



ROTHERWOOD
ACADEMY

ROTHERWOOD ACADEMY
PARENT HANDBOOK

Rothewood Academy Parent Handbook

**ABOUT THIS HANDBOOK**

This parent handbook contains information about various policies and practices of Rothewood Academy. We expect each parent/ caregiver/family 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All previously issued handbooks and any inconsistent policy statements, oral or written, are superseded.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 and procedures stated in this handbook.

NOTICE

Rothewood Academy Ltd.™ ("Rothewood Academy") and all related marks are trademarks owned by Rothewood Academy Ltd. and used under licence. The manual is Copyright © Rothewood Academy Ltd.2024. All Rights Reserved.

ROTHERWOOD
ACADEMY

Rothewood Academy Parent Handbook

Table of Contents

ABOUT THIS HANDBOOK	2
Table of Contents	3
1. About Us.....	6
1.1 Our Mission, Our Vision and Our Values	7
1.2 Hours of Operation.....	7
1.3 Unscheduled Closures	7
1.4 Our Admission Process.....	8
1.5 The Rothewood Way: The Core of Our Company	9
1.6 Our Curriculum.....	9
1.7 Program Details-Areas of Learning/Class Activities.....	10
1.8 Active Play at Rothewood.....	11
1.9 Field Trips.....	12
1.10 Guidance and Treatment of Children Behavioural Philosophy	12
1.11 Guidance Procedures.....	13
1.12 Biting.....	13
1.13 Reporting Suspicions of Child Abuse.....	14
1.14 Rothewood Staff	14
1.15 Student Placements and Volunteers	14
2. Rothewood Academy Policies and Procedures.....	15
2.1 Uniform Policy	15
2.2 Arrival Procedures.....	16
2.3 Departure Procedures.....	16
2.4 Late Pick-Up	17
2.5 Custody	17
3. Emergencies.....	18
3.1 Fire and/or site Evacuation.....	18
3.2 Earthquake.....	18

Rothewood Academy Parent Handbook

3.3	Health/Medical.....	18
4.	Illness , Immunization and General Health & Care.....	19
4.1	Illness.....	19
4.2	Immunization.....	20
4.3	Medication.....	20
4.4	Food/Allergies.....	20
4.5	Sun Safety.....	21
4.6	Physical Care.....	21
4.7	Nap and Rest Time.....	21
5.	Items to Bring from Home.....	22
5.1	Clothing.....	22
5.2	Necessities.....	22
5.3	Personal Items.....	23
6.	Child's Initial Days At School.....	24
6.1	Gradual Entry.....	24
6.2	Transition Plan When Moving to the Next Age Group.....	24
7.	Fees and Enrollment Payment.....	25
7.1	Fee Payment.....	25
7.2	Deposit.....	25
7.3	Withdrawal from Program.....	25
7.4	Provincial Child Care Subsidy, Ministry of Children and Family Development (MCFD).....	25
8.	Termination of Services.....	26
8.1	Behavioural Concerns.....	26
8.2	Unresolved Custody Issues.....	26
8.3	Philosophical Differences.....	26
8.4	Inappropriate conduct.....	26
8.5	Late Pick up Concerns.....	26
8.6	Non-Payment of Fees.....	27

Rothewood Academy Parent Handbook

9.	Technology at Rothewood.....	27
9.1	Web Cameras.....	27
9.2	Rothewood Academy CRM by Parent App.....	27
10.	Communication	28
11.	Code of Conduct.....	28
12.	Documents for Signing.....	29
12.1	Rothewood Late Pick-up Policy	29
12.2	Acknowledgement for having read and understood Rothewood Parent Handbook and its contents.	30



Rothewood Academy Parent Handbook

1. About Us

Welcome to Rothewood Academy

At Rothewood Academy we believe in helping each individual child embrace their inquisitiveness and creativity through play-based and natural 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.

We, at Rothewood Academy, are confident our focus on individual needs and abilities of children will be achieved through maintaining strong partnerships with the families we serve 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.

This handbook has been prepared to provide you with an overview of our childcare programs; an introduction to our policies and procedures; and to answer any other questions you may have about how we operate. Throughout this handbook, we use the term “Parent” to describe all of the following:

both parents and guardians and families of children.

Thank you for choosing Rothewood Academy!

ROTHEWOOD
ACADEMY

Rothewood Academy Parent Handbook

1.1 Our Mission, Our Vision and Our Values

Our Mission

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

Our Vision

At Rothewood Academy our passion and belief is to enable the individual child to embrace their inquisitiveness and creativity through play-based and natural play learning environments and activities.

Our Values

Integrity: we value a strong sense of honesty, dependability, and accountability

Learning: we value continuous learning, personal growth, and a commitment to excellence

Relationships: we value building positive relationships with others, being a good team player and fostering a collaborative and supportive work environment.

1.2 Hours of Operation

All Rothewood Academy schools are open 7:00am-6:00pm Monday-Friday.

Schools are closed for Statutory Holidays and for two weeks at Christmas (this will depend upon when the statutory holiday falls) and one week in the summer.

Please see the Rothewood Calendar of important dates for exact dates.

1.3 Unscheduled Closures

Our childcare programs are open Monday to Friday throughout the year. However, there may be times when we have to close due to unforeseen events (weather, power failure, etc.). For example, In the event of extreme weather conditions, such as a heavy snowfall, our childcare programs will be closed specifically if public transportation cannot operate.

In the event of a power outage, our programs may be unable to open or may be required to close early. When possible, you will be notified of a potential closure or called if we must close earlier than the scheduled closing time.

