

**CANADA**

**PROVINCE OF QUÉBEC  
DISTRICT OF LONGUEUIL**

**N° : 505-06-000023-205**

**S U P E R I O R C O U R T**  
**( Class Action Division)**

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**STÉPHANIE BERNARD**

**&**

**PIERRE-ANDRÉ FOURNIER**

*Petitioners*

**v.**

**COLLÈGE CHARLES-LEMOYNE DE  
LONGUEUIL INC. & al.**

*Respondents*

**APPLICATION BY RESPONDENT NORTH STAR ACADEMY (Académie  
Étoile du Nord Laval), FOR AUTHORISATION TO  
SUBMIT RELEVANT EVIDENCE**

(Article 574(3) of the Code of Civil Procedure)

**TO THE HONOURABLE PIERRE-C. GAGNON, S.C.J., DESIGNATED  
JUDGE IN THIS INSTANCE, SITTING IN AND FOR THE CLASS ACTION  
DIVISION OF THE DISTRICT OF LONGUEUIL, THE RESPONDENT  
NORTH STAR ACADEMY (Académie Étoile du Nord Laval)  
RESPECTFULLY SUBMITS THE FOLLOWING :**

**A. PURPOSE OF THE PRESENT APPLICATION**

1. Respondent North Star Academy (Académie Étoile du Nord Laval) seeks leave to submit relevant evidence at the hearing of the Petitioners' *Demande d'Autorisation d'Exercer une action collective*;
2. The evidence that the Respondent North Star Academy (Académie Étoile du Nord Laval) wishes to submit will enable the Court to appropriately consider and determine whether the authorisation criteria set out in article 575 of the Code of Civil Procedure have been fulfilled;

3. The Court may allow evidence if it is relevant and appropriate and this, to assess whether the Petitioners alleged facts justify the conclusions sought;

**B. PROPOSED CLASS ACTION BY PETITIONERS**

4. On July 6th, 2020, the Petitioners filed an Application for Authorisation to institute a class action in order to obtain permission to institute a class action on behalf of the following group :

*« Toutes les personnes qui sont parties à un contrat avec une des Écoles Défenderesses et ont payé des frais de scolarité pour des services d'enseignements en personne à temps plein au primaire ou au secondaire en formation générale pour une personne mineure concernant l'année scolaire débutant en 2019 et concernant les années scolaires subséquentes le cas échéant jusqu'à la reprise de l'enseignement en personne à temps plein;*

*ou tout autre membre tel que déterminé par la Cour;*

the whole as it appears from the Application for Authorisation, paragraph 3;

5. Respondent North Star Academy (Académie Étoile du Nord Laval) intends to contest the Application for Authorisation to institute a class action;
6. The Petitioners allege that due to the pandemic and the imposed sanitary measures which resulted in school closing orders issued by the Quebec Government, the Respondents did not fulfill their contractual obligations of offering sufficient and quality education to their students during the pandemic period and the remainder of the 2019-2020 school year, namely, from March 2020 to June 2020;
7. As a result, Petitioners are claiming for themselves and for each member of the group one of the following remedies:
  - a) condemnation to compensatory damages, including but not limited to, additional fees for care, loss of salary or remuneration for assuring the care of their children during the pandemic and fees associated to meals for the children;

- b) a reduction of tuition fee already paid to the Respondents or to be paid;
- c) resiliation of their contract with Respondents;
- d) damages for moral prejudice;
- e) cancellation and nullity of their contract with Respondents;
- f) all other remedy the Court decrees as just;

**C. RELEVANT EVIDENCE TO BE PRESENTED BY RESPONDENT NORTH STAR ACADEMY, (ACADÉMIE ÉTOILE DU NORD LAVAL)**

- 8. Respondent North Star Academy (Académie Étoile du Nord Laval) seeks authorisation to submit in the court record the following evidence :
  - a) A sworn declaration which will outline Respondent North Star Academy (Académie Étoile du Nord Laval) educational services, the measures instituted during the pandemic and the procedures and results of the 2019-2020 school year end, **Annex A-DF-07**;
  - b) A copy of the model contract signed with each parent for the 2019-2020 school year, **Annex B-DF-07**;
  - c) Copies of emails of praise, **Annex C-DF-07**;

**D. NECESSITY OF THE RELEVANT EVIDENCE TO BE ADDUCED BY THE RESPONDENT**

- 9. The relevant evidence Respondent North Star Academy (Académie Étoile du Nord Laval) seeks to present will allow for a full and complete comprehension of the file and rectify vague and incomplete allegations in the Application for Authorisation to institute a class action;
- 10. The relevant evidence Respondent North Star Academy (Académie Étoile du Nord Laval) seeks to present is pertinent and appropriate to respond to the Petitioner's allegations as it will provide an accurate picture of the relationship between the parties and ultimately demonstrate that the criteria of article 575 Ccp are not met, namely:

**I. 575(1) Ccp :**

- a) to determine whether collectively each Respondent has derogated its contractual obligations vis-à-vis each group member;
- b) to determine whether collectively what each Respondents' contractual obligation is with each group member; ;
- c) to determine the common questions with regards to each Respondent and each group member and the common conclusions sought;
- d) To determine the definition of the proposed group;

**II. 575(2) Cpc**

- a) To determine whether there is sufficient facts to justify the conclusions sought;

**III. 575(3) Cpc**

- a) To determine whether Petitioners' inquiry was sufficient prior to summoning Respondents;

**IV. 575(4) Cpc**

- a) To determine whether Petitioners may properly represent class member;

**E. CONCLUSION**

- 11. The evidence submitted by the Respondent North Star Academy (Académie Étoile du Nord Laval) is relevant, appropriate and required by Respondent North Star Academy (Académie Étoile du Nord Laval) in order to respond to the allegations contained in the Petitioners' Application for Authorisation to institute a class action;
- 12. The evidence submitted by Respondent North Star Academy (Académie Étoile du Nord Laval) will allow this Court to determine whether the criteria of article 575 Ccp have been met and whether or not authorisation should be granted;
- 13. The evidence submitted by Respondent North Star Academy (Académie Étoile du Nord Laval) and the present Application respect articles 18 and 19 of the Ccp;

14. It is in the interest of the parties and in the interest of justice that the relevant evidence to be submitted by Respondent North Star Academy (Académie Étoile du Nord Laval) be authorised by this Court and heard at the hearing for the Application for Authorisation to institute a class action;

**FOR THESE REASONS, MAY IT PLEASE THIS SUPERIOR COURT TO :**

**GRANT** the present Application by Respondent North Star Academy (Académie Étoile du Nord Laval) for authorisation to submit relevant evidence ;

**AUTHORISE** Respondent North Star Academy (Académie Étoile du Nord Laval) to file the following evidence at the hearing of the Application for authorisation to institute a class action, namely:

- a) sworn declaration, **Annex A-DF-07;**
- b) a copy of the model contract signed with each parent for the 2019-2020 school year, **Annex B-DF-07;**
- c) copies of emails of praise, **Annex C-DF-07;**

**THE WHOLE**, with costs to follow.

Montréal, January 7th, 2021



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**MERCADANTE D'IPACE**

Attorneys for Respondent North Star Academy (Académie Étoile du Nord Laval)

