



## **2021/2022 Handbook**

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## Welcome to Enhanced Preparatory Centre of Ontario

### Vision

To foster excellence in education.

### Mission

To attend to the educational needs of each child, encouraging them to excel through building confidence in their knowledge and abilities.

### About Us

Enhanced Preparatory Centre of Ontario is an elementary private school (JK-8) established in 2020 and located in Scarborough Ontario. We hold a Board School Identification (BSID) number, provided by the Ontario Ministry of Education, and abide by the legal requirements set out in the Education Act. The Ontario curriculum is closely followed, in addition to offering remedial, special education and accelerated studies. We pride ourselves on ensuring students receive quality education, by maintaining small class sizes and attending to the needs of each child.

### Hours of Operation

Program	Days	Hours
Before School Care	Monday – Friday	7:30am – 8:30am
School Hours	Monday – Friday	8:30am – 3:30pm
After School Care	Monday – Friday	3:30pm – 6:00pm
Office Hours	Monday – Friday	7:00am – 6:30pm

### 2021/2022 School Dates Overview

Term	Start Date	End Date
First Term	Tuesday, September 7 <sup>th</sup> , 2021	Friday, November 12 <sup>th</sup> , 2021
Second Term	Monday, November 15 <sup>th</sup> , 2021	Friday, February 11 <sup>th</sup> , 2022
Third Term	Tuesday, February 15 <sup>th</sup> , 2022	Friday, June 24 <sup>th</sup> , 2022

## Address and Contact Information

- Address: 841 Birchmount Rd, Scarborough ON, M1K 1R8
- Office Phone: (416) 991-9974
- Email: enhancedpreparatorycentre@gmail.com

## Before and After School Program (BASP)

- At Enhanced Prep, we understand work schedules can create difficulties in arranging pick-up and drop-off of students. Keeping this in mind, we offer both before and after school care. The program provides supervision for students outside regular school hours, in addition to offering homework assistance if needed.

## Registration, Fees and Payment

### Registration

- To register at Enhanced Prep, a parent/guardian must complete the registration package and submit all required documents.
- Required registration documents are listed below:
  - *For the Student:*
    - Birth certificate, Canadian citizenship card, Passport, or PR card
    - Proof of immunization (for students who have not attended school in Ontario)
    - Health card
    - Most recent report card
    - Completed registration form + Small (passport-sized photo of child)
  - *For the Parent/Guardian:*
    - ID/driver's license

### Fees

Service	Monthly Cost	Daily Hours & Cost	Payment Due
General School Fee	\$750	N/A	1 <sup>st</sup> day of school for the student, and 1 <sup>st</sup> of each month following
Before School Program Only	\$126	\$6: 7:30am – 8:30am	1 <sup>st</sup> of each month
After School Program Only	\$315	\$15: 3:30pm – 6:00pm	1 <sup>st</sup> of each month
Before & After School Program	\$378	\$18: 7:30am – 8:30am & 3:30pm – 6:00pm	1 <sup>st</sup> of each month

- A 10% discount will be applied for students with siblings enrolling in the same services.
- A 20% discount will be applied for a 2<sup>nd</sup> sibling, 30% for a 3<sup>rd</sup> and so forth.

## **Payment Date**

- The initial payment is due upon enrollment.
- Following this, payment must be made by end of day on the 1<sup>st</sup> of each month.
- Failure to do so will result in the parent/guardian being contacted by the school. A new date will be determined for the submission of that payment. If the date is not met, the child may not be permitted to return to the school until payment is made.
- Repeated failure to meet the payment date of the 1<sup>st</sup> of each month may result in the child being removed from enrollment at Enhanced Prep.

## **Payment Options**

- Payments can be made by any of the following methods:
  - E-transfer
  - Cheque

## **NSF Cheques**

- NSF (bounced) cheques require an additional payment of \$25 to Enhanced Prep from the parent/guardian.

