

A DIFFERENTIATED LEARNING EXPERIENCE

# ROYAL OAK SCHOOL

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## PARENT AND STUDENT HANDBOOK



173 WELLINGTON ST  
NIAGARA ON THE LAKE, ON  
L0S 1J0

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



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# Letter from the Head of School

*Royal Oak Families,*

I want to start by thanking you for choosing Royal Oak for your child and family.

A school is not just a place of academic learning, but a hub for the whole family, and a much-needed community where children, teachers and families create the daily experiences that help students grow and thrive.

Royal Oak is a special place. It has a close-knit staff and highly educated teachers who choose our work environment because it is one that allows them to get to know each and every child deeply, customize their teaching and programming and provide challenge and fit for each student in their classroom. For children, this results in engaging, exciting and creative programming that supports them where needed, but drives them to achieve and succeed.



Each day I come to school, I have the privilege of connecting with each one of your children, and hearing their ideas, excited chatter and laughter down the halls as they engage in a truly joyful process of learning. The Elementary school years are essential for sparking curiosity and creating lifelong learners who are compelled to think critically, work collaboratively and be kind and honourable citizens. This is our mission at Royal Oak, and I believe your family will find our values and philosophy being lived each day. Thank you for your trust in us and know each of you, our parents are an essential stakeholder in our process.

-- Julia Murray

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# STAFF DIRECTORY 2021/2022

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<b><u>Head of School</u></b>	<b>Julia Murray</b>	<b><a href="mailto:juliamurray@royaloakschool.ca">juliamurray@royaloakschool.ca</a></b>
Early Years JK/SK	James Guest	<a href="mailto:jamesguest@royaloakschool.ca">jamesguest@royaloakschool.ca</a>
Early Years JK/SK	Krista McMackin	<a href="mailto:kristamcmackin@royaloakschool.ca">kristamcmackin@royaloakschool.ca</a>
Grade 1 & 2 Classroom	Laureen Dennis	<a href="mailto:laureendennis@royaloakschool.ca">laureendennis@royaloakschool.ca</a>
Grade 3 & 4 Classroom	Campbell Filer	<a href="mailto:campbellfiler@royaloakschool.ca">campbellfiler@royaloakschool.ca</a>
Grade 4 & 5 Classroom	Brittany Nyenhuis	<a href="mailto:brittanynyenhuis@royaloakschool.ca">brittanynyenhuis@royaloakschool.ca</a>
Grade 6, 7, & 8 Classroom	Kristen Koyle	<a href="mailto:kristenkoyle@royaloakschool.ca">kristenkoyle@royaloakschool.ca</a>
French, Art, Drama & Music	Mireille Salam	<a href="mailto:mireillesalam@royaloakschool.ca">mireillesalam@royaloakschool.ca</a>
Physical Education	Pete Hill	<a href="mailto:petehill@royaloakschool.ca">petehill@royaloakschool.ca</a>
Resource Teachers	Kelly Satran	<a href="mailto:kellysatran@royaloakschool.ca">kellysatran@royaloakschool.ca</a>
Resource Teachers	Katie Droppert	<a href="mailto:katiedroppert@royaloakschool.ca">katiedroppert@royaloakschool.ca</a>
Resource Teachers	Karen Epp	<a href="mailto:karenepp@royaloakschool.ca">karenepp@royaloakschool.ca</a>
Receptionist	Natalka Williams	<a href="mailto:natalkawilliams@royaloakschool.ca">natalkawilliams@royaloakschool.ca</a>
Accounting		<a href="mailto:admin@royaloakschool.ca">admin@royaloakschool.ca</a>
Administration		<a href="mailto:admin@royaloakschool.ca">admin@royaloakschool.ca</a>



# SCHOOL CALENDAR 2021/2022



Royal Oak  
Community School  
Niagara-on-the-Lake

## 2021-2022 School Calendar

September 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Calendar Notes & Holidays	
First Day of Class Thanksgiving Break Fall Mid-Term Break December Holiday Break Winter Mid-Term Break March Break Easter Break Victoria Day Weekend Last day of Class	Sep 8, 2021 Oct 9-11, 2021 Nov 15-21, 2021 Dec 20, 2021-Jan 2, 2022 Feb 10-14, 2022 March 7-18, 2022 April 14-18, 2022 May 20-23, 2022 June 18, 2022
Last day of Class Professional Development, no school for students	
Holiday	

### School Break:

November 15-19, 2021  
 December 20, 2021- January 31, 2022  
 February 11-14, 2022  
 March 7-18, 2022  
 April 15-18, 2022  
 May 20-23, 2022

### PD DAYS:

October 8, 2021  
 November 12, 2021  
 February 10, 2022  
 April 14, 2022  
 May 19, 2022  
 June 21, 22, 23, 2022

### Public Holidays Days:

October 11, 2021  
 February 14, 2022  
 April 15, 18 2022  
 May 23, 2022

Follow our online school calendar for more information.

