

THE ROTHEWOOD
ACADEMY
FRANCHISE MANUAL



ROTHERWOOD
ACADEMY

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ABOUT ROTHEWOOD

The Rothewood motto is Head. Hands. Heart. This is referencing the Rothewood Educational Method that is dedicated to teaching the whole child – head, hands, and heart. Our holistic approach to early learning is what makes Rothewood unique.

Our Mission: At The Rothewood Academy our goal is to empower a community of learners who will change the world through passion and selflessness.

VISION

At Rothewood Academy our passion and belief is to help the individual child embrace their inquisitiveness and creativity through play based and natural play learning environments and activities. Our curriculum is based on inquiry and exploration with the goal of encouraging children to become life-long learners and to be curious about the world.

Rothewood children will discover the world and community around them through exploration and inquiry while building the knowledge and skills which will support them in the future.

Our schools are built on teaching children to have respect for themselves and others while ensuring every child has a positive fun, happy and rewarding school experience. Parents and teachers are genuine partners in the learning experience.

At Rothewood daycare and preschool academy we retain experienced, passionate and caring teachers who work hard to provide a range of high-quality learning opportunities that stimulate and challenge the individual needs and talents of each child. This is accomplished within a collaborative culture, creating a strong sense of community and team spirit.

We are confident our focus on individual needs and abilities we are achieved through maintaining strong partnerships with parents and the wider community. This, in turn, provides a comprehensive approach to challenging our students to achieve their best and build self-confidence in their personal abilities. By building the foundations of academic and social capabilities of our students reflects The Rothewood Way.

MANUAL DISCLAIMER

The Rothewood Academy Franchise Operations Manual is set forth as a model of proprietary business operations in the early education industry and is not wholly responsible for the success of a particular franchise operation. Sections are subject to change as the franchise develops and grows. As changes occur, the corporate office sends instructions to update and maintain this manual and any other associated material, news or information necessary to improve your franchise.

Rothewood Academy reserves the right to revise, delete or add to any and all policies, procedures, work rules or benefits stated in this handbook.

Not all policies and procedures are set forth in this handbook. We have summarized only some of the more important ones.

KEEPING THE ROTHEWOOD FRANCHISE MANUAL CURRENT

From time to time, there will be updates and even changes to the Wave Energy Drink Franchise Operations Manual. Any respective updates will be delivered to franchisees in a timely manner.

RESPONSIBILITIES OF THE ROTHEWOOD ACADEMY FRANCHISEE

Each Rothewood Academy Franchise is independently owned and operated. Each franchisee is responsible for upholding local, provincial and federal laws and regulations. The corporate office is not responsible for the operation of individual franchises.

This manual includes references to certain regulatory requirements that may affect individual franchises. While this information is provided to assist in the management and implementation of the services and products Rothewood Academy offers, it does NOT provide complete information regarding federal, provincial and local tax, employment or other regulatory requirements. Franchisees are required to consult with an attorney to ensure that the franchise is operated within full compliance of all federal, provincial and local laws and regulations.

Each franchisee recognizes that this manual is not intended for legal purposes, and that he, or she, is responsible for compliance with all federal, provincial and local regulation governing operations, including (but not limited to) taxes, employment, child care licensing and Occupational Health and Safety compliance.

PRE OPENING

The dedication and drive of the successful franchisee is very important. The shared vision of business success and personal improvement can be easily translated to Wave Energy Drink's vision of growth and success. Use the checklist below to help you develop your franchise.

Establish a Business Entity

A business entity is an individual, association, or organization that engages in economic activities. A structured business entity allows franchisees to separate personal and business finances. One or more persons may own a business. Businesses are classified according to who owns them and the specific way they are organized. Three types of ownership structures are (1) Sole Proprietorship (2) Partnership and (3) Corporation. Within these three entity structures are an array of organizational forms in which you can operate your business. Legal advice is highly recommended.

Corporations are formal legal entities, which are formed by filing articles of organization and various registrations, as well as paying fees to the appropriate provincial or federal agencies. In addition, sound business planning dictates that a buy-sell agreement and an operating agreement or shareholder agreement are entered into as well, even where the law does not require it.

NOTE: Deciding on which type of business entity works best for you is complex and has many legal and tax ramifications. Consult with an attorney, or certified public accountant to determine which business entity makes the most sense for your situation.

Write a Business Plan

To increase your success, explore and evaluate your business and personal goals up-front. Use this information to build a comprehensive business plan that will help you reach these goals. The process of developing a business plan will expose important issues that you may not have considered. Your plan will become a valuable tool as you set out to raise money for the business. It should also provide milestones to gauge success. Before writing business plan, consider these four questions:

- What service or product does your business provide and what needs does it fill?
- Who are the potential customers for your product or service and why will they purchase it from you?
- How will you reach your potential customers?
- Where will you get the financial resources to start your business?

PRE-OPENING PART 2: CONSTRUCTION OF PREMESIS

We will manage construction or renovation and fitting-out of your School Premises, regardless of whether you sign a Lease or Sublease thereof. You may inspect the construction or renovation work in progress at reasonable times. Plans and specifications for construction or renovation will be finalized by us under section 9.4 of the FA. The cost of the final plans and specifications and all costs and expenses pertaining to the construction or renovation and fitting-out of your School Premises in compliance with the final plans and specifications (and our System) will be borne exclusively by you. Additionally, you will pay us a monthly management fee of 15% of the total actual costs of construction or renovation incurred each month, payable in arrears on the 18th day of each month for the previous month, during the period of construction or renovation.

Alternatively, at your request, and provided you have sufficient relevant experience, Franchisor may consent in writing to you retaining an architect and general contractor whom we approve for construction or renovation of your School Premises. In that case, we would provide you with preliminary plans and specifications for your architect to finalize in accordance with our directions. We would charge you a fee for conducting inspections and providing final written approval of construction or renovation. If we do provide such consent, then you will do or cause to be done the following, at your sole expense:

- (a) ensure that all applicable by-laws, building codes, permit requirements and Lease requirements and restrictions are complied with in connection with such construction or renovation;
- (b) obtain all required building, utility, sign, health and business permits and licenses and any other permits and licenses that may be required by law;
- (c) cause construction or renovation of all improvements to the Franchisee's School Premises required by Franchisor and decorate the Franchisee's School Premises in compliance with final plans and specifications approved by us, acting reasonably; and
- (d) subject to the provisions hereof, purchase or lease and install all fixtures, Designated Equipment and signs required for your School Premises by the FA.

PRE-OPENING PART 3: MANAGERS AND STAFF

Discrimination laws don't just cover current employees. Many of the protections extend to job applicants as well. It's a fact of the interview process: You cannot make a decision to hire a candidate without asking a lot of questions. But, if your questions are not worded properly, or if you ask applicants potentially sensitive questions, you may be setting yourself up for legal trouble.

The BC Human Rights Code and most courts assume that every pre-employment question is asked for a purpose, and any answer will then be used to influence hiring decisions. Thus, the simple act of asking about an applicant's age or national origin could be used as evidence of discrimination, unless you have a legitimate job-related reason for asking. Follow the basic "dos" and "don'ts" for collecting information during the interview.

First Interviews

The purpose of the first interview is to get a feel for the applicant and decide if they are qualified for the position they have applied for. During the first interview, focus on two different aspects of the conversation: tone and ability to use words to motivate others. Tone tells us the emotional state of a person. For example, when people lie, they often stammer. Listen for the way the interviewee speaks. Do they raise their voice when discussing personal information? Do they sound excited to work for you? Or do they sound bored, or desperate? Listen to the level of speaking skills the person exhibits. Rothewood Academy needs people who project professionalism at all times.

Second Interviews

The purpose of the second interview is to get better acquainted with the applicant and determine if they are a good fit for the Rothewood Academy environment. By the second interview you have already determined their certification and education levels, so the focus is on compatibility with the Rothewood Academy business philosophy. A typical second interview lasts between 30-60 minutes. The objective should be to ask questions in order to gather information, which will aid in deciding which candidate should be hired. Interviewees commonly try to tell the employer what they want to hear, so ask questions that will bring out the truth in a person's answers. Always arrange for an interruption-free interview. Schedule interviews outside of facility hours or during the day when traffic is slow. Conduct interviews in a quiet location and be prepared with pre-written, legally appropriate questions. Know what traits Rothewood Academy is looking for in an applicant. Gut instincts alone can lead to disaster as can hiring a "warm body" due to a shortage of employees. Remember that even though someone may perform well in an interview, they may not be the right candidate for the job. It is

important to check references and past employers.

PRINCIPAL RESPONSIBILITIES

See Principal job description attached as addendum.