**Me Dominic Bianco**

Tél. : 514-326-3300

Email : dbianco@mercadante.ca

**NOTICE OF PRESENTATION**

**TO : Me Jérémie John Martin  
Me Sébastien A. Paquette  
CHAMPLAIN AVOCATS**

Attorneys for the Petitioners

**TO: Me Vincent de l'Étoile  
Me Yann Bernard  
Me Élisabeth Neelin  
LANGLOIS AVOCATS, S.E.N.C.R.L.**

Attorneys for Defendants : Collège Charles-Lemoyne de Longueuil Inc., Académie chrétienne Rive-Nord Inc., Académie des Sacrés-Coeurs, Académie François-Labelle, Académie Lavalloise, Académie Louis-Pasteur, Académie Marie-Laurier Inc., Académie Michèle-Provost Inc., L'Académie Sainte-Thérèse Inc., Centre académique Fournier Inc., Collège Beaubois, Collège Boisbriand 2016, Collège Charlemagne Inc., Collège Citoyen, Collège d'Anjou Inc., Collège de Montréal, Collège Durocher Saint-Lambert, Le Collège Français Primaire Inc., Collège Héritage de Châteauguay Inc., Le Collège Français (1965) Inc., Collège international Marie de France, Collège Jacques-Prévert, La Corporation du Collège Jean-de-Brébeuf, Collège Jean-Eudes Inc., Collège Laval, Collège Letendre, Collège de Mont-Royal, Le Collège Mont-Saint-Louis, association coopérative, Collège Notre-Dame, Collège Notre-Dame-de-Lourdes, École Pasteur S.S.B.L., Collège Reine-Marie, Collège Sainte-Anne, Collège Sainte-Marcelline, Collège Saint-Hilaire Inc., Collège Saint-Paul, Collège Saint-Sacrement, Collège Saint-Jean-Vianney, Collège Trinité, Collège Ville-Marie, École Armen-Québec de l'Union générale arménienne de bienfaisance, École Augustin Roscelli, École Charles Perreault (Laval), École Charles Perreault (Pierrefonds), Institut d'enseignement Dar Al Iman, École primaire JMC Inc., Association Le savoir, École Le Sommet, École Les Trois Saisons Inc., École Marie-Clarac, École Montessori de Laval (9208-6511 Québec Inc.), École Montessori International Montréal Inc., École Notre-Dame de Nareg, École Sainte-Anne, École Saint-Joseph (1985) Inc., École secondaire Duval Inc., Montréal Mosque, École Vision Terrebonne 2007, École trilingue Vision Varennes, École Vanguard Québec Limitée, ÉDU2, Externat Mont-Jésus-Marie, Externat Sacré-Coeur, L'école arménienne Sourp Hagop, L'école des Premières Lettres, Pensionnant du Saint-nom-de-Marie, Pensionnat Notre-Dame-des-Anges, Villa-Maria, Villa Sainte-Marcelline, École au Jardin Bleu, Académie culturelle de Laval, Académie Marie-Claire, Collège Régina Assumptia (1995), Communauté Hellénique du Grand Montréal,

Académie Kuper inc., Académie St-Margaret inc., Centre François Michelle, École Lucien Guilbault inc., Académie Juillet S.A., Centre académie de Lanaudière, Centre d'intégration scolaire inc., École Marie-Gibeau inc., Église adventiste du septième jour - Fédération du Québec, École Montessori de Blainville.

**TO: Me Eric Azran  
Stikeman Elliot, S.E.N.C.R.L.**

Attorneys for: École Akiva, United Talmud Torah of Montréal Inc., Talmud Torah, École Beth Jacob de Rav Hirschprung, École de Formation Hébraïque, L'Académie Hébraïque Inc., Les Écoles juives populaires et les Écoles Peretz Inc., École Maïmonide, Académie Solomon Schechter, Académie Yésiva Yavné, École de formation hébraïque de la congrégation Beth Tikvah

**TO : Me Joey Zukran  
LPC Avocat Inc.**

**Me Jean El-Masri  
El-Masri Avocat Inc.**

Attorneys for : École Beth Rivkah pour filles, École communautaire Belz, Séminaire Bnot Jérusalem, École primaire Mesifita du Canada

**TO : Me Marie-Andrée Mallette, avocate**

Attorneys for : École la Nouvelle Vague

**TO : Me Eric Vallières  
Cabinet McMillan, S.E.N.C.R.L.**

Attorneys for : École buissonnière, Centre de formation artistique Inc.

**TO: Me Laurence Ste-Marie  
Me Richard Vachon  
Cabinet Woods, S.E.N.C.R.L.**

Attorneys for : Collège Jean de la Mennais

**TO: Me Bernard Larocque  
Me Laurence Bich-Carrière  
Lavery DE BILLY, S.E.N.C.R.L.**

Attorneys for : Collège Stanislas Inc.

**TO : Me Michael Heller  
Heller & associés**

Attorneys for : Académie Kells

**TO : Me Anne Merminod  
Me Patrick Trent  
Borden Ladner Gervais S.e.n.c.r.l.**

Attorneys for : Alexander Von Humboldt École Internationale Allemande inc., L'Académie Centennial, Société des Religieuses de Notre-Dame de Sion, École Chrétienne Emmanuel, Lower Canada College, École Secondaire Loyola, École Miss Edgar et Miss Cramp, The Priory School inc., L'École St-Georges de Montréal inc., Selwyn House Association, L'École Sacré-Coeur de Montréal, The Study Corporation, Collège Trafalgar pour filles et Collège de l'Ouest de l'Île inc.

**TO : Me Normand Pépin**  
Attorneys for : École Ali Ibn Abi Talib

**TAKE NOTICE** that the present Application for Authorization to submit relevant evidence will be presented for adjudication before the Honourable Pierre-C. Gagnon, J.C.S, at a date, time and room to be determined, at the Longueuil Courthouse situated at 1111, boulevard Jacques-Cartier East, Longueuil, Quebec. J4M 2J6.

**DO GOVERN YOURSELF ACCORDINGLY**



**ANNEX A-DF-07  
SWORN DECLARATION**

**CANADA**

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DISTRICT OF LONGUEUIL**

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*Respondents*

<p><b>SWORN DECLARATION FOR NORTH STAR ACADEMY</b></p>
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I, the undersigned, **JOSÉE PEPIN**, domiciled and residing at 950, Élodie-Boucher, Laval, Quebec do hereby solemnly affirm the following:

1. I am president for the Respondent North Star Academy Laval;
2. Respondent North Star Academy Laval is an English private school which offers educational services at the secondary level for grades 7 to 11;
3. The curriculum for secondary students is composed of but not limited to English language studies, mathematics, secondary French language studies, science and technology, ethics and religious culture, history and citizenship, geography, visual arts, music and physical and health education;
4. There are traditional classes of no more than 15 to 18 students per class;
5. Teachers use traditional teaching methods and modern practice methodology to engage students in the learning process. Strategic use of technology such as google classroom are employed throughout the year and this prior to the pandemic;
6. Respondent North Star Academy Laval offers after school programs

and the mandatory supervision of students during the lunch hour, recesses and the occasional trips organised by the school;

7. Each parent signs a contract of educational services with Respondent North Star Academy Laval, the whole as it appears from a copy of the sample contract communicated herein as **Annex B-DF-07**;
8. For the 2019-2020 school year, the Respondent North Star Academy Laval had 124 students;
9. For the 2019-2020 school year, the Respondent North Star Academy Laval had 12 teachers;
10. The 2019-2020 school year began August 26th, 2019 and ended June 22nd, 2020;
11. Due to the Covid-19 pandemic, on Friday March 13th, 2020 the Quebec Government issued the 177-2020 decree which ordered the immediate suspension of all educational activities offered by the Respondent North Star Academy Laval;
12. Respondent North Star Academy Laval denied access to its students from Friday March 13th, 2020 until further notice from the Quebec Government;
13. As of Wednesday March 18th, 2020, classes resumed via Google Meet for all students;
14. No student has been denied educational services due to Covid-19 and the curriculum has been fully and completely taught to each and every student;
15. There has been no interruption of educational services due to Covid-19;
16. Each student was required to log into Google Meet on time as per their regular schedule for each class, including tutorials offered from 3pm to 4pm. The students regular schedule was uninterrupted. Teachers were able to teach the theory, answer questions, individually help each student, distribute and grade assignments as they were doing prior to COVID in a conventional classroom. Students were able to ask questions during class time and interact with their peers. A private chat box is also available. North Star Academy Laval also offered extra-curricular activities through Google Meet during this time;

17. On May 14th, 2020, the Quebec Government further decreed that educational institutions like the Respondent North Star Academy Laval remain closed and thereby continue to deny physical access to its students until the end of the 2019-2020 school year;
18. Consequently, Respondent North Star Academy Laval continued to dispense its curriculum to its students via Google Meet;
19. Classes were also recorded in order to allow students to return to them for additional explanations at their leisure;
20. From March 13th, 2020 until the end of the school year, students were also granted a personalised access to their teacher, and this, as had always been the case due to the small classes. Teachers were also giving extra tutorials during the evenings;
21. Teachers were accessible via Google Meet and additional meetings were set for one on one interaction;
22. Students were also granted pedagogical activities during the pandemic;
23. Considering the school's history of embracing technology and its teaching methods, the school was already equipped with the technological tools to allow optimal access to students and the continuation of its services;
24. Teachers and administrative staff would consistently meet via Google Meet to discuss the experience and any changes required in teaching methods;
25. Parents were continuously informed of measures put in place through e-mail, personal phone calls, and I even took a few students under my wing and would call them every morning at 8am;
26. In light of the foregoing, despite the pandemic and the sanitary measures decreed by the Quebec government, Respondent North Star Academy Laval's quick reaction and measures resulted in the curriculum being completely taught to each student for the 2019-2020 school year and in maintaining the status quo in personnel, financial viability and student success/pass rate. In fact, because of its initiative, Respondent North Star Academy Laval received praise from student parents, the whole as it appears from a copy of the emails communicated herein as **Annex C-DF-07**;
27. The 2019-2020 school year ended June 22nd, 2020, with a student pass rate of 98 %;

28. Graduate students celebrated their ceremony by coming to the school while following the Health and Safety Measures and collecting their Diplomas outside one by one. Parents were in their cars and were able to share in the celebration by beeping for each student;
29. Parents received credits/reimbursements for unused cafeteria and transportation fees;
30. All the facts alleged in the present sworn declaration are true and exact;

**AND I HAVE SIGNED:**

  
\_\_\_\_\_  
**JOSEE PEPIN**

SOLEMNLY AFFIRMED before me in Laval,  
this 7 th day of January 2021 via Google Meet.

