



PARENT HANDBOOK

OAK LEARNERS

2020-2021

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 education and well-being of children, youth, their families, and our community.

Mission

To inspire creativity, foster skill-building 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.

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 2020-2021

School Year / Day School Programming

| | |
|--------------------|---------------------------------------|
| School Year Begins | September 8, 2020 |
| Fall Term | September 8, 2020 – December 18, 2020 |
| Winter Term | January 4 - April 16, 2021 |
| Spring/Summer Term | April 19 - July 30, 2021 |

School Holidays & Closures

| | |
|--|---|
| Labour Day | September 7, 2020 |
| Thanksgiving Day | October 12, 2020 |
| Winter Break (inclusive) - School Closed | December 19, 2020 through January 3, 2021 |
| Family Day | February 15, 2021 |
| March Break (inclusive) | March 15 to March 19, 2021 |
| Good Friday | April 2, 2021 |
| Easter Monday | April 5, 2021 |
| Victoria Day | May 24, 2021 |
| Canada Day Break (inclusive) - School Closed | June 28 to July 4, 2021 |
| Summer Break (inclusive) - Camps only | August 1 to August 27, 2021 |
| End of Summer Break - School Closed | August 28 through September 6, 2021 |

Day Camps

| | |
|-------------------|--------------------------|
| March Break Camps | March 15-19, 2021 |
| Summer Camps | July 5 - August 27, 2021 |

NOTES:

Special school events will be communicated via email, social media, and the school website.



General Information

Office Hours

The Oak Learners school office is open as per the following schedule.

Monday through Friday: 9:00am to 5:00pm

Saturday: 9:00am to 12:00 Noon

Sunday: CLOSED

Office Phone: **416-820-5233**

Office Email: info@oaklearners.ca

Office Manager: Jennifer St. Denis - jennifer@oaklearners.ca

Director: Kelly Farrell - kelly@oaklearners.ca

If you are 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.

Please be cognizant that we are located on a busy street and be sure to observe posted parking signage and do not block driveways or hydrants, even for short periods of time.

Arrival, Pick-up, and Absences

Only staff and students of Oak Learners are allowed inside our school at this time, as per our updated Health & Safety guidelines.

Please arrive 5-10 minutes before your scheduled classes. Parents are asked to bring their child(ren) to the front door to meet the teacher. Teachers will then meet parents for pick up at the end of the lesson again at the front door.

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.*



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.

ALL foods **MUST** be **NUT FREE**.

There will be absolutely **NO** sharing of snacks, food, even between siblings. Please do not send treats for special occasions, as we are unable to distribute food or drinks to the students.

Reusable, pre-filled water bottles are **required** as they will be used throughout the day and refilled as needed.

Oak Learners adheres to a strict Boomerang Lunch policy, therefore **ALL** containers, wrappers and leftover food will be sent home at the end of the day.

Students of all ages are encouraged to take an active role in preparing and packing their lunches. This also allows the child to be better able to identify their own containers etc. Please ensure each child has their own lunch bag and that all containers and bags are labeled.

Please notify us upon registration if there are any medical or dietary concerns for your child(ren) regarding food and/or drinks.

Programming & Scheduling

Oak Learners makes every effort to maintain an updated program listing and schedule through our website. We may have to make changes to our program offerings at any point during our school year. Oak Learners also 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.

Cell Phones

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

Lost-and-Found

Oak Learners **DOES NOT** assume **ANY** responsibility for **ANY** personal property (including, but not limited to clothing, jewelry, cameras, cell phones, purses, wallets, vehicles, etc.) lost, damaged and or items 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 month, all items remaining in the Lost-and-Found will be donated to a local children's charity.



Day School Information and Procedures

Day School Hours

Day School programming at Oak Learners runs Monday to Friday, 9:00 am -3:00 pm.

Supervision during drop-off and pick-up is between 8:45-9:00 am 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

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: 8-9 am / After School 3-5 pm

We also encourage you to register for some of our vast variety of after-school programs, such as tutoring or music lessons if you require regular after-school care.

Communication with Teachers

It is our belief at Oak Learners that communications between parents, staff, students and administration are 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 to July. School closures and holidays areas 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.

What to Wear

Children are encouraged to wear play-friendly, comfortable clothing each day. Indoor shoes or slippers are required - for safety reasons, **NO** bare feet and **OR** socks are permitted indoors. *Please label ALL clothing and footwear.*

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

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 we do not have a dedicated outdoor play-space at Oak Learners, students are walked 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.



Day 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

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.