<https://www.royaloakschool.ca/parents>

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## UNIFORMS

The school uniform is intended to develop a sense of pride and self-discipline while uniting us as a learning community. We are committed to ensuring this environment is safe and respectful of the needs and well-being of all individuals, and believe that a school uniform dress code supports such environments. Schools that have implemented a uniform report a positive impact on the overall tone and climate of the school. Though we value comfort, were a little more lenient with uniforms last year, we realized that deviating from the acceptable uniform and appearance was distracting to the students and interfered with daily instruction.

Students are expected to be clean and neat in their personal appearance. Inappropriate dress and appearance conflict with the school's goal to nurture mature, responsible and socially acceptable behaviour in all students attending Royal Oak Community School. Students who are in conflict with the school's personal appearance code (as determined by the school administration) will receive a warning and subsequently follow-up by the school with the child's family.

The following points are the expected personal appearance and uniform guidelines:

### PERSONAL APPEARANCE:

- ~ Hair must be of natural colour
- ~ Only small sized earrings or hoops no more than 1 centimetre (3/8 inch) in outside diameter.
- ~ No visible or excessive amounts of necklaces, bracelets or chains
- ~ No visible body art such as temporary tattoos
- ~ No coloured nail polish

### UNIFORMS

~Students must be in complete uniform, worn properly and modestly, from the time they enter the building until dismissal at the end of the school day, including lunch periods.

~ All clothing items must be the original style and conditions. Ripped, torn, defaced, stained or un-hemmed items *are not permitted*.

~ A **plain white T-shirt** only shall be worn under a uniform dress or golf shirt/blouse or school hoodie. *Please note a long-sleeve T-shirt is not to be worn under a short sleeve shirt/blouse or golf shirt.*

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~ Non-uniform sweaters are NOT to be worn in the school. Jackets/coats and non-uniform sweaters are to be removed upon entering the school. Hoodies are only to be worn during gym; cardigans and sweaters may be worn with everyday uniform.

~ Colourful socks, shoes, sweaters, t-shirts, high-heeled or platform shoes will be considered a uniform infraction.

### STANDARD SCHOOL UNIFORMS

Long sleeve polo shirt NAVY

Short sleeve polo shirt NAVY

Plain front pants KHAKI

Cardigan or vest NAVY

Socks NAVY

Royal Oak School hoodies - can be purchased from the school

2 Pairs of shoes may remain at school. One black pair to be worn daily. One pair of running shoes to be used for physical education. If your child is unable to tie their laces, shoes MUST be Velcro or slip-on. Non-acceptable shoes include Crocs, Flip flops, sandals etc.

### PHYSICAL EDUCATION UNIFORM:

Plain white t-shirt, short or long sleeve

Fleece shorts NAVY

Fleece sweat pants NAVY

Hoodie NAVY

Socks WHITE

### DRESS UNIFORM:

Skorts (for girls) KHAKI

Tunic (for girls) KHAKI

Plain front shorts (boys and girls) KHAKI

V-neck sweater (boys and girls) NAVY

Headbands NAVY

Hair accessories NAVY or WHITE

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## LUNCHES

Royal Oak teaches healthy eating habits and routines. We encourage parents to pack a nutritious lunch with enough food to support their child's nutritional requirements for the school day. Fresh fruits, vegetables and proteins are good foundations for a healthy lunch box. Students should bring either water or milk to school each day. Foods such as chocolates, candies are pop are not permitted and if in excess of a small treat, will be sent home with students in their lunch bags.

Lunches should also be made as environmentally friendly as possible. We adopt a "Boomerang" lunch approach, where any garbage that is packed, will go home with the child. Our hope is we use reusable containers whenever possible and buy large multi-use lunch foods rather than foods packaged in single-use containers.