## **Withdrawal from Enhanced Prep**

- For withdrawals from the school, at least one full month's notice is required.
- Parents/guardians are requested to complete the withdrawal form.

## **Attendance**

### **Arrival**

- The Education Act requires children between the ages of 6-18 to attend school. It is the responsibility of the parent/guardian to ensure attendance is maintained.
- School begins at 8:30am sharp and all students are required to arrive by this time.
- Teachers will take attendance each morning to account for all students.

### **Late Arrival, Early Pick-up, Absences**

- The school must be notified by parents/guardians of any planned late arrivals, early pick-ups or absences at least 24 hours in advance.
- For any of these circumstances which are unplanned, the Enhanced Prep office must be contacted the morning of, or as soon as possible.

- If students are not on school premises within 20 minutes of classes commencing (8:50am), the parents/guardians will be contacted.
- A doctor's note must be presented for any absences exceeding two days.
- Only those listed on the registration form as parent/guardian or those authorized to receive the child will be permitted to pick students up.
- It is the parent/guardians' responsibility to update the school office with any changes in contact information
- Records are maintained by Enhanced Prep of student attendance including tardiness, absences and calls to parents/guardians for lateness in excess of 20 minutes.
- Please refrain from scheduling vacations or extended breaks during instructional days of the school year. Teachers are not required to provide work for students at such times and this may negatively affect the student's progress.

## **Weather and Emergency Related Closures**

- If severe weather or emergency events warrant school closure, Enhanced Prep will contact parents/guardians as soon as possible via email.

## **Dress Code and Appearance**

### **Uniforms**

- Students are required to wear the following uniform, ordered through the school:
  - White polo (long or short sleeve)
  - Grey pants, tartan skirt or kilt
  - Navy vest\*students may also wear a zip-up sweater ordered through the school. Other clothing will not be permitted.
- The following items are also required for student attire, however parents/guardians may purchase these on their own
  - Navy blue or black socks
  - Black shoes (non-marking soles. These are to be left on school premises and only worn indoors)

### **Appearance**

- It is expected that all students' attire will be pressed and clean and each child is neat and presentable
- Shirts must be tucked in

### **Dress Down Days**

- There may be allotted days where students are not required to wear their uniform. On such occasions, the following is not permitted:

- Revealing clothing, including but not limited to short shorts or skirts, shirts with a low neckline, attire which exposes the abdomen or back, or low riding pants
- Bicycle or racing attire
- Clothing with graphics or text that display anything profane, oppressive, discriminatory, suggestive or otherwise obscene or offensive
- Clothing that promotes or is suggestive toward gang affiliation, violence, alcohol, drugs or tobacco
- Hats or caps (unless for a costume)

## **Parents/Guardians, Teachers, Visitors**

- Staff, visitors and parents/guardians are expected to be dressed in an appropriate manner when on school premises

## **Health, Wellness and Safety**

### **Nut Safe School**

- Lunches, snacks or treats brought to school must be free of peanuts and tree nuts. This includes nut products such as Nutella or other hazelnut spreads. Please read ingredient lists carefully. If possible we also ask that students and individuals who will be on school premises at any time abstain from contact with nuts prior to arriving at the school. There are children who are anaphylactic (severely allergic) and all measures must be taken to prevent any allergic reactions.
- Please do not use body or hair products made of peanuts/tree nuts on yourself or child when coming to school. This includes shea butter.

### **Litterless Lunches**

- Please provide your child with a litterless lunch and snacks each day. This involves the elimination of disposable products, however the use of reusable containers is permitted. Any litter remaining from students' foods (e.g. plastic wrappers, empty juice box, fruit core etc.) will be returned home in their lunch bag.
- Microwaves and refrigerators will NOT be available for use.
- We suggest using insulated lunch bags, thermoses, and/or ice packs if necessary. Freezing juice or water can keep liquids cool for lunch, and cutting up fruit and disposing of the rind/core at home may also be helpful.

