

PARENTS HANDBOOK & QUICK GUIDE 2022-23



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Students who attend the school may be placed at a higher-grade level and not necessarily be placed at the same grade level in another school or public school. As of this time, the registered school cannot grant credit for senior high school courses. The school operator covers student's general liability insurance for accidents and deaths. Teachers must have Interim or AB Teaching Certificate, support staff must have at least Early Childhood Education (Level 1) certificate or Educational Assistant Certificate, and all staff must possess a positive criminal record checks with Vulnerable search, and First Aid and CPR certifications before working with children at the school.

PHILOSOPHY and VALUES

The school aims to foster international mindedness to students, recognizing their common humanity and shared guardianship of our planet, help to create a better and more peaceful world. As IB (International Baccalaureate) PYP (Primary Years Program) Learners we strive to be:

INQUIRERS - we nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

KNOWLEDGEABLE - we develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

THINKERS - we use critical and creative thinking skills to analyze and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

COMMUNICATORS - we express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

PRINCIPLED - we act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

OPEN-MINDED - we critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

CARING - we show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

RISK-TAKERS - we approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

BALANCED - we understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

REFLECTIVE - we thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

We believe these attributes, and others like them, can help children become responsible members of local, national, and global communities.

Early years of active learning in the IB (*International Baccalaureate*) PYP (*Primary Years Programme*), lays a solid foundation for future and life-long learnings in MYP (*Middle Years Programme*) and DP (*Diploma Programme*); preparing young learners for the 21st century skills and competence.

Program's objective is to cultivate, stimulate, and engage early learning through PLAY.

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ADMINISTRATIVE POLICIES and PROCEDURES

Child Guidance Policy: The school utilizes the techniques of Positive Reinforcement to address children's behaviors, based on the idea that there are no bad children, just good and bad behaviors. A proven methodology that focuses, encourages, and engages positive behaviors. Also, reinforces good behaviors through redirection, role modelling, encouragement, clear expectations, problem solving, and effective communication (i.e. eye contact at child's eye level).

Off-site Activity: Field trip/s to educational centers, zoo, etc. will be expected during the school year as part of the program. Signed *Parent/Guardian Consent Form* must be completed 2 weeks prior.

Accident or Illness: All staff are familiar with all procedures involved in handling with illness or accident ensuring appropriate level of care for all children. At least one staff has current First Aid and CPR certifications and is always present at the school. Adequate first-aid supplies are available and readily accessible.

Incident Reporting: We prioritize the children's safety and well-being including all staff/volunteers. Every incident that endanger a child will be handled with utmost care and will be thoroughly documented for proper handling of scenarios and follow-up. All staff are careful in performing everyday school activities to avoid accidents or injury to the children or anyone involved in the program.

Potential Health Risk: *Parents are required to disclose any underlying illness, prescriptions or medications needed, etc. at the time of registration.* Where a staff member knows or has the reason to believe that a child is exhibiting signs or symptoms of illness, staff must ensure that child's parent or guardian arranges for the immediate removal of the child from the program. The child will be separated from the other children with staff supervision until the parent/guardian arrives.

Supervised Care for Sick Children: The immediate well-being of all children is our primary concern. Where a staff member knows or has the reason to believe that a child is exhibiting signs or symptoms of illness, that child will be kept as far away as is practicable from other children. Parents/guardian will be notified for immediate pick-up and will be advised to keep the child at home until condition improves and is symptoms free for at least 24 hours or had seen a physician with a letter indicating non-contagious and safe to return.

Administration of Medicine: While we don't consider a part of our mandate to administer medication's, but staff may be requested from time to time. *It is the parent's primary responsibility to explain and show staff the proper procedures in administering medications.* Only medications ordered by a physician with the right labelling (date is not expired) will be administered. **The school reserves the right to reject requests for administering medications/treatment when deemed necessary.**

Health Care: We ensures that each child in our program is safely cared for when they are in attendance and that health or life-threatening conditions are identified to staff and procedures are in place for responding to health care needs. *In any event that a particular substance (e.g. peanuts, or*

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any form of nuts) had been identified to be causing a severe or life-threatening allergic reaction to a child or staff, that particular substance will be banned from the classroom.

Smoking: The school premises is a designated NON-SMOKING AREA:

- Smoking is prohibited anywhere at the school.
- At any time or place during the program, any person, staff or volunteer are not permitted to smoke.
- Parents are asked to not smoke during pick-up and drop-off.

Nutrition: Staff and administration recognizes that proper nutrition is a necessary component of health and well-being for children and plays a key role in their ability to learn and grow. Every child is required to bring a lunch kit with healthy snacks from home daily.

Snacks/Lunches Schedule:

8:00 am – Before-school snack

10:00 am – Morning snack

12:00 pm – Lunch

2:00 pm – Afternoon snack

4:00 pm – After-school snack

Children's Records: We stores paper copies on-site and soft copies on portable software application (Brightwheel), up-to-date children records in a consistent format for all the children attending the program ensuring a complete record for each child and for easy retrieval of information when necessary.