### HOT LUNCH PROGRAM

Parents may sign up for the Hot Lunch Program on Mondays and Wednesdays by signing up for *The Lunch Lady* at [www.thelunchlady.ca](http://www.thelunchlady.ca) or by directly emailing [xhandre@thelunchlady.ca](mailto:xhandre@thelunchlady.ca). Once you create an account, you will be able to choose two weekly lunches for your child from a variety of healthy, hot foods that are prepaid online and delivered at 12:15 pm on Monday and Wednesday right to our door.

### PIZZA LUNCHES

Pizza lunches are held on the last Friday of each month. The cost for this lunch is \$2/slice, \$1/snack and \$1/drink. Students will be sent home with a pizza form at the beginning of the school year. Your child's selection will be repeated for the remainder of the school year unless the school is notified of changes. Payment for the lunches must be made via etransfer ([admin@royaloakschool.ca](mailto:admin@royaloakschool.ca)) prior to the last Wednesday of the month.

### LOCAL LUNCH PROGRAM

Once a month, Royal Oak School hosts a "Local Lunch" program that highlights a different restaurant in our community. Children will have the option of two lunches to choose from that is healthy, fresh and hot. This initiative alleviates stress for parents in making lunches, while also supporting local business in the Niagara Region.

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# OUR MISSION

We are a deeply connected learning community that fosters curiosity and perseverance in the individual child and encourages their development to become a responsible and honourable person.

## CORE BELIEFS

### We believe in children

Children should not be underestimated. Even at the age of four, children are capable of grappling with new ideas, theorizing, experimenting and understanding sophisticated concepts.

### We believe children learn best when their innate curiosity is encouraged and built upon.

Children come to school with a deep understanding of the world around them. Capturing this knowledge and children's growing questions about the world is key to capturing their engagement and attention.

### We believe in the power of community

When children are in a secure and safe environment to share their ideas and whole selves, they blossom as students and leaders.

### Fail Forward Philosophy

"Fail forward" refers to the idea of encouraging and fostering curiosity and creativity by providing a safe environment to learn from mistakes. Regular opportunities to accelerate personal growth by designing specific activities, like public speaking and community outreach, encourage students to step out of their comfort zone. Research using MRI imaging shows that the brain synapses and neurone are more active when processing a mistake than a correct answer. Children need to experience failure in a safe environment in order to learn how to persevere and succeed.



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# INDIVIDUALIZED ATTENTION

Royal Oak School is an open learning environment specifically designed to promote self confidence, and respect for others. Children are deeply known by their teachers and classmates – this means instruction is differentiated for their needs and children progress to reach their own specific learning goals. Children partake in daily activities designed to practice and develop independence. Children have weekly opportunities to develop positive influence and leadership skills by engaging with the community on cooperative initiatives.

## OUR HISTORY

Royal Oak School was founded to fill a need in the community after the closure of Niagara on the Lake's only public school. A group of dedicated parents and concerned citizens worked together to establish Royal Oak School.

Royal Oak Community School opened its doors in September of 2015 at the Old Courthouse in Niagara on the Lake. The school opened with 12 students and has continued to grow to this day. We opened in 2020 with 50 students and are set to open in 2021 with 70. Royal Oak School now has 10 staff members and occupies 10,000 square feet in the historic building at 176 Wellington St, in Old Town Niagara on the Lake. The students have access to 70,000 square feet of green space, small class sizes and dedicated staff to ensure student success.

Royal Oak School is a non-profit, charitable organization that offers bursaries to 40% of our student population because we believe a high-quality education should be accessible to all. Royal Oak School does not receive government funding of any kind and relies on the generosity of donors and our yearly fundraisers to provide this access for all.

The Original Royal Oak class, September 2015



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# 2021/2022 DAILY SCHEDULE

Parents MUST fill out Covid Forms prior to 8:20am. Forms can be found online at: [www.royaloakschool.ca/parents](http://www.royaloakschool.ca/parents)

## **ARRIVAL:**

### **8:20 am-8:40am**

There will be staggered entry for the 2021/2022 school year. Start time will either be 8:30 am or 8:40 am and siblings will be start together. Please expect your child's start time to be shared with you at a later date.

**JK- Grade 4:** Students use the Byron St ramp.

**Grade 5-8:** Students use the Wellington St entrance.

Students who arrive after the start of the national anthem will be considered and must go to the office to receive a late slip.