### **Scent-Free Environment**

- Due to allergies and sensitivities, Enhanced Prep is a scent free environment. Various scented products are considered respiratory irritants or may be triggers for other health related concerns such as migraines. Perfumes, aftershaves and other strongly scented products such as lotions are not permitted.



## Health Emergencies

- Parents/guardians will be contacted by the school in the event of any illness, injury or medical emergencies. Enhanced Prep will notify parents/guardians of any medical attention received by the student, seek further instruction from the parent/guardian, or request the child be picked up, depending on the severity of the circumstance.
- Persons listed as the child's emergency contact, or their physician will be contacted if parents/guardians cannot be reached.
- For severe injuries or emergency cases, the child will be taken to the closest hospital, accompanied by an enhanced Prep staff member, until a parent/guardian or emergency contact arrives.

## Medication Administration

- If required, medication will be administered to a student IF parents/guardians have completed an Administration of Prescribed Medication form (please request a form from the school office), and the following conditions are met. The medication is:
  - Prescribed by a physician
  - Is essential in order for the student to continue to attend school
  - Must be administered during the school day or during school-sponsored events
- All medications must be brought and stored in the school office, with the exception of EpiPens and inhalers which the student will carry themselves.
- Medication must be in its original prescription container.

## Illnesses and Communicable Diseases

- Children and staff who are sick or have any form of communicable disease are not permitted to attend school until they are free from symptoms for 24 hours or cleared by a physician
- Symptoms include but are not limited to:
  - Fever
  - Vomiting, nausea or diarrhea
  - Undetermined rash accompanied by fever
  - Eye discharge or pink eye
  - Lice or nits
- If parents/guardians suspect their child may have a communicable or contagious disease, Enhanced Prep should be contacted so those who may have been exposed can be notified.

## COVID-19 Precautions

- In light of the COVID pandemic, precautions are necessary to protect the health and safety of all.

- At Enhanced Prep we have implemented government recommendations and mandates. These protocols include but are not limited to:
  - Physical distancing
    - small class sizes
    - safe distances between each student's work space
    - parents/guardians must drop off and pick up students at the door
  - PPE & Screening
    - All staff and students (with the exception of kindergarteners) are required to wear masks. Masks will be provided for students if needed
    - Staff will be required to wear a face shield when in close contact with students who may not be wearing a mask (i.e. kindergarteners)
    - All staff and students must self-screen each day before attending school. The screening questionnaire will be provided
  - Hand Hygiene
    - Staff and students will be required to wash and sanitize hands regularly and thoroughly
  - Cleaning and Sanitation
    - High touchpoint areas such as doorknobs and faucets will be cleaned regularly
    - Work and common areas will be cleaned and sanitized by staff at the end of each school day and as needed throughout the day

## **Fire Safety**

- It is extremely important that all students are aware of fire evacuation procedures. This will be outlined at the beginning of each school year and reviewed through the use of fire drills.
- Fire drills will be conducted 3 times within the fall term, and the same repeated for the spring term.
- In the event of a fire, the first and foremost priority is safe evacuation. All work will be stopped and staff will aid in evacuation, ensuring students have been cleared from each room. A staff member will call 911 and lead students to the designated meeting point. Once there, staff will take attendance to account for all individuals.

## **Code of Conduct**

- This code of conduct applies whether on school premises or at a school authorized event or activity.

## **Standards of Behaviour: Respect**

- According to the Provincial Code of Conduct, all members of the school community must respect and treat others fairly, regardless of race, ancestry, place of origin, colour,

ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender, expression, age, marital status, family status, or disability.

- Enhanced Prep expects all to:
  - Show the utmost respect and dignity at all times, especially in moments of disagreement or conflict.
  - Find appropriate and respectful means of conflict resolution.
  - Respect the right and need of others to work in a surrounding which is conducive to learning and teaching, and is not disruptive.
  - Show proper regard for the property of others and the school, including intellectual property.
  - Demonstrate honesty and integrity.
  - Encourage the learning and progress of students.

