



# PARENT HANDBOOK

OAK LEARNERS

2019-2020

Oak Learners Inc.

394 Royal York Road.

Etobicoke, ON, M8Y 2R3

416-820-5233

[www.oaklearners.ca](http://www.oaklearners.ca)

[info@oaklearners.ca](mailto: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 2019-2020

### School Year 'Bridge The Gap' Day School Programming

School Year Begins	September 3, 2019
Fall Term	September 3, 2019 – December 20, 2019
Winter Term	January 6 - April 24, 2020
Spring/Summer Term	April 27 - July 31, 2020

### School Year – Extra-Curricular Programming

School Year Begins	September 3, 2019
Fall Term (15 wks)	September 10, 2019 – December 20, 2019
Winter Term (13 wks)	January 6 - April 10, 2020
Spring Term (11 wks)	April 13 - June 26, 2020
Summer Term (8 wks)	July 6 - August 28, 2020

### Day Camps

PA Day Camps	October 11, November 15, December 6, January 17, February 14, June 5
March Break Camps	March 16-20, 2020
Summer Camps	July 6 - August 28, 2020

### Holidays - Oak Learners Closed

Labour Day	September 2, 2019
Thanksgiving Day	October 14, 2019
Winter Break (inclusive)	December 21, 2019 to January 5, 2020
Family Day	February 17, 2020
March Break (inclusive)	March 16 to March 20, 2020
Good Friday	April 10, 2020
Easter Monday	April 13, 2020
Victoria Day	May 18, 2020
Canada Day Break (inclusive)	June 27 to July 5, 2020



## General Information

### Office Hours

The Oak Learners office is open daily between the hours of 9am and 4pm, Monday through Saturday.

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

Office Email: [info@oaklearners.ca](mailto:info@oaklearners.ca)

Director: Kelly Farrell - [kelly@oaklearners.ca](mailto: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](mailto: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 block driveways or hydrants. Additional short-term parking is available at the rear of our building.

### Arrival, Pick-up and Absences

Please arrive 5-10 minutes before your scheduled classes. Parents are asked to wait with their children until the scheduled lesson time. Teachers will be available for up to 5 minutes at the end of each lesson for discussion with parents. If you would like more time with your child's instructor, please feel free to book a meeting during a time that is mutually convenient.

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

### General Supervision

Parents, siblings and friends are welcome to wait for students taking extra-curricular classes at Oak Learners in our common waiting areas. Supervision of children in common areas before and after scheduled lessons 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.

## **Lost-and-Found**

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.

If your child leaves an item behind, we will do our best to place it in the Lost-and-Found until it can be retrieved. At the end of each term, all items remaining in the Lost-and-Found will be donated to a local children's charity.



## School Information and Procedures

### School Hours

School programming at Oak Learners run from 9am-3pm.

Supervision during drop-off and pick-up is between 8:45-9:00am and 3:00-3:15 after school.

If your child will be late or absent, please notify the school office as soon as possible by leaving a message at 416-820-5233 or by email at [info@oaklearners.ca](mailto:info@oaklearners.ca)

### Extended Supervision

Extended hours of supervision are available if needed for an additional \$10/hour. Please let us know upon registration if you think you will be needing extended hours so we can plan accordingly for appropriate supervision.

Before School: 8-9am / After School 4-6pm

We also encourage you to register for after-school programming such as tutoring or music lessons if you require regular after-school care.

### Food & Snacks - Oak Learners is strictly a NUT-FREE facility.

To maintain optimal learning throughout the students' day, each student is encouraged to bring a healthy snack for morning and afternoon recesses along with a well-balanced lunch.

Reusable water bottles are encouraged to be used throughout the day and refilled as needed.

Students of all ages are encouraged to take an active role in preparing and packing their lunches.

Oak Learners welcomes parents and families to bring food and drinks to the centre for children to enjoy before and after their scheduled programs.

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.

### Communication with Teachers

It is our belief at Oak Learners that communications between parents, staff, students and administration is crucial to the overall success of each student's education. Meeting the needs of each student is done through the collaboration of all adults involved in the student's education.

Parents are free to communicate with their child's teachers through informal conversation at the end of each day. Detailed communications require an appointment to be made through the office.



## School Holidays

The Academic School year at Oak Learners follows an 11-month school year and runs from September through July. School closures and holidays are as noted on Page 3 of this Parent Handbook. If there are any changes to this calendar, parents will be notified through written communication.

