

A guide to getting started with:

# NCS@Home

Newell Christian School Home Education Program

...the people who know their God shall be strong,  
and carry out great exploits.

Daniel 11:32



The following guide is meant to support families in understanding the process involved in choosing, registering and getting started with the NCS@Home Education program.

If parents choose Home Education, they have the option to either direct the education of their child themselves, or choose a blended program where both the parent and a certified teacher shares the programming. NCS@home does not offer the blended program. In either case, the responsibility of the parent in home education includes:

- establishing the learning outcomes, goals and targets based on current learning skills,
- determining learning activities, instructional methods and resources used to deliver the learning,
- assessing and evaluating student learning growth throughout the year. Parents must conduct evaluations of the progress of the student at regular intervals and maintain record of the work evaluated, methods and dates of evaluations. A minimum of two evaluations must be given to the facilitator.

## **How do I get started?**

**Step 1:** Become informed

**Step 2:** Book a meeting to see if NCS at home is the right fit for you and your family

**Step 3:** Complete registration form, Home Education Notification Form, provide documentation needed.

**Step 4:** Declare Learner Outcomes

**Step 5:** Create initial learning plan

**Step 6:** Meet with facilitator

## **Step 1: Become Informed**

This program is designed for families who wish to be responsible for offering a program of studies for their child by developing, administering, managing and evaluating the progress of their student, and maintaining a record of those studies. It is important for families to be knowledgeable about the following guiding documents and websites before making registration inquiries with Newell Christian School Home Education. All links below can be found on our website.

1. Review the [Alberta Home Education Regulations](#)
2. Review the [Alberta Programs of Studies](#)
3. Review the [Alberta Education Home Education Parent Handbook](#)

## **Step 2: Book an intake meeting**

Contact NCS@Home Education Advisor, Janine Jordan, to book an intake meeting:

Telephone: 403-378-3491

Email: [principal@newellchristianschool.com](mailto:principal@newellchristianschool.com)

Please note: The student registering for the program is required to attend the intake meeting with the parents.

## **Step 3: Complete Registration Forms**

1. NCS @ Home Registration
2. Home Education Notification Form
3. Provide Necessary documentation
  - \_\_\_ Proof of Student Citizenship (provide one of the following)
    - Canadian Birth Certificate or Adoption Certificate
    - Permanent Landed Immigrant/Resident Document
    - Canadian Passport
    - Visiting Student Visa
    - Canadian Citizenship Certificate
  - \_\_\_ Student's Alberta Health Care Card
  - \_\_\_ Primary Proof of Residence (parent driver's license is preferred)
  - \_\_\_ Secondary Proof of Residence (current utility bill showing address and date or parent Alberta health care card)
  - \_\_\_ Legal Custody or Guardianship Documents (if applicable)
  - \_\_\_ If neither parent was born in Canada, please provide a copy of at least one parent's Canadian citizenship document or Permanent Resident (PR) Card.

## Step 4: Declare Learner Outcomes

Decide which learner outcomes you will follow. This must be declared on your Home Education Notification form.

| Option 1                                                                                                                                                                                                            | Option 2                                                                                              | Option 3                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Achieve the learning outcomes prescribed by the Alberta Programs of Study.</p> <p>Teacher-directed education must follow these outcomes; whereas, following them is optional in a parent-directed education.</p> | <p>Achieve the learning outcomes listed on the last page of Alberta's Home Education Regulations.</p> | <p>Achieve a blend of the two sets of learning outcomes in option 1 and 2, selecting one set for some subjects and the other set for the remaining subjects.</p> |

## Step 5: Create Learning Plan

A parent who intends to provide a home education program must develop, administer and manage the home education program.

The parent provides a written description of the program, called a “learning plan”, that includes:

- the learner outcomes that are appropriate to the child’s program,
- a list of activities selected, which enable the student to achieve the learner outcomes,
- instructional methods and resources to be used,
- the means for conducting evaluations of the student’s progress including a method for documenting and gathering evidence of learning,
- the name of the person instructing the home education program, if not the parent.

## Step 6: Meet with your facilitator

If your registration has been successful, you will be contacted by your facilitator to set up your initial facilitation conference.

At the initial facilitation conference you will:

- review your child's initial learning plan, and
- have an opportunity to discuss any questions or concerns you may have what .

In addition to reviewing the goals, recourses and evaluation procedures in your learning plan, the facilitator provides two evaluations during the school year to monitor student progress of learner outcomes and two check in's throughout the year. At NCS @ Home Education, parents are involved in this process by assisting facilitator a **mid-year and year-end progress report (all work used for assessment must be kept)**. Parents and students are also asked to participate in a mid-year and year-end **facilitation conference** that involve a sharing of artifacts and student learning to demonstrate the progress achieved.

## Reimbursement

To receive reimbursement, you must provide original receipts for expenses that support your child's learning plan.

Further information about eligible and ineligible expenses can be found at the [\*Alberta Standards for Home Education Reimbursement\*](#).

Submit receipts along with the NCS @ Home Education Reimbursement Claim form (found on our website)

Please note, reimbursements are not available for any child registered after September 30<sup>th</sup>.

## **On your way!**

Throughout the year, there are many ways that you can stay connected, informed and involved:

- School newsletters
- Website
- School Email [ncsadmin@newellchristianschool.com](mailto:ncsadmin@newellchristianschool.com)
- Facilitator check-ins and updates

We look forward to our partnership in your child's home education program.