

Thrive Learning Centre Parent Handbook



THRIVE LEARNING CENTRE
Nurturing Minds. Growing Hearts.

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Mission Statement:

Our mission is to create a democratic and inclusive learning environment for primary-aged students, where student-led learning, collaboration, and acceptance are at the forefront. We are committed to providing a safe and accommodating space that meets the diverse needs of all students. Through self-led learning, we aim to empower each child to reach their full potential and thrive in a setting that respects and values their individuality.

Vision Statement:

Our vision is to become a leading example of inclusive, student-led education, where every child is empowered to reach their full potential. We aim to create a vibrant, diverse community that supports social-emotional learning, personal growth, and lifelong learning. Through strong partnerships with families and the broader community, we envision a future where our students

are confident, compassionate, and capable individuals, ready to make meaningful contributions to society.

Our Philosophy:

Welcome to Thrive Learning Centre

At Thrive Learning Centre, we are dedicated to fostering a democratic learning environment where students have a significant voice in their education. Our approach emphasizes shared decision-making, self-directed learning, and a community-based atmosphere. Here's an overview of what democratic education means for your child and how it benefits their overall development.

What is Democratic Education?

Democratic education is a philosophy and practice that centers on the principles of democracy in the learning environment. It involves:

1. **Student Voice and Choice:** Students actively participate in decisions about their learning, including what, how, and when they learn.
2. **Collaborative Governance:** Students, teachers, and staff share responsibility for school governance, ensuring that everyone's voice is heard and valued.
3. **Community and Respect:** the centre fosters a sense of community where respect, empathy, and collaboration are paramount.

How Democratic Education Benefits Your Child:

- **Empowerment:** Students learn to take responsibility for their education, which fosters independence, confidence, and critical thinking.
- **Engagement:** When students have a say in their learning, they are more engaged and motivated to pursue their interests and passions.
- **Life Skills:** Participating in a democratic school environment helps students develop important life skills such as decision-making, problem-solving, and effective communication.

Democratic Practices at Thrive Learning Centre

1. **Student-Led Learning:**
 - **Personalized Learning Paths:** Students set their own learning goals and create individualized learning plans with guidance from teachers.
 - **Interest-Based Projects:** Students engage in projects and activities that align with their interests, encouraging deeper learning and exploration.
2. **Shared Decision-Making:**
 - **School Meetings:** Regular meetings where students and staff discuss school policies, plan events, and address community issues.

- Committees and Councils: Opportunities for students to join committees or councils that make decisions on various aspects of school life, from curriculum to extracurricular activities.
- 3. Flexible Learning Environment:
 - Choice in Learning Activities: Students choose from a variety of learning activities and resources that best suit their learning styles and interests.
 - Mixed-Age Groups: Collaborative learning across different age groups, fostering mentorship, and diverse perspectives.
- 4. Respect and Community Building:
 - Conflict Resolution: Emphasis on peaceful conflict resolution and restorative practices to build a respectful and harmonious school community.
 - Community Projects: Involvement in community service projects and initiatives that promote civic engagement and social responsibility.

Partnering with Parents

We value strong partnerships with parents and guardians to create a thriving democratic school community. Here's how we can work together:

- Open Communication: Maintain regular communication with teachers and staff to stay updated on your child's progress and school activities.
- Feedback and Collaboration: Share your feedback and ideas to help us continually improve our democratic practices.
- Volunteer Opportunities: Get involved in school events, projects, and committees to support our democratic community.

Learning Facilitator Qualifications:

Meghan Maynard has over 20 years of experience working with children. Meghan is a PhD candidate in educational studies and holds a M.A. in counselling psychology, and diploma in child and youth counselling. Additionally, Meghan is a registered psychotherapist, and brings strong elements of social-emotional learning to her pedagogical approach. Meghan is trained in first aid and CPR, and has passed a vulnerable sector screening.