Day Camps

| | |
|-------------------|--------------------------|
| March Break Camps | March 15-19, 2021 |
| Summer Camps | July 5 - August 27, 2021 |

Camp Hours

All Day Camps at Oak Learners run from 9:00 am-4:00 pm. 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 are available if needed for an additional \$10 per hour for before & after-care each day per camper. Please let us know ***before*** camp starts if you think you will be needing extended hours.

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

What to Wear

Children are encouraged to wear play-friendly, comfortable clothing each day. Indoor shoes or slippers are required - for safety reasons, **NO** bare feet and **OR** socks are permitted indoors. ***Please label ALL clothing and footwear.***

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



Health & Safety Policies and Procedures

Infection Prevention & Control

The current community spread of COVID-19 requires schools to prepare a range of delivery circumstances for the 2020-21 school year, including full reopening with public health measures in place, voluntary learn-at-home options, and full remote delivery.

The following enhancements to our facility and programs are being put into place to protect the health and safety of our students, our staff and our families. All policies and procedures were developed in accordance with guidelines from Toronto Public Health. Local public-health units will declare a school outbreak if two or more cases of COVID-19 that are epidemiologically linked are detected in the span of 14 days. At least one of the cases needs to have been contracted on school grounds.

Facility Enhancements

- Entry to Oak Learners is restricted to staff and students. Parents will drop-off and pick-up from outside, adhering to strict social distancing practices.
- The capacity inside of Oak Learners at any given time is limited to a total of 30 individuals.
- Classrooms are limited to only 6 students and 1 teacher at all times.
- Oak Learners has increased daily cleaning and sanitizing of our facility.
- All unnecessary or hard-to-clean items have been removed from classrooms. All other materials and equipment undergoes daily cleaning and/or cleaning between uses.
- Hand sanitizer is available in each classroom and bathrooms will be cleaned between uses.

Programming Enhancements

- Designing our unique programs with an increased emphasis on Outdoor Education to maximize the learning opportunities for children while we spend at least 30% of our school day outside.
- Maintaining our focus on social and emotional learning for our students through a supportive and flexible program.
- A complete plan for flexible transitions between at-home and in-school learning. Staff and students will receive an at-home plan for sick days or isolation days to ensure there is fluidity between home and school to reduce any loss of learning.

Participant Requirements

- All students and staff will undergo daily health checks including a COVID-19 screening questionnaire and temperature checks.



- If a student or staff is suspected of being sick with COVID-19, a negative test result or a self-isolation of 14 days will be required before they return to school.
- Students and staff who are sick with any cold or flu-like symptoms will not be permitted to attend school until they have been symptom-free for at least 24hrs.
- Students and staff who are COVID positive cannot return to school until they are cleared by public health (typically 14 days after symptoms started).
- Students and staff will participate in increased “Hygiene Breaks” for hand washing before and after each activity.
- Physical distancing will be encouraged between students as well as reminders of healthy hygiene practices.
- Students will be reminded to practice healthy respiratory etiquette, such as speaking to others from a safe distance, coughing and sneezing into their shirt or sleeve and staying home when sick.
- All staff and teachers will be required to wear masks indoors. Students are not required to wear masks during the day, but are required to always have a mask available for use.
- If a student or staff member becomes sick during the school day, they will be immediately isolated from others and required to wear a mask. Parents/guardians will be contacted to pick up their child immediately and follow telehealth recommendations for next steps.

Anaphylaxis Policy

Anaphylaxis is a sudden and severe allergic reaction, which can be fatal, requiring immediate medical emergency measures be taken. Oak Learners Inc. is committed to the principle of providing as safe a learning and teaching environment as possible for its students, staff and volunteers.

While Oak Learners Inc., cannot guarantee a complete allergen-free environment, it is expected that school staff, parents and children will take important steps to minimize the risk of potentially fatal anaphylactic reactions, without depriving the anaphylactic child of normal peer interactions or placing unreasonable restrictions on the activities of other children in the school.

Accurate records, written protocols, staff education, parent(s)/guardian(s) support and classroom and school guidelines/policies are established here at Oak Learners.

Parents of children, who have been diagnosed with anaphylaxis, diabetes, or any other life-threatening illnesses, **must** provide **written confirmation** of their child’s anaphylactic and or special medical condition identifying their child’s specific medical needs related to the life threatening illness.

Identification of Students at Risk for Anaphylaxis

At the time of registration, using the Oak Learners Registration Form, parents are asked to report on their child’s medical conditions, including whether their child has a medical diagnosis of



anaphylaxis. Information on a student's life threatening conditions will be recorded and updated on the student's Permanent Student Record annually.