## **RECESS:**

Royal Oak believes children should have long blocks of outdoor time that allows children to sink into productive, industrious play. Our first recess is 30 minutes while our lunch recess is 60.

**1st Recess: 10:30am -11:00am**

**2nd Recess: 12:30-1:30pm**

Students eat snacks/lunch in their respective classrooms and within their plexiglass desks for the first ten minutes of recess.

## **DEPARTURE**

Dismissal for all full-time pupils: 3:30 pm - 3:40pm. There will be staggered entry for the 2020/2021 school year.

Pick-up will be at the same drop-off point for students as morning drop-off. Siblings will be in the same pick-up times. Please expect your child's start/end time to be shared with you at a later date. Students will be released to parents/caregivers. Should your child be picked by another adult please call the office prior to dismissal.



*Running in Memorial Park*

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# SCHOOL POLICIES

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## ANAPHYLAXIS

Royal Oak School is NUT-FREE. We request that all families abide by this policy. When bringing food into school please review all ingredients to ensure that the item is free of nut and nut warnings. Classroom teachers will communicate any other anaphylactic allergies that affect your child's class. It is the responsibility of parents with anaphylactic children to identify their child to the school using the medical forms in the School Registration. This form requires parents to provide information regarding the child's allergens and history of reactions to specified triggers. Parents are required to send TWO epinephrine auto-injectors (one for the school office and one to be kept on the child at all times).

## ASSESSMENT

In an inquiry-based classroom, the teacher assesses student progress on a continuous basis throughout the school year, collecting and using a wide range of information to provide an informed and comprehensive picture of the student's learning. Enabling students to express their understanding in differentiated ways is crucial for many reasons, but especially for the following:

- The teachers' ability to differentiate instruction and assessment as a means of helping students understand how they can improve is closely related to the feelings that students have about themselves as learners specifically, and about learning in general (Ontario Ministry of Education, 2010a).
- "Using multiple sources of evidence increases the reliability and validity of the evaluation of student learning" (Ontario Ministry of Education, 2010a).

Some examples of varied and authentic assessment sources include, but are not limited to: Student questions; inquiry lab books; portfolios; visual art, and anecdotal observations.

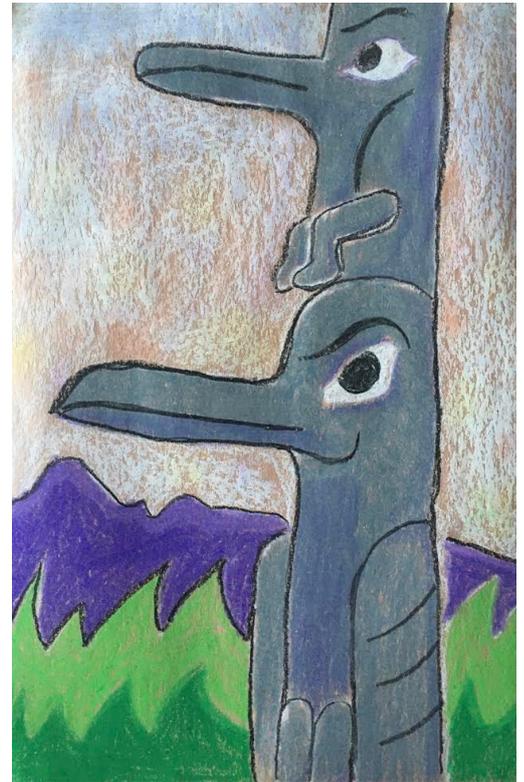
A Parent Teacher Conference will be held between you and your child's teacher on **November 12, 2021** and **May 14, 2022**.

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## ARRIVALS PROGRAM

The school employs a Safe Arrivals program that consists of several components:

- Parents are asked to contact the School office (905-328-9592) in a timely fashion to report the reason for their child's absence. If they are reporting after school hours and before 8am, the school will receive an email at [admin@royaloakschool.ca](mailto:admin@royaloakschool.ca) and our Administrative Assistant will inform classroom teachers or you can leave a voicemail message on the school phone.
- **If the Administrative Assistant has not heard from an absent child's parents, a call will be placed to the parents by 9:15 am at the latest.**



*Art by student Roxis Agate*

**LATES:** Any children arriving once the attendance

has begun are considered late. They are marked ABSENT by teachers in assembly, and only considered late once they are sent to the office upon arrival where they will receive a late slip. Being punctual for school shows respect for the school and the community.

