



PARENT HANDBOOK

OAK LEARNERS

2018-2019

Oak Learners Inc.
394 Royal York Road.
Etobicoke, ON, M8Y 2R3
416-820-5233

www.oaklearners.ca

info@oaklearners.ca





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Vision, Mission & Core Values

Vision

To make a measurable, lifelong impact on the ‘wholistic’ health and well-being of children, youth, their families and our community.

Mission

To inspire creativity, foster technique and encourage confidence. We aim to nurture growth by developing individuality and promoting an inclusive community.

It takes a village! We encourage involvement amongst our community, working with families to develop programming that is innovative and inclusive and supports the lifelong journey of learning through exploration in the arts, education and mindfulness practice.

With this mission at the heart of our centre, Oak Learners offers an alternative learning atmosphere, working with your child's unique learning style to inspire their strengths and interests. We offer a wide range of programming designed with creative and inquisitive learners in mind, supporting growth “wholistically” (*taking into consideration the whole body, person, or unit, the mind, body and spirit, emphasizing the importance of the whole as well as the interdependence of its parts*).

Core Values

Integrity in all endeavours.

Honesty & Transparency in all communication.

Accountability to ourselves, our mission and our **Community**.

A commitment to **Innovation** in education and development.

Collaboration to embrace **Diversity**.



School Year Calendar 2018-2019

School Year - Day School Programming

School Year Begins	September 4, 2018
Fall Term	September 4, 2018 - December 21, 2018
Winter Term	January 7, 2019 - April 26, 2019
Spring Term	April 29, 2019 - July 26, 2019

School Year - Extra-Curricular Programming

Session A (10 Weeks)	September 4, 2019 - November 10, 2019
Session B (10 Weeks)	November 12, 2019 - February 2, 2019
Session C (10 Weeks)	February 4, 2019 - April 20, 2019
Session D (10 Weeks)	April 22, 2019 - June 29, 2019
Session E (8 Weeks)	July 1, 2019 - August 24, 2019

Holidays - Oak Learners Closed

Labour Day	September 3, 2018
Thanksgiving Day	October 8, 2018
Winter Break (inclusive)	December 22, 2018 to January 6, 2019
Family Day	February 18, 2019
March Break (inclusive)	March 11 to March 16, 2018
Good Friday	April 19, 2019
Easter Monday	April 22, 2019
Victoria Day Weekend	May 18, 19, 20, 2019
Canada Day Weekend	June 29, June 30, July 1, 2019
Civic Holiday	August 5, 2019
End of Summer Closure	August 31, 2019 – September 2, 2019

Camp Dates

PA Day Camps (TDSB, TCDSB)	October 6, November 17, December 1, January 19, February 16, June 8, June 21
March Break Camp (2 weeks)	Week A - March 11 – March 15, 2019 (TDSB, TCDSB) Week B – March 18 – March 22, 2019
Summer Camps	July 2, 2019 – August 23, 2019



General Information

Office Hours

The Oak Learners office is open Monday to Saturday, 8am to 8pm.

Office Phone: [416-820-5233](tel:416-820-5233)

Office Email: info@oaklearners.ca

Director: Kelly Farrell - kelly@oaklearners.ca

If calling during off-hours please be sure to leave a detailed message, we also recommend in addition to your message to send an email: info@oaklearners.ca

Please remember that during class times, we are often busy with the students. If you call and get voicemail, please leave a message and/or email us. We will get back to you as soon as we can.

Location & Parking Information

We are located at 394 Royal York Road in Etobicoke, near the intersection of Royal York and Evans Ave.

There is usually ample street parking available, but please be cognizant that we are located on a busy street and be sure observe posted parking signage and do not to block driveways or hydrants. Additional short-term parking is available at the rear of our building.

General Supervision

Parents, siblings and friends are welcome to wait for students taking classes at Oak Learners in our common waiting areas. Supervision of children in common areas is the responsibility of the parents.

Programming & Scheduling

Oak Learners makes every effort to maintain an updated program listing and schedule through our website. At times, we may have to make changes to our program offerings. Oak Learners reserves the right to change class times, teachers and program offerings at any time. In this case, we will make every effort to accommodate your programming and scheduling needs wherever possible.

