

New Family FAQ

2025-2026 School Year
K-12th Grade



NORTHWEST
CHRISTIAN
SCHOOLS, INC.

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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, please ask!

ParentsWeb/Family Portal

ParentsWeb is our student information system which holds a wide range of information all in one place. Go to <https://nwcs.org/>, in the upper right hand corner choose ParentsWeb and login with your parent account from when you enrolled your students. Or you can download the app (FACTS Family) from your app store (\$4.99 annual subscription per family).

- Check your students' academic progress and attendance under Student> Grades or Student> Attendance.
- View the lunch menus under the Student> Lunch.
- View your student's schedule and find email addresses for your student's teachers under Student> Schedule.
- Find the family directory with names, phone numbers and addresses of other school families under School> Directory.
- Download documents, forms, find school handbooks, school supply lists, and much more under School> Resource Documents.
- Access to prepay accounts where you can add funds for your student's lunch account and your personal general fund for various activities throughout the year under Financial.

Communication

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

ParentsWeb (Family Portal) as listed above 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 enrolled your students. A link to ParentsWeb can be found on <https://nwcs.org/> in the upper right-hand corner.

Our district code is NCS-WA. If you don't remember your password, use the password reset option. If you don't remember your username, please contact the front desk at your campus.

Emails are sent to the email you entered on your ParentsWeb (Family Portal) account. Newsletters are emailed and available on ParentsWeb (Family Portal): • Cedar Campus News (K-6th Cedar) • Little Cru News (K-6th Colbert) • Junior High Weekly (7th -8th) • Cru News (9th-12th) and • Crusader Athletic Weekly (K-12th).

Text Blast Messaging for communication of urgent items, primarily school closures or delays. Please confirm your cell phone number is in the proper cell phone field on ParentsWeb (Family Portal), 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.com/nwccrusaders

Instagram.com/nwcs_crusaders

youtube.com/user/NWCCrusaders

Crusader Athletics/Crusader Club

nwcs.org/athletics/ (athletic website)

facebook.com/NorthwestChristianCrusaderClub

Instagram.com/nwccrulclub

NWCS Parent Facebook groups:

NWCS Parents Group

NWCS Cedar Campus Parent Group

Search for group on Facebook, answer the questions and join the group!

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 <https://nwcs.org//transportation>. Bus passes are sold as an annual pass, monthly pass, 20 punch pass card and one-way. There is no bus offered for afterschool activities, except 7th-12th grade away sports games.

Health Care Services

We have a Licensed School Nurse located at the Lower Campus in Colbert, providing mild-moderate health care services. Students with chronic health conditions (asthma, seizure disorder, life-threatening allergies, diabetes, etc.) must have a current/updated health care plan on file **prior to the first day of school**. Student medications are only accepted with a proper form filled out and signed by a doctor.

Mackenzie Kershinar, RN, BSN, School Nurse
509-292-6700 ext. 107 or mkershinar@nwcs.org

School Calendar

The academic school calendar is located on our website, <https://nwcs.org/> in the upper right hand corner. All holidays, major school events and scheduled school closures are listed.

Crusader Apparel

There are several ways to locate the online NWCS apparel store to purchase Crusader apparel and Elementary Color Day shirts. The online store is open year-round.

- <https://www.nwcathletics.org/>
- Parents Hub page at <https://nwcs.org/parents-hub/>
- ParentsWeb (Family Portal) > School > Resource Documents

FACTS PrePay Account

NWCS uses FACTS PrePay Accounts for various student charges, such as Colbert Upper and Lower Campus lunch accounts, Cedar Campus Pizza Lunch and special school activities.

- <https://nwcs.org/>
- ParentsWeb (Family Portal) in the upper right-hand corner
- Enter your login and password.
- Go to Financial on the left-hand green menu. Then Prepay Accounts > Add Funds
- Blue means you have credit, and red means you owe money. 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.

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

There are many ways you can volunteer! We have amazing parent committees at each campus. Some ways you can connect are fundraisers, spirit days, teacher appreciation events, teacher birthdays, classroom helpers, library, and book fairs. Please ask the front office staff to connect you with these teams!

We have an athletic booster club, known as the Crusader Club. The NWCS Crusader Club helps support the NWCS Athletic Department and its 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.

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 Colbert Upper Campus and they welcome parent volunteers in their event planning and execution.

Elementary in Colbert K-6th Lower Campus FAQ's:

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

Elementary (grades K-6th) class hours are 8:15 am to 2:45 pm.

Elementary has supervision for students in the rotunda at 7:50 am and hallways open at 8:05 am. Students are tardy if they are not in their seats by 8:15 am. The front doors will lock again at 8:15 am. If you are late, please have your student 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 pm without parent supervision.