It is the responsibility of the parent/guardian to:

- Inform the school principal when their child is diagnosed as being at risk for anaphylaxis
- In a timely manner, complete medical forms and the Student Emergency Procedure Plan, which includes a photograph, description of the child's allergy, emergency procedures, contact information, and consent to administer medication
- Provide the school with updated medical information at the beginning of each school year, and or camp and whenever there is a significant change related to their child
- Inform service providers of programs delivered on school property by non-school personnel of their child's anaphylaxis and care plan, as these programs are **not** the responsibility of the school.

It is strongly recommended anaphylactic students wear medical identifying information (e.g., MedicAlert® bracelet). The identifying information could alert others to the student's allergies and indicate that the student carries an epinephrine auto-injector. Information accessed through a special number on the identifying information can also assist first responders, such as paramedics, to access important information quickly.

See www.medicalert.ca for ordering information.

Epi-Pen Policy

Children who require an Epi-Pen must **ALWAYS** have their Epi-Pen at school, preferable worn on their body at all times. Oak Learners also asks that parents provide a second Epi-Pen for the school to keep onsite or in a staff member's First Aid Kit, in the case of an emergency.

Medication Policy

All medication, prescription and non-prescription **must** be handed into the office clearly **labeled with the medication name, designated dose time and student's name**. Office administrators will distribute 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 a serious accident or illness, the school will phone a parent immediately. If the school is unable to reach a parent, the emergency contact 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 re: the injury, 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.



Registration, Payment & Cancellation

Registration & Payment

Full payment must be received at the time of registration. Registration is always subject to space available in the selected program(s).

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.

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. Missed group classes, Day School, and day camps are **not** eligible for make-up lessons or credits.

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 a good cause (ie. illness, family vacation).

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.

Force Majeure Clause

Oak Learners Inc. withdrawal and termination policies are **not** applicable during a time of Force Majeure; an Act of God or circumstances beyond our control (i.e. pandemic, quarantine, natural disaster, etc.).

In such a Force Majeure situation, Oak learners will make every effort to provide instruction through Virtual Learning. In the case that Oak Learners is unable to provide comparable instructional programming through online learning methods, a credit towards tuition fees will be applied. All withdrawal & cancellation requests made during the Force Majeure period will be provided with a credit, calculated as per the withdrawal policy towards a future program registration. The lifetime credit can be used towards any future Oak Learners program registration and is transferable to any immediate family member.



Program-Specific Registration & Cancellation Policies

Day School

- A non-refundable deposit of \$2500 is due upon registration.
- Notice of student withdrawal must be received in writing. Withdrawal after August 31, 2020 will result in 50% reimbursement of tuition fees for the remainder of the school year, less the deposit.
- Any fees outstanding will be due upon withdrawal.
- Post dated cheques will also be returned. Refunds will be returned by cheque within 3 weeks of the student's withdrawal date.
- Missed classes are **not** eligible for make-up classes or credits.

Kindergarten Readiness

- **Full** payment must be received at the time of registration.
- Notice of student withdrawal must be received in writing. Withdrawal after the start of each term will result in 50% reimbursement of tuition fees for the remainder of the term.
- Missed classes are **not** eligible for make-up classes or credits.

Private Tutoring & Private Music Lessons

- **Full** payment must be received at the time of registration.
- Notice of student withdrawal must be received in writing. Two weeks, written notice is required to terminate lessons for any reason.
- Any termination, for any reason made by a student will result in forfeiting a fee equal to three lessons/or credits paid from the date of the written notice. Oak Learners will refund any remaining payments beyond the three lessons. Post dated cheques will also be returned. Refunds will be returned by cheque within 3 weeks of the student's withdrawal date.
- All makeup lessons must be made up within the 2 weeks withdrawal notice time or the lessons will be forfeited.

Day Camps

- **Full** payment must be received at the time of registration to reserve a spot for March and Summer Camps.



- All cancellations of summer camp programs made before June 1 of the same program year are subject to a 10% administration fee.
- All cancellations of summer camp programs made on or after June 1 of the same program year are subject to a 50% administration fee.



Curriculum & Program Philosophy

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.

Mindfulness and personal reflection are a valued part of the learning process. Oak Learners teachers work with students and parents to change the way they look at their achievements and academic needs - both for assistance or enrichment.

Enrichment programs at Oak Learners build on students' strengths and provide a fun and hands-on learning experience, facilitated by teachers who love teaching. Students will learn how to ask questions and where to look for answers while immersed in a true experiential learning environment.

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.

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

Kindergarten Readiness: 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.

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.

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



Day school

Philosophy

Oak Learners offers an alternative private day school that was developed by teachers, families and children working together to create an ideal academic and enrichment learning environment following a holistic approach to education.

At Oak Learners, 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 can excel 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.

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.