  
\_\_\_\_\_  
Commissioner of Oaths for Québec



**ANNEX B-DF-07**  
**COPY OF MODEL CONTRACT**

Payment Plan Options:

- Building fund of \$1,750 is payable dated Aug 26th
- One payment of \$12,700 dated Aug 26th
- Two interest free payments of \$6,350 dated Aug 26th & Jan. 1st
- Four interest free payments of \$3,175 dated Aug 26th, Dec. 1<sup>st</sup>, Feb. 1<sup>st</sup>, & May 1<sup>st</sup>
- Ten interest free payments of \$1,270 dated Aug 26<sup>th</sup>, Oct 1<sup>st</sup> to June 1<sup>st</sup>

Credit card payments are subject to a 2% processing fee that will be added at the time of processing the credit card transaction.

Consents:

i) The responsible party gives their consent to North Star Academy Laval and its teachers to use photographs/videos/audio works containing images/voice of student. These may be taken in promotion of education, corporate related activities, and media reports, including, but not limited to: internet/intranet sites that the school has ownership and control over, publications, public service announcements (televised and print), news reports and feature stories, public awareness efforts, marketing and advertising, and other related materials. In addition, the responsible party waives all claims to compensation or damages based on the use of student's image/voice/works by the school. They also waive any right to inspect or approve the finished material which shall remain the property of North Star Academy Laval, unless otherwise stated.

Please initial AA

ii) The responsible party is willing to participate in meetings with school psychologists/behavior therapists and/or guidance counselors, if necessary

Please initial AA

iii) The responsible party gives consent to be contacted by the school committee for school events.

Please initial AA

Final Disposition:

The Establishment (North Star Academy Laval) undertakes not to transfer, assign or sell this contract

Signed in: LAVAL, Quebec, this 14 day of MARCH, 2019

Responsible Party

Signed in Laval, Quebec, this 18<sup>th</sup> day of February 2019.

Josée Payin  
 Mme. Josée Payin  
 Head of School  
 North Star Academy Laval



NORTH STAR  
 ACADEMY LAVAL  
 Your Child's Success  
 Our Priority

Student # 770

Académie Étoile du Nord Laval/North Star Academy Laval  
 EDUCATIONAL SERVICES CONTRACT 2019-2020

Between: North Star Academy Laval (Establishment)(Permit #635501), which is a Private Secondary School run under Le Ministère de l'Éducation et de l'Enseignement supérieur, having its principal address at 950 Élodie-Boucher, Laval, Quebec H7W 0C6. Hereafter will be referred to as the Establishment and:

Student's name: [REDACTED]  
 Name of Responsible Party: [REDACTED]  
 Complete address: LAVAL QC H7W5N2  
 Phone number: [REDACTED]

THE FOLLOWING TERMS APPLY:

1. **Obligation of the Establishment:** The Establishment undertakes to provide the Student with educational services comprising, among other things, secondary school instructional services in general education in the province of Québec, including those programs of study which are established by Le Ministère de l'Éducation et de l'Enseignement supérieur (and are delineated in the Establishment's Code of Conduct) and which lead to the awarding of a diploma by Le Ministère de l'Éducation et de l'Enseignement supérieur. A minimum of one hundred and eighty (180) school days will be provided in the 2019-2020 school year, commencing August 26<sup>th</sup>, 2019, and terminating June 22<sup>nd</sup>, 2020.
2. **Obligation of the Responsible Party:** In signing this contract, the Responsible Party agrees to comply in all respects, and agrees that the student will comply in all respects, with the policies, rules and regulations of the Establishment's Code of Conduct which is available on the Establishment's portal. It is understood that non-compliance with such policies, rules and regulations will result in such sanctions as are determined by the Establishment in its entire discretion.
  - i. The Responsible Party must purchase student uniforms from the following vendor:  
Top Marks, 5760 Ferrier Street, Montreal, Quebec, H4P 1M7
  - ii. The Responsible Party must purchase student school shoes from the following vendor:  
Academia, 40 Rue Émilien Marcoux, Blainville, Quebec, J7C 0B5
  - iii. For international students, the Responsible Party must purchase medical insurance prior to arrival in Canada.
3. **Financial Conditions**
  - a) **Admission Fee**  
The admission of a student is only considered valid once the \$200 enrolment fee has been disbursed to the Establishment. The Admission Fee is non-refundable.
  - b) **Tuition Fee**  
The tuition fee for the 2019-2020 academic year is \$9400 for all grade levels.

c) **Accessory Fees**

The accessory fees for the 2019-2020 academic year are [redacted] for all grade levels.  
The accessory fees for the 2019-2020 academic year for international students are [redacted] for all grade levels.

d) **Graduation Fee**

The Graduation Fee is \$[redacted] for Grade 11 only.

e) **Building Fund**

The Building Fund (applicable the first year) is \$[redacted]

f) **Transportation Fee – Optional Service**

The cost of transportation is \$[redacted] per student per address. In the case of joint custody, where there are two addresses, the cost of transportation is [redacted] per student. There is no reduction in the fee for one-way service. Confirmation of the bus stop and bus number will be received during the week of August 6<sup>th</sup>, 2019 (if no service is available, notification will be given at the end of the month of May 2019). Please take note that after September 30<sup>th</sup> 2019, transportation fees are non-refundable.

4. **Language of Instruction:** The Establishment will provide the Student with the above-mentioned educational services in the English and French language.

5. **Copy of the Contract:** The Responsible Party acknowledges having received a copy of this Contract before dispensation of the services by the Establishment has begun. The Responsible Party shall not transfer, sell or assign this contract and/or any rights herein.

6. **Law on Private Education:** As mentioned in RSQ, chapter E-9.1, the present contract is outlined by the following terms:

70. No institution may require payment from a client before performance of its obligation has begun, except for the payment of an admission or enrolment fee not in excess of the amount determined in accordance with the regulations of the Minister. No institution may require payment of the client's obligation, or balance thereof if admission or enrolment fees have been paid, in less than two reasonably equal instalments. The dates on which the instalments become due must be fixed in such a way that they fall approximately at the beginning of each half of the duration, calculated in months, lessons or credits, of the educational services for which the student is enrolled.

71. The client may, at any time and at his discretion, cancel the contract by giving notice to that effect by registered mail. The contract shall be cancelled by operation of law from the receipt of the notice.

72. If the client cancels the contract before the provision of services has begun, the institution cannot demand compensation in excess of the amount obtained by subtracting the admission or enrolment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister, and an amount representing not more than 1/10 of the total price agreed upon for the services.

73. If the client cancels the contract after the provision of services has begun, the institution may demand only the following amounts from the client: (1) The price of the services provided calculated in months, lessons, or credits as specified in the contract; (2) as penalty, the amount obtained by subtracting the admission or enrolment fees from the lesser of the following two amounts: the maximum amount determined in accordance with the regulations of the Minister, and an amount representing not more than 1/10 of the total price agreed upon for the services.

74. In the ten days following the cancellation of the contract, the institution must return to the client the amounts it has received in excess of those to which it is entitled.

75. The client may demand that the contract be annulled if he becomes aware that the student was admitted to the educational services concerned in contravention of the provisions governing admission to those services.