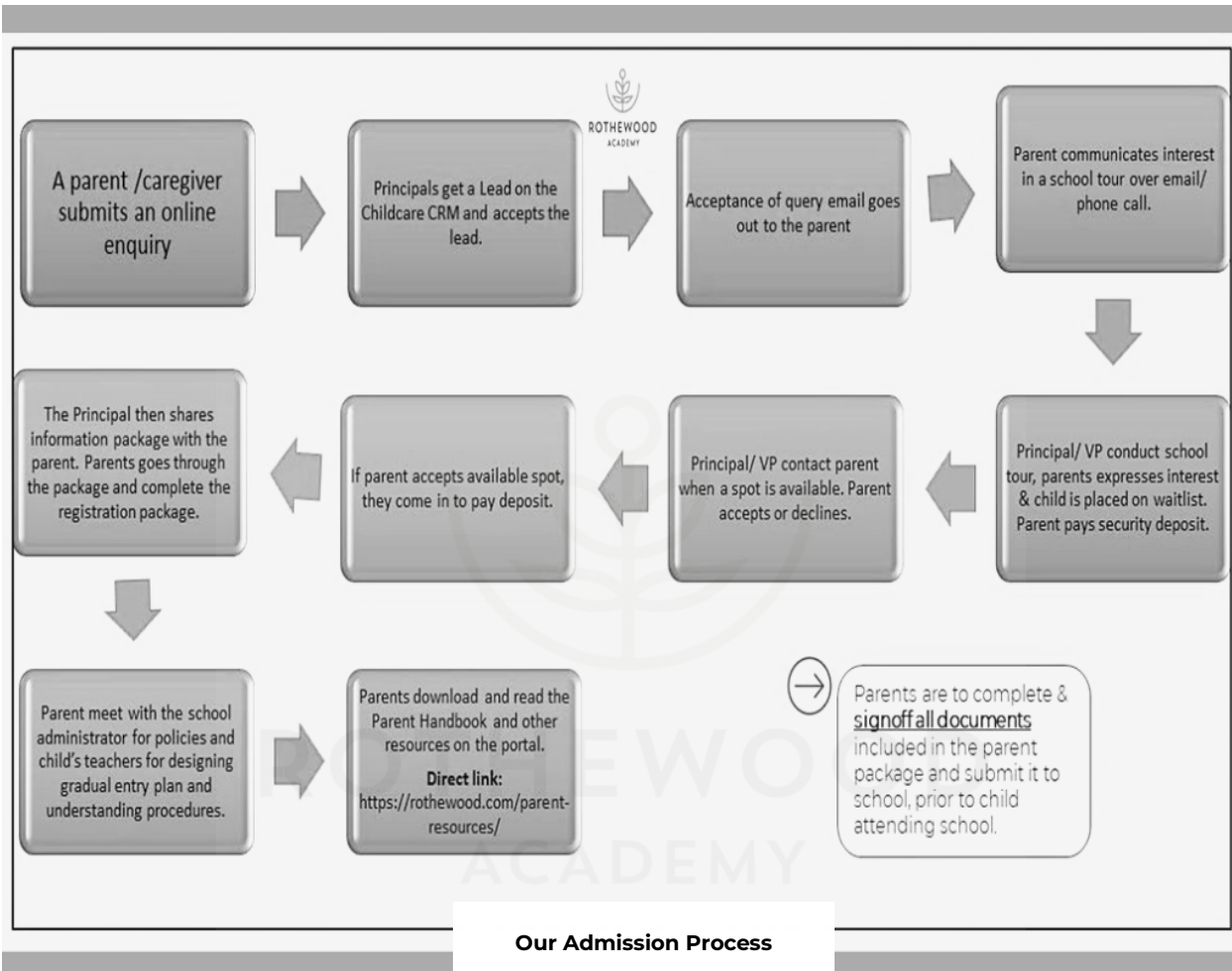
In case of a change in the contact details you are requested to update your contact details at the school office as soon as possible.

Rothewood Academy Parent Handbook

1.4 Our Admission Process

Admission process across all Rothewood schools is very simple and transparent.

Reach out to our school managers for any queries or suggestions.



Rothewood Academy Parent Handbook

1.5 The Rothewood Way: The Core of Our Company

Our motto **Head. Hands. Heart.** Is the foundation of all that we do at Rothewood Academy early learning centres.

This is referencing the Rothewood Educational Method that is dedicated to teaching the whole child—**Head. Hands. Heart.**—not simply academically, but socially, emotionally, and physically. Each aspect of the Rothewood Academy program provides knowledge and stimulation to your child's brain in different ways.

Rothewood Method:

Rothewood method is based on a contemporary approach to early childhood development and aims to ensure that your child is encouraged to develop the passion and curiosity to be a lifelong learner. Your child's special, unique individuality is celebrated, and they are encouraged to begin to explore and think of the world beyond themselves.

Our specially designed method

- ☺ Uses a holistic approach to learning where children interact with the natural world with opportunities for challenge, risk-taking, and social development.
- ☺ Has elements of structured play-based methodology but also incorporates the emergent curriculum of methodologies such as Holistic Learning, Reggio Emilia, Montessori, and the latest early learning research from around the world.
- ☺ Enables your child to have a variety of learning experiences from core subjects, extracurricular activities, as well as ample outdoor play, field trips, free exploration of materials in the classrooms.
- ☺ Rothewood focuses on the individual child and uses differentiated, individual and personalized learning methods.

1.6 Our Curriculum

At Rothewood Academy Early Learning Centres, we are big proponents of child-led emergent curriculum. Our framework was created by examining international best practices and is refined with the latest research in behavioural and developmental sciences and psychology.

Rothewood Core Curriculum encompasses the scholarly skills: Rothewood Early Literacy Program: Reading, Writing, Second Language and Rothewood Early Numeracy Program

Rothewood Enhanced Curriculum Pillars have been designed to support and enhance the skills children develop through the Core Curriculum. This extends and strengthens the child's cognitive, physical, socio emotional and creative skills.

