



# 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, Early Learning - 5<sup>th</sup> Grade  
(509) 862-4175  
5975 N. Cedar St. Spokane, WA 99205  
(Office Hours: M-F 8:00am-3:30pm)

#### **Lower Campus**

("LC") in Colbert, Early Learning - 6<sup>th</sup> Grade  
(509) 292-6700  
5028 E. Bernhill Rd. Colbert, WA 99005  
(Office Hours: M-F 7:45am-3:15pm)

#### **Upper Campus**

("UC") in Colbert, 7<sup>th</sup> -12<sup>th</sup> 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](mailto:bkoler@nwcs.org)

##### **Business Office:**

Mary Frey  
(509) 238-4005 ext. 114  
[mfrey@nwcs.org](mailto:mfrey@nwcs.org)

##### **School Website:**

[nwcs.org](http://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 NCS-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' (Early Learning-6<sup>th</sup> Grade), 'Junior High Notebook' (7<sup>th</sup> -8<sup>th</sup> Grade) and 'Cru News' (9<sup>th</sup>-12<sup>th</sup> 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 Media 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.org](http://nwathletics.org) – 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@nwcs.org](mailto:nwcs.acts@nwcs.org)

### **Calendar**

To view the master school calendar, visit [nwcs.org](http://nwcs.org) and click "calendar" in the upper right-hand corner (desktop) or the menu icon in the top right, then select "calendar" (mobile). A "Year at a Glance" PDF calendar overview of the entire school year is also available at [nwcs.org/parents-hub](http://nwcs.org/parents-hub)

## 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](http://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

Our School Nurse, Briety Koler, BSN, RN oversees health care services at each NWCS campus. Clear communication between you and your child, your health care provider, and school staff is the key to supporting your child at school. Please contact Mrs. Koler directly to discuss your child's specific health care needs.



### **Do I need to complete medical paperwork for my student?**

Students with chronic health conditions (asthma, seizure disorder, life-threatening allergies, diabetes, etc.) will need a completed Health Care Plan on file prior to the first day of school.

Students requiring medication to be given during the school day will need a Medication Request Form or Self-Carry Medication Request Form (Upper Campus students only) on file prior to the first day of school.

Since most students do not require daily medication or emergency medication at school, most parents will not need to complete any medical paperwork at this time. However, some parents like to have a Medication Request Form or Self-Carry Medication Request Form filled out at the beginning of the school year so that their student can readily have access to medication at school if needed. Examples include Tums for upset stomach, Tylenol for headaches, allergy medication for seasonal allergies, etc.

### **Where can I find the medication forms?**

For your convenience, the NWCS Medication Administration Policy, Medication Request Form, Self-Carry Medication Request Form and blank asthma, severe allergy / anaphylaxis, and seizure Care Plans can all be accessed on ParentsWeb.

### **How to contact your School Nurse?**

Briety Koler, BSN, RN

Office Location: Colbert Lower Campus

Phone: 509-292-6700 x107

Fax: 509-292-6713

Email: [bkoler@nwcs.org](mailto:bkoler@nwcs.org)

## **Crusader Apparel**

There are two ways to purchase Crusader Apparel. The first is through our online Crusader Athletics Store that is open year-round! Go to [nwcaathletics.org](http://nwcaathletics.org); click on APPAREL. The second option is at our local NWCS Thrift Store. There is 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@nwcs.org](mailto:nwcs.acts@nwcs.org)

**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.

**\*New\* Event Team:** Help the Marketing/Communication and Development team with events throughout the year. For information, contact Nicole Johnson, [njohnson@nwcs.org](mailto:njohnson@nwcs.org).

**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.

## In which sports can my NWCS students participate?

**Elementary (Gr. K-6):** Each season we offer elementary programs that reflect our Junior High/High School athletic teams to help develop our programs and give our youth teams opportunities to grow together and build strong connections from a young age. For more information, visit our athletics website: [nwcathletics.org](http://nwcathletics.org) (click on K-6<sup>th</sup> tab in menu bar).

**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-6<sup>th</sup>) class hours are 8:15am-2:45pm.

The Elementary hallway opens at 8:05 a.m. Students are tardy if they are not in their seats by 8:15 a.m. 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 3:00 p.m.

## 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 shirts or sweatshirts with the school logo on them, promoting unity among our Elementary (K-6) student body and are worn every Wednesday. Shirts or sweatshirts can be purchased online [via the link at nwcs.org/parents-hub](https://nwcs.org/parents-hub) under the Elementary Color Shirt Options tab.



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

NWCS Lower Campus has lunch options five days a week.

We serve lunch Tuesday – Friday with a rotating menu.

Snack shop items (including entrée options) are available five days a week.

Lunch is NOT served on Early Release Days.

Lunch menus are located in the Lower Campus Rotunda Kiosk and can be viewed on Parents Web under Resource Documents and on Student>Lunch.

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 3<sup>rd</sup> grade and older.

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

### What if my child forgets his/her lunch?

Lunch costs \$4.50. 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. Lunch and Snack Shop are paid into one account.

**We now have an online payment system for paying your students lunch account.** Login to your Parents Web account and go to Financial> Prepay Accounts> Add Funds and pay under LC Lunch. Blue means you have a credit, red means you owe. Please keep a positive balance on your student(s) account. Electronic funds transfer from your checking account has no additional fee. Using your credit or debit card will incur a 2.95% additional fee. An automated email is sent weekly for balances that are negative, please add funds to your student(s) account when you receive these emails. Funds not used can be rolled over to the next school year.

The Lower Campus never lets a student go hungry. We will serve them Lunch or Snack Shop items (entrée and drink). You will be notified via email that you have a balance owing.



# 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](http://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-\$4.00. 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, as well as cutlery and condiments available for students to use.

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

There are many opportunities! We have Cyber Patriots, Knowledge Bowl Team, Science Club, DECA, 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-5<sup>th</sup>) class hours are 8:30am-3:00pm.

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 the front office. 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) 862-4175**. 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. **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 are “color day” shirts?

These are green polo shirts with the NWCS crest logo, promoting unity among our Elementary (K-5) student body and are worn **every Thursday**. Shirts can be purchased online [via the link at nwcs.org/parents-hub](http://nwcs.org/parents-hub).

## 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 specific days. 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.