TEACHER RESPONSIBILITIES

Preparing to start as a Rothewood Academy Teacher:

- - Provide all of your personal information in a timely manner when requested by management. This information includes but is not restricted to:
- - Full name, address and telephone number(s)
- - Social insurance number
- - Date of birth
- - Three letters of reference
- - Resume
- - First aid certificate
- - Ece license, infant toddler license, special needs license
- - Read the material in the earthquake training folder and be completely familiar with its information as well as the school's emergency and earthquake procedures. Familiarize yourself with your role in case of an emergency, and prepare yourself by asking any questions or clarifications necessary within one month of your starting date.
- - Read the other Teachers' autobiographies posted at the entrance of the school and provide the Administrator with your own one page autobiography, written in the same style as the existing ones.
- - Set up your e-mail account
- - Modify the classroom voicemail message
- - Frame and post a colour copy of your Early Childhood Educator license to practice, as well as any other relevant documents and licenses, on your classroom wall, in the specified frame provided by the Administrator.
- - Review the Child Care Regulations and familiarize yourself with its contents

- - Read and prepare to comply with all applicable manuals to your role
- - Read and familiarize yourself with the following school documents:
- - A parent package
- - All articles written about Rothewood
- - A Rothewood brochure
- - The Rothewood website
- - The latest Rothewood newsletter
- - All current Rothewood promotions and advertisements
- - Familiarize yourself with the particulars of Rothewood: what makes it different from a pre-school? Why is it not a daycare? What is the Junior Kindergarten curriculum? What are the different options a parent has when choosing a schedule? Why is it an “individualized learning” for each child? Why is STEM important? What is the Rothewood Way? Other questions will also come to your mind that may not be covered in these sections. Please feel free to ask our Principal for assistance in answering all of them.
- - Study in depth the Rothewood method and its curriculum
- - Study the particulars of the Montessori, Reggio Emilia and other renowned methods and its curriculums
- - Familiarize yourself with the physical aspect of the school: Know what every room is for and why it was designed in that particular way.
- - Familiarize yourself with the material and books at your disposal in the faculty room.
- - Review the Rothewood calendar to be aware of and plan to attend all scheduled events
- - Familiarize yourself with every child’s file.
- Ask your Administrator where to find the files for children in your class. As a professional at Rothewood Academy, these are our minimum expectations: What is expected of you?

At Rothewood, who you are as a person is of great value to us. As a Teacher, you also have a respectable role in our society. Please conduct yourself accordingly and at all times, during school hours as well as outside of school hours. It is also important that you always perform your duties as required. If there is something that you are not sure you can do, or need help with, please do not hesitate to ask.

- You must inform the Principal if you are unable to perform any one of your duties.
- - Always refer to Rothewood as what it is: an Early Learning Academy. No other words are permitted, whether speaking to a child, a parent, staff or outsiders. Always be punctual, well-spoken, efficient, discreet and pleasant with the children as well as with the parents and with your co-workers.
- - Familiarize yourself with the parents, the children and the staff at Rothewood, never excluding the children and parents who are not in your class (they soon will be or already have been!)
- - Be kind and understanding to the children at all times. Keep in mind that they need your support and love more so than your teaching.
- - Ask the Principal and your Co-Teacher to be excused if you are not in the mood to be in the classroom, do not stay with the children if you are not feeling happy or at least even-keeled.
- - Never raise your voice at or near the children. Always keep a positive and respectful attitude, regardless of the circumstances.
- - Never share your personal conflicts or other personal or school information with parents.
- - Never talk to parents or anyone other than our Principal about any disagreements you may have with the school. Problems are not to be shared with anyone other than the person who can resolve them. This matter is to be taken extremely seriously and consequences will be enforced.
- - Never talk to parents about other parents, even if the information seems irrelevant.
- - Never discuss any financial, organizational or any other type of school information with parents.
- - Greet every person that comes to visit the classroom, introducing yourself as the Teacher.

- - Attend every parent event. These have been designed for parents and Teachers to get to know each-other better, in an informal atmosphere. It is mandatory that you stay at least for the first hour.

The program:

- - Follow the requirements of the Rothewood curriculum and Rothewood philosophy.
- - Follow the weekly schedule outlined for your classroom and prepare each activity in advance.
- - Cover every activity in the Rothewood schedule, without exception.
- - Be aware of the contents of each extra-curricular program at Rothewood, it is expected of every Teacher to be knowledgeable in every discipline.
- - If the assigned extra-curricular Teacher for a specific activity is absent (for example, music), you must teach a replacement class yourself (i.e. bring instruments to the classroom and improvise a music class). The paperwork:
- - Familiarize yourself with every child's file. These files must be updated as we receive more information. Review each child's file periodically. Keep information on each child, noting the child's development, observations you may have, conversations with the parents, etc. The children's files can be found in the faculty room, which is where they should be reviewed. Do not remove children's files from their folder. Children's files are confidential. Please keep this in mind when removing files from the faculty room and at all times.
- - Submit all recorded information pertaining to your classroom to the Administrator. This includes sign-in sheets, old log books (communication books) and fire drill records. All records must be completely filled out and dated, as well as stored (filed).
- - Read all parent correspondence and file in your Teacher binder to refer to when needed.
- What are a Teacher's duties and responsibilities?
The duties and responsibilities you have as a Teacher at Rothewood are outlined in the Teacher Manual, Job Description and provided by the Principal.

It is your responsibility as a Teacher to be knowledgeable and comply with the contents of all manuals at least. In doing this, you will ensure that you:

- Have completed and are in compliance at all times, with all the duties and responsibilities as stated in this Section of the Teacher Manual under “Preparing to start as a Rothewood Teacher”.
- Follow the requirements of the Rothewood educational program, as detailed in the Teacher Manual and during Training. This includes following the schedule of activities and preparing each activity in advance.

LICENSING OF ROTHEWOOD ACADEMY

Rothewood Academy is a licensed facility. This means that in every respect, we comply with your province's Child Care Licensing Regulations and the Act(s) from which the regulations are derived. A copy of the current Child Care Licensing Regulations is available at the school for all staff. All staff is required to read the regulations very carefully and to comply with its content.

This procedures Manual, as well as all other Rothewood manuals and materials, have been written in compliance with the Act and its regulations.

All staff is required to read the manuals very carefully and to comply with its content.

Classrooms

Rothewood is divided into four classrooms:

- Rothewood Baby
- Junior Kindergarten One
- Junior Kindergarten Two

- Junior Kindergarten Three

Each classroom has learning goals for the group, and also the individual child based on the child's individual development stage and needs.

Number of Teachers per classroom

The number of Teachers per classroom will be based on the staff: child ratio set out in the Child Care Regulations and the number of enrolled children per classroom

- All Teachers must hold a valid Early Education license and have a valid First Aid certificate.

Teachers who do not hold these minimum qualifications must be in the process of obtaining them.

Non-regular workers and guests:

Please refer to the Administrator Manual for specifics regarding guidance and supervision for substitutes, volunteers, practicum students, and guests.

Age of the children:

Rothewood is licensed to accept children from birth to 5 years of age. Children are enrolled according to their birth year. The age-groups for the classrooms are as follows:

- Rothewood Baby: 1 to 2 years
- Junior Kindergarten One: 2 to 3 years
- Junior Kindergarten Two: 3 to 4 years
- Junior Kindergarten Three: 4 to 5 years

Exceptions can be made for certain younger or older children. Only the Principal has the authority to accept a child of a different age.

GUIDANCE AT ROTHEWOOD

Proper supervision is required in order to diminish and prevent accidents in the classroom.

Teachers must be able to assess a situation and determine whether there is a potential risk to the child or the group and act in a way to reduce or eliminate that risk.

It is the responsibility of the Teacher to inform all other staff such as the Support Teacher, Substitute Teachers or Volunteers of the potential supervisory risks appropriate to the individual child in a confidential and sensitive way.

In no circumstance is a Substitute Teacher or Volunteer to be left alone with the children or left unassisted to help a child resolve a challenging circumstance.

At Rothewood we view guidance as an agreement that we make between Teachers and children to respect both one another and the social environment. It is a way of helping the children develop self-confidence which will enable them to foster self-discipline. There is no quick fix or instant gratification this is a process.

Our Teachers must ensure that they are following our Basic Health and Safety Procedures outlined in the Safety & Health Manual. When a new Teacher is hired they must read through the Teacher Manual and Safety & Health Manual. The Principal must orient them by using the Two-Day Immersion as outlined by the Director of Curriculum. This two-day immersion includes training on Policies and Procedures, Curriculum, as well as Behavioural Guidance.

At Rothewood, Behaviour Guidance is not viewed as something that Teachers “implement” on children, but an agreement made between Teachers and children to respect both one another and the social environment.

Rothewood believes in giving the child the tools and the guidance to develop self-confidence and to recognize a simple system of essential values that will foster self-discipline.

Our children are given an active role in this process, as we discuss issues that are of relevance in an effort to create solutions to a problem. Teachers help the children think through and work together to determine what constitutes appropriate or socially acceptable behaviours. We find that since the children are given an active role in the process that they in turn work hard to respect what they themselves have established.

Thus, by establishing a warm, caring and relaxing environment with clear and consistent expectations of behaviour, a positive environment is maintained.

In the event of a more acute behavioural concern, other techniques will be used such as reminding, diverting, redirecting and if needed, asking the child to take a few minutes – with a Teacher - to regain control of his/her body before joining an activity or a group. This is not used as a punishment but as a way of allowing the child to collect his/her thoughts before joining in when ready.