Visit our website for a brief overview of our [curriculum](#).

**Parents are provided with brief overview of our bespoke curriculum as a part of the Parent Tour Package after the registers and completes the Parent Tour.*

Rothewood Academy Parent Handbook

1.7 Program Details-Areas of Learning/Class Activities

We follow a gentle rhythm of the day. While some moments—like meals and outdoor time—are anchored, for the most part our days flow according to how children are feeling. This adaptive structure eases worries, smooths transitions, and helps each child settle in with comfort.

A typical day for your child would include the following **Sample of Activities**

Activity
Arrival & Free Play
Breakfast
Gathering Time
Transition in Small Groups
Outdoor Play
Transition Time
Small Group Learning
Lunch
Magical Story Time & Nap Time
Afternoon Snack
Outdoor Play
Exploration
Extended time for Active Play & Socializing

**Parents receive a flow of the day relevant to their child's age group as a part of the Parent Tour Package after the Parent Tour.*

1.8 Active Play at Rothewood

What counts as active play at Rothewood Academy?

Active play has been defined as physical activity in a playful context. It usually refers to “free-flow play” that follows each child's preferences and intrinsic motivations, as opposed to more structured physical activity that is directed by adults or formal rules. By its very nature, active play encourages improvisation and creative forms of playful activity.

The Play Environment

At Rothewood, we boast of highest standards of play environment which extend to the physical and emotional environments. All our Early learning Centers boast of natural playgrounds which are safe and yet promote risky play. We consider emotional safety as one of the biggest drivers for the children we serve, to grow and flourish.

While play can take place both indoors and outdoors, we cater to the guidelines laid down by provincial and regional agencies and encourage being outdoors and connect with nature.

Our educators set out invitations for exploration and for active play covering but not limited to a wide range of activities including climbing, throwing, jumping, running, lifting, pushing and pulling appropriately sized objects, sweeping, raking, digging, and being active to music, movement and games. These activities take place in diverse environments-outdoors, playrooms/ gym rooms/ gross motor rooms and classrooms(music and movement).

Time Frame

In compliance with the provincial regulations for active play and physical movement, the Rothewood Schedule for all programs follows the following timeframes:

60 Minutes	Open Learning (Supervised facilitated free choice work time/small group learning)
30 Minutes	Gross Motor Development
45 Minutes	Morning Outdoor Play (unfacilitated)
30 Minutes	Expressive Art (Co-curricular Learning)(facilitated music, dance, drama, art, yoga)
45 Minutes	Afternoon Outdoor Play (unfacilitated)
30 Minutes	Open Learning (Supervised facilitated free choice work time/small group learning)

In addition to promoting active play, all Rothewood schools limit screen time (TV, computer, electronic games) to 30 minutes or less a day and screen time is not offered to children under two years of age. For children under the age of two, prolonged sitting activities (stroller, high chair, table games) are limited to 30 minutes or less at any one time.

All Rothewood Academy Early Learning Centres design their own flow of the day based on the timeframes mentioned above, keeping in mind the playground availability, mealtimes and nap time requirements.

Rothewood Academy Parent Handbook

1.9 Field Trips

Neighborhood outings are part of our regular routine. These outings provide children with new experiences and foster a sense of community. Local trips may include short visits like walking to a nearby park or beach, visiting a library or a Seniors Facility.

For any major field trip parents are notified well in advance. We have a no transport policy and parents are responsible for picking and dropping and accompanying their child.

Please note that we do not provide for or transport children. Any child that attends this field trip must be accompanied by an adult responsible for the child. Arrangements will be made to accommodate children who are unable to attend the field trip – they will remain at the school with staff members (adhering to ratios and teachers that the child is familiar with).

Only children who regularly attend on the day of the field trip are eligible to stay at the school.

Children are welcome to return to the school following the field trip to finish out their school day. Parents/ mentioned guardian will be required to drop off the child and sign their child in.

1.10 Guidance and Treatment of Children Behavioural Philosophy

The Rothewood Academy behavioral philosophy is to encourage self-control, self-esteem, and respect for all children and adults. We believe that all domains of learning are supported during play and through strong, positive interactions with adults.

Promoting healthy social and emotional development, including self-control, is one of the fundamental responsibilities our program.

The early learning period is a critical time for children to learn to control their thoughts, feelings, attention, impulses, and behavior. They are learning how to get along with others and how to be a friend. Children are not born with these skills.

Teachers and caregivers teach social and emotional skills just as they teach washing hands or learning colours and shapes. We know that when children are given the opportunities and support to develop (learn, practice, discuss, etc.), self-control and other social and emotional skills, it gives them the foundation needed for academic and life success.

When any child in our program presents with challenging behaviour, teaching staff follow the guidelines below:

- ♥ Observe the children, and then identify events, activities, interactions, and other factors that predict and may contribute to challenging behaviour.
- ♥ Rather than focus only on eliminating the behaviour, teaching staff focus on teaching the child social, communication, and emotional regulation skills and using environmental modifications, activity modifications, adult or peer support and other teaching strategies to support the child's appropriate behaviour.

Rothewood Academy Parent Handbook

- ♥ Teaching staff respond to challenging behaviour, including physical aggression, in a manner that provides for the safety of the child and the safety of others in the classroom. Our response will be calm, respectful and provide the child with information on what is acceptable behaviour and what is not.
- ♥ We will document the challenging behaviours and the intervention methods that were attempted in a behaviour tracking log as apart of our care plan policy.
- ♥ Teacher-parent discussions regarding a child's behaviour shall be held privately with utmost focus on working as a team to develop and implement an individualized plan that supports the child's inclusion and success.
- ♥ If required, intervention shall ensure each child has access to professional services, such as referrals to the educational cooperative behavioural specialist, the regional support network for early autism identification, community mental health center and/or a private therapist.