It is very rare for Oak Learners to close due to weather, as we follow the Toronto District School Board weather closure policy. In the event of a school closure prior to the start of the day, all families will be notified by phone and email before 7:00 a.m. If a storm comes up through the day, parents will be notified of the school closing and staff will remain until all students are picked up.

## Participation

All students attending school are required to participate in all school activities.

The administrative staff are conscientious about extreme weather conditions and follow the Toronto District School Board recommendations. In the event of cold weather, students will remain indoors if the temperature exceeds -28 degrees Celsius. Outdoor time will be shortened if the temperature falls between -21 and -27 degrees Celsius. At the other extreme, if the outdoor temperature exceeds +35 degrees Celsius the students will remain indoors as the school is air-conditioned.

## What to Wear

Children are encouraged to wear play-friendly, comfortable clothing each day. Indoor shoes or slippers are required - no bare feet or socks are permitted indoors. Please label all clothing.

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.

## Daily Physical Activity

All students are expected to participate in a minimum of 20 minutes of Daily Physical Activity (DPA), as outlined in the Ontario Ministry of Education Daily Physical Activity Policy and adhere to the guidelines for DPA safety and procedure as outlined in the Ontario Physical Education Safety Guidelines published by OPHEA.

DPA at Oak Learners may take the form of Yoga, Dance, Indoor Games, or Neighbourhood Walks





and Outings.

Since there is no outdoor play-space at Oak Learners, students are taking to local parks daily with their teachers for free play and organized outdoor activities. At times, teachers may also arrange for an alternate community location or activity for DPA options.

### **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 individual to each child's needs.

### **Medication Policy**

All medication, prescription and non-prescription must be handed into the office labeled. Office administrators will distribute all medication at the designated times. The school does not supply any form of pain management medication, indigestion tablets or throat lozenges.

### **Illness, Accidents and Emergencies**

All staff are trained in emergency procedures during the professional development time in August. Students will receive direction and practice of the various procedures throughout the year.

In the event of an accident or illness, the school will phone a parent immediately. If the school is unable to reach a parent, the emergency number provided on the student's registration would be called. (Any injury or illness that requires medicine or further treatment must be recorded into the "incident report" book stating the cause of injury and treatment provided).

The parent makes the decision if they want to come and pick up or if the child is fine to finish the day. Parents are required to notify the office of any change in contact information.

ALL HEAD INJURIES, regardless of whether minor or not must be written in the "incident report" book, along with a phone call to the parent. The staff that brings the student to the office is to ensure that the call home is made and write all necessary information in the incident book.

When emergency services are required 911 is called immediately. We ensure that the student is always supervised, kept warm and calm. Every attempt will be made to contact the parents once the situation is in control.



# CAMPS



## Camp Information

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

Please review all upcoming camp details at [www.oaklearners.ca/camps](http://www.oaklearners.ca/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 for before care, and \$10 for after-care per day. Please let us know before camp starts if you think you will be needing extended hours.

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

### Food & Snacks

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

Healthy snacks are provided throughout the day.

### 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 POLICY



## Payment & Cancellation

### 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 scheduled 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.



# CURRICULUM



## 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 2.5-3.5 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 / Educational Advocacy and Assessment support teams / Holistic Health Services/ OCT Teachers / Learning Exceptionalities, Mental Health and Special Needs support, including Gifted, 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.



# REGISTRATION FORMS



## Oak Learners Program Enrolment & Registration 2019-2020

### Registering for (select programs and terms):

Programs	Term s	Programs	Term s
<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:		Bridge the Gap Part-Time / Full-Time	
<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
Phone Number	Phone Number

### Alternative Emergency Contacts (if needed)

Primary Emergency Contact	Secondary Emergency Contact
Phone Number	Phone Number



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

OFFICE USE ONLY

Invoice Number

Paid

Y N

Method of Payment

Date of Payment



OakLearners.ca

## 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 any time 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 10-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 outlined safety procedures have been taken.

Initials:

\_\_\_\_\_



## Oak Learners Student Intake Questionnaire

Student Full Name	Date of Birth	M F Sex
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Parent(s) Names

Email

Phone Number

### Goal Setting

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

Goal 1:

Goal 2:

Other:

### Learner's 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?