Contact Information:

info@thrive-learning.ca
905-730-4707 (cell)

Hours of Operation:

Monday-Wednesday 9am-3:00pm

Reporting Absences:

- **Notification:** Please notify the centre of their child's absence by 8:00 AM on the day of the absence.
- **Communication:** Maintain open lines of communication between parents and the centre to discuss reasons for absences and any challenges faced by the student.

Daily Routine:

The daily routine in a democratic school can vary widely as student choice and self-directed learning are emphasized. This is a general outline of what a typical day might look like at Thrive Learning Centre:

9-9:30am -Morning Community Meeting

- The day usually begins with a morning meeting involving all students, volunteers, and facilitators.
- Students and staff discuss the day's plans, make announcements, and address any community issues.
- Students have the opportunity to suggest activities, share news, and contribute to decision-making.

9:30-10:30am -Self-Directed Learning

- Students choose from a range of activities and learning opportunities, which may include academic subjects, arts, physical activities, and hands-on projects.
- Students can work independently or collaborate in groups based on their interests and goals.
- Facilitators are available to guide and support students, providing resources and assistance as needed.

10:30-11:30am -Scheduled Classes and Workshops

- Some students may choose to attend scheduled classes or workshops on specific subjects offered by facilitators or guest teachers.
- Students may also lead workshops or teach classes on topics they are passionate about.

11:30-12:30pm - Lunch

- Lunch is typically a communal activity, where students and staff eat together, fostering a sense of community.
- Flexible Timing: The timing of lunch may be flexible to accommodate students' individual schedules and needs.

12:30-2:30pm - Individual Goal Check-In's & Continued Self-Directed Learning

- Student meets individually with the facilitator to review their individual learning plan and goals.
- Students continue with their chosen activities, projects, and classes.

2:30-3:00pm -Afternoon Community Meeting

- End of day reflection and preparation for tomorrow

3:00pm- Dismissal

- Dismissal times can be flexible, with some students leaving at different times based on their individual schedules and family arrangements.

Breaks and Free Play

- Breaks and free play are an important part of the day, allowing students to relax, socialize, and recharge. Students are encouraged to engage in breaks and free play as needed throughout the day.

Fall 2024 Important Dates:

October 14, 2024 - Thanksgiving - Centre CLOSED

December 23, 2024 - January 3, 2024 - Winter Break - Centre CLOSED

January 6, 2024 - First day back

Teacher-Student Ratios:

Our teacher-student ratio is a maximum of 1:8

Tuition and Payment Schedule:

A non-refundable activity fee of \$150/semester is required (September - January & February - June) . Our activity fees are used towards and learning resources. Any other purchases are based on our fundraising efforts and revenue. You are under no obligation to participate or purchase any aspect of our fundraising initiatives, nor will you be required to pay any additional fees.

Fees are \$65/day, with a commitment of 1,2, or days of participation per week. Payment is due the first day of each month.

1 day/week (Monday) - \$260 monthly

2 days/week (Tuesday/Wednesday) - \$520 monthly

3 days/week (Monday/Tuesday/Wednesday) - \$780 monthly

Refund Policy: If a student withdraws from the learning pod, tuition refunds will be prorated based on the number of days attended.

Notice Period: A 30-day notice is required for withdrawal to be eligible for a refund.

Invoices and Receipts: Monthly invoices will be sent to parents via email, and receipts will be provided upon request.

Questions and Concerns: Parents are encouraged to contact the facilitator with any questions or concerns regarding tuition and fees.

Inclement Weather/ Closure Policy:

In the event that the weather or road conditions make travel to or from Thrive Learning Centre unsafe for either staff or students and we need to cancel programs for that day, we will notify parents by email at least 1 hour prior to the time the program would have started. In the event that the circumstances make it necessary for Thrive Learning Centre to close earlier than normal, this decision will be communicated to parents such that they are able to make the necessary arrangements for early pick-up. NO REFUND if the day's program is canceled due to inclement weather.

Facilitator Illness:

In the event that the facilitator is ill or otherwise unable to attend, you will be notified by email by 7:30am at the latest, and the centre day will be cancelled. You will be refunded for the day.