In any situation dealing with emotional and/or social development of a child, these are our goals:

- * To help children develop a positive self-concept and an accurate perception of self.
- * To help children express their feelings in appropriate ways.
- * To provide an environment that fosters positive behaviour in children.
- * To provide an environment that respects each unique child, their safety & well-being in the classroom.
- * To help children appreciate differences and respect personal feelings, as well as the property of others.
- * To provide experiences that facilitates a child's sense of belonging to a family, community and the world at large.

Always:

- * Use positive reinforcement for good behaviour and redirection when inappropriate behaviour occurs.
 - * Avoid using the word "no."
 - * Speak to the children in a positive manner. A smile goes a long way.
 - * Set time aside to discuss any behaviour concerns or guidance strategies related to each individual child with your teaching partners, Principal and parents.
- Guidance during play time
- * Role-play! "Model" how to play safely and collaboratively in each activity area.

- * Make sure to give children notice of when the next activity will take place by singing a simple song, for example: "Five more minutes and then it's clean up time". Respect the time given, make it engaging and fun.
- * Don't make children wait for an activity! Do some music and movement activities or let them play in a different area of the classroom while you set up.
- * Look for the child who is not engaged in play. Your job would be to interact with that child and engage him or her.
- * Limit the number of children during washroom or hand washing time encourage only one to two friends (at a time).
- * Set clear guidelines for use in the space by verbally explaining, having a visual aid (classroom schedule with pictures) or role playing.
- * Be pro-active. Send different groupings of children who can support each other. Encourage children with advanced play and collaboration skills to support younger children or children with developmental needs.
- * Have indoor and outdoor sensory stations available during the day (like the water or sand table, and play dough)
- * Gross Motor and Outdoor activities should be available throughout the day
- * Know your students, actively follow their interests and respect their needs and wants with regards to activities. You should not expect a child to sit during group time. Children will naturally attend group time if they are interested in the activity at hand.
- * Have a visual class schedule handy, which will let children know which activities will occur during a designated period of time. This will give the child clear information, foster the ability to predict the day, and will also aid in developing children's autonomy & independence. It may also aid in promoting interactions with peers, family and Teachers. The visual class schedule may be presented at circle time, or demonstrated during a "teachable moment" when a child may ask what activity will follow during the day.

THREAT AND VIOLENCE IN THE WORKPLACE

Workplace violence is any intentional conduct which is sufficiently severe, offensive or intimidating to cause an individual to reasonably fear for his or her personal safety or the safety of his or her family, friends, and/or property such that employment conditions are altered or a hostile, abusive or intimidating work environment is created for one or several Rothewood Academy employees.

Specific examples of conduct that may be considered threats or acts of violence under this

Policy include, but are not limited to the following:

- *Hitting or shoving an individual.
- *Threatening an individual or his/her family, friends, associates or property with harm.
- *The intentional destruction or threat of destruction of Rothewood Academy property.
- *Harassing or threatening telephone calls.
- *Harassing stalking.
- *The suggestion or intimation that violence is appropriate.
- *Communicating an endorsement of the inappropriate use of firearms or
*weapons.
- *Workplace violence does not refer to occasional comments of a socially acceptable nature.

Such comments may include reference to legitimate sporting activities, popular entertainment or current events. Rather, it refers to behaviour that is personally offensive, threatening or intimidating.

The prohibition against threats and acts as described above applies to all persons involved in the operation of Rothewood Academy, including but not limited to all personnel, employees and non-employees of Rothewood Academy premises.

Rothewood Academy will make the sole determination of whether and to what extent, threats or acts of violence will be acted upon by Rothewood Academy.

DISCIPLINE GUIDELINES

Our objective at Rothewood Academy

To teach all children to become autonomous, to have the ability to make decisions for themselves about what is right and what is wrong.

In planning for our approach to discipline, we must always keep in mind what kind of adult we hope these children become. Other methods can be effective as far as their outcome (stickers, time outs), but they do not teach children to make decisions based on what is “the right thing to do”; they will base their decisions on what is rewarded or punished.

At Rothewood Academy we let children choose and make their own decisions by giving them appropriate choices. We allow them to explore and decide, to then come to their own conclusions. No “time out” will be given to children, under any circumstances.

Rules and values can only mean something to a child if it is the child who builds them from within, only then they are the child’s own.

At Rothewood, discipline is considered as an integral part of the daily curriculum. Our school is often the first opportunity for children to socialize independently from their parents. This means that the child will decide at all times how to respond to the outside world: other children, adults other than parents and close family, stimuli, etc.

Rothewood, adheres to the guidelines set out in the Child Care Licensing Regulation – Part 4 Operations – Division 2 Guidance and Treatment of Children Behavioural guidance.

(2)

A licensee must

- (a) ensure that behavioural guidance is appropriate to the age and development of the child who is receiving the guidance, and
- (b) provide to employees and parents a written statement of the licensee’s policy on behavioural guidance.

If the child has a care plan that includes instructions respecting behavioural guidance, the licensee must ensure that

- (a) any behavioural guidance given to the child is consistent with those instructions, and
- (b) if the behavioural guidance includes the use of restraints that the restraints are administered only by a person who is trained in the use of, and alternatives to the use of, restraints.

Harmful actions not permitted

52 (1)

A licensee, is not subjected to any of the following:

- (a) shoving, hitting or shaking by an employee or another child, or confinement or physical restraint by another child;
- (b) confinement or physical restraint by an employee, except as authorized in a child care's plan if the care plan includes instructions respecting behavioural guidance;
- (c) harsh, belittling or degrading treatment by an employee or another child, whether verbal, emotional or physical, that could humiliate the child or undermine the child's self respect;
- (d) spanking or any other form of corporal punishment;
- (e) separation, without supervision by a responsible adult from other children;
- (f) as a form of punishment, deprivation of meals, snacks, rest or necessary use of a toilet.

(2) A licensee must ensure that a child is not, while under the care or

supervision of the licensee, subjected to emotional abuse, physical abuse, sexual abuse or neglect as those terms are defined in Schedule H.

The child will not only be forming a set of values, a “behaviour” to utilize when relating to others, he or she will learn to use those values to negotiate with others in order to obtain or to keep specific objects or arrangements, and to form bonds and relationships with others.

Now is when a Teacher spends the most time “disciplining a child”. This does not mean approving or disapproving of a child’s behavioural choices, but rather showing the child what consequences would follow the child’s independent choice, and offer alternative ways for socializing and for conflict resolution, as needed, always leaving the child in control of his or her behaviour and decisions.

Self-discipline is the aim of our school. We want to help each child develop the ability to make decisions in consideration of others and of all consequences.

A child will never be:

Punished

Mentally or physically abused

Made to feel shame or embarrassment Belittled

Unprotected when in need of protection or support

SAFETY AND HEALTH & SUPERVISION PROCEDURES

REPORTING

All teachers, aides, substitutes and volunteers report to the Principal.

All Principals report to the Owner and Director..

All staff are mandated by law to report any suspected child abuse and must fill out and sign the necessary form documenting such incidents.

Be sure you read carefully all forms required upon employment.

COMMITMENT TO SAFETY AND HEALTH

Responsibility for Safety and Health

All employees of Rothewood Academy are responsible for working safely and maintaining a safe and healthful environment for children and staff.

Good housekeeping is important part on any effective safety program. Keeping work areas neat and clean reduces the chances of accidents and injuries. Well organized work areas also increase the ability of employees to perform their jobs efficiently. Each employee is responsible for keeping his or her work area neat and orderly.

- Once outside and clear of the building, at the designated meeting spot, roll call will be made.
- We will return to the child care when the all-clear is given.
- If we go to any place other than the child care, parents can reach staff by calling the cell phone number posted on the front door. If possible, a staff member will return to the child care area to direct parents to their children
- Emergency Fire Drills
- Conduct monthly emergency drills with the children.
- Practice Emergency Evacuation Procedure during monthly drills
- Staff will record monthly emergency drills (around the 15th of every month) in bound logbook. Include date, time and any comments

- Parents' responsibilities

Parents or Legal Guardians also have a responsibility to follow our guidelines and ensure their child(ren)'s safety

- - Parents will personally drop off their child(ren) to Teachers and ensure that they say goodbye to their child as well as notifying a Teacher that they are leaving
- - Parents will sign in their child(ren) using our sign-in sheets when dropping off, and sign out when picking their child(ren) up from school
- - It is the parents' and or legal guardian's obligation to update the school on who is allowed to drop off and pick up their child(ren). The school Administrator will ensure that the authorization forms are up to date with appropriate phone numbers and contact information
- - Parents will inform the school Principal if there are any current or pending court orders affecting the child. Provide the school with a photocopy of court orders
- - Parents should be promptly informed about procedures when going on fieldtrips
- - Parents will ensure that they are not letting other people that they don't know into the school. Management needs to be present at all times to enforce this policy.

