

THE ROTHEWOOD ACADEMY
TEACHER HANDBOOK



ROTHERWOOD
ACADEMY

TABLE OF CONTENTS

Pg 3	About Rothewood Academy
Pg 4	Your Role as a Rothewood Teacher and Educator
Pg 5-8	Teacher Responsibilities
Pg 9-10	Licensing of Rothewood Academy
Pg 11-13	Guidance Policy
Pg 14	Threat and Violence in the Work Place
Pg 15-17	Discipline Guidelines
Pg 18-19	Reportable Incidents/Emergency Preparedness
Pg 20-22	Safety, Health and Supervision
Pg 23	First Aid, Toy Sanitation
Pg 24-25	Bathroom Procedures
Pg 26-27	Pick Up of Children, Adult Child Interactions
Pg 28	Custody and Related Court Orders
Pg 29	Child Illness
Pg 30	Affordable Childcare Subsidy, Payment Policies
Pg 31	Deposit, Registration, Repayment Policy
Pg 32-33	Telephone Rules, Benefits, Vacation and Sick Leave
Pg 33-34	Overtime and ATO, Monthly Staff Meetings, Pay Period, Dress Code, Employment, No Smoking Policy, Contracts
Pg 35	Suspension, Absents, Time Sheets
Pg 36	Staff Evaluations
Pg 37	Curriculum Planning
Pg 38	Rothewood Training
Pg 39	Classroom Log Book
Pg 40	Presenting Your Activities
Pg 41-42	The Class Parent Board, Classroom News Letter
Pg 43	How to set up Your Classroom Newsletter
Pg 44	Rules for the Newsletter
Pg 45-46	Budget and Expenses, Education Bonus Expense
Pg 47	Example of Field Trip Permission Form
Pg 48	Staff Handbook Acknowledgement Form (Please make sure and sign this)

Addendums to Manual

Addendum 1 – How to set up your classroom

Addendum 2 – Brand Specs

Addendum 3 – Documentation

Supplement to Addendum 3 – Presentation by Susan Stacey

Addendum 4 – Active Play Policy

ABOUT THIS HANDBOOK

This employee handbook contains information about the employment policies and practices of Rothewood Academy. We expect each employee to read this handbook carefully as it is a valuable reference for understanding your job. All previously issued handbooks and any inconsistent policy statements, oral or written are superseded.

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.

YOUR NEW ROLE AS A ROTHEWOOD TEACHER

You have been chosen as a Teacher for our school mostly because of who you are as a person. Rothewood Academy is a school where a Teacher is free to be creative and have control over her or his work and environment.

We have chosen you because you are a leader. You are committed, creative, independent, responsible, accountable, and you need freedom to express yourself, and a stimulating, synergetic environment.

As one of our Teachers, you have a very important role to play in our school. You are the person who will be with the children the most, and therefore, you will be the one in charge of bringing to life our unique educational program and approach. Our principal will guide you in blending your own philosophy with the school's unique feel, and will be there to assist and encourage you every step of the way.

Your roll as an Early Learning Educator is also being an observer inside your classroom. You want to focus on the environment within the classroom to be a place where the child can learn, grow and explore.

Our Rothewood students will work at their own pace and it is up to you be their guidance and mentor in that process.

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: a Junior 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, Safety & Health Manual and HR Policy Manual.

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

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

REPORTABLE INCIDENTS AND ABUSE

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

What is a Reportable Incident?

You can find a list of all types of Reportable Incidents in the Child Care Licensing Regulation defined by Schedule H. They can also be found on the back of the Reportable Incident Form. Some examples of reportable incidents include the following:

- A child goes missing or is unaccounted for (even for a brief time) while in the care and supervision of facility staff.
- The facility manager is informed of an allegation of abuse of potential abuse. (E.g. A child has disclosed to their parent that a staff member hit them.)
- A child's aggressive behaviour causes injury to another child. A parent takes their child to a doctor or hospital for an injury that occurred at daycare.
- A child in care has been diagnosed with a communicable disease listed in Schedule A or B of the Health Act Communicable Disease Regulation

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

"Everyone who has a reason to believe that a child has been or is likely to be physically abused, sexually abused, emotionally abused, and/or neglected is legally responsible (under the Child, Family and Community Service Act) to report the matter to a child protection worker. In British Columbia, a child is anyone under the age of 19." (from The B.C. Handbook for Action on Child Abuse and Neglect).

WHAT STEPS DO I NEED TO FOLLOW WHEN A REPORTABLE INCIDENT OCCURS?

The following procedures are steps to be taken by the licensee or staff when a reportable incident is witnessed or reported to have occurred:

- Address the immediate safety of children in care. (E.g. Call 911 for a serious injury or missing child.)
- Notify the child's parent of guardian immediately if their child becomes ill, is injured or may have been involved in a reportable incident while under the care of facility staff.
- Notify licensing within 24 hours by one of the following:
 - Forward a completed Reportable Incident Form via fax.
 - Contact your Licensing Officer or online Duty LO at 604-587-3936.

For any high risk reportable incidents, please refer to High Risk Notification instructions. Complete a Reportable Incident form including any follow-up actions of corrective measure you have taken to reduce the risk of the incident happening again.

SAFETY AND HEALTH & SUPERVISION PROCEDURES

EMERGENCY PLAN AND PROCEDURES

Staff will ensure that children are kept safe, are accounted for and are supervised at all times during an emergency situation. For situations that require evacuation of the school the meeting place to gather immediately will be located at: North East corner of the parking lot, along the fence.

If it is deemed 'unsafe to return' to the school, the evacuation site to proceed to is located at: Semiahmoo Library. If the library is unsafe to relocate to, we will evacuate to the Fire Hall on 18th Ave. Note: all directions given by emergency services personnel will be followed under all circumstances, including directions to evacuate to locations different than those listed above. For any emergency situations involving a child with an individualized plan in place, the procedures in the child's individualized plan will be followed. If any emergency situations happen that are not described in this document, The Director, or designated staff in charge will provide direction to staff for the immediate response and next steps. Staff will follow the direction given. If any emergency situations result in a serious occurrence, the serious occurrence policy and procedures will also be followed. All emergency situations will be documented in detail by the Director or Supervisor in the daily written record.

- 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
- In case of emergency ensure children and staff have access to the 72 hour kits located on site.

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.

- 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.

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 or Neglect

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, contact licensing and 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 6:15 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

All families are required to pay an application fee prior to being added to 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 Montessori 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 time of employment acceptance new employees will receive several weeks, plus on going support and training.

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: _____



STAFF HANDBOOK ACKNOWLEDGEMENT

TO: Rothewood Academy Executive Principal

RE: Staff Policy Handbook

Employees Name: _____

I have read the guidelines, benefits, and job descriptions of Rothewood Academy.

I have read and fully understand the contents of the Staff Policy Handbook which is given to each staff member to read.

I agree to abide by the policies and procedures set forth in the Staff Policy Handbook.

Employee Name: _____ Date: _____

Employee's Signature: _____

Principal's Signature: _____

Date: _____