1.11 Guidance Procedures

We understand that behaviour concerns usually indicate that a child needs more time, support, and practice to develop their social and emotional skills. When serious concerns arise, we will partner with parents and professionals who specialize in supporting children's social and emotional health.

When a child continues to be unable to control their actions, one method we use is called "safe place." When children are upset, angry, or being disruptive, they may be sent to or asked if they would like to go to the "safe place." This is a quiet spot in which they can allow themselves to take the time to relax, breathe, and try to get their emotions under control. Teachers will continue to watch children while they are in the "Safe Place" to make sure they are not hurting themselves or others. They will encourage the child to talk about their feelings and help with calming techniques so the child will be able to return to the classroom setting.

If further guidance is required, actions taken will always be individualized, consistent, and appropriate to each child's level of understanding. No physical punishment of any kind will be administered on Rothewood property. This policy restricts staff and parents from using physical punishment on their own children while on Rothewood property.

In addition, staff/any adult present on Rothewood property may not yell at, shame, or humiliate a child in any way. Our goal is to correct children's behaviour in a way that will help mold and perfect a child's mental faculties or moral character. The terms "bad" or "naughty" shall not be used for a child.

1.12 Biting

Biting is a normal part of early childhood development. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth ("mouthing"). As they begin to understand cause-and-effect, they also might bite a person to see if they can get a reaction.

Biting also can be a way for toddlers to get attention or express how they're feeling. Frustration, anger, and fear are strong emotions and toddlers lack the language skills to deal with them. So, if they cannot find the words

Rothewood Academy Parent Handbook

they need quickly enough or cannot articulate how they're feeling, they may resort to biting as a way of saying, "Pay attention to me!" or "I don't like that!". Biting tends to occur most often between the first and second birthday. Biting is a normal part of early childhood development, however, biting that continues past two and a half to three years of age is not appropriate.

Rothewood Academy Child Guidance Policy is posted on the Family Board and is based on the requirements of the Provincial Community Care and Assisted Living Act and the Child Care Regulation.

1.13 Reporting Suspicions of Child Abuse

The Child, Family and Community Service Act of British Columbia states: Anyone who has a reason to believe that a child or youth has been, or is likely to be, abused or neglected, is required to report it to the Ministry of Children and Family Development (MCFD). At Rothewood Academy, we take this responsibility seriously and understand the legal need to report suspicions/disclosures, not determine if abuse has occurred.

Investigations are the responsibility of the MCFD and/or the Police. It is the responsibility of MCFD and/or the Police to notify parents that a report has been made.

1.14 Rothewood Staff

Rothewood Academy staff includes certified Early Childhood Educators, Early Childhood Assistants, Infant and Toddler Educators and Special Needs Educators and meet all licensing requirements. As child care professionals, our staff have the necessary training and experience to deliver high quality programs and are dedicated to ensuring the safety and well-being of children. We invest in staff's growth through well designed Professional Development Days and an ongoing professional development plan via our online Professional Development Hub and Learning Portal.

All staff are thoroughly screened to confirm their suitability for working with children. Screening includes: an interview, a BC Ministry of Public Safety and Solicitor General Criminal Record Check with Vulnerable Sector Screening, Standard First Aid certification, three professional references, License to Practice in BC designation. In addition, staff must also provide a record of work history, copies of diplomas or certificates detailing education, training, and skills, and are required to attend training and relevant re- certification events in order to provide a high level of quality care for your child.

Please note: Staff are not permitted to offer outside care (i.e. babysitting) to families attending our programs.

1.15 Student Placements and Volunteers

Rothewood Academy may accept work experience students from Early Childhood Education programs or community volunteers to assist in our programs. We value the contribution that these individuals make to our programs. Students and volunteers are screened to assess suitability prior to working in our programs. All volunteers must undergo an interview, provide a BC Ministry of Public Safety and Solicitor General Criminal Record Check with Vulnerable Sector Screening, Standard First Aid Certification, three professional references, and a doctor's certification of good health and must attend an orientation to the program.

Students and volunteers are supervised at ALL TIMES and are never left alone with children.

2. Rothewood Academy Policies and Procedures

2.1 Uniform Policy

Wearing uniforms helps build a sense of unity and community within the school. Instead of everyone as a separate team, uniforms create a bond where everyone is on the same team allowing children to focus on who they are and build self-esteem.

Wearing uniforms also helps free students and parents of the stress of what to wear in the morning. Uniforms are mandatory for all students, and verbal and written warnings will be given for parents who bring children to school without uniforms. If there is continued non-compliance a \$25.00 fee may be levied.

Our uniform reflects the school colours. The use of the school uniform is mandatory all year round, when your child is attending preschool and during field trips. The use of the uniform is strictly in our school for security reasons, but also to reinforce the sense of community identity. Unless otherwise specified, your child should wear a uniform during school hours. You can choose from the selection of items on the list; selecting the top or bottom you want your child to wear, keeping in mind that the child must be warm and comfortable.

How to Order your child's uniform?

For your convenience, there is a size range of uniforms available at your school. You are welcome to use this size range to confirm your sizes prior to placing your order online.

1. **ORDER ONLINE:** We encourage placing your order online, as this is the quickest method of ordering. Please visit our website at www.cambridgeuniforms.com to create an account.

School code: *Available September 15th*

2. **VISIT OUR DOLLARTON HIGHWAY STORE:** As our stores are very busy during the summer months, we ask that between May 1st and August 15th you book an appointment with us. Visit our website at www.cambridgeuniforms.com to book a fitting. Clients with appointments will be served first.
3. **CALL US:** Should you require assistance, you are welcome to contact our customer service at 604-924-9069 ext 1 to speak with a team member.

