fees still due)

Maranatha Schoolhouse observes and celebrates all Judeo-Christian holidays throughout the year, taking the opportunity to teach the children why we celebrate such holidays and how it relates to the teachings of God and to their personal lives.

## **LUNCH AND BREAK TIME SNACKS**

All lunch and break time snacks are provided by the parents, and encouraged to include well-balanced nutritional options. Parents are required to notify the school of any new developments in food sensitivities or allergies since completing the registration forms. Where a student may require medication when encountering food allergies, the medication must be clearly marked with the child's name, doctor's name, expiry date and instructions on administering. Once monthly, the school plans for a special lunch, such as "Pizza Day". Students will be invited to participate by having parents complete the request form in advance and submit payment.

## **STUDENT ATTIRE**

Maranatha Schoolhouse does not have a school uniform, but we do enforce the wearing of modest and clean attire at all times. We recommend that all clothing be clearly labelled with the child's name as we cannot be responsible for any items which are damaged or lost. During winter months, students are required to wear winter gear, including snow boots, coat, gloves and hat, since outdoor activities will take place daily, weather permitting. Students are required to bring a pair of shoes or slippers to wear indoors during those winter months, to keep the floors safe and dry.

## **DROP-OFF AND PICK-UP**

Students are required to arrive no later than 8:50am so they are prepared to get started right at 9am every school morning. Doors are open at 8:30am, with staff supervision provided. Parents are asked to park their car in the rear parking lot or on a side street, and walk their child into the school, ensuring the educator is aware of his/her arrival and checking them off on the attendance sheet posted at the entrance.

Students are picked up inside the school at 3 pm, and no later than 3:15 pm, ensuring that the educator is aware of their departure, and their departure is indicated on the attendance sheet posted at the entrance. After-school care until 4:30pm is available for an additional cost of \$10 per day.

Parents are asked to inform the educator well in advance should they need to take their child out of school before the 3pm end of school day. It is also very important for the parent to report to the school in writing (by text, email or note) if someone different is picking up the student. No student will be released to anyone other than their parent without such written consent.

## **INCLEMENT WEATHER**

In the event of bad weather in the morning, parents will be notified by cellphone text and email of any need for school closure. Should severe weather develop during the school day, parents will be notified by phone call of the need to pick up their child early.

No student will be sent home early without the school first contacting his/her parents, or the named emergency contact if parents cannot be reached.

## **SCHOOL CURRICULUM**

Maranatha Schoolhouse offers a balanced curriculum in line with the Complete Canadian Curriculum set out by the Ontario Ministry of Education, and according to each grade level requirement. The Complete Canadian Curriculum series of books is based on the curriculum set by the Ontario Ministry of Education regarding essential studies and geared to each grade level: Math, English, Science, History, Geography and Social Studies. The curriculum-based practice units are designed to ensure that your child understands the concepts, and masters the necessary skills. With vivid illustrations and interesting activities, children find working through the Complete Canadian Curriculum both fun and rewarding. The curriculum will continue to be modified to meet individual needs. Parents are charged an initial curriculum fee at time of registration. Additional curriculum will be required throughout the year, with parents charged accordingly. Such added costs will be minimal and announced well in advance, with the annual cost not exceeding \$200 per child. A complete detailed description of student's grade-specific curriculum will be provided at registration time.

## **GUEST TEACHERS / FACILITATORS**

Guest teachers / facilitators will be brought in to provide the students with extra-curricular activities, or to cover subjects of special interest. Such occasions will be announced to the parents and detailed well in advance.

## **HEALTH & SAFETY**

The health and safety of students and staff is of paramount consideration. Every effort is made to ensure that students' safety and health is never compromised. The fire alarms are tested monthly, as are the fire extinguishers on each floor. Walkways and parking lot are always clear of any obstruction. Fire drills are conducted quarterly.