Student Absences:

Please advise the facilitator of expected absences prior to 9am. No REFUNDS for student absences.

Illness Policy:

Please keep your child home for at least 24 hours after their last symptoms have subsided in the following cases:

- Temperature over 101 degrees F or 38.3 degrees C
- Vomiting
- Diarrhea (watery, profuse stools)

Should the above-mentioned situations arise while at Thrive Learning Centre, the affected participants will be asked to return home. Participants affected by communicable diseases such as measles, chicken pox, mumps, flu, strep throat, viral pneumonia, conjunctivitis (pink-eye), etc., are asked to stay home from Thrive Learning Centre until their health care provider (i.e. naturopath, doctor, nurse, etc.) has communicated that it is safe for them to attend. Notes are not required.

Medication Policy:

Parents must provide written consent and a physician's order for any medication to be administered at Thrive Learning Centre. Medications must be in their original labeled containers and will be securely stored in a locked cabinet or designated refrigerator. Only trained and authorized personnel will administer medications, and each administration will be documented for accuracy and safety. In the case of self-administered medications, such as asthma inhalers or EpiPens, students must have written consent from both parents and physicians. Our policy also includes procedures for field trips, emergency medications, and the proper disposal of unused or expired medications. We are committed to maintaining confidentiality and ensuring that all medications are handled with care. If you have any questions or need further information, please do not hesitate to contact us.

Sign In/Sign Out:

Parents/Guardians will sign their student in at the beginning of the day, and sign their student out at the end of the day. Parents must give Thrive Learning Centre written authorization to release their child. A list of approved persons authorized for pick-up will be maintained, and photo ID will be requested at the time of pick-up. If someone other than a parent/authorized alternate pick-up person arrives to pick up a child and we haven't been notified in advance by the authorized parent or pick up person we will: 1. Call parent for verbal authorization. 2. If parent cannot be located, the child will not be allowed to leave until a parent has been contacted. 3. The child will remain with the facilitator until an authorized pick-up person arrives.

Behaviour Policy:

We make every effort to create a space where students feel safe, and respected. If a child is behaving in a way that causes harm to themselves, others or disrespecting property, every effort will be made by our staff to work with the child and their parents to create a supportive environment for them to succeed. Only after every effort has been made, and with consultation with parents, will the child be refused access to our program.

Enrollment and Admissions:

Children must be 5 - 12 years of age to attend.

Admissions Process

At Thrive Learning Centre, we are committed to creating an inclusive and supportive environment where every child can thrive. Our admissions process is designed to understand and meet the unique needs of each student, without the requirement of specific documentation or academic assessments.

Step 1: Inquiry and Information Session

- We invite families to attend an information session where they can learn more about our philosophy, values, and educational approach.

Step 2: Application Form

- Families will complete an application form providing basic demographic information about the student, and the learning goals of the student and the parent(s).

Step 3: Interview

- **Purpose:** The interview is a key part of our admissions process. It allows us to understand the individual needs of the student, including support, behavioural, learning, sensory, and other needs.
- **Discussion:** During the interview, we will discuss how our school can best support the student's growth and development. This conversation helps us ensure that we are well-equipped to meet the student's unique needs and to provide the best possible educational experience.

Step 4: Decision and Notification

- **Evaluation:** After the interview, our admissions team will review the application and interview notes to make an informed decision about the student's enrollment.
- **Notification:** Families will be notified of the admissions decision within 10 days of the interview.

Curriculum & Pedagogy

At Thrive Learning Centre, we believe in providing a comprehensive, inclusive, and flexible curriculum that supports the diverse needs and interests of all students. Our approach is grounded in democratic education practices, fostering academic, social, and emotional growth through student-led learning.

- **Student-Led Learning:** We are committed to offering a curriculum that empowers students to take charge of their learning journey.
- **Individualized Curriculum:** Each student will have an individualized curriculum developed in collaboration with the student and supported by the facilitator.