Rothewood Academy Parent Handbook

2.2 Arrival Procedures

The morning routine is an important one as it can set the stage for how your child's day unfolds. Please let staff know any pertinent information about your child's previous night or morning that might help your child have a successful day.

Parents must sign their child in. Please ensure that a class staff member (not volunteer or practicum student) has seen you and knows your child has arrived. Children may not be dropped off before the program begins.

Please phone / email / mark on the Rothewood App to let staff know if your child will be absent from the school.

2.3 Departure Procedures

Your child must be picked up by 6:00pm. You must sign your child out from the school and ensure that a staff member is aware you're taking your child home. Please check with the staff to see if there are any messages related to your child or to simply hear about how their day was.

The policy at Rothewood Academy is that the maximum number of hours a child may stay at the school is preferably 8 hours and not beyond 9.5 hours per day.

Children will only be released to authorized persons, including parents, persons listed on the Authorized to Pick-Up List/Emergency Contact List in the Registration Package or parents/guardians recorded on a legal document (i.e. custody agreement).

Children will not be released to anyone other than individuals listed on the Authorized Pick-Up List/Emergency Contact List in the Registration Package unless staff are notified in writing. Should a parent wish to have an additional person added to the Authorized Pick-Up List, written consent must be submitted to the staff. Photo identification is required to verify the identity of the person picking up your child if staff are unfamiliar with the person.

Children will not be released from the Child Care Centre if the authorized pick-up person appears incapable of providing safe care (i.e. suspected intoxication/drug use). Should this occur, staff will suggest that the person call a friend or taxi for alternate care of the child and/or transportation home. If staff feel that a child is at risk, or the authorized pick-up person makes an unsafe decision to drive, staff will phone the police.

- ♥ If a child is not picked up five (5) minutes after closing time (6:00pm) and there has been no contact with the parent, the staff will follow these procedures:
- ♥ Check the sign-in sheet for any information regarding alternate arrangements for the child's pick-up.
- ♥ Call the parents at home/work; if alternate pick-up arrangements were made, staff will call the alternate pick-up person.
- ♥ 15 minutes after closing: if parents cannot be reached, emergency contacts will be phoned.
- ♥ 30 minutes after closing; if parents or any of the designated emergency contacts still have not been reached, staff will call the Emergency Services of the Ministry of Children and Family Development.

Rothewood Academy Parent Handbook

- ☛ An MCFD Social Worker will sign your child out and will place your child in care until you can be located.

2.4 Late Pick-Up

If a parent is late picking up their child, the first occasion will be noted on our Late Pick- Up Form. The parent will be required to initial the Late Pick-Up Form. On the second and subsequent occasions, a fee of \$30.00 will be levied. Please note that 4 late pick-ups in any 6-month period may result in withdrawal of services. Note: that there is a maximum stay of 9.5 hours per day. If children are left at the school for longer than 9.5 hours, then a \$25 per day extended care fee may be charged.

2.5 Custody

If a custody agreement is in place for your child, a copy of your custody agreement or court order must be on file. Staff will act in accordance with this legal document. If issues around custody exist and there are no legal documents, the enrolling parent must provide written information on access. Staff will follow information provided by the enrolling parent. The parent with whom the child resides will be deemed to be the custodial parent and staff will only follow instructions of this parent unless otherwise instructed by a court order.



3. Emergencies

In the case of an emergency or natural disaster, staff will attempt to contact parents as soon as possible. It is essential that parents advise staff of any changes to residence, place of employment or phone numbers (home/cell). These updates include alternate emergency contact information. If local phone lines are down, staff will notify any Out-of-Town emergency contacts regarding information pertaining to your child (where they can be picked up).

All Rothewood Academy (staff and children) practice fire and earthquake evacuations on a routine monthly basis.

3.1 Fire and/or site Evacuation

In the event that we need to evacuate the building, you will be notified of where to pick up your child.

Rothewood Academy's Emergency Preparedness Program involves issuing and maintaining comfort kits and Personal Photo ID tags that provide vital medical information as well as information assisting a safe and speedy communication and reunion with family. A description and a form for comfort kits and photo ID tags will be provided to you from your school. Once complete please hand it to your Administrator.

3.2 Earthquake

In the case of an earthquake, we will remain on site (if possible). If the centre is badly damaged, emergency crews may redirect us to the nearest emergency centre.

3.3 Health/Medical

Our policy is to notify parents if their child is ill or requires medical attention. If immediate medical help is required, staff will call an ambulance and then will notify parents/emergency contacts. As per Licensing Regulations, we cannot provide care to a child unless we have received completed registration forms detailing any medical/health related information and parent/emergency contact information. Registration forms must be fully completed within a minimum of 2 days before your child begins care. Due to health safety concerns children are not taken into the program until the paperwork is incomplete.

4. Illness , Immunization and General Health & Care

Parents are strongly encouraged to keep ill children at home to prevent the spread of illness at the school. A child who is too sick to participate in the program or to play outside is too sick to attend the program.

Please call and let staff know if your child will be absent.