Communications

Oak Learners is committed to being a 'green' facility and our admin team often works virtually. The majority of our communications will be through electronic sources, including email, text, phone, social media and our school website.

Cell Phones

We ask that cell phones be turned off or set to vibrate while in our centre to respect lessons that may be in



progress.

Cell phones are not permitted to be used in classes or for use in common areas by children under 14 years of age.

Late Arrival or Absence

If you will be missing a lesson, please call or email our office as soon as possible to notify us of your absence.

Personal Property

Oak Learners does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, purses, wallets, vehicles, etc.) lost, damaged or left unattended on school premises.

Food & Drinks

Oak Learners welcomes parents and families to bring food and drinks to the centre. Please note, we are strictly a **NUT-FREE** facility. At times, we may have healthy snacks available for children in our programs, please notify us upon registration if there are any medical concerns for your child(ren) regarding food and/or drinks.

Anaphylaxis Policy

Every effort is made to ensure that nut products do not enter the centre as we have children in attendance who are severely allergic to nuts. Parents of children, who have been diagnosed with an anaphylaxis illness, diabetes, or other life-threatening illnesses, must attend a parent/staff anaphylactic training meeting to review Anaphylactic and Special Medical Condition policies.



Payment & Cancellation Policy

Registration & Payment

The terms covered by the registration agreement will be considered in effect upon Oak Learners receiving payment or payment information for the holding of a class placement.

Informing an instructor or the office of intent to register without complete registration and payment will not hold a student's placement.

Full payment must be received at the time of registration.

A \$25.00 NSF fee is applied to a student account for each NSF cheque or declined payment.

Missed Lessons or Cancellations

If you will be missing a lesson, please call or email the office as soon as possible to notify us of your absence.

Private lessons cancelled by the student can be made up provided a minimum of 24 hours notice is received by Oak Learners and the cancellation is due to good cause (ie. illness, family vacation).

Missed group classes, Bridge the Gap, and semi-private lessons are not eligible for make-up lessons or credits.

Make-up classes are available for private lessons only (music or tutoring). Make-up classes must be scheduled in the same term as the missed lesson. Oak Learners will not guarantee the availability of a specific instructor for make-up lessons.

Cancellations or Change of Instruction

Oak Learners reserves the right to withdraw any course, or to change an instructor of any lesson, or to close any location at anytime without notice or liability other than to refund tuition fees received for lessons cancelled due to such withdrawal or closing.

Termination

Registration in programs at Oak Learners are based on 10-week sessions. (See calendar)

If you wish to withdraw your registration mid-term, written notice for 3 consecutive lessons is required to process the withdrawal and refund, if applicable. Tuition is payable for the duration of the 3-lesson period whether lessons are attended or not.



Oak Learners Co-operative Membership

Oak Learners welcomes parent involvement in all aspects of our school and programming. While we always invite community participation, we offer additional financial incentives to parents who wish to become active members of our co-op membership. For each school year, membership is limited to 10 families. To apply to be added to the membership wait list, please complete the application form and submit it to Oak Learners upon registration.

Financial Incentives

Financial incentives are available when you become a Member. Please inquire as to our current membership incentives.

Membership Responsibilities

As an active member of our co-op, one parent from each household is expected to fulfill 8 or more hours of volunteer support per month in addition to mandatory attendance at all General Meetings.

Available Roles

Operational - On-site responsibilities include administrative support, classroom assistance, snack Prep, lunch time supervision and clean up, shopping, etc.

Fundraising - Assist in fundraising efforts, attend fundraising events

Marketing - Assist in marketing efforts (events, flyers, Etc.)

Clean-Up - Assist in site cleanup, including interior and exterior cleaning

Withdrawal

Sometimes our lives get busy and schedules change - we understand that. If at any time you wish to withdraw your membership in our co-op, please provide 30-days written notice of your intent to withdraw your active membership accompanied by payment to recover the discount you received upon registration as a member.