Supervision of children by Teachers

- - Teachers must always communicate with each other when they are taking children to a different area of the school. The Teacher(s) receiving the message will acknowledge their partner(s) to avoid miscommunication
- - Teachers must always ensure that the Teacher to child ratio is always observed as per Licensing Rules and Regulations
- - Teachers must never leave children unsupervised
- - Teachers will be close enough to children in order to intervene when needed, without compromising the children's safety

- - Teachers will position themselves at all times in a way that they can see most or all children as much as possible. Supervision should be active, proactive and interactive
- - Teachers will ensure their classroom and any other areas being used by the children are safe and free of potential hazards
- - Teachers must complete incident forms as per Licensing Regulations and advise their Principal as soon as the incident happens. Teachers must record all other situations in the classroom log book
- - Teachers must follow Rothewood guidance philosophy and guidance strategies
 - Teachers will not take hot drinks while in the care of children
 - Teachers will assist children in the washrooms with washing their hands and any other toilet needs.
 - - Teachers will not under any circumstance let an unfamiliar person enter the school premises. They will re-direct them to the school Administrator or Principal if they need assistance. If by any chance managers are not in the premises, it is the Teachers' duty to inform the person to come back whenever the Principal is able to help them.
 - - The Teacher will use their best judgment to acknowledge if the person trying to come into the school can be of potential concern. If they are someone to be concerned about the Teacher will contact the Principal and/or President of the school and the local Police if necessary.
 - - Teachers will always introduce themselves to new families in order to create a welcoming school atmosphere, and to get to know families
 - - Teachers perform a head count anytime the group leaves the classroom, by checking the sign in sheets and counting the children, ensuring that every child has been signed in by the adult, who dropped them off.

o The headcount should be done as the children line up, then again once you get to the front doors before you go outside

o The head count should also be done as you enter the playground or as you arrive at your destination.

o When leaving a destination (playground, another room in the school etc.), a head count should be done as well. Teachers will do a head count while cross-referencing the sign-in sheets while lining up to leave.

o Teachers will do a head count after they have left

o Teachers will do a head count before they enter the school, as well as before they enter the classroom

- - Teachers will always look into the Authorization Pick Up binder when releasing a child, as per the school's general pick-up and drop-off procedures
- - If you are the last one to leave from your classroom and the children from your class will stay with another Teacher, confirm with that Teacher the names of your children and hand her your class authorization pick up binder as well as the sign-in sheet

- Teachers will only release children to authorized people. All Staff must be made aware of these procedures and be able to implement them.

FIRST AID KIT

- - Teachers will always carry the classroom First Aid kit outside or anywhere you go
- - Teachers will always ensure that their First Aid kit has the current emergency information for the children from all classrooms.

TOY SANITATION

- Teachers will sanitize toys bi-weekly (or sooner in case of an illness, and so on) by running them through the commercial dishwasher located in the kitchen or cleaning them in a bleach solution, depending on the toy. You may also ask the Janitors to sanitize the larger toys. You must also remind the Janitors as needed to make sure that the cubbies and other surfaces are properly cleaned and sanitized.

BATHROOM PROCEDURES

- Procedures for Toilet-Training:
 1. Communicate with the family about the strategies used at school so the process is consistent.
 2. Toilet training involves many steps (discussing, undressing, going, wiping, dressing, flushing, hand washing). Reinforce the child's successes at each step.
 3. Help the child recognize when they are urinating or having a bowel movement. They must be aware of what they are doing before they can do anything about it.
 4. A child should be shown how to use the toilet by watching other children who are already trained or discussing and practicing each step without actually using the toilet.
 5. Encourage parents to dress their child in easy to remove clothing (if during summer. Otherwise, the uniform have been especially designed to facilitate independence) to help their child be successful in undressing and dressing.
 6. When a child shows the signs or tells you they have to use the toilet, take the child into the washroom and help undress them and sit them on to the toilet. Sit by the child for a few minutes. Try not to push for immediate results. After a few minutes, help the child with the rest of the routine and give praise for the effort or for any successes they had.
 7. Never force a child to sit on the toilet against their will or for long periods of time if they do not want to. This could set up a power struggle and negative feeling toward the toilet training.

8. Never punish for accidents. Occasional accidents are normal. Clean and change the child immediately. Be positive and reassuring that they will be successful. Punishment does not make the process go faster but may delay it.

9. Supervise children during all steps of toilet training.

EMERGENCY PREPAREDNESS

- - Teachers will plan 2 emergency fire drills on a monthly basis.
 - - Teachers will record the information on the fire drill sheets and have it available on the Teacher board
 - - Rothewood will plan, for the whole school, at least 2 earthquake drills per school year and record the drills.
Food, allergies and medication
 - - Teachers, and Administrators will confirm that the Chef has an updated list of your children's allergies every month on the first day of the month; an updated Allergy List
 - - All staff will read and refer to the Allergy List each month or whenever an updated list is distributed
 - - Teachers, and Administrators will make sure the school has the required medication for the children with confirmed allergies, and the appropriate documentation to permit the administration of medication if required. Please refer to the Safety and Health Manual for information and forms that relate to the administration of medication. If you do not know how to use an EPI pen, the Administrator will arrange for a nurse to come and demonstrate at the school
 - - Teachers will never administer medicine without having an administration of medication form completed and dated by the parent
General Safety
 - - The Principal is required to ensure the school and all outdoor spaces are free of potential hazards.
 - - The Principal is required to ensure that all staff members are aware of their roles and responsibilities in regards to Guidance and Supervision policies.
 - - The Principal is required to ensure that all Teachers are aware of and are able to abide by Licensing Rules and Regulations.
- The Principal is required to train all Teachers using the two-day immersion, Curriculum, and Rothewood Policies and Procedures.

PICK UP OF CHILDREN

- - Teachers will always look into the Authorization Pick Up binder when releasing a child, as per the school's general pick-up and drop-off procedures
- - If you are the last one to leave from your classroom and the children from your class will stay with another Teacher, confirm with that Teacher the names of your children and hand her your class authorization pick up binder as well as the sign-in sheet.

REQUIREMENT TO REPORT SUSPECTED ABUSE

Rothewood Academy is required to report any suspicion of child neglect or abuse to the Ministry for Children and Family Development. Rothewood Academy will report any suspected abuse, that a child discloses to staff or that a third party discloses to staff.

It is not Rothewood Academy's responsibility to investigate or question the circumstances of the suspected abuse. Rothewood Academy will not inform you or anyone else of the suspicions and subsequent report to the Ministry.

It is the Ministry's responsibility to investigate any report and to inform all those involved of their investigation.

The health and well-being of the children is our first concern.

MISSING CHILD POLICY

Rothewood Academy does not anticipate such incidents, but as a precaution the following procedures have been instituted:

As soon any staff realizes that a child in is missing from the group, the other children will be secured and begin a search will begin of the immediate area.

After two minutes: the search area will be expanded. If in a public building, staff will have the child paged if possible. Get as many people involved in the search as possible.

After ten minutes: the police will be called to inform them of the child's name, age, weight, height, clothing and footwear and record the file number from the police.

Parents will then be called to inform of what has happened, what is being done, and that a staff member will call them back in a few minutes to update them.

When the child is found: staff will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible.

As a follow-up: Rothewood Academy would assess the problem and make changes, if necessary, to avoid the risk of a similar incident.

As well, further educate the children in care about the importance of staying with the group.

ADULT CHILD INTERACTIONS

Always watch a situation before stepping in. Allow the children to make a mistake and learn from it, as long as no child's safety is at risk. The children more often than can solve their own difficulty without assistance. Respect their level of being able to clean up a mess if needed. Children who are having difficulty interacting should be given the time and space to work out their problems. The teacher's role is to guide the child and to be of assistance when necessary. By careful observation you will know when it is time to step in.

ALWAYS INTERVENE WHEN A CHILD'S SAFETY IS AN ISSUE.

UNAUTHORIZED PICKUP

The parent/guardian is required to notify the caregiver in writing if someone else, other than the authorized persons, will pick up the child. Please provide name, phone number, and description of the person. The person will be asked to show photo identification and for the agreed password. If necessary, police will be called for assistance.

CUSTODY AND RELATED COURT ORDERS

The Rothewood staff cannot become involved in the marital or custody issues of the families that we serve. If a custody or court order exists, a copy of the order needs to be placed in the child's file.

The guardian is responsible for providing up to date and accurate information concerning the legal guardianship of the child.

Without a custody or court order on file, the caregiver cannot deny access to the non-enrolling parent. If the non-enrolling parent is not listed on the pick up list, the policy on unauthorized persons will be implemented. The guardian will provide all consents.

In the event that a parent cannot be contacted, it is the policy of Rothewood Academy to call an emergency contact should a child remain in care after 5:15 p.m.

If you or an authorized alternate cannot be contacted and a reasonable amount of time has passed, the appropriate Ministry will be contacted.

If someone whom is deemed incapable of providing safe care arrives to pick up the children, they will be refused and you or your authorized alternate will be called to pick up the children.

If an alternate cannot be reached within a reasonable length of time, Ministry for Children and Family Development will be called.