4.1 Illness

A child needs to be free of the following symptoms before returning to the school:

- ☞ **Acute Cold:** Contagious with obvious discharge of infected green or reddish- brown mucus. Child can return when discharge has subsided.
- ☞ **Cough:** 3-5 times per hour, and especially if choking and/or vomiting accompanies the cough. Child may return when coughing has subsided.
- ☞ **Sore Throat:** Trouble swallowing.
- ☞ **Fever:** 38.3 degrees Celsius (100.4F) or over – may return when fever has remained at 37 degrees Celsius (98.6 F) for 24 hours without the aid of medication.
- ☞ **Vomiting:** Child can return after 48 hours of the last bout of sickness.
- ☞ **Diarrhea:** Must be symptom free for 48 hours and have one solid bowel movement.
- ☞ **Antibiotic:** Can return 24 hours after the antibiotic is first taken as long as criteria above are also met (i.e. coughing is minimal).
- ☞ **Infected Skin or Eyes:** A doctor must examine undiagnosed skin irritations and provide written medical clearance prior to a child's return to program. Conjunctivitis (pink eye) is very contagious and must be treated and the eyes clear before the child may return.
- ☞ **Earaches and Infections:** Untreated ear infections can lead to hearing loss and are potentially infectious, we require children to see a Doctor for direction and that children stay home for a minimum of 24 hours with or without antibiotic medication. This allows for the child to be monitored and assessed.
Children may return when symptoms such as fever and ear tugging have subsided.
- ☞ **Lice:** Child may return once they have been treated with an effective lice treatment and all lice and nits have been combed or picked out of hair. Follow up shampooing must be administered to complete treatment.
- ☞ **Communicable Diseases:** Communicable diseases such as chicken pox and measles must be reported to staff as soon as they are diagnosed. The duration of the child's treatment and exclusion from childcare will depend on the Health Authorities Communicable Disease recommendations – which staff will be able to provide.

If a **child arrives at the centre ill**, parents will be asked to find alternate care for that day.

Rothewood Academy Parent Handbook

If your **child becomes ill during the day**, you will be called to take your child home. If staff cannot contact you, they will call your emergency contacts to pick up your child. Your child will be placed in a quiet area to rest, away from the group but still supervised by staff, until an authorized person arrives to pick up your child.

4.2 Immunization

It is important for parents to inform the staff of illness or communicable disease. Your child's immunizations must be current before your child enters the program. A written record of each child's immunization must be on file and be up to date. If a child is not immunized, a letter stating this must be provided for the child's file. If an outbreak of a communicable disease occurs, the non-immunized children will be excluded from the program immediately. In the event of an outbreak, Community Care Facilities Licensing and or the Centre for Disease Control will be notified.

Children should not attend the centre for at least 48 hours after their last symptom or as directed by the Health Authority or designate.

4.3 Medication

It is recommended and preferred that parents administer medications at home; however, staff will administer medication if your child is on a strict medication schedule, provided the following procedures are followed:

- ☺ Only medications (including Epi-pens) prescribed by a doctor can be administered in program.
- ☺ Medications must be in their original container with the prescription stating your child's name, dosage, and time to be given.
- ☺ Medication should be replenished at least a week prior to expiry date.
- ☺ Parents must complete the Consent to Administer Medication form in order for staff to administer medication.
- ☺ If your child is receiving medication for a communicable disease, they must be on the medication for a minimum 24-hour period and provide a doctor's note indicating that they are able to return to the program.

4.4 Food/Allergies

- ☺ Rothewood Academy promotes healthy eating habits and uses the Canadian Food guide as a resource when providing meals and snacks for children. We provide a morning, afternoon snack and homemade nutritious lunch.
- ☺ NOTE: All Rothewood Academies are NUT FREE. We host care for children who have anaphylactic reactions to nuts. The staff will notify parents of any other anaphylactic allergies brought to our attention.

Rothewood Academy Parent Handbook

4.5 Sun Safety

☺ To help your child become “sun smart”, please make sure your child has a wide brimmed sun hat, sunglasses, and sunscreen at the centre (please label). We do not recommend baseball hats as they do not provide enough coverage for small ears or the back of the neck.

4.6 Physical Care

☺ Diapering routines are important, not only for infants and toddlers physical comfort, but also because diapering time provides opportunities for quality interactions and communication. Rothewood Academy staff follows the diapering procedures as outlined by child care licensing regulations and Rothewood Academy Policy.

☺ When children are ready, staff will encourage individual responsibility for dressing and toileting and will assist and support children develop these self-help skills.

☺ Depending on the age of your child, staff will encourage them to clean themselves after toileting and will help those who require assistance.

4.7 Nap and Rest Time

☺ Naptime allows children to physically rest and emotionally unwind. It provides a balance to the day's active program. Although some children require a nap during the day, naptime is not mandatory for all children. We ask that all children rest for a short time, followed by quiet activities (to allow those who need to sleep, the quiet space to do so).

☺ Most children are comfortable lying down with their stuffy, having their back rubbed or looking at a book quietly. Children's nap time schedules may vary depending on age or individual needs.

5. Items to Bring from Home

5.1 Clothing

Regardless of the weather, children attending a Rothewood Academy spend time outdoors every day. Your child should wear Rothewood uniforms and have Rothewood outerwear each day that they attend school. Please ensure that your child has the following items.

- ✔ Rothewood pants and rain coat
- ✔ Rothewood Uniform
- ✔ Hat and gloves/mitts (winter)
- ✔ Wide brimmed sun hat, sunglasses, and sun screen
- ✔ Boots
- ✔ Spare clothes
- ✔ Indoor shoes

Please ensure your child's clothes and belongings are labeled. Rothewood Academy is not responsible for any lost or damaged clothing or other item.

5.2 Necessities

✔ To ensure that your child has everything they need to make them comfortable – please provide the following items:

Rothewood Baby and JK1's:

- ✔ Rothewood uniform
- ✔ Spare clothing: 2 complete outfits (socks, undershirt, top and bottom)
- ✔ Please Note: Outside food is not permitted with the exception of breast milk and formula.
- ✔ Bottles (labeled with your child's name)
- ✔ Diapers and diaper cream (at least 5 per day)
- ✔ Training underwear
- ✔ Blanket, favorite soft cuddly toy for sleeping

JK2 and JK3's:

- ✔ Rothewood uniform
- ✔ Spare clothing: at least 1 complete outfit (socks, underwear, top and bottom)
- ✔ Blanket, favorite soft cuddly toy for sleeping
- ✔ Please Note: Outside food is not permitted

*A detailed list of items will be shared in the Welcome Letter from your child's teachers.