Program Philosophy

Academic Programming

Developed by teachers, families and children working together to create an ideal academic and enrichment learning environment following a holistic approach. At Oak Learners, young people of all ages come together to create their own deep, meaningful, and enduring learning experiences. We endeavour to provide a creative and collaborative educational alternative that cultivates authentic, balanced critical thinkers who are prepared for a life of learning and community engagement.

Our mission is to inspire and create an authentic curriculum to provide a balanced learning environment, nurturing children's natural curiosity about their world with student-centered experiences. We believe every child is capable and will be successful when every family belongs to a supportive educational community.

Effective learning assistance requires more than just tutoring. At Oak Learners, we offer a unique approach which blends mentoring, mindfulness and academic support to ensure the best possible outcome for your child. We have experienced teachers working together to pair your child with the right instructor to meet their individual needs.

Private Teaching: During the school year, our teachers are available for private tutoring sessions to build your child's academic skills, confidence and self-awareness of their learning profile. Our teachers are experienced working with students of all abilities, including learning disabilities, anxiety, autism and ADD/ADHD.

Bridge the Gap: An alternative day-school program featuring flexible and progressive, interdisciplinary programming in a student- driven, teacher-facilitated, alternative learning environment.

Kindergarten Enrichment: A unique program designed for active and curious kindergarten students aged 4-6. Choose from 1-5 days per week, full day or half day programs. Each day's program explores the arts, science, nature and self-expression through language arts.

Summer Skill Boosters: An 8-week summer program designed to help students maintain and build upon skills and concepts learned during the previous school year to set them up for academic success. Classes are limited to 4 students and are available in Math and Literacy.



Mindfulness Programming

Oak Learners Mindfulness programs are inclusive of the whole person, mind, body and spirit, promoting a calm, focused, alert, aware and creative state of mind contributing directly to the development of cognitive, performance and executive functioning skills.

Mindfulness is an experiential activity that can support one's mental, emotional and spiritual health. We teach children and adults alike how to quiet their mind, be in the present moment and heal from the inside out. We believe that everyone has the potential to manifest their own goals through mindfulness practice.

Oak Learners has developed both individual and group sessions for all ages to learn about meditation, energy, and focus. Our programs include Mindfulness, Yoga, Movement, Reiki energy work, Nutrition, Mentoring, Meditation, and Life Skills classes.

Arts Programming

Oak Learners is dedicated to inspiring minds through Arts Education. We offer a supportive learning atmosphere, working with your child's unique learning style to inspire their strengths and interests. Music lessons and a variety of arts-based programs are available to learners of all ages.

Private Music Instruction for all ages in: Piano, Guitar, Drums, Vocals, Bass Guitar, Ukulele, RCM Exam Preparation, Music Exploration (Ages 3-4)

Acorn Music for Preschoolers: Children love to move, sing, dance and make music so we designed a program just for them! Preschool children ages 2.5-5 years will explore sound through percussion instruments, sing-alongs and so much more.

Maker Mania: Ideal for the budding creative scientists and future engineers. This maker-space style program will feed their curiosity through guided inquiry and invention. Each week will feature a new theme and design idea as students work towards a special culminating creation.

Mindfulness through Expressive Art: Think outside the colouring books. This mentoring program encourages children to explore self-awareness and self-expression through artistic exploration. Oak Learners teachers work with children to explore emotions and therapeutic coping strategies for reducing stress and anxiety, increased focus and attention and overall improved mental health.



Bridge the Gap

Philosophy

Developed by teachers, families and children working together to create an ideal academic and enrichment learning environment following a holistic approach.

At Oak Learners, young people of all ages come together to create their own deep, meaningful, and enduring learning experiences. We endeavour to provide a creative and collaborative educational alternative that cultivates authentic, balanced critical thinkers who are prepared for a life of learning and community engagement.

Our mission is to inspire and create an authentic curriculum to provide a balanced learning environment, nurturing children's natural curiosity about their world with student-centered experiences. We believe every child is capable and will be successful when every family belongs to a supportive educational community.