## BEHAVIOUR CODE

Royal Oak Community School aims to provide a safe and caring learning environment for all students by emphasizing the need for:

- Equity and respect for self and for others,
- Respect for the property of others and of the school,
- The avoidance of inappropriate behaviour (any type of bullying, hurtful words or actions, rudeness, dangerous activities) and anything that infringes upon others' rights, and
- Parent partnerships to encourage appropriate behaviour.

Parents and teachers will be in constant communication regarding student behaviour, and we ask parents to work with teachers in support of this code. When inappropriate behaviour occurs, ROCS has several steps, which aim to encourage problem-solving skills as well as ownership of one's own actions and the consequences, which arise from these. The teacher(s) and Administration become involved in helping with this process in many ways. Consequences vary depending on the severity of the behaviour and are dealt with in a developmentally appropriate way involving the students, teachers, principal and parents, as needed.

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Consequences are logical in order to provide a learning opportunity for students. The child is included in the problem solving/ decision making process.

Consequences include, but are not limited to:

-a period of time away from the class during the day

-withdrawal from the outdoor activity periods

-involvement in a supervised school care activity separate from their peers and classmates

-in-school suspension and out-of-school suspension.



## **EXTENDED CARE:**

Before and aftercare is available for Royal Oak students. Before school care starts at 7:30 am and Aftercare is available until 5:00 pm. This care needs to be pre-arranged with our Administrative Assistant at least two days before care is needed. Before and Aftercare is \$9 per hour for the first child in the family and \$2 for additional children in the same family. After-care runs until 5 pm. To avoid unwanted extended care charges, parents need to pick up their children by 3:50 pm otherwise students are considered in aftercare and will be charged for the hour of care. Please contact the school if you require before or aftercare so we can do our best to meet your needs.

## **BIRTHDAY POLICY**

The school has a tradition to celebrate each child's birthday. Considering the various safety, equity, emotional, and other birthday issues, birthday celebrations do not include food brought from home. All children's birthdays will be celebrated on the day and in an appropriate way in class with a birthday hat, card, or song, depending on the child and their wishes. At the end of the school year and on the last day, all students celebrate birthdays together in a school-wide birthday party!

We have the following practice pertaining to the celebration of birthdays: in keeping with our philosophy of nurturing kindness, we encourage care in handling all

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children's feelings about birthday party inclusion. If you hear children discuss exclusive birthday parties at school, please deal with this right away as to protect the security and confidence of all children. If all students in the class are invited, invitations for a birthday party may be distributed at school but otherwise, parents have been asked not to send invites to school at all. As well, parents have been asked that students are not collected as a group for birthday parties from the school-yard unless everyone in the class is invited.

Families are invited to donate a book to the Library in honour of their child's birthday or another special occasion.

## **CLUBS**

Royal Oak School regularly runs Clubs for our students, and offers programming four days a week to engage children in extracurricular learning. Every child who is interested in joining a club or sports team is able to fully participate. Clubs are designed so there are balanced opportunities for students in every grade, and in the arts, physical education and sport.

Extracurriculars are a worthwhile endeavor for students to explore as they have many benefits, both short and long term. Participating in any extracurricular activity offers a variety of positive experiences with different peer groups. They provide children the opportunity to socialize outside of the school day and about a range of topics that are of interest to them. Children also have the chance to develop or enhance their leadership skills. They can build lasting bonds with other children over shared interests. Extracurriculars also help with self-confidence and positive attitudes. When children find a passion or hobby and can take ownership of an activity they feel successful with, their confidence soars, they become more sure of themselves and can build stronger connections with their peers through positive play. Extra curriculars also help with creating lasting healthy habits that can benefit the mental and physical health of children. Learning ways of staying active, expressing ideas in a large group, working together with peers, eating well when on the go, and other things of this nature will all impact their decisions for themselves well into their future. Lastly, participating in extracurriculars can expose children to different ideas and opinions and ways of seeing the world. Nurturing their curiosity and sense of wonder, or empathy and care for others through volunteer work can help school-aged children make meaningful connections with their communities and individuals or landscapes within it.