5.3 Personal Items

Please keep personal toys at home. Children who bring toys will be asked to keep them in their cubbies until they are picked up at the end of the day. Personal toys have been proven to prompt arguments and promote exclusive play.

Show and Share Days: children may bring in a toy from home that they can talk about and show to their friends during Show and Share. Toys/Show and Share items will be put away in cubbies at the end of Show and Share.

While our teachers try their level best to ensure all items are returned in the manner they came in, sometimes children might misplace/ break/ tear or lose an item. In such situations, Rothewood Academy is not responsible for lost, broken or missing items.



6. Child's Initial Days At School

6.1 Gradual Entry

The gradual entry process is required for each new child. Even though your child may have had other group experiences, this will be a new group for them with unfamiliar faces. This gradual orientation to the program allows time for your child to feel comfortable, to start developing new friendships and to become familiar with staff.

We recognize that this process can be stressful for parents, but it allows your child to become acclimatized to the program and feel more comfortable and confident when it comes time to leave them for the whole day. If this process is difficult for you to arrange, you can have a friend or family member substitute for you.

Our gradual entry process is as follows:

Day 1: 9:00am-11:00am - Child attends for two (2) hours. Parent remains with child.

Day 2: 9:00am-12:00 pm - Child attends for the morning and stays for lunch. Parent stays as long as child needs them but should leave for at least one (1) hour.

Day 3: 9:00am-3:00pm - Child stays for nap time. Parent stays for a short time until their child is comfortable.

Days 4&5: Child can stay all day. If possible, child stays for a shorter day.

6.2 Transition Plan When Moving to the Next Age Group

When your child reaches the age for moving to the next age group, they will be put on the internal wait list for space. Any vacant space will be filled in the following priority:

- ♥ Children who are currently enrolled and who are ready (meet age requirements) will move to the next age group.
- ♥ Siblings of children enrolled at the school.
- ♥ Applicants on the waitlist will be called: this is based on the date/time the application was received. If there are no vacancies in the next age group, we cannot guarantee that your child can stay at the school (i.e. if a child turns 36 months in January and there are no vacancies in the next age program until July). We will apply for a retention request to keep your child in the program, but as this decision is made by Community Care Facilities Licensing (CCFL).
- ♥ While we cannot guarantee the retention will be granted. If the request is unsuccessful, we will contact our other facilities to see if space is available.

Rothewood Academy Parent Handbook

7. Fees and Enrollment Payment**7.1 Fee Payment**

Rothewood Academy Preschool fees are due on the 1st day of the month. Payment must be in the form of a post-dated cheque or a credit card charge or PAD payment. A Pre-Authorized Payment Form must be completed at the time of registration and is included in the registration package. If your child is absent due to sickness, vacation or for other personal reasons, it will be necessary to pay the full fee in order to maintain your child's space.

7.2 Deposit

- ✎ A non-refundable deposit of one month's tuition is required at time of registration to secure a child care space for each child. Deposit will be applied to last month's child care fees.

7.3 Withdrawal from Program

- ✎ If you wish to withdraw your child, withdrawals are effective on the 1st of the month with one month' prior written notice. Withdrawal notices need to be submitted in writing to your Principal (i.e. for a May 1st withdrawal, written notice must be received by or before April 30th). In lieu of the notice, one month's fees must be paid.
- ✎ Parents agree to this duration of notice when signing the deposit confirmation form within the registration package.

7.4 Provincial Child Care Subsidy, Ministry of Children and Family Development (MCFD)

- ✎ The government child care subsidy program is available to families based on provincial eligibility requirements. Parents who receive the subsidy are responsible for the difference between the subsidy and the Rothewood Academy Parents are responsible for keeping their subsidy current and are responsible for the full fee if their subsidy expires. We will refund the subsidy portion of the payment to parents once subsidy has resumed and payment has been received from the Ministry. Please contact MCFD at 1-888-338-6622 or online at www.mcf.gov.bc.ca/childcare for more information.

8. Termination of Services

When a conflict arises, staff will make every attempt to work with the family to resolve the issue to their mutual satisfaction, provided the arrangement does not:

- ❖ Compromise the Mission, Vision and Values of Rothewood Academy.
- ❖ Put the child, staff, or other participants at risk.
- ❖ Diminish the value of the Rothewood experience for other participants.

All situations are dealt with on an individual basis considering the specific needs and circumstances of the family and the capacity of the program to meet those needs. After working with the family and making every attempt to resolve the situation, the school principal, in consultation with the school owner, may come to the decision that it is not appropriate for a child to continue their involvement in the child care program.

Mentioned below are some situations where this might occur:

8.1 Behavioural Concerns

Rothewood Academy is not equipped to deal effectively and appropriately with a child whose behaviour requires ongoing significant intervention (i.e. persistent unprovoked physical violence; persistent bullying; verbal harassment of peers or staff; or continual unauthorized departure from the school). The Principal, in consultation with the Owner, will make every attempt to link the family and child to the appropriate support service

8.2 Unresolved Custody Issues

If a family's custody issues result in conflicts at the school (i.e. the non-custodial parent continually attempts to pick the child up at a time/day not specified on the court order) and places the child, staff, and other participants at risk, then the family will be asked to make alternate child care arrangements.