### **Standards of Behaviour: Safety**

- All members of the school community must not:
  - Engage in any conduct or speech that may jeopardize anyone's emotional well-being; or cause or has potential to cause others to fear for their safety, the safety of their family, friends or colleagues.
  - Engage in any activity involving weapons, illegal drugs or alcohol.
  - Commit any type of sexual assault or harassment, whether verbal or physical.
- Students are required to provide information on any potentially dangerous or unwelcomed situations to staff and their parents/guardians.

### **Roles and Responsibilities: Directors and Administrators**

- Directors and administrators provide direction to the school to facilitate student and staff achievement and ensure accountability to the education system along with adherence to legal requirements.
- Responsibilities include:
  - Development, review and enforcement of policies to uphold government regulations and mandates.
  - Maintain regular and necessary communication with staff to preserve their commitment and support of implemented policies. This in turn ensures students and the school community on a whole are in unison.
  - Seek input from necessary parties to encourage the growth and success of Enhanced Prep, for the betterment of the school community.

### **Roles and Responsibilities: Principal**

- As the face of leadership, the principal is responsible for the daily operation of the school and fulfills this duty by:
  - Demonstrating care for the school community and committing to the welfare and achievement of students in a safe, respectful and positive environment.

- Empowering those under their authority to strive for their highest potential, and requiring accountability for behaviours and actions.
- Enforcing disciplinary actions as required.
- Communicating regularly with members of the school community.

## **Roles and Responsibilities: Teachers and Additional Staff**

- Teachers and additional staff are an integral link in the school community. They are tasked with imparting knowledge and maintaining a positive learning environment for students to thrive.
- They support these standards by:
  - Assisting students to work to their full potential and foster a sense of self-worth and confidence within them.
  - Demonstrating consistent and fair standards and expectations of behaviour for all students.
  - Assisting the principal in maintaining consistent disciplinary practices when necessary.
  - Communicating regularly with parents/guardians.

## **Roles and Responsibilities: Students**

- At Enhanced Prep, a positive learning environment is fostered through the respect and dignity shown to students. There is a reciprocal expectation from students as well, to demonstrate respect for themselves, others, and the school.
- This is to be exhibited by students:
  - Arriving at school on time, prepared and ready to learn
  - Adhering to Enhanced Prep policies, rules, and instructions outlined by school staff, and taking accountability for any actions.
  - Exercising kindness and self-discipline.

## **Roles and Responsibilities: Parents/Guardians**

- Parents/guardians play a critical role in the education of their children and are encouraged to support the school community in maintaining a safe and respectful environment for all.
- Parents/guardians carry out this role by:
  - Ensuring their child attends school regularly, on time, prepared and dressed appropriately.
  - Engaging actively in their child's progress and school work.
  - Communicating with the school regularly or when necessary.
  - Abiding by and assisting in upholding school policies and rules with their child.
  - Assisting school staff in compliance with disciplinary actions involving their child.

## Progressive Discipline

### Approach

- To facilitate a positive and safe learning environment, it is important to implement disciplinary measures to address inappropriate student behaviours. As per the Ministry of Education, Ontario has adopted the progressive discipline methodology. This approach is designed to determine appropriate consequences and/or supports to assist in behavioural improvements, taking into consideration the following:
  - The student's age of growth and development
  - The nature, severity and history of the behaviour
  - The impact of the behaviour on the school climate
  
- Progressive discipline is a whole-school approach which uses a continuum of interventions, measures and consequences that shift the focus from one that is solely punitive to one that is corrective and supportive. Repeated instances of the same behaviour may result in more severe consequences. Decisions on discipline may differ for each child based on the points listed above (age, severity, impact etc.), however they will follow a general continuum. Interventions taken may include:
  - Verbal warning to the student
  - Reflection sheet or assignment
  - Loss of privileges
  - Teacher/student conference (may include the principal)
  - Parent/guardian contact
  - Detention
  - School and parent/guardian conference
  - Suspension (in or out of school)
  - Restitution for damaged or stolen property
  - Expulsion
  - Referral to law enforcement

## Electronic Devices

### Policy for Use

- Electronic devices are not permitted for use during instructional periods. They may however be used before/after class and during lunch. Outside of the accepted times, they must be turned off or placed on silent. If used when not permitted, or there is failure to place on the appropriate setting (i.e. off or silent) they will be confiscated and returned at the end of the school day. For repeated infractions, the student will not be permitted to bring the device to school.
- Parents/guardians are asked not to contact students during the school day. For emergency purposes, parents/guardians may contact the school office.