If it appears that you are incapable to providing safe care, it will be suggested that an authorized alternate to pick up the children is called.

If you insist on taking the children, they will be released to your care and the RCMP will be called.

CHILD ILLNESS

Please advise the Rothewood Academy prior to 8:00 am if a child will not be attending daycare due to illness.

If your child is exhibiting any signs of illness, please do not send them to the school. The following is a list of symptoms to serve as a guide when deciding to keep your child from the school:

- bad cough
- contagious diseases: chicken pox, mumps, measles, etc.
- diarrhea
- discoloured discharge from the nose
- fever
- rash that you cannot identify
- vomiting

In protecting your child and the other children, and ensuring a safe and healthy environment, an ill child will not be permitted in the Centre.

Parents are asked to notify the school when a child will be absent. If a child has a communicable disease, please report that to the school immediately.

If your child becomes ill or excessively upset during the school program, we will telephone you or the emergency contact person to come and pick up the child.

The staff will make the decision to call, based on the best interest of your child and the other children in the class.

Please note that the school reserves the right to judge when your child may return to the classroom.

HEAD LICE POLICY

If a child has live head lice present, they are to be excluded from the Centre until treatment has commenced and all live lice and eggs have been removed.

AFFORDABLE CHILD CARE SUBSIDY

British Columbia's Child Care Subsidy Program is operated by the Ministry of Community, Aboriginal and Women's Services and delivered through the community offices of the Ministry of Human Resources and may provide a childcare subsidy for the care of children who attend a licensed preschool. Families do not need to be receiving social assistance to be eligible for subsidy. Contact the [Childcare Subsidy Program](#) office for more information.

PAYMENT POLICY

Parents agree that all monthly fees (full time and part time attendance) will be paid on the first of each month in advance. Fees are payable by Visa/MC, Cash or Check. Drop-in fees are payable per occurrence. Unpaid fees are subject to immediate suspension or termination of care unless reasonable arrangements are made and accepted by both parties.

Full time and part time fees are based on booked days, not attendance, therefore parents are responsible for fees whether child attends or not. (This includes sick days, statutory holidays and vacation time)

A fee of \$50.00 will be charged for all NSF checks.

DEPOSIT AND REGISTRATION

A non-refundable deposit of a full month's fee (per child) is required upon completion of registration to secure your child's placement in care. This deposit is non-refundable and will be applied to your last month's fee. Spaces will not be held unless the deposit fee is paid in full.

Registration is not complete, and care will not commence until all the paper work is done! Prior to the start date of care the following must be received by Rothewood Academy for each child:

- Registration Form
- Immunization Record
- Parent/Caregiver Contract
- Non-Refundable Deposit
- Daycare Subsidy Request Form (if applicable - parent is responsible for picking up this form at the Daycare Subsidy Office for Rothewood Academy to sign. Parent is responsible for making sure that the form is received by the Daycare Subsidy Office IMMEDIATELY UPON SIGNING - Care will not commence until we have confirmation of acceptance from the Daycare Subsidy Office)

REPAYMENT POLICY

There are no refunds except at the sole discretion of the director.

APPLICATION FEE POLICY

Application fees are required from all families prior to being put on the waitlist. There is a discounted application fee for a second child. The reduced application fee is 50%.

TELEPHONE

The telephone is business phone. Please use it only for serious matters and short periods of time.

Do not use the phone as personal telephone. If you must make a personal call while at work please ensure child-teacher ratios are maintained.

When you answer the phone, always smile and give the name of the centre slowly and clearly. Write all messages down.

Never tell someone I do not know, instead say I will check and someone will get back with you.

The rate schedules are by the telephone. Never screen the caller who is asking for rate information and let them know we accept appointments.

BENEFITS

Extended Benefits are optional after your probation period. Medical Service Plan is also covered as part of the benefits package.

Vacation/Sick Leave

Paid vacation and sick leave accumulates at a rate of 4% of the actual hours worked. This

accrual will begin after a ninety day probation period. No paid vacation may be taken during the first six months of employment or while on probation.

When requesting vacation you must give a written notice or fill out a vacation form to the Principal at least 2 weeks prior to the time requested to take your vacation. You may accrue a maximum of 80 hours or a total of 2 weeks (full time staff only)

Holidays

There are paid holidays each year for all permanent staff working 30 hours or more each week and who are not on probation. These are: New Years Day, Family Day, BC Day, Labor Day, Thanksgiving Day, Good Friday, Canada Day, Remembrance Day, Victoria Day, and Christmas Day.

To be eligible for statutory holiday pay an employee must:

- Have been employed for 30 calendar days before the statutory holiday and,

- Have worked or earned wages on 15 of the 30 days immediately before the statutory holiday.

Employees who work under an averaging agreement or variance at any time in the 30 days before the holiday do not have to meet the 15-day requirement.

An employee who is not eligible for statutory holiday pay is not entitled to be paid an average day's pay. If an ineligible employee works on a statutory holiday he or she may be paid as if it were a regular work day.

OVERTIME AND ATO

Throughout the school year, Rothewood Academy provides several opportunities for staff to accumulate and bank extra hours - Accumulated Time Off (ATO) - worked outside of a regular shift during scheduled school events and activities. (Please review the HR Policy Manual for detailed information).

School events

Some examples of scheduled school events that take place outside a regular shift may include, depending on your school location, but are not limited to:

- - General staff meetings (2 hours every second month)
- - Parent-Teacher conference evenings (2 hours, two times a school year) -
Classroom planning meetings (1 hour each month)
- Other whole school events held on weekends or evenings such as,
- The JK3 Graduation ceremony (3 hours)
- The Winter Holiday celebration (3 hours)
- Welcome night (2 hours).

We consider attendance at all these events very important, and that is why the calendar for the school year is distributed in advance, so that you can plan your schedule accordingly. We realize that on occasion it may not be possible for you to attend a scheduled event – a family commitment, illness or an unexpected situation – that's okay, but please make sure that you let your Principal and your teaching team know in advance so suitable arrangements can be made to cover your non-participation in the event.

MONTHLY STAFF MEETINGS

You will be paid for staff meetings. Attendance is required. Staff meeting occur once a month after the school closes for the day. They usually run 1-2 hours and dinner is provided to staff for this meeting.

PAY PERIOD

Pay cheques are issued on the 15th and last day of each calendar month.

DRESS CODE

Clothing must be clean, neat, and appropriate for working with children. No shorts, faded jeans, ripped clothing will be acceptable for a staff member to wear on the job. You may be asked to go home and change (non- paid) if you should have any of the non-acceptable clothing. Hair must be clean and combed.

EMPLOYMENT

All matters pertaining to your employment at Rothewood Academy shall not be discussed outside the facility.

NO SMOKING

There shall be no smoking at the facility, no gum during working hours, and no foul language during working hours or any time on premises.

CONTRACTS

Rothewood Academy is not responsible for any contracts that are made between parents and staff.

SUSPENSION

Suspension without pay will be necessary if any employee behaves in a manner that is not acceptable at the centre.

ABSENSES

If an employee is unable to report to work for any reason, the employee is to notify the director prior to 7 A.M. The employee has to continue to notify Rothewood Academy each work day between 7 AM and 8AM for the duration of the absence.

TIME SHEETS

Employees are required to maintain an accurate and detailed record of their attendance each day on a time card/time in and out sheet. Time cards/time in and out sheets are the property of Rothewood Academy. Each employee must sign their time cards/time in and out sheet.

Do NOT sign in and sign out for anybody except for your own time sheet.

HONESTY

Trustworthy, respects the property of Rothewood Academy, and the property of others, is truthful about hours worked or with sick and personal leave and vacation. Is forthcoming and is responsible for own errors. If there are questions about a particular staff member, either talk directly with that person or discuss the matter in confidence with your Principal.

STAFF EVALUATIONS

The Management Team will give a performance review's on a yearly basis, usually around Spring time. They will assessing your: attendance, strengths, weaknesses, performances, interaction with children, interaction with parents, children and staff, housekeeping, meeting deadlines.

Performance evaluations are designed to be helpful in improving job performance, wage increase/decreases and promotion. These reviews along with any pay raises will be given out.

The centre is maintained by all staff. A healthy, safe, and sanitary environment is a happy atmosphere for all.

We must always remember that a parent wants to pick up their child with clean diapers, clean nose and dry clothing. They do not like missing shoes or socks, runny noses, wet clothing, dirty diapers at time of arrival to pick up their child. Parents who enroll their children need to be listened to and respected at all times. They do not like to be attacked with negative remarks about their child when picking them up. If the problem was taken care of at school and it is not a chronic one then the parent may not need to be told.

If the parent does need to be informed write it down on an accident form and have another teacher or the Principal look at it before it is given to the parent. If the other staff member feels that is not needed to be reported then give the form to the Principal.

CURRICULUM PLANNING

It is your responsibility to follow your curriculum plans and to make sure your plans are followed as close as possible. Parents will question you if they are not done. This is why it is important for you to plan your lessons so that you can not only follow them, but you also carry them out. You will need to make your lessons challenging and stimulating for all of your students.