Curriculum

Progressive, interdisciplinary, inquiry-based programming in a student-driven, teacher-facilitated, alternative enrichment learning environment. Each learner goes through a cyclical process of identifying their unique strengths, needs, goals, and interests. Through collaboration with teachers, peers, parents and members of their community, they design an inquiry-based project to guide their learning over the course of a term.

There are no subject-based classes at Oak Learners, rather each day brings new learning opportunities through an integrated and immersive approach to education. Ontario Curriculum content and skill achievement guidelines are covered and enriched through a holistic approach to learning in a project-based inquiry model.

Features

Holistic mindset / 6:1 ratio / Field Trips and Experiential Learning Opportunities / Music / Mindfulness / Arts-Integrated / Programming / Entrepreneurship / Learning Garden / Educational Advocacy and Assessment support teams / Holistic Health Services / Home-Ec and life-skill elective classes / OCT Teachers / Learning Exceptionalities, Mental Health and Special Needs support, including Gifted, Autism, ADHD, OCD, Anxiety, LD, etc.

Assessment

Students work together with peers and teacher-mentors to develop their own criteria for success and assessing their progress. Teachers will keep track of each individual's progress against Ontario curriculum standards, and at the end of each term, students, teachers and parents will meet to conference, reflect and set goals for the next term. Reporting on assessment will look different for each student and will take place primarily through formal and informal student-led portfolio conferences.



Camp Information

Oak Learners runs multiple camps throughout the year, including PA Day Camps, March Break Camp and Summer Camps.

A typical day for all campers includes a morning meditation with yoga elements, fun arts and musical activities throughout the day, and an outdoor adventure trip to a local park or nature trail.

Camp Hours

All Day Camps at Oak Learners run from 9am-4pm. You may drop your child off as early as 8:45 and pick up as late as 4:15 without being charged for extended care.

Extended Care

Extended hours available if needed for an additional \$10/hour. Please let us know before camp starts if you think you will be needing extended hours.

Before Camp: 8-9am After Camp 4-6pm

Food & Snacks

Please pack a healthy, garbage-free lunch and a reusable water bottle.

Note that we are a NUT-FREE facility.

What to Wear

To ensure your child is well prepared for our neighbourhood outings, please send them with weather appropriate clothing and footwear.

In the spring and fall, please send extra layers of clothing as well as hats and mitts.

In the winter, please send appropriate snow-gear, including snow pants, boots, hats, mitts, etc.

In the summer, please send hats, sunscreen and bug spray, if needed.

Ensure all items are labeled for easy identification.



Registration Forms



Oak Learners Program Enrolment & Registration 2018-2019

Registering for (select programs and terms):

Programs	Terms	Programs	Terms
<input type="checkbox"/> Private Music Lessons Day / Time:		<input type="checkbox"/> Mindfulness Program:	
<input type="checkbox"/> Other Music Class:		<input type="checkbox"/> Yoga / Movement Class:	
<input type="checkbox"/> Private Tutoring Day / Time:		<input type="checkbox"/> Bridge the Gap Day School Day(s):	
<input type="checkbox"/> Academic Programs		<input type="checkbox"/> Other: (ie. Camps, Kindergarten Readiness, Enrichment, etc.)	

Participant Information

Participant's Full Name	Date of Birth	M F Sex
Address	Current School	
City, Province, Postal code	Current Grade	

Parent Contact Information

(For Participants Under 18)

Parent's/Guardian's Name	Parent's/Guardian's Name
Email	Email
Home Phone	Cell Phone
Home Phone	Cell Phone

Alternative Emergency Contacts *(if needed)*

Primary Emergency Contact	Secondary Emergency Contact
Home Phone	Cell Phone
Home Phone	Cell Phone



Medical / Health Information

Allergies/ Known Health Considerations

Treatment (ie. Epi Pen)

Medications

Yes? No? (Explain)

Health Card Number

Immunizations Up to Date?

Family Doctor's Name

Phone Number

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the event that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature

Date

Registration Agreement

I have read, understand and agree to the terms of registration and enrolment in programs at Oak Learners. I have read the Parent Handbook and agree to all policies and procedures applicable to the programs for which I am enrolled at Oak Learners.