76. No person may depart from the provisions of this chapter by means of an agreement which provides otherwise.

SCHOOL FEES	Grade 7-10	Grade 11
Annual Tuition Fee	[redacted]	[redacted]
Accessory Fees	[redacted]	[redacted]
<ul style="list-style-type: none"> <li>• Tutorials</li> <li>• Laboratory</li> <li>• Educational field trips</li> <li>• Supervision (7.30h – 8h / 16h – 17h)</li> <li>• Special Events</li> <li>• In school extra curricular activities</li> <li>• Specialized technology services</li> <li>• Technology</li> </ul>		
Graduation Fee		[redacted]
<b>TOTAL</b>	[redacted]	[redacted]
Building Fund – one-time fee for new students (once per family)	[redacted]	[redacted]
<b>TOTAL WITH BUILDING FUND</b>	[redacted]	[redacted]

INTERNATIONAL STUDENT SCHOOL FEES	Grade 7-10	Grade 11
Annual Tuition Fee	[redacted]	[redacted]
Accessory Fees	[redacted]	[redacted]
<ul style="list-style-type: none"> <li>• Tutorials</li> <li>• Laboratory</li> <li>• Educational field trips</li> <li>• Local culture field trips on weekends</li> <li>• Supervision (7.30h – 8h / 16h – 17h)</li> <li>• Special Events</li> <li>• In-school extra-curricular activities</li> <li>• Specialized technology services</li> <li>• Technology</li> <li>• ESL classes</li> <li>• International Coordinator</li> </ul>		
Graduation Fee		\$300
<b>TOTAL</b>	[redacted]	[redacted]
Building Fund – one-time fee for new students (once per family)	[redacted]	[redacted]
<b>TOTAL WITH BUILDING FUND</b>	[redacted]	[redacted]

IPAD (EDUCATION ONLY DEVICE FOR SECONDARY 1, 2 AND 3)	
iPad Bundle (new iPad bundle purchased from North Star Academy Laval)	[redacted]
Personal iPad Conversion fee for Educational mode	[redacted]

ANNUAL DORMITORY (includes transportation to/from school)	
Double room (open concept)	[redacted]
Semi-double Room (closed bedrooms)	[redacted]
Single Room	[redacted]
<b>ADDITIONAL FEES FOR DORMITORY STUDENTS</b>	
School Uniform and Shoes (1 <sup>st</sup> year only - subsequent years subject to change)	[redacted]
Textbooks and Supplies	[redacted]

OPTIONAL SERVICES / FEES		Include	✓
Transportation Fees per student per address payable to North Star Academy Laval	[redacted]		
Joint custody, where there are two addresses, the cost of transportation per student	[redacted]		
Sports Concentration or Music Program payable to North Star Academy Laval	[redacted]		
Cafeteria Fees \$7/day or \$125/month (subject to change) payable to Traiteur Gourmet PK	[redacted]		
Health Insurance (International students only)	[redacted]		
Suggested Donation to the Polaris Foundation <input type="checkbox"/> [redacted] <input type="checkbox"/> Other (please specify)			
(Tax receipts will be provided)			

**Additional Information:** All post-dated checks must be received before the beginning of the academic year. Should a check be returned, a 25\$ charge will be added. Please take note that tuition fees may increase by a margin of 2% - 3% annually to factor in the cost of living.





**NORTH STAR  
ACADEMY LAVAL**

*Your Child's Success.  
Our Priority.*

950, rue Étodie-Boucher  
Laval (Québec) H7W 0C6  
T 450 973-9797  
F 450 973-4463  
NorthStarAcademy.ca  
facebook.com/northstaracademy.ca

February 25<sup>th</sup>, 2019

Dear Parents/Guardians,

At **North Star Academy Laval**, we are dedicated to maximizing the academic and creative potential of our students, while ensuring their well-being. To that end, we maintain small class sizes and provide our students with individualized attention every step of the way. We believe that along with small classroom sizes, daily tutorial sessions and a safe environment, we encourage student growth and academic excellence. Our mission statement underscores the foundation of our beliefs: **Your Child's Success, Our Priority.**

Accordingly, we are preparing ourselves for the 2019-2020 academic year. Please find enclosed the following:

- Educational Services Contract 2019-2020
- Optional 7% Discount Offer
- Bus Transportation Request Form
- Pre-Authorized Payment/Credit Card Form
- Polaris Annual Giving Campaign
- Educational Field Trips Form
- Student Health Form (applicable for new students and/or modifications in health)

Due to an increase in admissions, and limited space, we request that the following documents are returned to the school no later than **Friday March 15, 2019.**

- Signed Educational Contract 2019-2020 ( *Please keep your Client Copy for your records*)
  - ✓ Page 1 – Please complete the Student and contact information
  - ✓ Page 3 – Please indicate any Optional services/fees
  - ✓ Page 4 – Please indicate the Payment Plan Option of your choice
  - ✓ Page 4 – Please initial the Consents and sign the Final Disposition
- \$200.00 non-refundable registration fee
- Payment Options:
  - ✓ If paying by check:  
Please include post-dated tuition checks.
  - ✓ If paying by credit card:  
Please return the completed credit card form. Credit card transactions are subject to a 2% fee that will be added at the time of processing the credit card transaction.
  - ✓ If paying by Pre-authorized Debit:  
Please return the Pre-Authorization Payment form along with a voided check.
- Educational Field Trip Form
- Student Health Form (if applicable)

We stress the importance of respecting this time frame in order to guarantee a place for the 2019-2020 academic year. Incomplete contracts will be returned home and your date of submission will be the date when the contract is returned. Should you require any further information, please do not hesitate to contact us at 450-973-9797.

Regards,

Josée Pepin  
Head of School

c.c. Debbie Kohoutek



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facebook.com/northstaracademy.ca

February 25<sup>th</sup>, 2019

Dear Parents and Guardians

North Star Academy Laval is proud to extend a 7% discount (representing a savings of \$889.00) to all parents/guardians who would like to pay the tuition fee in full by March 15<sup>th</sup>, 2019 for the 2019-2020 academic year. Please note this discount is applicable to permanent residents only.

Should you wish to take advantage of this offer, please do not hesitate to contact the administration at 450 973 9797.

Regards,

Josée Pepin  
Head of School



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## TRANSPORTATION SERVICE 2019-2020

TERRITORY COVERED with AUTOBUS RM		
City of Laval : Auteuil, Chomedey, Duvernay, Fabreville, Laval-des-Rapides, Laval-Ouest, Pont-Viau, Sainte-Dorothée, Sainte-Rose, <b>Saint-François (r)</b> , Saint-Vincent-de-Paul, Vimont		
<b>Blainville North &amp; South (r)</b> <b>Boisbriand (r)</b> Bois-des-Filion Deux-Montagnes <b>Lachenaie (r)</b> Lorraine <b>Mascouche (r)</b> Rosemère	Sainte-Thérèse <b>Saint-Eustache (r)</b>	<b>Terrebonne East &amp; West (r)</b> (La Plaine, Havre-du-Lac, Chemin Comtois, to the East of Ch. Gascon = restrictions ) <b>Terrebonne North of Aut. 640 (r)</b> <b>Sainte-Marthe-sur-le-Lac (r)</b>

*(r) = certain restrictions apply*

There is **no** door-to-door service. The bus stop will be determined by the transportation company depending on the address of each student. Bus stops are located at a **maximum** distance of 600 meters from the address of each student. There will be a bus transfer for each route.

The cost of transportation is ██████ per student per address. In the case of joint custody, where there are two addresses, the cost of transportation is ██████ per student. There is no reduction in the fee for one-way service. You will receive the confirmation of the bus stop and the bus number during the week of August 6<sup>th</sup>, 2019. (If no service is available, you will be informed at the end of the month of May 2019) **Please take note that after September 30<sup>th</sup>, bus transportation fees are not refundable.**

➔ **A non-refundable deposit of \$100.00 must be received along with the registration form by April 5th, 2019.** This amount will be deducted from the full amount. The **full amount** for the transportation must be paid by August 26<sup>th</sup>, 2019. An invoice will be mailed out mid-August.

*\*Prices are subject to change without notice.*

**DEADLINE FOR REGISTRATION: April 5<sup>th</sup>, 2019**  
**TO GUARANTEE YOUR SPACE, IT IS ESSENTIAL TO RESPECT THIS DATE**

For more information, please do not hesitate to contact North Star Academy Laval at 450-973-9797.

# FORMULAIRE D'INSCRIPTION POUR LE TRANSPORT SCOLAIRE

## *Institution*

North Star Academy

Date d'inscription :

Niveau scolaire :

Élève nom :

Prénom :

Adresse :

Appartement :

Ville :

Quartier :

C.P. :

Rue Transversale :

Nom de la mère

Nom du père

maison ( ) - -

maison ( ) - -

cell. ( ) - -

cell. ( ) - -

( ) - -

( ) - -

Adresse seulement si GARDE PARTAGÉE :

Adresse :

Appartement :

Ville :

Quartier :

C.P. :

Rue Transversale :

Nom de la mère

Nom du père

maison ( ) - -

maison ( ) - -

cell. ( ) - -

cell. ( ) - -

( ) - -

( ) - -

## - NOTE À LA DIRECTION -

LA SIGNATURE EST OBLIGATOIRE. Date limite d'inscription : 20 AVRIL 2019.

Signature du parent et/ou de la personne responsable : \_\_\_\_\_ Date : \_\_\_\_\_

Le point d'embarquement et de débarquement peut différer, sujet à changement sans préavis.

Le transporteur se réserve une distance de 0.6 kilomètre (600 mètres)  
entre le domicile de l'élève et son point d'embarquement et de débarquement.

Autobus RM inc.