## **RELIGIOUS EDUCATION AND WORSHIP**

Maranatha Schoolhouse aspires to guide every student toward a personal relationship with God, through His Son Jesus Christ. Through casual conversation, lifestyle examples and daily Assembly gatherings, Maranatha Schoolhouse helps ensure that all students can develop an understanding of how people's faith and beliefs relate to every day life. Students are taught to seek ways in which they can encourage others in their lives to see the value of faith in their own lives. The students learn to express themselves to God through prayer and music (worship). The students are also taught to know their rights in the area of freedom of speech, freedom of religion, and all other constitutional rights, with emphasis placed on how to address individuals they encounter who may have differing views from them. This knowledge and skill are especially important in the world we currently live in, where animosity and disrespect have become the norm toward differing views. When controversial matters arise in class, a student's differing views is received with respect and in Christian love. Where correction is needed, it is done so by the educator based on credible sources, such as the Canadian Constitution of Rights and the teachings of God's Word. Every such opportunity is taken as a teaching moment to show the students that all matters in life can be addressed through respectful conversation and by searching reliable and credible sources. Such conversations and teachings are geared to the age level of the students who are present.

### **STUDENT WITHDRAWAL**

Should there come a time when a student is needing to withdraw from the program prior to the school year-end, due to a move or other circumstances, a two-week written notice to the Administrator is required and honorarium payments for those two weeks are still required even if the child is not attending. If a deposit was submitted at the time of registration, that deposit will be applied to the final week.

### **PARENT REVIEW MEETINGS**

Parent meetings are offered twice annually, whereby each student's progress and future targets are discussed on individual basis. These two meetings are scheduled by the educator, but parents are encouraged to request an impromptu meeting any time throughout the school year, as they feel is required. Our door is always open to each student and their families, as we work together for the well-being and development of each student in our care.

### **CHANGE OF INFORMATION**

It is vital that Maranatha Schoolhouse always have up-to-date records of telephone numbers, emergency contacts etc. Parents moving from current home or workplace should let the administrator know as soon as possible. Should parents' marital status or any other status affecting the child change, this should be made known immediately as well, to ensure the child remains safe and supported during such transition periods.

## **COMPLAINTS OR CONCERNS**

Maranatha Schoolhouse recognizes that at times, the student and/or parent, may become concerned about some matter. It is important that such concerns and complaints be dealt with appropriately. At Maranatha Schoolhouse, our door is always open to our parents and students. We assure that any such concerns are addressed quickly, fairly and thoroughly. If you have a concern about something which you think is happening, or not happening, you are encouraged to take this up informally with the educator at drop off or pick up time> The educator will typically be able to resolve your concern immediately, but should you feel an actual sit down scheduled visit is deemed, please speak with the educator immediately and schedule a time that is mutually satisfactory.

## **SCHOOL ADMINISTRATOR AND PRIMARY EDUCATOR**

Maranatha Schoolhouse is founded and developed by Carol Ford. Carol has a vast background in the area of education and administration. Carol began her career as an elementary school teacher in Welland Ontario. Wanting to remain involved in her two young children's development years, Carol then directed a number of large licensed day cares in Toronto, where her children attended with her. Carol and her husband also took a one-year sabbatical from their careers when their children were young, and moved to Haiti to help during the revolution there in the mid 1980s. During their time in Haiti, Carol homeschooled their children, as well as other missionary children. Upon their return to Canada, Carol homeschooled their children for another year to help them readjust. Once their children entered mid-school age, Carol pursued a career in the corporate world and advanced to executive management positions where she maintained that passion for achievement until leaving the corporate scene in 2018. Carol then chose to return to education by opening and operating a home daycare with the commitment to help shape the next generation. Carol recently sold this home daycare business and has taken on the commitment of providing a tutoring type of service to families wishing to take their children out of the mainstream school system. The parents remain as the primary homeschoolers and Carol supports their efforts by providing quality faith-based education in a tutoring capacity. Carol has a passion for helping individuals achieve all the potential available to them and transfers that passion onto others who sit under her tutoring. Carol operates in a transparent and partnership manner, instilling great confidence in the parents who choose to entrust her with their children's education and life development. Carol oversees the sourcing of all education curriculum, the administration and policies/procedures implemented at Maranatha Schoolhouse, to keep order, discipline and a friendly environment. As a partner with the enrolled families, Carol is always open to discussing any room for improvement. Carol can be reached anytime by text, phone, email or face-to-face.

Carol Ford  
Administrator and Primary Tutor

Maranatha Schoolhouse

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