Parent's/Guardian's Signature

Date



Payment & Policy Information

Participant Full Name: _____

Please initial all sections to verify that you have read and agree to our terms of registration.

Registration & Payment

The terms covered by the registration agreement will be considered in effect upon Oak Learners receiving payment or payment information for the holding of a class placement. Informing a representative of Oak Learners of intent to re-register without complete registration and payment will not hold a student's placement. Full payment must be received at the time of registration. A \$25.00 NSF fee is applied to a student account for each NSF cheque or declined payment.

Initials:

Missed Lessons or Cancellations

If you will be missing a lesson, please call or email our office as soon as possible to notify us of your absence. Private lessons cancelled by the student can be made up provided that a minimum of 24 hours notice is received by the instructor and the cancellation is due to good cause (ie. illness, family vacation). Missed group classes are not eligible for make-up lessons or credits.

Missed group classes, Bridge the Gap, and semi-private lessons are not eligible for make-up lessons or credits.

Make-up classes are available for private lessons only (music or tutoring). Make-up classes must be scheduled in the same term as the missed lesson. Oak Learners will not guarantee the availability of a specific instructor for make-up lessons.

Initials:

Cancellations or Change of Instruction

Oak Learners reserves the right to withdraw any course, or to change an instructor of any lesson, or to close any location at anytime without notice or liability other than to refund tuition fees received for lessons cancelled due to such withdrawal or closing.

Initials:

Termination

Registration in programs at Oak Learners are based on 8-week terms. If you wish to withdraw your registration mid-term, written notice for 3 consecutive lessons is required to process the withdrawal and refund, if applicable. Tuition is payable for the duration of the 3-lesson period whether lessons are attended or not.

Initials:

Personal Property

Oak Learners does not assume any responsibility for personal property (including, but not limited to clothing, cameras, cell phones, purses, wallets, vehicles, etc.) lost, damaged or left unattended on school premises.

Initials:

Photography Consent

For part of learning at our center, photographs will be taken to document our discoveries and experiences of the children. To protect the rights and privacy of the children in our programs, we need permission from the parent or legal guardian to take pictures of their child while attending programming by Oak Learners.

I give full permission for the staff at Oak Learners to take photographs of myself or my child while under the care at our programs. I also give permission for Oak Learners to use these pictures for promotional purposes outside the program premises.

Initials:

Local Outings Consent

I give permission for my child to go on neighbourhood outings and field trips. I release Oak Learners and individuals from liability in case of accident during activities related to regular programming, provided normal safety procedures have been taken.

Initials:



Oak Learners Student Intake Questionnaire

Student Full Name	Date of Birth	M	F
Sex			
Parent(s) Names			
Email	Home Phone	Cell Phone	

Goal Setting

What do you hope your child will achieve through enrolment at Oak Learners?

Goal 1:

Goal 2:

Other:

Learners Profile

What are your child's areas of strength? (Academic, social/emotional, problem solving, physical, etc.)

What are your child's challenges? (Academic, social/emotional, problem solving, physical, etc.)

What does your child enjoy learning about on their own time?

What other extra-curricular activities in your child involved in?

What other professional services or academic support does your child receive?

Is there any other information you would like your child's teachers to be aware of?



Oak Learners Parent Co-op Membership Registration

Parent Full Name	Date of Birth	M	F	Sex
Email	Home Phone	Cell Phone		

Role Selection

	Selected Roles / Duties
× Operational	× administrative support × classroom assistance × Snack Prep × Shopping ×Other: _____
× Fundraising	× Assist in Fundraising Efforts × Organize Fundraising Events
× Marketing	× Represent at local events × Distribute marketing material locally × Assist with creation/printing of marketing materials
× Clean-Up	× Interior Cleaning × Exterior / Yard Clean-up × General Maintenance

Details (to be completed by Oak Learners administration):

Registration Agreement

I agree to complete a minimum of 8 hours per month towards the above role and duties as assigned by the Oak Learners administration. I agree to attend all 4 General Meetings. I have read the Parent Handbook and agree to abide by all policies and procedures at Oak Learners.

Signature	Date
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