Work together in planning your calendar/newsletter. At the staff meetings you will be asked by the Principal for one of the following: song, story, finger play, game or an activity to be used in any area of the school. You may plan a complete field trip. All of the projects that were made with school materials or on school time will stay at school to be used for years to come. Inform your Principal what you have chosen before the staff meeting.

You will be paid for one staff meeting a month if it is after hours. It is your responsibility to be on time for the meeting. This meeting will not exceed one hour of business right after the centre closes for the day. All staff members are required to attend staff meetings.

No one may post information related to the children, parents, employees or business of Rothewood Academy on the bulletin boards or any social media without first obtaining permission from the director.

ROTHERWOOD TRAINING

In service training is throughout the school year for all the staff. Training will be conducted by our school's Curriculum Director, Principal and or even the Vice Principal.

At an appropriate time after the acceptance of employment new employees will receive several weeks, plus on going support and training. Training schedule will depend of availability and schedule.

This is to allow for new staff members to learn schedules, working with the children, Rotherwood Philosophy, procedures, facility maintenance and licensing regulations. In addition, the following training is given by the Curriculum Director and Principal to new hires and all staff throughout the year: principles of nutrition, food preparation, storage and menu planning, housekeeping and sanitation principles, provision of child care and supervision, including communication, assistance with prescribed and over the counter medications which are self administered, of early signs of illness and the need for professional assistance when necessary, availability of community resources and services.

CLASSROOM LOG BOOK

Policy on keeping a log book:

Keeping a log book is not only a practice used at Rothewood Academy; it is the law in British Columbia. In it, the Teachers will keep a record of the classroom activity:

- Incidents
- unusual situations
- different behaviours in the children
- new children
- Teachers absences and names of substitutes replacing them
- illnesses in the children
- All other activity of the sort

The log book is the journal of the classroom. It must be a binded book (one where the pages cannot be ripped without it being obvious), and be kept in the classroom, away from curious eyes. It is an internal document of the school and will not under any circumstances be shared with a parent.

Each classroom has its own log book. Once every month, on a pre-selected date (for example, on the first Wednesday of every month), the Teachers will hand the log book to the Principal for a quick review.

Any incidents, however, must be reported to the school Principal prior to that date, and if needed, an incident report will be completed.

PRESENTING YOUR ACTIVITIES

Presenting a Rothewood Academy activity

Aside from the Rothewood curriculum and classroom set-up, there is much work for a Teacher who wants to present an interesting program. A Rothewood Teacher will use props such as felt stories, puppets, children's work, etc. to present the program in an appealing and interesting way for the children.

- Prepare your own material for science, math, reading, writing, etc.
- Use specific puppets for specific topics (for example, a puppet can be used every time a story is read and the Teacher wants to work on reading comprehension. The puppet could wake up just as the story ends and say "what happened?! What did I miss?! Is the story over? Oh, no!! I really wanted to hear it, wha... wa... was I sleeping?" Imagine the children's reaction and fun in interacting with the puppet, as opposed to the typical "well, children, what happened in this story?" The children will gladly tell the upset puppet the story, to make it feel better)
- Design Rothewood games that complement and support the activities and concepts studied, and that are designed specifically for that group, or for one child in mind.
- Evaluate your work and your presentations on a regular basis
- Take photos to document the process. These are valuable tools to continue the learning process for the children. When children see the sequence of pictures, they can re-tell the learning experience.

THE CLASS PARENT BOARD AND MONTHLY NEWSLETTER

- Each class must have a large size parent board, in which to post information relevant to parents.
- The parent board's upkeep is the responsibility of the Teachers in each one of the classrooms
- Mandatory information to include in the class parent board:
The following information must be posted on the class parent board, and kept up to date. Reminders must be kept on the parent board until the date has passed
The Rothewood Academy calendar:
Or the equivalent to an 8½ x 11 Rothewood poster reading “please remember to check your file” is provided for Teachers.

YOUR CLASSROOM NEWSLETTER

Your monthly class newsletter to the parents will inform them of the children's activities in all areas.

Temporary staff announcement

A picture and small bio of any other person working with the children that day: a volunteer, a substitute, an extra Teacher, a student, a parent, a special guest, etc. Parents should know from you who is in the classroom and why (i.e. Miss _ is away to a doctor's appointment today. She will be returning to work tomorrow. Miss _ will be substituting her all day –picture of substitute-).

Schedule of your classroom

Extra-curricular activities programs and updates

It is the responsibility of each Extra-curricular Teacher to post and maintain current information about their classes, at all times, in each one of the parent boards.

Optional information to include in the class parent board:

The following information can be posted on the class parent board and kept up to date:

Check your file sign:

An 8 1/2 x 11 Rothewood poster reading “please remember to check your file” is provided for Teachers to laminate and post on their parent board. The use of this poster is suggested but not mandatory. A smaller poster can be displayed. The Director has the right to refuse a poster that in his/her opinion does not conform to the image of Rothewood.

Little things to remember sign:

An 8 1/2 x 11 Rothewood poster reading “little things to remember” is provided for Teachers to laminate and post on their parent board. The use of this poster is suggested but not mandatory. A smaller poster can be displayed. The Director has the right to refuse a poster that in his/her opinion does not conform to the image of Rothewood.

- - request form for volunteers
- - any other information pertaining to your classroom
- - a wish list for things you would like to have in your classroom

HOW TO SET UP YOUR CLASSROOM NEWSLETTER

Purpose of the classroom newsletter

The classroom newsletter is designed to keep our students' families informed of our activities and progress in our curriculum. It contains a very small report on what will be accomplished in the following areas:

- - Socials
- - Reading
- - Writing
- - Mathematics
- - Science

As well as an update on

- - Field trips
 - - Special events
 - - Closures
 - - Children's birthdays
 - - Fun day date
 - - Parent-Teacher conferences and other administrative events
- It also contains other information such as general reminders, etc.
Integrating the parents using the newsletter.

- Many parents are active participants of their children's education when given the opportunity and guidance to do so.
- A very important aspect of the newsletter is to provide an avenue for this to happen. It is your responsibility as a Teacher to suggest related activities for parents to do at home to reinforce the concepts learned at school.

RULES FOR NEWSLETTER

- - The classroom newsletter must always be submitted to the Principal for proofreading and approval
- - A final draft of the newsletter every month will be handed to the Principal at least one week before the end of the month
- - After the Principal proofreads and, if necessary, modifies the newsletter, it must not be altered by anyone else. If the Teacher feels that changes or clarifications are necessary, it must be re-submitted to the Principal.
- - The Principal will ensure that the newsletter contains information regarding all main academic subjects
- - The Teacher will ensure (and the Principal will verify) that the academic development as stated in the newsletter corresponds to that month's planning in the Rothewood curriculum
- - The field trips announced in the newsletter will be scheduled after the second week of the month, to give parents a minimum of 2 weeks' notice from the time they receive the newsletter.
- - When important events, such as parent-Teacher conferences or a fundraising auction, are scheduled in the first two weeks of the month, they will also appear in the previous month's newsletter (for example, the March newsletter will remind parents that on April 6th, the Teachers will be holding parent-Teacher conferences.
- - Administration will, as needed, forward to the Teachers in writing (by e-mail is fine) any message to be included in the classroom newsletter (for example, a reminder that school will be closed for a professional day, or that yearly statement will be ready that month, etc.)
- - The newsletter will always be presented in the same format, and the information in the same order.
- - A copy of the final newsletter will be printed for each classroom and for the Principal
- - Teachers will read each classroom's newsletter each month, to be aware of any events or activities relating to the rest of the school

BUDGET AND EXPENSES

Classroom budget

Each classroom is allocated a budget of \$80 per month for expenses (paper, paint, new material, games, books, upkeep and maintenance of equipment, etc.).

Teachers from the same classroom will agree on prioritizing the items they would like to purchase.

This list does not need the approval of Management. However, if Management feels that the budget is in any way spent on items that do not reflect the purpose of the program, that specific classroom will need to get approval from the school President or the Principal, until such time as the Principal feels that the budget is spent adequately by the Teachers in charge.

EDUCATION BONUS EXPENSE

A staff member who has an Education Bonus as part of their contracted benefits, and who wishes to submit a receipt for a completed course, should submit the original receipt and a completed expenditure form.

The staff member must submit the receipt and expenditure form within 90 (ninety) days of course completion in order to be reimbursed by the school. If the receipt is submitted after that time, the staff member will not be reimbursed by the school.

The amount reimbursed will equal, but not exceed the total amount allocated for that year's Education Bonus.

Please see the Principal for the Expenditure Form. We would appreciate you completing this form if you have more than 2 receipts.

Approved:

Every expenditure form must be approved and signed by the Principal or President. The President may decide to, in full or in part and for any length of time, delegate this task to the Administrator. Accounts Receivable will not reimburse any form that has not been signed and dated by the Principal or President.

This is the name of the person who has filled out and submitted the form. This allows Accounts Receivable to ask that person for clarification at any time.