Administrative Records: We store portable records in Brightwheel and hard-copies on-site, up-to-date administrative records in a consistent format for the program ensuring a complete record and for easy retrieval of information when necessary.

Portable Records: We store portable records in Brightwheel and hard-copies on-site, up-to-date records in a consistent format for the program ensuring complete records and for easy retrieval of information when necessary.

Emergency Evacuation Procedures: Emergency Evacuation procedures are made known to all staff and students where developmentally appropriate. All staff are familiar with Fire, Flood, Lockdown and Tornado emergency procedures through regular evacuation drills with the children. All staff are required to follow instructions and participate in all training and drills.

Supervision Policy and Practices: Adequate supervision for children is mandatory at the school. Age and developmental needs of the children are considered when determining appropriate supervision. Minimum staff to child ratio is continually met daily.

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Provincial Childcare standards staff to child ratio:

19mos to less than 3 yrs = 1:6;

3 yrs and older = 1:12

Drop off's and Pick up's:

Please ensure your child is at school right before classes starts. For the first while, parents are welcome to wait in their vehicles for 10-15 minutes to avoid having to drive back if your child does not settle into class. If your child has not calmed down for a reasonable amount of time, we will call you and suggest that you pick them up and we can try again the next day. Your child will be ready for pick-up as soon as his/her class ends.

Please understand that arrival and dismissal times are the most hectic times of the day. If you need to speak with your childs' teacher, please send a note/message in Brightwheel.

What to send:

Each child should come to school with a backpack containing:

- Healthy snacks and lunches
- Water bottle that could be closed tight to prevent spilling
- Spare clothes (*tops, bottoms, underwear, socks*) in zip-loc bag with their full name and does not need to be a school uniform
- Black indoor comfortable shoes (*sneakers or sport shoes but not house slippers*)
- Ice pack (*for yogurts or any dairy product*)
- For children in potty training: extra pair of pull-ups, cream (parents' discretion)

The school is a "Nut-Free-Zone," nuts or nut products (peanut butter, Nutella, granola bars with nuts) in any form are banned from the school.

School Uniforms: Navy blue polo shirt school uniform with logo (mandatory).

Absent/Sick Policy: It is your responsibility to inform the school through Brightwheel if your child will be missing class the next day. For illnesses like vomiting, fever, diarrhea, excessive cough, or anything contagious like "pink eye", please keep your child at home. If they are away from class due to illness for more than 3 days, we will require Doctor's note when returning.

Vacation Policy: If your child is going to be away for longer than 3 days at any time other than during our winter or spring breaks, we require a copy of your travel itinerary with the departure and return dates, to keep on file.

If they're away for a whole month, service fees will not be refunded.

Late Policy: Dropping your child late at school would be distracting to everyone in class, so please be considerate and try to keep late arrivals to a minimum.

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Late Pick-up: We allow 15 minutes grace period for pick-up. For every 30 minutes hereafter there will be a late fee charge of \$50, except during emergency situations. Late fees will be invoiced monthly and automatically debited together with the next months' tuition.

Withdrawal of Services: If you wish to withdraw your child from the program, please send an email request to the school at accounting@ciacademy.ca. This must be received by the first day of the month, with one-month prior notice.

The school reserves the right to ask for the withdrawal of a child whose behavior makes the environment unsafe for other children and staff. Similarly, parents are asked to be respectable to any staff and any complaints should be sent to amcmullin@ciacademy.ca.

Lost and Found: If your child has lost something, inform the school at info@ciacademy.ca.

Communication and School Announcements: School closures due to weather, unforeseen events, etc. will be communicated through Brightwheel. Please ensure access to these platforms and don't hesitate to ask a teacher for help in setting up.

Parent Volunteer Program: The school strives to continually build positive relationships with the families in this community. We welcome parents and guardians to take part in furthering the cause of the school, in the following areas:

- In class volunteer (Educational Assistants)
- Field trip Assistants
- Parents Association Council (meets once a month to discuss key issues about the school and fundraising)

If you wish to volunteer, please email Angelina at amcmullin@ciacademy.ca indicating the area you'd like to contribute. Volunteers will be asked to provide Police Check (free of charge with the schools' volunteer letter).

Revision History

Date	Version	Classification	Description	Author Initials
Sept 2017	1.0	Major	Initial release	AM
Dec 2017	1.1	Minor	Added additional policies	AM
Aug 2018	1.2	Minor	Revised for school year 2018-2019	AM
Aug 2019	1.3	Minor	Revised for school year 2019-2020	AM
Dec 2019	1.4	Minor	Revised for school year 2020-21	AM
Jan 2020	1.5	Minor	Added description of the duty to inform parents	AM
Aug 2021	1.6	Minor	Revised for school year 2021-22	AM
July 2022	1.7	Minor	Revised for school year 2022-23	AM