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

Absences need to be called on the Absent Hotline at 509.292.6700 ext 105. Please leave a message. If you want to pick up homework, please email your teacher and allow at least 24 hours for work to be set aside at the front desk for you to pick up at the end of the next school day.

Where is the front entrance and what is your security procedure?

We have a single-point entry through the front doors which are located underneath the Northwest Christian School signage. 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.

How does the lunch program work?

Tuesday-Friday is Hot Lunch: Hot lunch is available for grades K-6. Prices vary and Hot Lunch can be purchased at lunchtime or in advance on ParentsWeb (Family Portal) .Please do not pay for a Hot Lunch at the front office. Snack shop a la carte items such as drinks, snacks, and microwavable items are available every day of the week. Microwaves are available for student use. If your student forgets their lunch, we will serve them a Hot Lunch or Snack Shop items (entrée and drink) and you will be notified via email that you have a balance owing.

Snack shop a la carte items such as drinks, snacks, and microwavable items are available every day of the week but are the only lunch option on Mondays. Item availability and prices vary. You may use your Hot Lunch Account to purchase these items.

Hot lunch menus are in the information kiosk of the Lower Campus Rotunda and can also be found under Resource Documents on ParentsWeb (Family Portal)

What are “green color day” shirts?

These are green 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 at <https://www.nwcathletics.org/>. Please purchase items from the “Elementary Color Shirt Options” and/or “NWC Spirit Wear” sections.

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 paved 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.

In which sports can my student participate?

Although we do not participate in an elementary school league, each sports season we work to create NWC teams in our K-6th grades. We help find the best community leagues to meet each youth team's needs. Here are some community organizations where we have put our teams: YMCA, SYSA, Hooptown Basketball, Spokane Indians, WA Little Guy, etc. All Crusader sports information is located at <https://www.nwcathletics.org/>.

Fall Sports: (Approximately end of August-End of October)

XC (K-6th); Girls Volleyball (4th-6th); Boys Flag Football (1st-6th);

Winter Sports: (Approximately End of Oct/Early Nov- thru January) -K-2nd often finish earlier.

Girls Basketball (K-6th); Boys Basketball (K-6th); Wrestling (K-6th)

Spring Sports: (Approximately February-May)

Girls Soccer (K-6th); Boys Soccer(K-6th); Baseball (K-6th); Softball (K-6th); Track (K-6th)

Junior High 7th-8th Upper Campus FAQ's:

What time does school start and end?

Junior High hours are from 8:20 am to 2:50 pm. The front lobby is open at 7:00 am. The hallways open at 8:05 am to allow students time to get to their lockers and head to their classrooms and be seated by 8:20 am, when the tardy bell rings. The front office is typically open from 8:00 am to 4:00 pm during normal school days. Other operational hours to accommodate the school calendar will be communicated in advance.

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

Every student that is tardy or leaving early will need to stop by the Front Office to receive either a Tardy Slip or Permission to Leave the Building, based upon a phone call or written note from a parent or guardian. If a student is absent, a parent must call 509.238.4005, press 1 and leave a message following the guided instructions with information regarding the student/grade/reason for absence. Students need to pick up an Admit Slip to give to their teachers when they return to school.

If a student knows in advance of a pending absence an 'Advanced Absence Request' form, located at the front office, must be filled out and returned at minimum of two school days (but no more than seven school days) in advance of student absence. This does not apply to school sports.

Where is the front entrance to the Upper Campus and 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.

What is the dress code and Professional Dress?

The dress code, including Professional Dress worn on our Chapel Days, is available to view in our Secondary Student Handbook found on our school website <https://nwcs.org/parents-hub/>.

How does the lunch program work?

The weekly lunch menu is listed in our 'JH Weekly' newsletter on ParentsWeb under Student> Lunch, emailed to families, as well as posted around school. Hot lunch is served each day, with a price of \$3 and up. On special lunch days (Chick-fil-A, Panda, Costa Vida, etc.) the price is \$7 and up. "Cold Bar" items are

also available for purchase each day including freshly made salads, yogurt with fruit and granola, bagels & cream cheese, individually wrapped frozen items, etc. with a la carte pricing. We also have microwaves and hot water available to use for students wishing to bring their own lunch from home.

In which sports can students participate and how do they register?

All Crusader sports information is located at <https://www.nwcathletics.org/>. Students can register for sports on this site under the 'register' tab.

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

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

Spring (Mar-May): Track (boys & girls), Softball (girls), Baseball (boys)

High School 9th-12th Upper Campus FAQ's:

What time does school start and end?

High School hours are from 8:20 am to 2:50 pm. The front lobby is open at 7:00 am. The hallways open at 8:05 am to allow students time to get to their lockers and head to their classrooms and be seated by 8:20 am, when the tardy bell rings.

The front office is typically open from 8:00 am to 4:00 pm during normal school days. Other operational hours to accommodate the school calendar will be communicated in advance.