Field Trip Permission Form

Date: _____

Rothewood _____(location)

Our _____class has a special field trip planned! We would like your permission to take your child.

Location of Trip: _____

Departure Time: _____

Return Time: _____

Please sign below and return it to the class Teacher by _____(due date)

Student name: _____

I, the undersigned, give my permission for Rothewood _____to take my (location)

child on this field trip.

During the hours of the field trip, I can be reached at (_____) _____

Signed Name Date _____

Print First and Last Name:_____

TAKING CARE OF YOUR SCHOOL

We want our school to always look its best to inspire students, families, staff and visitors, and to make the school a pleasant and inviting place for everyone. We encourage our students to respect their classroom and its belongings by putting items away and cleaning up after themselves – to contribute to the school community as a whole. As a staff, we can do the same for the rooms and spaces in our school that we all share, like the Parent Room, the hallways, the art room, the gross motor room, nap rooms and the playgrounds. Taking care of the school is a responsibility shared equally by all of us: instead of one person having the entire responsibility of making sure that the school looks its best always, the care of the rooms should be shared between all members of staff. The daily upkeep of individual areas should be assigned

A suggested daily/weekly/monthly routine for the upkeep and care of the shared areas in your school can be seen in Taking Care of Your School – Checklist.

Individual schools should adapt this to include the rooms available in their location.

Responsibility of the cleaners:

Rothewood Academy contracts a cleaning company to clean the school daily. The said cleaning company abides by a specific contract given to them by your school.

Responsibility of the staff:

It is the responsibility of each and every Staff member to ensure that:

- The classrooms are always kept reasonably tidy at all times, with the help of the children.
- The Teacher's desk and area of work is organized, clean and orderly.
- Toys that can go in the dishwasher are cleaned on a bi-weekly basis
- Any soiled or contaminated surface or toy is disinfected immediately with the bleach solution provided in the classroom, and if necessary, left aside to soak in bleach-water solution later
- Paint containers, paint brushes and other material used during the day is clean before the end of the day
- Maintain the classroom, the gross motor room, the art room, the playground and the hallways clean and organized.

It is also the responsibility of each and every Staff member to ensure that their area of work and that the remainder of the school is clean, and to advise the school Administrator of any concerns in this respect.

It is the responsibility of the school Administrator to bring to the attention of the cleaning company, any duties specified in the contract that are not completed to the satisfaction of the school Staff.

Repair and maintenance:

Any repairs or maintenance work will be brought up by any Staff member to the Principal, who will handle the request in order of importance and budget.

Maintenance of each room:

As far as beauty goes, not only the setup of the classroom is important at Rothewood Academy. All Staff is responsible for ensuring that the school is always impeccable and clean. The Principal will assign one room to each Staff member. That Staff member will be responsible for ensuring that the cleaning and organization of that particular room is in good standing.

We have many rooms for the children to discover new spaces, feel different emotions, engage in different activities, and get used to the concept of a “school”, beyond their classroom. It is very much your responsibility to ensure that all rooms are welcoming, clean and ready to be enjoyed:

The Art Room

The art room must be clean, with fresh paper on the walls and a good supply of glue, paint, paintbrushes, sponges and various art materials. The atelier is not to be used for storage of finished art projects, or even of large supplies that impede its proper use. You do not need to clean the paint off the walls or even the floor after you use the atelier, the walls should look like a “used art studio”, and the floors will be cleaned by the cleaners at the end of the day. Do clean the brushes, sponges, containers and all other material that you have used, before you leave.

The Parent Room

The family room must also remain tidy. It is a place for parents and Teachers to meet, have a coffee together (or alone!), do some work, etc. There should not be any strollers (they are to be stored by the fire exit door, on the outside, against the wall), any dirty cups, old newspapers, children’s clothing or anything that does not belong in that room. Chairs should be pushed in, literature neat and the bulletin boards updated with helpful parenting information. Feel free to contribute to the bulletin boards! This is also the first room where parents are asked to wait when they come for a tour of the school, it should be our pride and joy!

The Staff Room:

The faculty room is to be clean and organized at all times also. It is a place for Teachers to rest, meet, use the internet for research, work on their resources, check their e-mail, or simply to have a good laugh. Each Teacher has a mail box that she must check every day. As confidential documents are kept in the faculty room, the door should be kept closed at all times.

It is the responsibility of each and every Teacher to upkeep the faculty room with materials that can be shared amongst all Teachers, such as felt stories, songs, alphabets, puppets, etc. Resource materials such as field trip ideas, craft samples, etc.

The Display Areas

The display areas are where children and parents can admire the art work we have been working on during the past month. There is a designated area for Visual Arts, as well as for JK1, JK2 and JK3. Each class is responsible for displaying new artwork at least once a month. The artwork can be changed sooner than once a month, but at no point in time should the gallery walls look bare. The work displayed must reflect the use of different techniques and materials, and must have a description of the project, along with the children's names on the tag and photographs of the children working (the process) if possible.

The Gross Motor Room:

The gross motor room must also be kept clean and attractive for the children. The floor surface should not be cluttered with toys or any other material, in order for Teachers to use it during dancing, physical education, gross motor skills games, etc. No toys will be left in the gross motor room without the prior approval of the Director.

ANNUAL TO DO LIST

Rothewood Academy has an annual "To Do" list for Principals. This is not an exhaustive list but it is a basis for principals to build from depending on the needs of their school. Please refer to Rothewood Annual To Do List.

ADMITTING A NEW STUDENT & PROCESSING APPLICATIONS FOR ADMISSION

Overview

Step 1 – The Initial Parent Inquiry

The Principal and/or Vice Principal will respond to parent inquiries received either by telephone, e-mail, in person, or via the CRM. If the inquiry was not submitted via CRM, the staff will enter the information received over the telephone, e-mail, or in person onto the CRM system or have the parent complete the form on the iPad. If the VP/Principal is not near a computer at the time the inquiry is received, she will fill out a tracking sheet with as much information as the inquirer provides and will enter the data onto CRM when a computer is available.

The CRM inquiry is an internal form, not to be handed out or shown to parents. It is a very important online form, since it shows where and how parents are finding out about the school. It is an essential marketing tool that allows the Marketing Department to check with accuracy the effectiveness of a specific ad or campaign.

Step 2 – The Tour

The Vice Principal will introduce the new family to our school by touring them. The VP will continue to record any information received on the CRM inquiry form (the same one started during Step 1 – the initial parent inquiry)

At the end of the tour, the Administrator will address any questions the family may have, and present them with a Welcome Package, which contains all of the information outlining the next steps. The family will be given an enrollment package should they wish to apply.

Remember to update the CRM at each stage of the process so that automatic emails are sent to the family.

Step 4 – Administration, Enrolment, and Parent-Teacher Interview

After the family has been given an Offer to Enroll, the family will fill out the registration paperwork. The Administrator will ensure that parents did take the time to read the parent package thoroughly and sign the acknowledgment.

STUDENT LAYOUTS & RECEIPTS

Student Layout

Purpose of the student layout

1. To identify which children come on which days
2. To ensure that ratio is maintained at all times

1 Teacher to 4 students for children under 30 months (Rothewood Baby) *max 12

1 Teacher to 4 students for children under 36 months (Rothewood JK 1) *Max 12

1 Teacher to 8 students for children over 36 months (JK 2 and JK 3) *Max 25

Modifying the student layout

Modifying the student layout is the exclusive responsibility of the school Principal. No other person has the right to offer or change a certain day for a student. Although Teachers can (and are encouraged to) suggest to a student to increase or change days, this decision must be made in conjunction with the Principal and will not be official until the Principal authorizes and publishes the change on the student layout. Each time the student layout is modified, regardless of the calendar day of the month, a new student layout must be printed and distributed to all staff members, including the Chef (to ensure that allergies, amongst other things, are taken into consideration when cooking for that day).

At the beginning of every month (including those months where there have been no changes to the student layout), a new student layout will be printed, identifying the current month and year.

Providing a Receipt

A Teacher should never be in a situation to take payment from a parent; the only time that a Teacher would need to take any payment for a parent would be any money for a field trip. If a parent does try to give a payment for tuition or school related payment, then in this case, the parent should be directed to the Principal or the Vice Principal.

The Receipt should be photocopies on letterhead.

Please make sure that you fully complete the Receipt, including the:

Date

Name of the child

Amount received

What the payment is for

And then sign the form.

Once the Receipt is completed, please make a copy, give the family the original, and file or forward the copy as appropriate.

STUDENT STATEMENTS

Overview

The student statement shows tuition owed in one school year (July to June), and the amounts paid. One statement is prepared per family per school year. It is a record of all monies due and amount paid, any credits, and balance owing for that school year. New statements start with the deposit on file and any amounts carried over from the previous year if applicable. If a family starts part-way through the school year, e.g. December, then the months recorded would be from December to June in that school year.

The statement is to show the school year (2018-2019) and have the child's first and last name and class, "Joshua Leslie – JK3", as well as their parent's name. If there is more than one child in the family that is enrolled in Rothewood, the statement is to show each name and classroom, in order of youngest to oldest, "Kyle – Rothewood Baby and Joshua Leslie – JK2". If twins are enrolled, list their names in alphabetical order.