8.3 Philosophical Differences

If the needs and opinions of a family do not fit with the principles, policies and procedures of Rothewood Academy, the Principal, in consultation with the Owner will attempt to find a resolution with the family. If this is not possible, Rothewood Academy reserves the right to ask the family to find a more suitable child care arrangement with a mutually agreed upon timeframe.

8.4 Inappropriate conduct

Services will be immediately terminated if a family member behaves inappropriately (i.e. threatens, harasses, commits a violent act or similar significant act) towards a staff member, child, or other participant in the school.

8.5 Late Pick up Concerns

As stated in the *Late Pick-Up* section, if a parent is late picking up their child, the first occasion will be noted on our Late Pick-Up Form. For second and subsequent occasions, a fee of \$10.00 will be levied for each 5-minute period after scheduled closing time. If the program is unable to satisfactorily resolve problems of ongoing late

Rothewood Academy Parent Handbook

pick-up with a family, services may be terminated. Note: that there is a maximum stay of 9.5 hours per day. If children are left at the school for longer than 9.5 hours, then a \$25 per day extended care fee may be charged.

8.6 Non-Payment of Fees

School fees are due on the 1st day of the month. If payment is not received on the due date, a warning will be issued; after one week you will receive a letter of notice; after three weeks you will receive final notice which may result in the immediate cancellation of services.

Rothewood Academy may charge an NSF fee of \$50 if funds are unavailable at the time of withdrawal. Rothewood Academy will not be responsible for any costs charged by your bank/financial institution. When appropriate, the Principal, in consultation with the Owner, will work with families to develop alternate payment plans.

9. Technology at Rothewood

9.1 Web Cameras

[Daycarewebwatch](#) is a service provided by leading daycares in your community. The system allows you to share in your child's stay day by day delivering live video from your child's classroom. Virtually anywhere that there is internet connection is now a conduit into your child's daycare.

9.2 Rothewood Academy CRM by Parent App

Rothewood Academy uses the CRM (but is not limited to) for :

1. Enrollment and admission management
2. Inquiry, waitlist and Follow up tracking
3. Staff record keeping
4. Financial transactions (tuition and other associated elements as applicable)
5. Centre and Family communication

Rothewood Academy Parent Handbook

10. Communication

We strive to create an environment where parents and staff can communicate openly and discuss questions or concerns in a respectful way. School Principal supports families and staff by ensuring that Rothewood standards are followed and all issues and concerns are addressed in a timely fashion in an amicable manner.

- ♥ Class Family Board: Parents are requested to check the Family Board for their child's class for important program updates and notices. The Family Board includes program highlights, staffing/student and volunteer placements information, administrative, and other valuable information.
- ♥ Monthly Newsletters and requirement-based notices are shared digitally with parents . Additionally, notices may be posted in the centres.
- ♥ Meetings with Teachers: We have two Parent Teacher Conferences in a school year , where teachers share child's progress and together with the child's parents set goals for the child. If required parents and teachers set up a review meeting to share and discuss child's progress.
- ♥ Addressing day to day concerns: We encourage parents to request for a focused meeting time with the teachers to ensure that all concerns regarding the child and strategies to manage those are designed with utmost focus. Drop off and pick ups are kept for quick greetings and requests.

11. Code of Conduct

Rothewood Academy is dedicated to the spiritual, physical, mental, and social development of people. We are committed to providing a friendly, respectful environment and reinforce socially responsible behaviour. We do not tolerate abusive behaviour.

Employees, volunteers, program participants and others using Rothewood Academy facilities are expected to treat others with courtesy and respect.

Thank You!

Thank you for taking the time to read our Family Handbook. Please use it as a reference during your child's time at Rothewood Academy.

12. Documents for Signing

12.1 Rothewood Late Pick-up Policy

Rothewood Late Pick-up Policy

Rothewood Academy is open from 7:00am to 6:00pm, from Monday to Friday.

When a parent picks up a child even one minute late after 6:00pm, the teachers present must be asked to stay overtime and paid accordingly. It also disturbs the child who is left behind after their friends have gone home. Families are thus requested to pick up their child within the stipulated time and avoid late pickups unless there is an emergency. In which case please contact the school as soon as possible. (Rare exemptions/ change in pick up schedule are decided by the Principal after due diligence to the reasons).

Kindly note:

- i. *There is a maximum stay of 9.5 hours per day. If children are left at the school for longer than 9.5 hours, then a \$30 per day extended care fee may be charged.*
- ii. *We understand that anyone can have an emergency situation at some point. For that reason, we will cover the expenses incurred the first time.*
- iii. *Second time onwards if a child is picked up after the 9.5-hour window a \$30 charge will be applied to your child's account.*
- iv. *If you are consistently late, there will be a \$30 charge applied to your account plus \$10 penalty for the first 5 minutes plus an additional \$2 every minute after that. At this point the principal will arrange a meeting with you to discuss implications of this issue.*
- v. *If there is a no show/no information for late pick up on file with the school or we are unable to contact you, or your designated alternatives beyond one hour after the closing time (or last pick up time in case of any event) we are required to call and inform both-RCMP and Ministry of Children and Families and release the child to their custody.*

I have carefully read and understood the preceding document and agree to abide by its terms and conditions. I also understand that failure to comply with these terms could result in the withdrawal of my child from Rothewood Academy.

Name of Child:
Parent

Parents Name

Date: / / (mm/dd/yyyy)

Signature of

Rothewood Academy Parent Handbook

12.2 Acknowledgement for having read and understood Rothewood Parent Handbook and its contents.

Please read, understand and verify queries with school and return the duly signed form to your child's Centre.

Acknowledgement Form

I have read, understood, and agree to follow the Rothewood Academy Fees and Enrollment Policy and all policies and requirements mentioned in this parent handbook.

Rothewood Academy Location:

Parent (Please Print Name):

Parent Signature:

Date:

