



हाम्रो लागि हामीले चलाएको स्कूल

**CNCA Nepali School**

**सी एन सी ए नेपाली स्कूल**

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## Parents Information 2018-2019

CNCA Nepali School is held weekly on Sundays at  
**Western Canada High School**  
**641 17 Ave SW, Calgary, AB T2S 0B5**

1. School entrance and parking is via student parking lot located off of 5A St SW.
2. Classes are held in ground floor of Math wing. Special attention is required in use of these classroom. 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.
3. 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.
4. Parent teachers' interview will be held at the beginning of each session. Date for this year's parent teachers' interviews are 9 Dec. 2018, 17 March 2019 and 16 June 2019.
5. There are four 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.

<u>Level</u>	<u>Grade</u>	<u>Age (yrs)</u>	<u>Maximum Duration</u>	<u>Focus</u>
Level 1	Kindergarten to Grade 3	age 5 to 9	4 years	Speaking
Level 2	Grade 4 to 6	age 10 to 12	3 years	Reading
Level 3	Grade 7 to 9	age 13 to 15	3 years	Writing
Level 4	Grade 10 to 12	age 16 to 18	3 years	Comprehension

6. This school year, Level 1 has three groups, 1A, 1B and 1C. Level 2 has one group, 2C, and level 3 has one group, 3A.
7. Level 4 graduates or high school student can volunteer as teacher assistant for Level 1 and/or 2.
8. School runs from 2:15 pm to 4:45 pm, please refer to the time table for detail activities.
9. CNCA Nepali school enrolment is open throughout the school year. School admission form is available on CNCA website.
10. 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. School coordinator **Dhiraj Shrestha** is the volunteer fund manager for this year.
11. 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.

12. One and One Reading:

Parents are required to volunteer for one on one reading. **Dhiraj Shrestha** will assign a parent volunteer for one-on-one reading for each student every school day.

- a. One on one reading activity takes place between 3:45pm to 4:05pm for 20 minutes.
- b. All parents are required to report to School Program Coordinator, Dhiraj Shrestha, and sign up for one on one reading each day and arrive to classroom area prior to 3:45pm.
- c. Parents help students read a short story or paragraph each day.
- d. One on one reading parent will
  - i. Let the student read the paragraph/part of story using the alphabet cheat sheet, if required.
  - ii. Let the student take as much time as she/he needs to read it. Do not rush them or rarely read for them.
  - iii. Review the meaning of words that appear as new or not common in use.
  - iv. Review the exercise (verbally) at the end of the story, motivate and praise the attempt and give positive feedback, every time.
- e. All one-on-one reading parent is required to report to the class teacher at the end of the reading and log student reading status – such as, completed story or pages of story, repeat same story, start next story, verbal comprehension completed, if applicable, etc.

13. There will be a quiz in each class at the end of each session. Dates for the quizzes - 2:30pm to 3:00pm, 30 mins, 9 December 2018, 17 March 2019, and 16 June 2019, same day as parent teachers' interviews.

- a. Each session class teacher is responsible to prepare the quiz, mark them and hand in the records to next session class teacher. Quiz will be based on what was taught during that session.
- b. Results will be shared with respective parent same day during the parents teachers interview. Student results will be kept confidential and not disclosed or posted.

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. **Rashmi Dhaubhadel** is snack coordinator for this school year.

15. There is an educational field tour on Sunday, June 2, 2019. **Pooja Chhetri** is trip and event coordinator for this year.

16. Mobile Library – Our school library is now open each school in the hallway. Besides the books, Nepali songs and

documentaries CD's are also available in the library. **Dhiraj Shrestha, and Ratna Tuladhar** are volunteers for library.

- a. Parents read the book to children who have not yet developed the reading competencies, i.e. Level 1, 1A and 1B. Content of the story helps children learn about Nepal and develop vocabulary. Library is integral part of school program.
- b. All parents are required to log the name of the book on the sheet "मैले पढेका किताबहरू", provided to all students. Students who have read the greatest number of books, will be receive a prize.
- c. Volunteer librarian(s) will verify that the book is logged into list of books read by the student with parents' signatures. Get feedback on the book, if required, make note of it.
- d. Volunteer librarian(s) will help students pick new book to borrow, fill out the sign out card and hand in the books to each student.
- e. 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. **Haribol Sharma** is gym coordinator and **Navaraj Shrestha** and **Brajesh Gautam** are gym supervisors. No outdoor footwear is allowed in the gym. Only indoor runners are permitted in the gym. Gym coordinator/supervisors are responsible to take students to the gym, supervise the students and insure that the students do not run and play in the cafeteria.

18. Student must attend minimum 40% of classes to qualify for certificate of participation for the school year. Student absentees has been a major concern at CNCA Nepali School. Parents are encouraged to coordinate with other parents for carpool. Parents' contacts are available in Snacks List.
19. 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.
20. Teachers volunteer for each class is one of the parents from that class. Call for teacher and other volunteer positions is made at the end of each school year. School committee is responsible to nominate the teacher and prepare teacher list each year. Refer to the attached teachers list for this year's teachers.
21. Each student is given a binder with pencils and erasers, class book and reading book on the first day of school. There will be a \$5.00 payment required for any lost class book or reading book to be replaced.
22. Christmas Party will be held on 16 December 2018. **Pooja Chhetri** is coordinator for this program.
23. Any questions, concerns, regarding this year's registration, school events and, schedules, please contact **Dhiraj Shrestha**, via email [to\\_dhiraj@hotmail.com](mailto:to_dhiraj@hotmail.com)
24. CNCA Nepali School committee for 2018/2019, confirmed on 24 June 2018 at the school year end program is as follows,
  1. Somesh Verma - CNCA Director
  2. Nisha Dhaubhadel Advisor
  3. Gyanendra Pokharel - Principal
  4. Dibya Pradhan - Assistant Principal
  5. Gita Pokharel - Assistant Principal
  6. Dhiraj Shrestha – School Coordinator
  7. Rashmi Dhaubhadel – Snacks Coordinator
  8. Pooja Chhetri – Event Coordinator
  9. Haribol Sharma – Gym Coordinator
  10. Gyanendra Shrestha - WCHS Liaison

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 expects to have funding (max. \$5000) from SAHLA for teaching resources for this school year. This fund is used for printing and binding of all teaching materials, purchase of stationeries and books for the Library and field trip.
26. Please contact [nepalischool@calgarynepalese.ca](mailto:nepalischool@calgarynepalese.ca) for all general inquiries regarding CNCA Nepali School
27. **Conversational Nepali Language Lessons:**  
CNCA also aids in conversational Nepali language on individual need basis. Please contact [nepalischool@calgarynepalese.ca](mailto:nepalischool@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.**

We look forward to another great school year,

Sincerely,  
CNCA Nepali School Committee