Filling out the Statement

When filling out a statement, always enter one item per line, the amount and description, even if several occur in the same month:

e.g. Oct '12 Tuition, \$1500

Dep upgrad (\$1200 to \$1500)

The amount paid should always match your deposit book – (i.e. amount and month it was paid). If one payment is made in November for October and November on one cheque, on the statement, you would show the payment in November because that is when you received it. Under the paid column, October would show \$0 and November would show both amounts with the description under the details column.

The balance on the statement must be updated each time a payment or adjustment is made.

How Deposits are Applied

Families provide a security deposit when they are offered a spot and the amount equals one month's tuition. This deposit is applied to the statement on the first line. A student's deposit may be kept on file while it is carried over from year to year while they are attending their Rothewood location. The description for their deposit would be "Deposit on file". For new students attending Rothewood, their deposit description would be "Deposit in full".

OVERDUE TUITION

Monthly tuition fees must be paid at time of registration, at the latest upon submission of the completed parent package forms, by way of post-dated cheques. Families should submit a series of post-dated cheques beginning on the first day of the month that the child is admitted to start attending and ending in June, the end of the school year. All cheques must be dated for the first day of every month, and made payable to "Rothewood" or "Rothewood Academy". Any other fees incurred during the month, or any outstanding fees from the previous month will be invoiced to the family at the end of every month and are payable upon receipt of the invoice.

In the event that the monthly tuition fee is not fully paid by the fourth day of the month, there is a \$25 penalty fee. In addition, 3% interest is added to all outstanding amounts. Interest accumulates for as many days as the tuition is late. If the payment of fees continues to be late, a meeting is scheduled with the Principal, which could result in the child having to withdraw from the school without further notice.

There is a \$25 penalty for each returned (NSF) cheque of any kind. Our monthly fees are subject to change as needed. Families will receive a written notice prior to the change.

STUDENT WITHDRAWALS

Students are registered for the entire school year. No tuition refunds are given for absence, or dismissal. For permanent withdrawal, our policies are as follows:

1. The family will provide the school with a written notice of withdrawal one full calendar month in advance.
2. The written notice of withdrawal must be received before the first day of the month preceding the child's last month.
3. The security deposit will then be applied to the student's last month. *We are unable to apply the security deposit to a student's last month's tuition if the family does not give Rothewood Academy written notice of withdrawal one full calendar month in advance.

For example, if a family notifies the school that the student's last month at Rothewood will be April, their written notice must be received by March 31st at the latest. If the notice is received April 1st (or after), the deposit will be applied to the following calendar month, May; therefore the student would have a reserved spot until May 31st and is welcome to attend until then.

ROTHERWOOD EVENTS

Rothewood Academy is open all year round – our school year runs from July to June.

In the months of July and August, the children attend our Summer Program – curriculum

that is focused into two-week segments. Our Rothewood core curriculum is followed during the ten-month period September to June. Since our school structure is based on that of an elementary school, there are some closures throughout the year, like Spring Break, or our Teacher Professional days. Please note, Rothewood observes all regular statutory holidays.

Franchisees are required to:

- purchase “Hedgies” from Rothewood Academy Ltd to provide to graduates.
- Rent Graduation gowns from Rothewood Academy Ltd.
- Hold Christmas concerts, Graduation ceremonies, Family Fun days and other events as stipulated by Rothewood Academy Ltd.
- Franchisees must find a local charity or cause that is approved by Rothewood Academy Ltd and raise money for that charity at these events.

The Rothewood Important dates School Calendar

Rothewood releases a list of Rothewood Important Dates each school year, for parents and Staff to be notified of school events, closures and holidays. Reviewing this and distributing it to the parents is the responsibility of the Administrator. The list is distributed to all parents with their enrollment parent package, as well as one every July.

If a school wishes to make changes to the Rothewood Important Dates for their location, there must be an exemption in place from Rothewood to ensure consistency among all Rothewood locations.

It is the responsibility of the Teachers to have a copy of Important Dates List posted on the parent board in the classrooms. It is the responsibility of the Administrator to post a copy on the parent board in the family room and to update their school calendar on Google Calendar so that it can be uploaded to the school location page on the website www.rothewood.com.

PAYMENT OF FRANCHISE FEES

Overview

Franchise fees are 6% (six percent) of the Franchisee's monthly gross sales, as per the Franchise Agreement. Calculations for the purpose of each ongoing Franchise fee payment shall be made on the last day of each reporting period, by using the Monthly Income Form as detailed below. Each payment is due and payable on the 10th day of the month following the end of each reporting period.

Monthly Income Form

The Franchisee is responsible for preparing and handing in a completed Monthly Income Form. This form is used to calculate the franchise fee and the marketing fee due and payable to Rothewood Academy each month. It also shows, in detail, a breakdown of all income. The form must be handed in with the payment, each month, and accompanied with one cheque for both the franchise fees and marketing fees due, and with the following:

Documents to submit monthly

- Completed Monthly Income Form
 - Photocopy of monthly bank statement
 - A copy of the "Tuition Tracker" spreadsheet
 - Monthly profit and loss financial statement
 - Documents to submit yearly
 - A copy of the Company's income tax return
 - A copy of the Financial statements for the school prepared by a certified accountant
- Must be available for the Franchisor to view upon request:

Monthly:

- Original copies of all deposit slips (filled in with the child's name) for all deposits made that month, for each bank account
- Copies of all invoices given to parents that month
- Copies of all student statements of account adjusted that month
- Any additional details requested by the franchisor.

Yearly:

- Copies of all yearly student statements of account
- Copies of all tax receipts given to the families (each family must be given a tax receipt, whether they request one or not)

Receivables

The Franchisee is responsible for invoicing families on time and collecting payment. When families are late with their payment, the Franchisee must charge late fees as outlined in the parent package.

Monthly Income Reporting

Monthly Income Form

Income Statement for Month of _____ in school year ____/____ for Rothewood _____

Source of Income	Amt Recd	Amt Ref	Total Income	Mkt Fee-2.5%	Royalty Fee-6%
Application Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tuition Deposit	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Monthly Tuition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Pre-Paid Tuition	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Student Subsidies	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Tuition Transferred	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Lunch Program	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Uniform Rental	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Fob Key Deposits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Uniform Sales	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Earthquake Kits	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
School Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Class Events	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Pick-Up Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Late Payment Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Returned Item Fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCOF	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
WE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CCFRI	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUBTOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
			GST (5%)	\$0.00	\$0.00
			TOTAL	\$0.00	\$0.00

DESIGNATED EQUIPMENT LIST

General School Areas

Main Area

Front Desk

Computer

Parent Room

Couch/Chairs

Table

Cabinet

Staff Room

Desks/Chairs

File Cabinets

Seating

Table

Fridge/Microwave

2-3 computers

Kitchen

Commercial Fridge (2-3)

Commercial Stove (2-3)

Sanitizer

Prep Table

Microwave

Freezer

DESIGNATED EQUIPMENT LIST CONTINUED

Baby Class

3 Butterfly Tables
12 Chairs with belts
3 curved shelves
3 straight shelves
4 carpets
Sensory Bin
Light Table
Tables
Book Shelves
12 cribs
1 check in table_

Junior Kindergarten]

2 Tables
16 small chairs
6 carpets
2 piece kitchen set
Sensory Bin
Light Table
5 Shelves
1 book shelf
12 cots
1 check in table

DESIGNATED EQUIPMENT LIST CONTINUED

Junior Kindergarten 2

3 square tables

12 benches

1 large carpet

2 square carpets

3 piece kitchen set

Magnetic Table

9 shelves

2 leaflet tables

1 wardrobe

1 large table

1 small table and chairs

1 LEGO table

25 cots

1 small stool

1 check in table

3 bean bag chairs

4 large pillows

1 book stand

1 water table

1 large doll house

DESIGNATED EQUIPMENT LIST CONTINUED

Junior Kindergarten 3

3 square tables
12 benches
1 large carpet
2 square carpets
3 piece kitchen set
Magnetic Table
13 shelves
2 leaflet tables
1 wardrobe
1 large table
1 small table and chairs
1 LEGO table
25 cots
1 small stool
1 check in table
3 bean bag chairs
4 large pillows
1 book stand
2 arches
1 small red couch
1 cube
1 water table
1 large doll house
2 art easles
1 rectangular table
6 chairs
1 Loft



FRANCHISE MANUAL ACKNOWLEDGEMENT

TO: Rothewood Academy Franchisor

RE: Rothewood Academy Franchise Manual

Franchisee Name: _____

I have read the contents of the Rothewood Academy Franchise Manual.

I have read and fully understand the contents of the Rothewood Academy Franchise Manual which is given to each Franchisee.

I agree to abide by the policies and procedures set forth in the Rothewood Academy Franchise Manual.

Franchisee Name: _____ Date: _____

Franchisee's Signature: _____

Franchisor's Signature: _____

Date: _____