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## COMMUNICATION WITH PARENTS

As a school, Royal Oak will communicate regularly with families via email and notes home regarding school calendar, upcoming events, and important topics. You will receive a “Friday News Update” every other week, with events and reminders regarding the weeks ahead, as well as a monthly calendar from the school and your classroom teacher outlining more specific classroom events.

Teachers use “Class Dojo” as an informal way to communicate throughout the day. You will see photos of your child and the school day, and often receive updates or reminders regarding assignments, trips or changes to the schedule. Class Dojo is reserved for these types of informal communication however, and any more serious communication regarding your child’s social-emotional day, academics or pick up/drop off should be communicated via email or over the phone to:

Royal Oak School Phone: 905-328-9592

Royal Oak School Email: [admin@royaloakschool.ca](mailto:admin@royaloakschool.ca)

Head of School, Julia Cain Murray: [juliamurray@royaloakschool.ca](mailto:juliamurray@royaloakschool.ca)

Occasionally, physical notes will come home regarding a field trip, pizza lunch or book orders through Scholastic Canada. It is your child’s responsibility with the help of their teacher to get this correspondence to and from school.

We can look forward to connecting as a whole school on Curriculum Night, Royal Oak Social’s and at our Holiday and End of Year performances each year. We will adhere strictly to directions from the Province regarding social distancing policies, and implement staggered times if necessary.

### Contact Information

**Royal Oak Community School**

**176 Wellington St.**

**Niagara on the Lake, L0S1J0**

**Telephone: 905-328-9592**



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## COVID SCHOOL CLOSURE

A school closure due to COVID would happen in the case that a wave of COVID strongly hit the Niagara Region and Ontario, and the school was instructed by the Ministry of Education for Private and Independent Schools, to close. If this unfortunate situation does arise, the school will return to remote learning as we have done in the past, with a plan in place for every child to receive a robust and extensive “Learn from Home” program.



## HEALTH

### EMERGENCY CONTACT INFORMATION

It is exceptionally important that student records be kept up to date. Any changes in address, phone numbers, emergency contact information and special instructions regarding students should be communicated with the school as soon as possible.

### ILLNESS or INJURY

Should a child become ill during the school day they will be moved to the wellness room and a parent or caregiver will be asked to come and collect the student. In the case of an injury or minor accident, the student will be handled by a trained first aid person and the parents will be notified. In an emergency situation, the student will be taken to the hospital and the parents will be informed as soon as possible.

### IMMUNIZATION

All students must supply the school with the necessary documentation to show that they are up to date with vaccines before they can attend school under the *Immunization of School Public Act*. If a child is exempted from immunizations for medical reasons you must fill out a *Statement of Medical Exemption Form* filled out by your physician. For conscience or religious belief exemptions, a parent must go to public health to complete an education session and also complete a *Statement of Conscience or Religious Belief form*.

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## **INCLEMENT WEATHER SCHOOL CLOSURES**

As part of our safe school policy, we want to keep all students and faculty safe during inclement weather. Should the weather, in any season, be so bad that the Niagara Region or Safety officers such as police and OPP are warning of dangerous conditions, we will likely follow suit and close Royal Oak. We do not want families and teachers travelling on days where roads and car travel could be dangerous. It is our hope to make any decision about closure by 6:30am, and all families and faculty will be notified via email and Class DoJo.

## **FIRE DRILLS**

Regular fire drills are conducted at Royal Oak under the supervision of the Niagara on the Lake Fire Department. Please keep all exits and halls free of strollers, bicycles, and large objects. Strollers and bikes may be left in the front yard at the ramp and entranceway. Children need to wear shoes at all times in school for safety reasons. All staff are trained in a standby procedure in case of an emergency requiring lockdown security.

## **FIRST AID**

All staff members are trained in First Aid and CPR and will administer First Aid for minor incidents on-site, and send an Accident Report home with the child at the end of the day after attempting to contact the family via email or telephone about the incident. In the case of a more serious incident, EMS would be called and the child treated by EMS staff/doctors. Parents and Emergency Contact would be called immediately if the parents were not reachable.

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## HOMWORK POLICY

Research shows that much of what is assigned as homework in elementary years is counter-productive and may harm young students' attitudes towards learning (Dr. Harris Cooper, Duke University). In light of this research, and our own experience and philosophy as an educational institute exploring best practice, we take a developmental approach to homework.

