



## Parents Information

1. CNCA Nepali School is held weekly on Sundays at  
**Western Canada High School**  
**641 17 Ave SW, Calgary, AB T2S 0B5**
2. School entrance and parking is via student parking lot located off of 5A St SW.
3. Classes are held in ground floor of Math wing. Special attention is required in use of these classrooms. Please note following
  - Student should not be left unattended in the classroom.
  - Do not write/scribble/doodle on the desks.
  - Do not use/touch any material (books, papers, notebooks, posters, wall clocks, electronic devices etc.) in the classroom.
  - Do not use permanent markers on the board.
  - Always wipe off whiteboard after the class.
  - After the class, leave the desks and chairs in the same arrangement as it was before class.
4. CNCA Nepali School calendar follows the regular school calendar from September to June. School is closed during July and August. Classes are not held during long weekend. Please refer to the school calendar for school closure dates.
5. Parent teachers' interview will be held at the end of each session. Date for this year's parent teachers interviews are 10 Dec 2017, 18 Mar 2018 and 17 Jun 2018.
6. There are three levels of program. Students will move to next level as they graduate from their normal school grade for that level based on Teachers' evaluation and recommendation at the end of each year.

<b>Level</b>	<b>Grade</b>	<b>Target Age (yrs)</b>	<b>Maximum Duration</b>	<b>Focus</b>
Level 1	Kindergarten to Grade 3	age <=5 to 9	5 years	Speaking
Level 2	Grade 4 to 6	age 10 to 12	3 years	Reading
Level 3	Grade 7 to 12	age 13 to 18	6 years	Writing

7. This school year, Level 1 and 2 are divided to two groups, Level 1A, 1B, and 2B and 2C, based on students school grade/age.
8. Level 3 graduates or high school student can volunteer as teacher assistant for Level 1.
9. School runs from 2:15 pm to 4:45 pm, please refer to the time table for detail activities.
10. CNCA Nepali school enrolment is open throughout the school year. School admission form is available on CNCA website.
11. CNCA Nepali School annual fee is \$40.00 for CNCA members and \$50.00 for others. Fee collected is used for additional programs/special snacks for the students. **Navaraj Shrestha**, CNCA Director of Children, Youth and Parental Education and Awareness, is the volunteer fund manager for this year.



12. All parents are required to sign off waiver to release CNCA from liability. Also all parents who carpool to bring students to CNCA Nepali school are required to sign off waiver form.
13. Parents are required to volunteer for one on one reading. **Navaraj Shrestha**, will assign a parent volunteer for one on one reading for each student every school day.
14. Students will take turn to bring snacks for the school based on the Snack Schedule. There will be special snack provided by the school on certain days. Parents need to make sure your child brings snacks on their assigned date. If you are unable to attend school on your assigned snacks day, parents need to contact other parents to switch the snack schedule. **Pooja Chhetri** is snack coordinator for this school year.
15. CNCA Nepali School library will be open on every school day. **Navaraj Shrestha** is volunteer librarian for this year. Students can borrow any number of books from this library. Each student will keep a log of books they have read. Students will receive a reward for number of books they have read.
16. There will be a \$5.00 fine for any lost book borrowed from the School Library.
17. Students can go to gym as soon as they finish snack. **Nirmal Neupane** is gym supervisors. No outdoor footwear is allowed in the gym. Only indoor runners are permitted in the gym.
18. Teacher volunteers for this school year will be as follows:

Terms	Fall - Sep to Dec		Winter -Jan to Mar		Spring -Apr to Jun	
Teachers	Main	Support	Main	Support	Main	Support
Level 1A	Shrijana Neupane	Pooja Chhetri	Pooja Chhetri	Shrijana Neupane	Grima Pokharel	Pooja Chhetri
Level 1B	Manisha Dongol	Sarita Katuwal Rashu Tamang	Sarita Katuwal	Dibya Pradhan Rashu Tamang	Dipendra Situata	Dibya Pradhan Rashu Tamang
Level 2B	Rashmi Dhaubhadel	Gita Pokhrel Abha Subedi	Gita Pokhrel	Rashmi Dhaubhadel Abha Subedi	Abha Subedi	Gita Pokhrel Rashmi Dhaubhadel
Level 2C	Gyanendra Pokharel	Nirmal Neupane	Gyanendra Pokharel	Nirmal Neupane	Gyanendra Pokharel	Nirmal Neupane
Level 3	Nisha Dhaubhadel	Umesh Gyawali	Nisha Dhaubhadel	Umesh Gyawali	Nisha Dhaubhadel	Umesh Gyawali

19. Student must attend minimum 40% of classes to qualify for certificate of participation for the school year. Student absentees have been a major concern at CNCA Nepali School. A survey will be conducted to get feedback on improving attendance.
20. Students are given a home work every week. Parents are requested to ensure that home work is completed and submitted following school day. Absent students are also required to complete the homework. Class teacher will notify all Parents about weekly homework via emails.



21. Each student is given a drawstring backpack, binder with pencils and erasers, class book and reading book on the first day of school. There will be a \$15.00 payment required for any lost backpack, class book or reading book to be replaced.
22. Christmas Party will be held on 17 December 2017. **Pooja Chhetri** is coordinator for this program.
23. Any questions, concerns, regarding this year's registration, school events and, schedules, please contact **Navaraj Shrestha**, via email [navshrestha@gmail.com](mailto:navshrestha@gmail.com).
24. CNCA Nepali School committee for 2017/2018, confirmed on 25 June, 2017 at the school year end program is as follows,
  1. NavarajShrestha - CNCA Director - CNCA Nepali School Program Coordinator
  2. Nisha Dhaubhadel - Principal
  3. Dibya Pradhan - Assistant Principal
  4. Gita Pokharel - Assistant Principal
  5. Rashmi Dhaubhadel
  6. Pooja Chhetri
  7. Gyanendra Pokharel
  8. Gyanendra Shrestha - WCHS Liason

School committee will meet at least once every session to review/resolve any issues or concerns.

School committee is formed at the school year end program every year. Any parent interested in joining the committee can sign up at the school year end program.

25. CNCA Nepali School have received approval for funding (max. \$3000) from SAHLA for teaching resources for this school year. This fund is used for printing and binding of all teaching materials, purchase of stationeries drawstring backpack and books for the Library.
26. Please contact [nepalischool@calgarynepalese.ca](mailto:nepalischool@calgarynepalese.ca) or [cnca@calgarynepalese.ca](mailto:cnca@calgarynepalese.ca) for all general inquiries regarding CNCA Nepali School

**27. Conversational Nepali Language Lessons :**

CNCA also provides assistance in conversational Nepali language on individual need basis. Please contact [cnca@calgarynepalese.ca](mailto:cnca@calgarynepalese.ca) for all inquiries regarding Nepali Language programs.

**Nobody can do everything, but everyone can do something. Together we can make the school successful and help our children learn to read, write and speak Nepali and learn about Nepal.**

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