



Northwest Christian Schools Information & FAQ's

We're so glad you're here! We hope you find answers to all your NWCS questions in this document. If there's anything else you'd like to know, just let us know!

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General Information

NWCS Campuses

Cedar Campus

Central Spokane, Preschool - 4th Grade
(509) 862-4175
5975 N. Cedar St. Spokane, WA 99205
(Office Hours: M-F 8:00am-3:30pm)

Lower Campus

("LC") in Colbert, Preschool - 6th Grade
(509) 292-6700
5028 E. Bernhill Rd. Colbert, WA 99005
(Office Hours: M-F 8:00am-3:30pm)

Upper Campus

("UC") in Colbert, 7th -12th Grade
& Business Office/Administration
(509) 238-4005
5104 N. Bernhill Rd. Colbert, WA 99005
(Office Hours: M-F 8:00am-3:30pm)

Quick Reference:

Absent/Tardy Hotline:

Lower Campus: (509)292-6700 ext. 105
Upper Campus: (509)238-4005 – option 1
Cedar Campus: (509)862-4175

School Nurse:

Briety Koler, BSN, RN
509-292-6700 ext. 107
bkoler@nwcs.org

Business Office:

Mary Frey
(509) 238-4005 ext. 114
mfrey@nwcs.org

School Website:

nwcs.org

Communication

There are four ways to receive communication or be informed about important events:

ParentsWeb is our online portal for grades, lunch menus, family and school directories and a library of resource documents. Use your same login and password when you applied/enrolled your students. A link can be found on **nwcs.org** in the upper right-hand corner. Our district code is NWC-WA. This is where you can find the Student Handbook.

Emails are sent to the email you entered on your ParentsWeb account.

Newsletters are emailed and available on ParentsWeb: 'Cedar Campus News', 'Lower Campus News' (Preschool-6th Grade), 'Junior High Notebook' (7th -8th Grade) and 'Cru News' (9th-12th Grade).

Text Blast Messaging for communication of urgent items, primarily school closures or delays. We will perform a **test-blast** each year in September. Please confirm your cell phone number is in the proper cell phone field on ParentsWeb, which will automatically connect you to this system.

Social Media Platforms: *We would love to connect with you on social media! See all things going on at NWCS and connect to the greater NWCS community.*

Official School Social Medial Pages:

- Facebook: @nwccrusaders:
([Facebook.com/nwccrusaders](https://www.facebook.com/nwccrusaders))
- Instagram: @nwcs_crusaders
([Instagram.com/nwcs_crusaders](https://www.instagram.com/nwcs_crusaders))
- YouTube: @NWCCrusaders

Crusader Athletics (NWCS Crusader Club):

- Facebook: @NorthwestChristianCrusaderClub
- Instagram: @CruClub
- nwathletics.com – for all athletics info

Parent Facebook groups (parent-run page):

- NWCS Parents Group & NWCS Cedar Parents Group – Search on FB or ask at front desks to be "invited" to join group!

ACTS (All Crusaders Together, Serving)

We have an amazing Parent Involvement Committee serving each campus, called **ACTS**. To get involved, or with any questions, contact Danica Griffin at nwcs.acts@gmail.com

Buses

We provide fee-based bus transportation for morning pick-up and after school drop-off at several locations in Spokane. The current bus fees, routes and times are found at nwcs.org/transportation. Bus passes are sold as one-way, 20 punch pass card, monthly pass, or an annual pass. Annual bus pass fees may be added to your tuition payment. Bus passes are sold at the LC & UC front offices.

Health Care Services

We have a Licensed School Nurse located at the Lower Campus in Colbert, providing mild-moderate health care services. A health care plan* may be needed before your child can enter school.

*Note: you will need to communicate all health care needs to the School Nurse, Briety Koler, BSN, RN. Phone: 509-292-6700 ext. 107. Email: bkoler@nwcs.org **Student medications are only accepted with a proper form filled out and signed by a doctor.**

Crusader Apparel

There are two ways to purchase Crusader Apparel. The first is through an online portal for apparel sales at the beginning of the school year and again at Christmas. Be watching for apparel campaign information in emails and newsletters! The second is through our NWCS Thrift Store, which has a designated "Cru Corner" with various apparel items for purchase.

All-Campus FAQ's

How can I volunteer/be a part of the community at NWCS?

There are many ways you can volunteer! We have an amazing Parent Involvement Committee serving each campus, called **ACTS**. Please ask our front office staff to connect you with this team! You can also email: nwcs.acts@gmail.com

We also have an active Booster Club, known as the Crusader Club. The **NWCS Crusader Club** helps support the NWCS Athletic Department and related activities while fostering the NWCS community spirit. The mission of the club is to raise revenue for the NWCS athletic programs, foster the NWCS community spirit, create involvement opportunities for students, parents, alumni and the community, and identify ways to use athletics to spur spiritual growth in our students.