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

Every student that is tardy or leaving early will need to stop by the Front Office to receive either a Tardy Slip or Permission to Leave the Building, based upon a phone call or written note from a parent or guardian. If a student is absent, a parent must call 509.238.4005, press 1 and leave a message following the guided instructions with information regarding the student/grade/reason for absence. Students need to pick up an Admit Slip to give to their teachers when they return to school.

If a student knows in advance of a pending absence an 'Advanced Absence Request' form, located at the front office, must be filled out and returned at least two days in advance of the student's absence.

Where is the front entrance to the Upper Campus and 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.

What is the student parking/parking permit procedure?

Student parking is 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 dress code, including Professional Dress worn on our Chapel Days, is available to view in our Secondary Student Handbook found on our school website <https://nwcs.org/parents-hub/>.

How does the lunch program work?

The weekly lunch menu is listed in our 'Cru News' newsletter, on ParentsWeb under Student> Lunch, emailed to families, as well as posted around school. Hot lunch is served each day, with a price of \$3 and up. On special lunch days (Chick-fil-A, Panda, Costa Vida, etc.) the price is \$7 and up. "Cold Bar" items are also available for purchase each day including freshly made salads, yogurt with fruit and granola, bagels & cream cheese, individually wrapped frozen items, etc. with a la carte pricing. We also have microwaves and hot water available to use for students wishing to bring their own lunch from home.

In which sports can students participate and how do they register?

All Crusader sports information is located at <https://www.nwcathletics.org/>. Students can register at <https://www.nwcathletics.org/> under the 'register' tab.

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).

Elementary on Cedar K-6th Cedar Campus FAQ's:

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

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

The Elementary front doors unlock at 8:15 am. Students are tardy if they are not in their seats by 8:30 am. The front doors will lock again at 8:45 am. If you are late, please sign your student in at the front office to check in so their attendance can be properly updated. For their safety, students are not allowed on campus after 3:15 pm without parent supervision.

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

Absences need to be called into the Absent Hotline 509.862.4175 ext 210. Please leave a message. If you want to pick up homework, please email your teacher and allow at least 24 hours for work to be set aside at the front desk for you to pick up at the end of the next school day.

Where is the front entrance and what is your security procedure?

We have a single-point entry through the front doors which are located underneath the Northwest Christian School signage. 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 or volunteer badge. Metro Security Patrol or school security team will be stationed at our entrance before and after school.

What are “green color day” shirts?

These are green shirts or sweatshirts with the school logo on them, promoting unity among our Elementary (K-6) student body, and are worn every Thursday. Shirts or sweatshirts can be purchased online at <https://www.nwcathletics.org/>. Please purchase items from the “Elementary Color Shirt Options” and/or “NWC Spirit Wear” sections.

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

The Cedar Campus does not currently serve hot lunch. However, the ACTS Parent Volunteer Group organizes Pizza Lunch every Wednesday as a fundraiser. Pizza can be ordered by the slice or with the additional side items and beverage.

In which sports can my student participate?

Although we do not participate in an elementary school league, each sports season we work to create NWC teams in our K-6th grades. We help find the best community leagues to meet each youth team's needs. Here are some

community organizations where we have put our teams: YMCA, SYSA, Hooptown Basketball, Spokane Indians, WA Little Guy, etc. All Crusader sports information is located at <https://www.nwcathletics.org/>.

Fall Sports: (Approximately end of August-End of October)

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Winter Sports: (Approximately End of Oct/Early Nov- thru January)

-K-2nd often finish earlier.

Girls Basketball (K-6th); Boys Basketball (K-6th); Wrestling (K-6th)

Spring Sports: (Approximately February-May)

Girls Soccer (K-6th); Boys Soccer(K-6th); Baseball (K-6th); Softball (K-6th); Track (K-6th)

NWCS Campuses

Cedar Campus

Early Learning - 6th Grade

509.862.4175

5975 N. Cedar St.

Spokane, WA 99205

(Office Hours: M-F 8:00 am to 3:30 pm)

Absent/Tardy Hotline 509.862.4175 ext 210

Lower Campus

Early Learning - 6th Grade

509.292.6700

5028 E. Bernhill Rd.

Colbert, WA 99005

(Office Hours: M-F 7:45 am to 3:15 pm)

Absent/Tardy Hotline 509.292.6700 ext 105

Upper Campus

7th -12th Grade,

Homeschool & Business Office,

Administration

509.238.4005

5104 N. Bernhill Rd.

Colbert, WA 99005

(Office Hours: M-F 8:00 am to 4:00 pm)

Absent/Tardy Hotline 509.238.4005 ext 1

School Website:

<https://nwcs.org/>

Athletics Website:

<https://www.nwcathletics.org/>