Reçu le : \_\_\_\_\_

FORMULAIRE - INSCRIPTION - TRANSPORT SCOLAIRE  
BLANCHE : TRANSPORTEUR - JAUNE : ÉCOLE



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facebook.com/northstaracademy.ca

## PRE-AUTHORIZED DEBIT (PAD) AGREEMENT

Student Name: \_\_\_\_\_ Student Id: \_\_\_\_\_  
*Last name / First name* *Office use*

### 1. ACCOUNT HOLDER INFORMATION (Please print clearly)

Name: \_\_\_\_\_  
*Last name* *First Name*

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

### 2. BANK ACCOUNT INFORMATION

Financial Institution Name: \_\_\_\_\_

Branch Transit Number: \_\_\_\_\_  
*(5-digit)*

Financial Institution Number: \_\_\_\_\_ Account Number: \_\_\_\_\_  
*(3-digit)*

### 3. PRE-AUTHORIZED DEBIT (PAD) DETAILS

I authorize North Star Academy Laval to debit my bank account (**attach void cheque**) on the date(s) and amount(s) indicated below

These services are for (*please check one*)  Personal  Business use.

One time charge of \$ \_\_\_\_\_ on date: \_\_\_\_\_

A recurring charge of \$ \_\_\_\_\_ once every \_\_\_\_\_ of the \_\_\_\_\_  
*(day of month)* *(month)*  
beginning on date \_\_\_\_\_ and ending after \_\_\_\_\_ payments.

Account Holder's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
*yyyy/mm/dd*

You the Payor may revoke your authorization at any time, subject to providing notice of 30 days. To obtain a sample cancellation form or for more information on your right to cancel the PAD agreement, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

You have certain recourse rights if any debit does not comply with this agreement. For example, you have the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAD agreement. To obtain more information on your recourse rights, contact your financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca).

A service charge of \$50.00 will be applied to any declined pre-authorized payments.  
Should you have any questions, please do not hesitate to contact us at 450-973-9797.



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## CREDIT CARD AUTHORIZATION FORM

Student Name: \_\_\_\_\_ Student Id: \_\_\_\_\_  
*Last name / First name* *Office use*

### 1. CARDHOLDER INFORMATION (Please print clearly)

Name: \_\_\_\_\_  
*Last name* *First Name*

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

### 2. PAYMENT INFORMATION

Payment to: North Star Academy Laval Payment Purpose: \_\_\_\_\_

One time charge of \$ \_\_\_\_\_ on date: \_\_\_\_\_

A recurring charge of \$ \_\_\_\_\_ once every \_\_\_\_\_ of the \_\_\_\_\_  
*(day of month)* *(month)*  
beginning on date \_\_\_\_\_ and ending after \_\_\_\_\_ payments.

### 3. CREDIT CARD INFORMATION

Credit Card Type:  MasterCard  Visa

Number: \_\_\_\_\_

Expiration Month: \_\_\_\_\_ Expiration Year: \_\_\_\_\_ Security Code: \_\_\_\_\_

Account Holder's Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_  
*yyyy/mm/dd*

**\*\*Please note that a 2% processing fee will be added at the time of processing the credit card transaction.**



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## POLARIS FOUNDATION - ANNUAL GIVING CAMPAIGN

The Polaris Foundation is about creating opportunities. As an independent charity dedicated to equitable access to English Education, we have created a structure that provides students and their families' access to quality, private, English education situated in the North Shore region at *North Star Academy Laval*.

We believe that the right setting is required to ensure a quality education. Choosing an English, small school, private setting for one's child is a right for all parents. We know that students shine when their needs match those of the learning setting.

### WHAT WE SUPPORT

The Polaris Foundation provides funding in four strategic areas that generate maximum impact on student access to education and quality education:

- *Tuition bursaries*
- *Scholarships*
- *Educational innovations that enhance quality education*
- *Community Connections activities such as NSA Gives Back, AGAPE Christmas food drive, visit to the Jewish Rehabilitation Center, Women in Engineering event at Concordia, Health Science Day at McGill, mental health speakers, local entrepreneur guest speakers, world-wide contests, walk for water, WE Day and much more.*

### OUR VALUES

#### Equitable Access to English Education

Your donations support local students from Laval, the Laurentians, who would have an opportunity to learn in English, near home. North Star Academy Laval provides this access to students who also do not have eligibility to an English education.

#### Quality Education for All Students at North Star Academy Laval

The foundation promotes educational initiatives that enhance the quality of learning for students at North Star Academy Laval.

#### **YES, I WOULD LIKE TO HELP CREATE OPPORTUNITIES FOR STUDENTS AND THEIR FAMILIES.**

Suggested Donation to the Polaris Foundation  \$500.00  Other (please specify) \_\_\_\_\_

Please visit our website <http://www.northstaracademy.ca/why-nsal/polaris-foundation.html> for online donations.

#### **APPLY YOUR DONATION TO A SPECIFIC FUND SET UP BY THIS CHARITY**

- |  |  |
|--|--|
| <input type="checkbox"/> North Star Academy Laval's Highest Priority | <input type="checkbox"/> Scholarship Program |
| <input type="checkbox"/> Athletic Department                         | <input type="checkbox"/> Science Department  |
| <input type="checkbox"/> Technology Department                       | <input type="checkbox"/> Music Department    |

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

*Charitable giving is about creating opportunities – for individuals and for causes you believe in.  
Every child deserves a chance to shine*



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NorthStarAcademy.ca  
facebook.com/northstaracademy.ca

February 25<sup>th</sup>, 2019

## 2019-2020 Educational Field Trips

Dear Parents and Guardians

North Star Academy Laval is proud to offer students Educational Field Trips as part of their curriculum. We believe these outings enhance not only the academic programs offered at NSA but contribute to developing strong community connections and an engaging study body.

Last year students benefited from outings such as A day at the Theatre, McCord Museum, Science Center, Speak Up Montreal, Let's Talk Science, Jewish Rehabilitation Center, Holocaust Museum, and many more.

In an effort to eliminate individual permission forms, emails and last-minute calls, we ask that you give your consent that you child may participate in the *Educational Field Trips* (included in the tuition fees) planned for their grade level during the 2019-2020 academic year. We will continue to email you the details of all trips such as the dates, times and means of transportation.

Should you have any questions, please do not hesitate to contact us.

---

PLEASE SIGN AND RETURN THIS FORM TO THE FRONT OFFICE NO LATER THAT MARCH 15<sup>th</sup>, 2019.

I, \_\_\_\_\_ give permission for \_\_\_\_\_  
Parent/Guardian name

to attend North Star Academy Laval's Educational Field Trips for the 2019-2020 academic year.

---

Signature

---

Date



**NORTH STAR ACADEMY LAVAL – STUDENT HEALTH INFORMATION**

**STUDENT IDENTIFICATION**

Name of Student: \_\_\_\_\_

Medicare Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

International Students (only) Medical Insurance Policy Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_  
Year Month Date

**PARENT OR LEGAL GUARDIAN IDENTIFICATION**

Father's Name: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Mother's Name: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

**STUDENT PERMANENT RESIDENCE**

**OTHER ADDRESS ( ex: joint custody)**

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal code: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**HEALTH INFORMATION REGARDING THE STUDENT ( Check the appropriate health issue)**

Asthma    Epilepsy    Diabetes    Cardiac    Hemophilia

Allergies : Yes \_\_\_ No \_\_\_ If yes, please specify: \_\_\_\_\_

Should the student receive an Epipen or Twinject in regards for his/her allergy? Yes \_\_\_ No \_\_\_

Does the student take medication regularly? Yes: \_\_\_ No: \_\_\_

If yes, please specify: \_\_\_\_\_

For which medical issue: \_\_\_\_\_

Is the student presently followed by a specialist for a health or handicap problem? Yes \_\_\_ No \_\_\_

If yes, Please specify; \_\_\_\_\_

Does the student wear: Glasses \_\_\_ Hearing Aid \_\_\_ Other, specify \_\_\_\_\_

**PHYSICAL EDUCATION**

Is there any medical reason why your child should not participate in Physical Education class?

Yes: \_\_\_ No: \_\_\_

If yes, you must join a medical certificate to justify the limitations or exemption.

**IN CASE OF EMERGENCY (Person to contact if we cannot reach a parent)**

Name: \_\_\_\_\_ Telephone ( home): \_\_\_\_\_

Telephone ( work): \_\_\_\_\_ Telephone ( cell): \_\_\_\_\_

**ANNEX C-DF-07**  
**COPIES OF EMAILS OF PRAISE**



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

**RE: NSAL - Communication to Parents - update School Closure**

1 message

Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Fri, Mar 13, 2020 at 4:26 PM

Bcc: SECONDARY 1 - Parent's Email <secondary1@northstaracademy.ca>, SECONDARY 2-Parent's Email <secondary2@northstaracademy.ca>, SECONDARY 3 - Parent's Email <SECONDARY3@northstaracademy.ca>, SECONDARY 4 - Parent's Email <SECONDARY4@northstaracademy.ca>, SECONDARY 5- Parent's Email <SECONDARY5@northstaracademy.ca>, Annick PILON <annickpilon.consulting@gmail.com>, Teachers <teachers@northstaracademy.ca>



## Communication to Parents

March 13, 2020

Dear Parents and Guardians,

Following the announcement from the Premier of Quebec, François Legault, **North Star Academy Laval will be closed on Monday, March 16th until Friday, March 27 inclusively.**

In lieu of this announcement, all extra-curricular activities, events, tournaments, school trips and outings have been cancelled until further notice. At this time no decisions have been made by the Ministry concerning the academic school calendar, but we are ready to support our students. We ask our parents to follow the government's request not to travel outside of Canada.