Other areas to volunteer: fundraisers, spirit days, teacher appreciation events, teacher birthdays, classroom helpers, library, book fair, "Golden Angels" for grandparents, hot lunch or potato/nacho bar at the Lower Campus (your students eat free the day you volunteer!) Each front office staff is always happy to introduce you to the person(s) organizing the opportunity.

What are the fundraising opportunities?

There are a variety of fundraising opportunities for individual classrooms, athletics, the arts and charities.

We have two main fundraisers that benefit the entire school: **Impact** is our fall fundraiser, and the **Annual Benefit Auction** is held in the Spring. Our Development Department is a creative, dynamic team that plans these two fundraisers each year. Their office is located at the Upper Campus and they welcome parent volunteers in their event planning and execution.

In which sports can my NWCS students participate?

Elementary (Gr. 1-6): competes in the Knights of Columbus League. Offerings include:

Cross Country (boys & girls) 1st-6th, Volleyball (girls) 5th & 6th, Basketball (boys & girls) 5th & 6th, Softball (girls) 5th & 6th, Baseball (boys) 5th & 6th.

Junior High (Gr. 7-8):

Softball (girls), Football (boys), Volleyball (girls), Basketball (boys & girls), Track (boys & girls) and Baseball (boys).

High School (Gr. 9-12):

Fall (Aug.-Oct.) - Cross Country (boys & girls), Volleyball (girls), Football (boys), Soccer (girls)

Winter (Nov.-Feb.) - Basketball (boys & girls), Wrestling (boys)

Spring (Mar-May) - Track (boys & girls), Softball (girls), Baseball (boys), Golf (boys & girls), Soccer (boys).

Colbert Lower Campus (LC) FAQ's:

What time do classes begin & end, and when is the building open and closed?

Elementary (grades K-6th) class hours are 8:30am-3:00pm.

For their safety, students are not allowed on campus before 8:00am unless enrolled in our Before/After School Program. The Elementary hallway opens at 8:15am. Students are tardy if they are not in their seats by 8:30am. If you are late, you are not in trouble, but we do need your student to stop by the front office for a late pass so their attendance can be properly updated.

For their safety, students are not allowed on campus after 3:15pm, unless enrolled in our Before/After School Program.

What is your Before and After School Program?

We provide before and after school care for children ages Preschool-6th grade. If you are interested in this service, please contact Jennie Atkins at jatkins@nwcs.org or 509-292-6700 ext 111. You can add this fee to your tuition payment.

What do I do if my child will not be at school?

Absences need to be called into the Absent Hotline **509.292.6700 ext 105**. Please leave a message. If you want to pick up homework at the end of the school day, please specify that in your message.

How do you keep your building safe?

We have a single-point entry through the front doors. During learning times, the campus is secured and locked. You will need to buzz the intercom to be admitted. **All visitors must sign in upon entrance and receive a visitor badge.** Metro Security Patrol is stationed at our entrance before and after school and performs drive-throughs during school hours.

What is the BARN?

The BARN is our Lower Campus Gym named after one of our legacy teachers, Mrs. Pam Barnes. Mrs. Barnes devoted 27 years to our Elementary PE program and instilled a love for athletics in hundreds of students.

What and where are the Green and Gold Lots?

First, green and gold are our school colors, so we use them to distinguish between our two pick-up/drop-off lots. The **Green Lot** is the concrete lot next to the green grass closest to the gym where the drive-thru lanes are located on the west side of our campus. The **Gold Lot** is the gravel parking lot on the east side of the building which you enter from the main driveway past our building. Families are assigned a specific pick-up lot based on the grade level of their students. Communication is sent each Fall with pick up assignments.

What are “color day” shirts?

These are green polo shirts with the NWCS crest logo, promoting unity among our Elementary (K-6) student body and are worn **every** Wednesday. Shirts can be purchased online <http://www.brandedsportsgear.com/northwest-christian/academic-color-day-polos/> or at the beginning of the school year from the LC front office.

Do you serve hot lunch? How do I find the lunch menu?

NWCS Lower Campus has lunch options five days a week.

We serve hot lunches through our Lunch Coordinator Monday – Thursday with a rotating menu, including pizza.

Each Friday is our Potato/Nacho bar, serving as a fundraiser for our Lower Campus, which allows us to buy extra curriculum items or fund special events.

Snack Shop items are available for purchase every day. Lunch is not served on early release days.

Lunch menus are located in the information kiosk of the Lower Campus and also on Parent Resources page on our website <https://nwcs.org/elementary-resources/>

We also have microwaves and hot water available to use for students wishing to bring their own lunch from home. Microwave use recommended for students 3rd grade and older.

What is the cost of hot lunch? How do I pre-pay for hot lunches?

What if my child forgets his/her lunch?

Hot lunch costs \$4.00 if prepaid on your account, or \$5.00 if you purchase the day of. On pizza days, an extra slice of pizza added to your lunch is an additional \$1.50.

Snack Shop items are a 'la carte pricing. Hot lunch and Snack Shop are paid into one account.