For all our children, this is what we value most for their time outside of school:

- Fresh air, sunshine, and time in nature
- Play
- Exercise
- Creative activities
- Fun time with friends
- Quiet time alone
- Quality family time
- Reading and sharing stories together
- Getting a good night's sleep



Across all the grades, there will be requests from teachers to connect learning between home and school. These homework requests are used to foster positive attitudes and engagement with learning, provide a link between school learning and home learning, and in our junior grades, allow for the growth of developmentally appropriate time management skills.

Across the Grades, these request for “homework” may include:

- Being read to and reading
  - Ways to engage families in school-based learning
  - Ways to promote parental awareness of the class focus
- In our Junior Grades 4-6, we build upon our expectations of children's time outside of school in these developmentally appropriate ways. Homework in these grades may include a focus on:
- Reading, math, literacy, and communication skills
  - Organization and thinking skills
  - Spelling
  - Social sciences
  - News/Current affairs
  - Presentations of homework to teachers and peers during class time

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## HOMWORK AT ROYAL OAK IS NOT:

- Designed to take up all of the child's out of school time
- Designed to teach unfamiliar curriculum concepts
- Cause stress or discord at home
- A replacement for quality family time
- The same for all learners

## FEES

Royal Oak strives to provide comfort for all of our families regarding the financial fees of our school. Though these are the fees required by families that can afford full tuition, we can accommodate payment schedule requests occasionally, and also encourage families who need it to apply for financial bursaries through Apple Financial. Apple Financial is a third party that assesses families financial need based on their assets. Please visit <https://applefinancialservices.ca/> to register and begin your assessment.

For the 2021/2022 school year, our Tuition Schedule has changed. Below is the plan for the upcoming school year:

## TERM PLAN for 2021/2022

### OPTION A - ADVANCED PAYMENT TUITION

-If full annual tuition is paid by September 15, 2020 there is a discount of 2.5%

**JK/SK Total Tuition: \$9652.20.**

**Grade 1-8 Total Tuition: \$10,235**

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### OPTION B – REGULAR TUITION PAYMENT

-Tuition is paid for three times a year on July 15, November 15 and February 15, 2022

**JK/SK Total Tuition: \$9900**

**Grade 1-8 Total Tuition: \$10,500**

July 15, 2021- \$4000

July 15,2021 - \$4500

November 15, 2021 - \$2950

November 15, 2021- \$3000

February 15, 2022 -\$2950

February 15, 2022 - \$3000

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### OPTION C – MONTHLY TUITION PAYMENT

-includes a 5% monthly surcharge

**Total Tuition: \$11,025**

15th of each month - \$1102

-once a month paid on the 15th of each for ten months.

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\*\*\*At the beginning of each school year there is an additional \$350 resource fee required for each student. This fee covers most local field trips, upgrades to technology, programming and workbooks. It is ROCS intention that this fee covers most incidentals for the year other than major out of town field trips.

\*There is a 10% discount offered for siblings. Please read the Tuition policies for more information.

## **TUITION POLICIES**

1. There are three tuition payment schedules to choose from: Advanced, Regular, Monthly. Tuition paid in full by the 1st term deadline, July 15, 2021 will receive a 2.5% discount. The 2.5% discount will not be applied if the tuition is not received by that date. Our regular payment option features three payments yearly, with a larger amount collected on July 15, 2021. Our monthly payments plan are due on the 15th of each month and for ten months. Payments can be made in cash, by e-transfer or by cheque.
2. There is a \$100.00 fee, which must accompany the Application for Admissions Form. Each child requires their own Application Form and processing fee. The fee is a one-time, non-refundable processing fee.
3. You must select a payment plan option. If a selection is not made, you will automatically be billed under the Regular Payment Option B.
4. Once accepted, the balance of tuition is due in accordance with the Academic Fee Schedule, either Advanced payment (single installment), Regular payment (three installments), or Monthly Payments.
5. Sibling Discount: When a family has more than one child enrolled in the school, the eldest child will pay full tuition, any subsequent children will receive a 10% discount.
6. Upon acceptance, a student is enrolled in the school for the entire school year whether paying per term or monthly. Those accepting financial responsibility are accountable for the full year's fees, even if a child is withdrawn during the school year. Tuition fees are non-refundable, for any reason.
7. Should a child enroll in the school midyear, the fees will be calculated on a pro-rated basis.