As of Wednesday, March 18, classes will resume virtually through Google Classroom. We will be communicating the temporary directives early next week. We would appreciate your cooperation as we continue to make your child's success our top priority.

For information concerning the COVID-19 virus, please contact 1-877-644-4545 or <https://www.quebec.ca/sante/problems-de-sante/a-z/coronavirus-2019/>

We thank you for your collaboration and understanding

LA PRÉVENTION DES INFECTIONS  
Une responsabilité collective



Mise en œuvre des protocoles  
en milieux de soins



Tousssez dans votre coude



Jetez vos mouchoirs



Lavez vos mains

Adoption des mesures d'hygiène reconnues

Québec.ca/coronavirus

Votre  
gouvernement

Québec

This email was sent to [angela.kolaric@northernstaracademy.ca](mailto:angela.kolaric@northernstaracademy.ca)  
[why did I get this?](#) [unsubscribe from this list](#) [update subscription preferences](#)  
Northern Star Academy Laval 950 rue Elodie-Boucher • Laval QC H7W 0C6 • Canada





Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

---

## RE: NSAL Communication to Parents - Online Curriculum

1 message

---

Wed, Mar 18, 2020 at 10:58 AM

Reply-To: "[REDACTED]@yahoo.ca" <[REDACTED]@yahoo.ca>

To: "debbie.kohoutek@northstaracademy.ca" <debbie.kohoutek@northstaracademy.ca>

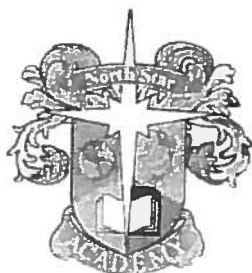
I want to thank all NSA staff for their outstanding effort to ensure the kids education during this time. While they are the future, each and everyone of you are forging the future, for this, thank you.

I have no words to Express my gratitude.

Stay safe, stay positive, we'll overcome this time.

Sent from Yahoo Mail on Android

On Mon., 16 Mar. 2020 at 16:20, Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca> wrote:



## Communication to Parents

March 16, 2020

Dear Parents and Guardians,

In light of the current situation, North Star Academy Laval will be moving towards an **online curriculum** beginning on **Wednesday March 18<sup>th</sup>**. Our goal is to keep students engaged and moving forward with their curriculum. We understand that our students may not be accustomed to this learning platform and have therefore adopted the following strategies to help them with the transition:

- Students will follow their regular schedule for **Period 2, 3 and 4 only** (ie: March 18 is Day 7. Students will log in to Google Classroom and access their Period 2 class from 9:07 am to 10:07 am, Period 3 from 10:07 am to 11:27 am and Period 4 from 11:34 am to 12:34 pm)



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

---

## Re: NSAL Communication to Parents - Online Curriculum

1 message

---

To: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Mon, Mar 16, 2020 at 4:22 PM

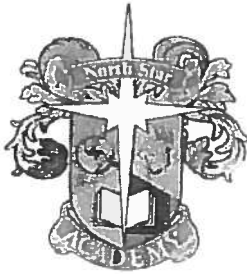
Merci beaucoup très belle initiative

---

De : Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Envoyé : 16 mars 2020 16:20

Objet : RE: NSAL Communication to Parents - Online Curriculum



## Communication to Parents

March 16, 2020

Dear Parents and Guardians,

In light of the current situation, North Star Academy Laval will be moving towards an **online curriculum** beginning on **Wednesday March 18<sup>th</sup>**. Our goal is to keep students engaged and moving forward with their curriculum. We understand that our students may not be accustomed to this learning platform and have therefore adopted the following strategies to help them with the transition:

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- No textbooks or materials will be required. Everything will be posted on Google Classroom by teachers



NORTHSTAR  
ACADEMY

Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

---

## Re: NSAL Communication to Parents - Online Curriculum

1 message

---

To: Josée Pepin <josee.pepin@northstaracademy.ca>  
Cc: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Mon, Mar 16, 2020 at 7:35 PM

Dear Mrs Pepin,

I just wanted to send you my gratitude with such an outstanding decision on online schooling. This shows North Star Academy puts priority on our children's education -any time, any where. Please pass our hello to all teachers and staff. Thank you and take care of yourself.

---

From: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Sent: March 16, 2020 4:20:05 PM

Subject: RE: NSAL Communication to Parents - Online Curriculum



## Communication to Parents

March 16, 2020

Dear Parents and Guardians,

In light of the current situation, North Star Academy Laval will be moving towards an **online curriculum** beginning on **Wednesday March 18<sup>th</sup>**. Our goal is to keep students engaged and moving forward with their curriculum. We understand that our students may not be accustomed to this learning platform and have therefore adopted the following strategies to help them with the transition:

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Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

---

## Re: NSAL Communication to Parents - Online Curriculum

1 message

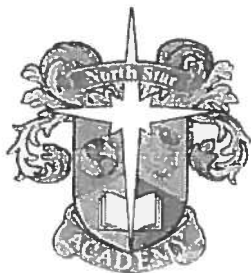
---

Mon, Mar 16, 2020 at 5:53 PM

To: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>, Josee Pepin <josee.pepin@northstaracademy.ca>

As a mom of a teenager addicted to social media, I greatly appreciate this structure!  
Thank you for being so proactive,

On Mon., Mar. 16, 2020, 4:20 p.m. Debbie Kohoutek, <debbie.kohoutek@northstaracademy.ca> wrote:



## Communication to Parents

March 16, 2020

Dear Parents and Guardians,

In light of the current situation, North Star Academy Laval will be moving towards an **online curriculum** beginning on **Wednesday March 18<sup>th</sup>**. Our goal is to keep students engaged and moving forward with their curriculum. We understand that our students may not be accustomed to this learning platform and have therefore adopted the following strategies to help them with the transition:

- Students will follow their regular schedule for **Period 2, 3 and 4 only** (ie: March 18 is Day 7. Students will log in to Google Classroom and access their Period 2 class from 9:07 am to 10:07 am, Period 3 from 10:07 am to 11:27 am and Period 4 from 11:34 am to 12:34 pm)
- No textbooks or materials will be required. Everything will be posted on Google Classroom by teachers
- Teachers will be available in their Google Classroom during class time. Students can communicate with them via email, Google Chat or Google





---

## Re: Online Class Feedback

1 message

Thu, Mar 19, 2020 at 12:46 PM

To: Josée Pepin <josee.pepin@northstaracademy.ca>  
Cc: Teachers <teachers@northstaracademy.ca>

Bravo, Mr. Gaid!

On Thu, Mar 19, 2020 at 12:42 PM Josée Pepin <josee.pepin@northstaracademy.ca> wrote:

Hello Team,

Gaid, I hope you don't mind but I have to share. This is excellent.

Teachers if anyone can give you feedback please share it with me.

Thank you Gaid, and for your kind words.



**Josée Pepin**  
Head of School  
North Star Academy Laval  
950, rue Élodie-Boucher (H7W 0C6)  
450-973-9797  
josee.pepin@northstaracademy.ca

----- Forwarded message -----

From: Alaa Gaid <alaa.gaid@northstaracademy.ca>  
Date: Wed, 18 Mar 2020 at 14:20  
Subject: Fwd: Online Class Feedback  
To: Josée Pepin <josee.pepin@northstaracademy.ca>

Hello Mme. Pepin, firstly I would like to tell you that I feel very sorry for your dog. I discussed with you before that I will give Sec 4 some extra classes as I lost many of them in first and last class cancellation. Today, I taught them from 12:30 till 1:45. I had 22 of them online with me and I forwarded the feedback that I got from Amar after the class. Thank you and have a great day.

----- Forwarded message -----

From: [REDACTED]  
Date: Wed, Mar 18, 2020 at 2:02 PM  
Subject: Online Class Feedback  
To: Alaa Gaid <alaa.gaid@northstaracademy.ca>

Hi sir,

Hope you're having a good day. I just want to give you my feedback on your online class. Your way of teaching and your use of the white board on the online class is just fantastic. You are capable of controlling the classes online and in real life in the school. Today's lesson was on similarity and I was able to understand a 100% of what you explained. I would give your class 10/10.