## **Homework, Reporting and Communication to Parents/Guardians**

### **Homework**

- Homework serves to practice, solidify, and confirm student learning. It also assists in the development of various skills such as time management, self-discipline, responsibility and organization.
- It is mandatory that students complete all assigned work by the submission date.
- Homework must be neat, well organized, legible, and original work completed by the student.

### **Report Cards**

- Report cards will be distributed 3 times per school year
  - A full term report is issued in both February and July
  - An interim report is issued in November
- The learning skills being assessed are the following:
  - Responsibility
  - Organization
  - Independent Work
  - Collaboration
  - Initiative
  - Self-regulation

### **Parent/Teacher Conferences**

- Parent/teacher conferences are a valuable tool for parents/guardians to engage more closely in their child's learning and view their progress throughout the school year. It is an opportunity to speak with teachers and staff regarding student involvement in the classroom and address any concerns or questions.
- Meetings will be by appointment only and are offered twice per school year, in November and March.

### **Other Communications**

- For any questions or concerns parents/guardians have outside of the parent/teacher conference timeframe, they are more than welcomed to email the school or contact the school office. A phone conversation or in-person meeting can be requested with their child's teacher or the principal as necessary.
- If a staff member requires communication with a parent/guardian regarding their child (e.g. for disciplinary actions or notifications), the parent/guardian can be contacted via phone or email. A meeting can be scheduled if necessary.

## Events

### Field Trips and Excursions

- Enhanced Prep understands the significance of students learning outside the classroom. Not only does it add great value to their education, but their life experience as well. Communications for trips will be sent home in advance, describing the event and requesting parent/guardian permission and any required fees.
- Students will not be permitted to attend unless the consent form and any required fees are returned by the specified date.
- Enhanced Prep cannot be held liable for any accidents that occur on field trips or excursions.
- Staff to student ratio will meet the following requirements:
  - JK/SK: 1:4
  - Primary: 1:8
  - Junior: 1:12
  - Grade 7&8: 1:15

\*Field trips are dependent on COVID cases, mandates and protocols.

### Birthday Celebrations

- Parents/guardians may request that their child celebrate their birthday during the school day.
- Cakes, snacks and loot bags may be delivered to the school, however the health, wellness and safety guidelines set out within this document must be strictly adhered to.
- Any snacks or treats provided must be for ALL students in the class.

### School Pictures

- Class and individual photos will be taken in the spring\*. Students will be required to wear their uniform.
- Parents/guardians are not obligated to purchase the picture packages offered.

\*This is dependent on whether in-person classes are in session and a lockdown has not occurred.

## Statement of Agreement

Parents/Guardians: It is your responsibility to read this handbook and comply with the policies outlined.

Enhanced Preparatory Centre of Ontario encourages parents/guardians to work in conjunction with the school to ensure a safe, positive and respectful learning environment for all students. In enrolling your child you confirm that you:

- Have read and understood the policies outlined in this handbook
- Will abide by these and any related policies set forth by Enhanced Preparatory Centre of Ontario
- Have reviewed all policies with your child
- Understand that this handbook does not contractually bind Enhanced Preparatory Centre of Ontario, and is subject to change without notice by decisions of the governing body
- Understand that the services of Enhanced Preparatory Centre of Ontario are engaged by mutual consent between yourself and the school, and both parties have the right to terminate services as per the policies outlined in this handbook