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8. Tuition fees not paid within 15 days of the due date will be subject to a 1.5% interest charge per month applied whether paying per term or monthly. A \$25.00 charge will be applied to any and all cheques which are returned due to insufficient funds. Payments not received within 90 days will result in a phone call or scheduled meeting with the Head of School. Payments not received within 120 days of invoice date will be sent to the Board. If the account is not paid in full by June 30th, the Board may ask that the student be withdrawn from the school.

9. Royal Oak Community School reserves the right to ask a student to be withdrawn if the fees are not paid in accordance with the terms outlined in the Tuition Fee Schedule.

## **SCHOLARSHIPS AND FINANCIAL BURSARY INFORMATION**

Royal Oak is committed to offering our schooling experience to all interested families, regardless of financial situations. Needs-based financial support is determined by Apple Financial who will accurately assess tuition support necessary for your family. We're putting continuous effort into fundraising to make sure that our program can be accessible to children and families from all the communities of the Niagara Region. The bursaries will be available to families who apply and qualify and do not need to be repaid.

Returning families must apply to Apple Financial Services no later than June 30th each year. All new families must apply upon enrolment.



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## OFFSITE RESOURCES FOR FAMILIES

From time to time, families approach the school for referrals to access outside support for their children and families. We offer many programs inside the school such as two Resource Teachers who work one-on-one with children requiring extra challenge or support, as well as Clubs, Before and After Care and Speech Assessments but refer to offsite for some services. These offsite referrals include Family and Child counselling, Tutoring and Speech therapy as well as Psycho-Education Assessments and Reports.

Our school recommendations for these additional resources are below, but please note, these are professionals not affiliated with the school, who have their own professional fees and guidelines.

### **FAMILY AND CHILD COUNSELLING:**

Carolyn Agnew-Hall

<https://www.cahallcounselling.ca/>

(905) 650 7873

[cahallcounselling@bell.net](mailto:cahallcounselling@bell.net)

Lauren Bennett

<http://notlcounselling.ca>

(905) 353 - 7300

### **OCCUPATIONAL THERAPY FOR CHILDREN:**

OT4Kids

[www.OT4Kids.ca](http://www.OT4Kids.ca)

[HTTPS://OT4KIDS.CA/CONTACT/](https://OT4KIDS.CA/CONTACT/)

905-687-9176

### **PHYSICAL THERAPY FOR CHILDREN:**

Heartspace Physical Therapy - Shelly Mannell

<https://heartspacept.com>

[shelley@heartspacept.com](mailto:shelley@heartspacept.com)

### **PSYCHOEDUCATIONAL ASSESSMENT:**

Dr. Erin Warriner

<http://www.drerinwarriner.ca/assessments/html>

Use online form to contact

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## **SPEECH PATHOLOGY:**

Niagara Children's Centre

<https://niagarachildrenscentre.com>

[info@niagarachildrenscentre.com](mailto:info@niagarachildrenscentre.com)

Advantage Speech Pathology Services - Rosanna Sims

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

905-650-7658

[rosanna@advantagespeech.ca](mailto:rosanna@advantagespeech.ca)

## **TUTORING:**

Mathnasium

<https://www.mathnasium.ca/stcatharines>

905-931-6284

Oxford Learning Centres

<https://www.oxfordlearning.com/locations/st-catharines-tutoring/>

289-273-5184



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## VOLUNTEERS

Parent volunteers offer an important resource and support base for the school community. They also show students the importance of participating in the larger community, while also creating a stronger and more close-knit one! There are many ways to get involved at Royal Oak, and at the beginning of each year we send out a Parent Volunteer form to gauge your interest and areas you feel you could most contribute. Specific ways we utilize parent volunteers include:

- helping with repairs, painting, minor school improvements over the summer months
- helping to organize small fundraisers like clothing or bake sales
- helping on lunch days like Pizza or Local Lunch afternoons
- being part of school-wide events like the Terry Fox Run or our "Halloween Trick or Eat"

We also have a Royal Oak Parent Guild, which is a group of parents who are on our list for help when needed. This body of parent volunteers works to build school spirit, raise funds, or even assist with yard duty. If you have an interest in joining the Parent Guild for the 2021/2022 school year, please contact [admin@royaloakschool.ca](mailto:admin@royaloakschool.ca) to join our list!

All parent volunteers who work inside of our school or classrooms need to have a Vulnerable Sector Police Security Clearance from the police. This process can be completed online and your form usually takes about two weeks to arrive.