Thank you,

—

**| Alaa Gaid**



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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**RE: NSAL Communication to Parents\_COVID-19 Update 3\_ NSA Remaining Online**

1 message

Wed, Mar 25, 2020 at 5:12 PM

To: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>, Josée Pepin <josee.pepin@northstaracademy.ca>  
Cc: [REDACTED]

Hi Debbie,

I hope this finds you well and safe.

We are just glad we made the decision to send [REDACTED] to NSA and we are very pleased with the decision made to conduct virtual classes.

Thank you so much for that and the opportunity.

Due to this "pandemie" some of us, including my wife, got ourselves in a somewhat difficult situation, having to deal with a decreased salary.

I was wondering if NSA is also considering this situation? I am sorry but I have to ask this question.

Thanks and Regards,  
[REDACTED]

Sent from my Bell Samsung device over Canada's largest network.

----- Original message -----

From: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Date: 2020-03-23 15:02 (GMT-05:00)

To:

Subject: RE: NSAL Communication to Parents\_COVID-19 Update 3\_ NSA Remaining Online



## Communication to Parents

March 23, 2020

Dear Parents/Guardians and Staff,

We hope you are all keeping well during this rapidly changing time with the Covid-19 virus. Thank you all for your quick response and for continuing to prioritize your children's education by ensuring your child was present in virtual classes last week. A heartfelt thanks to the NSA's outstanding teaching and front office team for quickly transforming their work, and during a stressful time



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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## RE: NSAL Communication to Parents\_COVID-19 Update 4\_Personal Items/Textbooks

1 message

---

Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Fri, Mar 27, 2020 at 2:13 PM

Bcc: SECONDARY 1 -Parent's Email <secondary1@northstaracademy.ca>, SECONDARY 2-Parent's Email <secondary2@northstaracademy.ca>, SECONDARY 3 -Parent's Email <SECONDARY3@northstaracademy.ca>, SECONDARY 4 - Parent's Email <SECONDARY4@northstaracademy.ca>, SECONDARY 5- Parent's Email <SECONDARY5@northstaracademy.ca>, Teachers <teachers@northstaracademy.ca>, Annick PILON <annickpilon.consulting@gmail.com>



## Communication to Parents

March 27, 2020

Dear Parents and Guardians,

North Star Academy Laval would like to express how proud we are of our students who embraced our new online curriculum. Students are participating daily in the Google Classroom and submitting their work on time. Their true independence and dedication are remarkable!

With the online platform that was established on March 18th, students do not need to use any textbooks or manuals. We do understand that there may be some personal items and/or textbooks that students wish to claim from their lockers. We wish to stress that only **items that are deemed essential** should be recuperated. At this time, should you need to access your child's locker, we would like to offer you **by appointment only** a designated time slot.

In order to uphold the preventive measures asked by the government, we ask that the following guidelines be followed:

- Only one member of the family may enter the school
- Upon entering the building, proceed to the disinfecting station to wash your

hands

- Bring from home bags for locker items
- Please have the locker combination

We will be offering this service as of Monday, March 30th until Friday, April 17th. Please contact Debbie Kohoutek at 450-973-9797 or [debbie.kohoutek@northstaracademy.ca](mailto:debbie.kohoutek@northstaracademy.ca) if you wish to make an appointment.



**Debbie Kohoutek**  
**Admission Officer**

North Star Academy Laval  
950, rue Élodie-Boucher (H7W 0C6)  
450-973-9797

[debbie.kohoutek@northstaracademy.ca](mailto:debbie.kohoutek@northstaracademy.ca)

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Votre gouvernement

Québec

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nsainfo@northstaracademy.ca  
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Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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## Re: Thank you

1 message

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Josée Pepin <josee.pepin@northstaracademy.ca>

Mon, Mar 30, 2020 at 11:57 AM

To: [REDACTED]

Cc: [REDACTED]

Bcc: teachers@northstaracademy.ca

Good day Jody !

This message is so very appreciated! I will definitely let them know. Everyone is working hard and loving it.

Thank you for reaching out and STAY SAFE!



**Josée Pepin**  
**Head of School**  
North Star Academy Laval  
950, rue Élodie-Boucher (H7W 0C6)  
450-973-9797  
josee.pepin@northstaracademy.ca

On Mon, 30 Mar 2020 at 11:47, [REDACTED] <[REDACTED]> wrote:

Good morning ,

I know there has been so much aggravation and stress in lieu of this miserable epidemic- which I call hell. I'm not one to sit still and staying home - is definitely not my thing.

In saying that - I really really want to say a giant thank you for the work that is going on. Out of all my children- [REDACTED] is the one who most requires being kept on a straight track. Please pass on my word of gratitude (especially to his teachers ) how grateful I am for the work that they are putting in. Though I know it can't replace a classroom setting - the effort is commendable and beyond that - my heart is warm with pride for NSA.

With sincerity,  
Jody



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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**Re: North Star Academy Laval**

1 message

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To: Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Tue, Apr 7, 2020 at 3:02 PM

Good afternoon Mrs Debbie,  
Sure, it's my pleasure.  
Honestly, NSA quick online teaching setup highlighted the school's strong ability in online teaching.  
Thank you,

---

**From:** Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

**Sent:** April 7, 2020 2:51 PM

**To:** [REDACTED]

**Subject:** RE: North Star Academy Laval

Good afternoon,

I hope that everyone in your family is safe and healthy. We really appreciate your comment on our online curriculum, especially during these difficult times. We are very proud of both our teachers and students who have both embraced this new technology.

We would like to know if we have your permission in sharing your comments on social media?

Kindest regards,



**Debbie Kohoutek**  
**Admission Officer**  
North Star Academy Laval  
950, rue Élodie-Boucher (H7W 0C6)  
450-973-9797  
debbie.kohoutek@northstaracademy.ca



Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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## RE: NSAL Communication to Parents - COVID -19 Update 5\_Math Help Services

1 message

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Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Fri, Apr 17, 2020 at 2:32 PM

Bcc: SECONDARY 1 -Parent's Email <secondary1@northstaracademy.ca>, SECONDARY 2-Parent's Email <secondary2@northstaracademy.ca>, SECONDARY 3 -Parent's Email <SECONDARY3@northstaracademy.ca>, SECONDARY 4 - Parent's Email <SECONDARY4@northstaracademy.ca>, SECONDARY 5- Parent's Email <SECONDARY5@northstaracademy.ca>, Teachers <teachers@northstaracademy.ca>, Annick PILON <annickpilon.consulting@gmail.com>



## Communication to Parents

April 17, 2020

Dear Parents and Guardians,

As we continue to move forward during this difficult time, we understand that both students and parents are sharing the responsibilities of online learning. North Star Academy Laval's math department has been using Math Help Services as an online tool to enhance and support the curriculum.

We would like to share with you a short video intended for students and parents explaining how you can make the most of Math Help Services as an independent learning tool.

Please click on the following link for more details:

<https://youtu.be/tj1EbQH0Tfg>

Looking forward to seeing everyone in class virtually on Monday April 20, 2020.

Wishing everyone health and safety.

North Star Academy Laval

950, rue Élodie-Boucher (H7W 0C6)





450-973-9797

**Debbie Kohoutek**  
**Admission Officer**

[debbie.kohoutek@northstaracademy.ca](mailto:debbie.kohoutek@northstaracademy.ca)

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Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

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## RE: NSAL Communication to Parents - Covid -19 Update 6

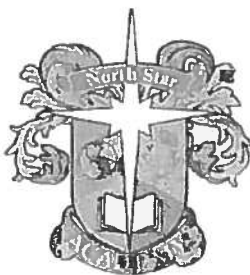
1 message

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Debbie Kohoutek <debbie.kohoutek@northstaracademy.ca>

Wed, Apr 29, 2020 at 4:49 PM

Bcc: SECONDARY 1 -Parent's Email <secondary1@northstaracademy.ca>, SECONDARY 2-Parent's Email <secondary2@northstaracademy.ca>, SECONDARY 3 -Parent's Email <SECONDARY3@northstaracademy.ca>, SECONDARY 4 - Parent's Email <SECONDARY4@northstaracademy.ca>, SECONDARY 5- Parent's Email <SECONDARY5@northstaracademy.ca>, Teachers <teachers@northstaracademy.ca>, Annick PILON <annickpilon.consulting@gmail.com>



## Communication to Parents

April 29, 2020

Dear Parents and Guardians,

Following the press conferences of the Prime Minister and the Minister of Education, we now know that this school year continues until the end of June and that for high school students, online classes will continue.

We are pleased to announce the addition of tutorials and ECA's beginning on Monday, May 4th. Tutorial sessions will be held from 2:15 pm to 3:15 pm followed by ECA's from 3:15 pm to 4:00 pm. Please refer to your present schedule for tutorials. A schedule for ECA's will be sent shortly. Please take note that end of year testing will take place. The schedule for the end of year testing will be available in the following weeks to come.

We invite you to read the letter from the Minister of Education, Jean-François Roberge. As of today, only the French version is available. I draw your attention to the two sections that deal with the situation for high school students: the first paragraph on page 2 and the last paragraph on page 3 of the document.

To our graduating class of 2020, please be informed that we are postponing this year's graduation but are looking forward to celebrating all your achievements in the near future.

In conclusion, we ask that all lockers be emptied by Friday, May 15th. In order to retrieve the contents of the locker in a safe manner for everyone, we invite you to contact the front office to set a date and time.

Yours in Education,  
Josée Pepin  
Head of School

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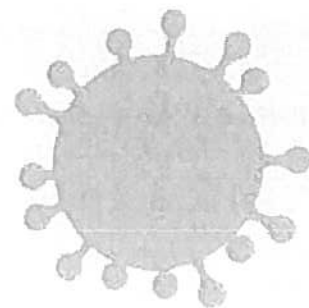
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 **Ministry of Education.pdf**  
200K

# Coronavirus (COVID-19)



Québec, le 27 avril 2020

Chers parents,

Tout d'abord, permettez-moi de vous remercier sincèrement du soutien accru que vous avez apporté à votre enfant dans ses apprentissages au cours des dernières semaines, et ce, malgré des conditions parfois difficiles.

Votre grande adhésion ainsi que celle de l'ensemble de la population aux mesures de confinement mises en place depuis le début de la crise ont permis une amélioration globale de la situation épidémiologique. Aussi, nous pouvons maintenant procéder à la réouverture progressive, prudente et sécuritaire des établissements scolaires.

Le plan de retour en classe a été élaboré en collaboration avec le directeur national de la Santé publique, le docteur Horacio Arruda, et son équipe. Il permettra aux élèves de revenir à l'école pour consolider leurs acquis et compléter les apprentissages essentiels d'ici la fin de l'année scolaire, tout en minimisant les risques de propagation de la COVID-19.

## **Calendrier de réouverture graduelle**

À partir du 11 mai prochain, l'ensemble des écoles préscolaires et primaires du Québec pourra rouvrir ses portes, à l'exception de celles de la Communauté métropolitaine de Montréal. À partir du 19 mai prochain, celles-ci devraient pouvoir rouvrir leurs portes à leur tour, si la situation le permet.

Les activités régulières des services de garde scolaires reprendront lors de la réouverture des établissements.

Dans tous les cas, les écoles devront appliquer les mesures d'hygiène strictes et de distanciation établies par les autorités de Santé publique. Notamment, le nombre maximum d'élèves par local sera de 15 et la distance de 2 mètres devra être respectée. De nouvelles normes s'appliqueront également aux services de transport scolaire.

Cette réouverture sera soumise à un plan de réévaluation en continu.

# Coronavirus (COVID-19)



Quant à eux, les établissements secondaires demeureront fermés jusqu'en septembre prochain. Les élèves consolideront leurs acquis et poursuivront leurs apprentissages à distance grâce à un encadrement pédagogique bonifié par l'équipe-école. Un plan de travail et des activités seront acheminés chaque semaine. De plus, les enseignants seront disponibles pour accompagner les élèves jusqu'à la fin de l'année.

Il est tout à fait normal que le retour en classe soulève des inquiétudes. Je tiens cependant à vous rassurer : les écoles devront appliquer les mesures de sécurité et d'hygiène strictes recommandées par la Santé publique.

## Un retour en classe volontaire

Si vous êtes parent d'un élève d'âge préscolaire ou primaire, sachez que ce retour graduel se fera de façon volontaire. Les apprentissages des enfants pourront être poursuivis de la maison, si tel est le souhait des parents. Le cas échéant, l'école assurera un encadrement pédagogique à distance.

Bien que ce retour se fera de façon volontaire, je **suggère très fortement** aux parents des enfants ayant des difficultés d'apprentissage ou d'adaptation d'opter pour un retour en classe dès que possible, et ce, afin que ces élèves bénéficient d'un soutien pédagogique maximal de la part de leurs enseignants et des équipes de professionnels des écoles. Les parents concernés seront contactés sous peu à ce sujet par leur école.

Pour des raisons de santé et de sécurité, si vous présentez une vulnérabilité sur le plan de la santé (maladie chronique, déficit immunitaire grave) ou si cela est le cas de votre enfant ou de toute personne vivant à votre domicile, vous devez garder votre enfant à la maison et poursuivre les apprentissages à distance.

Afin d'organiser de manière optimale les services pédagogiques qui seront offerts lors de la réouverture, nous vous demandons de contacter votre établissement scolaire dès que possible afin de lui faire part de votre décision, quelle qu'elle soit. En l'avisant au moins une semaine avant la date de réouverture prévue, vous permettrez à l'administration de s'assurer d'accueillir les élèves dans les meilleures conditions possible, tout en observant les recommandations strictes de la Santé publique. Vous recevrez une communication à cet effet au cours des prochains jours.

## Préparatifs en vue de la reprise des activités pédagogiques

Évidemment, ce retour en classe sera très différent de ceux que vous avez connus. Des mesures de sécurité et d'hygiène bien strictes devront être respectées par les enfants. Elles leur seront expliquées par les membres du personnel scolaire, mais nous comptons sur votre aide pour veiller à ce qu'elles soient appliquées.

# Coronavirus (COVID-19)



## **Si vous êtes parent d'un élève du préscolaire ou du primaire et que vous optez pour le retour en classe :**

- Assurez-vous que votre enfant se lave rigoureusement les mains avant son départ le matin et à son retour à la maison.
- Les services de transport scolaire seront réduits au minimum et prévoiront des limitations importantes afin de respecter les recommandations de la Santé publique. Nous vous encourageons donc à assurer le transport de votre enfant, sauf si cela vous est absolument impossible. Si votre enfant doit utiliser le transport scolaire, veuillez lui rappeler l'importance d'éviter les contacts avec les autres élèves.
- Dans l'école, les lieux communs non essentiels, dont les gymnases et les bibliothèques, seront fermés. La cour de récréation sera accessible, mais avec d'importantes restrictions, et en alternance. Le but est d'assurer une étanchéité entre les différents groupes et de minimiser les risques. Encore une fois, nous vous demandons de rappeler à votre enfant d'éviter les contacts entre élèves, et particulièrement avec ceux des groupes autres que le sien.
- Les cafétérias seront fermées. Si votre enfant mangeait habituellement à l'école, assurez-vous qu'il apporte chaque jour un repas à l'école. Si votre enfant revenait dîner à la maison, il lui sera encore possible de le faire, mais les mêmes dispositions s'appliquent quant au lavage rigoureux des mains à son arrivée et à son départ.
- En dehors des heures de classe, il est important de ne pas exposer vos enfants à une personne présentant une vulnérabilité sur le plan de la santé (maladie chronique, déficit immunitaire grave, grossesse ou allaitement, personne âgée de 60 ans ou plus).

## **Si vous êtes parent d'un élève du préscolaire ou du primaire et que vous optez pour la poursuite des apprentissages à domicile ou si vous êtes parent d'un élève du secondaire :**

- Pour nous assurer que tous complètent l'apprentissage des savoirs essentiels d'ici la fin de l'année scolaire, une opération majeure de prêt de matériel numérique sera lancée au cours des prochains jours. Si vous ne disposez pas d'un ordinateur ou d'un outil ayant accès à Internet à la maison, veuillez en aviser rapidement votre établissement scolaire.
- Assurez-vous que votre enfant suive le plan de travail et qu'il réalise les activités que lui fournira l'école.



## Coronavirus (COVID-19)

- Assurez un suivi régulier des apprentissages de votre enfant avec la ressource qui sera désignée par votre école et faites appel à cette personne au besoin.

Que votre enfant poursuive ses apprentissages à l'école ou à la maison, sachez que la plateforme *L'école ouverte* sera encore régulièrement bonifiée. Télé-Québec poursuivra également la diffusion de sa programmation spéciale, en ligne et à la télévision, jusqu'à la fin de l'année scolaire.

Je suis conscient que vous pourriez avoir d'autres questionnements quant à la fin de l'année scolaire. Je vous invite donc à consulter les documents joints au présent envoi et à demeurer à l'affût des consignes plus détaillées qui vous seront transmises par votre école au cours des prochaines semaines.

En terminant, je tiens à vous remercier une fois de plus de votre collaboration pendant cette période difficile. Tous ensemble, nous passerons au travers. Ça va bien aller!

Veuillez agréer, chers parents, mes sincères salutations.

Le ministre de l'Éducation et de l'Enseignement supérieur,



Jean-François Roberge

p. j.