We use a cash or check payment system only. Credit cards or phone apps only increase our costs, so we don't use them to keep it more affordable. We have payment envelopes in the Multipurpose Room next to the payment box or for your convenience, there is a mailbox in the roundabout near preschool with payment envelopes. You can pay any amount on to your account; we will debit from the account as your child uses it and our Lunch Coordinator will send you an email when your lunch count is low or if you owe money.

Potato/Nacho pricing is also \$4.00 if prepaid on your account, or \$5.00 if you purchase the day of. Funds for the Potato/Nacho must be paid on a separate check, as this is a fundraiser. Potato Nacho Bar payments may also be made via the drop box in the Multipurpose Room or the drive-up lunch payment mailbox **BUT MUST BE PLACED IN A PINK POTATO/NACHO BAR ENVELOPE.**

We never let a child go hungry. We will serve them Hot Lunch or Snack Shop items (entrée and drink) and then the Lunch Coordinator will let you know that you have money owing via an email. For questions on lunch balances, please contact Jen Eide at jeide@nwcs.org.

Colbert Upper Campus FAQ's:

Where is the front entrance to the Upper Campus & what is your security procedure?

Our single-point entry is located through the glass doors in the first building at the flagpole. Once at the doors, you will need to buzz the intercom to be admitted. **All visitors must sign in upon entrance and receive a visitor badge.** The breezeway between the high school and the AC is enclosed with locked gates. Metro Security Patrol is part of our security before and after school, with drive throughs throughout the day.

What is the "AC" and where is it located?

"AC" stands for Activity Center. It's our large gymnasium, home to our volleyball, basketball & wrestling teams. It's the building on the southern-most end of our property with the glass front walls.

What are the class hours and what time is the building open for my student?

Junior High/ High School class hours are from 8:20am to 2:50pm. The front lobby is open at 7:30am, the hallways open at 8:05am and the tardy bell rings at 8:20am. Our front entrance locks at 3:30pm.

What should I do if my Junior High/High School student is absent, tardy or needs to be released early from school?

If your Junior High/ High school student is absent or tardy, please call our **Absent/Tardy Voicemail** at **(509)238-4005 – option 1**. If your student needs to be released early in the school day, please either send a note with your student or call the front office at the beginning of the school day to request an early release. Your student will then receive a *Permit to Leave Building* slip. At the beginning of class, your student will give the slip to the teacher whose class the leave effects, signifying that their early release has been cleared through the front office. *Upon return from an absence*, it is imperative that your student check-in with the front office. If you did not call in their absence/tardy, please send your student with a note in order to receive an admit slip and entrance back into class. If you wish to collect *homework while absent*, please email your teacher directly through ParentsWeb. (ParentsWeb>School Information>Classes>Class>Teacher Email.)

What is the student parking/parking permit procedure?

Student parking is located in the largest lot on the West-side of our school buildings. All student drivers must obtain a parking permit to park in the student lot. Parking permits are free of charge and are issued through the front office upon the completion of the Student Driving Guidelines/Parking Registration form.

What is the dress code and Professional Dress?

The Junior High/ High School dress code, including Professional Dress worn on our Chapel Days, is available to view in our student handbook found on our school website. (www.nwcs.org >Schools>High School>Resources>Dress Code.)

How does lunch work at the UC?

The weekly lunch menu is listed in our 'Cru News' newsletter as well as posted around school.

A healthy hot lunch is served each day, with the price range between \$3.00-\$4.50. On special lunch days, with Chick-fil-a, Panda, Costa Vida, etc., the price is closer to \$6.00.

"Cold Bar" items are also available for purchase each day including freshly made salads, yogurt with fruit and granola, bagels and cream cheese, individually wrapped frozen items, etc. with a' la carte pricing. Pre-paid lunch accounts can be arranged with our Lunch Coordinator, and payments can be made through our front office with either cash or check.

We also have microwaves and hot water available to use for students wishing to bring their own lunch from home.

How can my High School student get involved in extracurricular activities?

There are many opportunities! We have Cyber Patriots, Knowledge Bowl Team, Science Club, FBLA (Future Business Leaders of America), Theater and Choir. Inquire at the front office and we'd be happy to direct you to the great opportunities!

Cedar Campus FAQ's

What time do classes begin/end, and when is the building open/closed?

Elementary (grades K-4th) class hours are 8:30am-3:00pm.

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What are "color day" shirts?

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Do you serve hot lunch? How do I find the lunch menu?

The Cedar Campus does not currently serve hot lunch. We do have the option of ordering pizza on Fridays. Pizza can be ordered by the slice or in a meal. More information will be available the first week of school.

How will we know what is going on at the Cedar Campus?

If your child/ren attend NWCS Cedar, you will receive communication via email as well as information sent home with your child from time to time. We also have a newsletter that will be emailed and sent home monthly. Classroom teachers may have specific ways they communicate, and they will share that information with you. In case of school changes due to inclement weather, you will receive a text blast to your phone. Be sure your cell phone number is correct on ParentsWeb.