Curriculum Development:

1. Student Participation:
 - Students actively participate in developing their individual learning plans and learning goals, which form their unique curriculum.
2. Facilitator Support:
 - Facilitators support students in creating and implementing their individualized curricula, ensuring that learning is self-directed and meaningful.
3. Flexibility:

- The curriculum is flexible, allowing students to explore their interests and passions at their own pace.

Individual Learning Plans (ILPs):

- Each student develops an ILP with the guidance of their facilitator, outlining their learning goals, interests, and preferred learning methods.
- ILPs are reviewed and updated regularly to reflect the student's evolving interests and progress.
- Students set both short-term and long-term learning goals, with actionable steps to achieve them.

Role of Learning Facilitator:

1. Guidance and Support:
 - Facilitators guide and support students in their learning, helping them find resources and opportunities to explore their interests.
2. Mentorship:
 - Facilitators act as mentors, providing encouragement and fostering a love of learning.
3. Resource Provision:
 - Facilitators provide access to a variety of resources, including books, technology, community experts, and experiential learning opportunities.
4. Learning Opportunities:
 - Facilitators make learning opportunities available in areas such as mathematics, literacy, science, technology, arts, and social-emotional areas.

Parental Involvement in ILP's:

1. Communication:
 - We keep parents informed about their child's learning goals, activities, and progress.
2. Engagement:
 - Parents are involved in discussions about their child's ILP and are encouraged to support the learning process.
3. Feedback:
 - We solicit feedback from parents on the effectiveness of the individualized curriculum and areas for improvement.

Monitoring and Review:

1. Regular Review:
 - Regular reviews of individual learning plans and overall curriculum effectiveness ensure they meet the needs of students and align with democratic education principles.

2. **Feedback Integration:**
 - Feedback from students, parents, and facilitators is incorporated into curriculum revisions and updates.
3. **Continuous Improvement:**
 - We foster a culture of continuous improvement in curriculum design and delivery to enhance student learning outcomes.

Evaluation

At Thrive Learning Centre, we embrace a unique approach to student evaluation that aligns with our democratic education philosophy. Our evaluation practices focus on fostering personal growth, social-emotional learning, and lifelong learning skills. This guide provides an overview of our ungrading philosophy and how it benefits your child.

Thrive Learning Centre takes an educational approach that moves away from traditional letter grades and numerical scores. Instead, through “ungrading” philosophy we emphasize:

1. **Continuous Feedback:** Providing ongoing, constructive feedback that helps students understand their strengths and areas for improvement.
2. **Mastery and Growth:** Focusing on mastery of skills and concepts rather than competing for grades.
3. **Self-Reflection:** Encouraging students to reflect on their learning journey and set personal goals.
4. **Individualized Learning:** Tailoring assessments to each student’s unique needs and progress, particularly through Individual Education Plans (IEPs).

Benefits of Ungrading:

- **Reduced Stress:** Without the pressure of grades, students can focus on learning for its own sake, leading to a more enjoyable and meaningful educational experience.
- **Personal Growth:** Emphasizes personal development and social-emotional learning, helping students become well-rounded individuals.
- **Engagement and Motivation:** Students are more engaged and motivated when they have a say in their learning and understand the value of their work beyond a grade.
- **Mastery of Skills:** Ensures that students achieve a deep understanding of subjects by focusing on mastery and continuous improvement.

Evaluation Practices at Thrive Learning Centre

1. **Individual Learning Plans (ILPs):**
 - Each student has an ILP that outlines personalized learning goals and the support needed to achieve them.
 - IEPs are developed collaboratively with input from students, parents, teachers, and specialists.
2. **Self-Assessment:**

- Students regularly engage in self-assessment, reflecting on their learning goals, achievements, and areas for improvement.
- This process encourages students to take ownership of their learning and develop critical self-reflection skills.
- 3. **Peer Assessment:**
 - Incorporating peer assessments allows students to give and receive constructive feedback, fostering a supportive and collaborative learning community.
- 4. **Facilitator Feedback:**
 - Facilitators conduct ongoing formative assessments through observations, discussions, and reviews of student work, guided by the goals outlined in each student's ILP.
 - Feedback from facilitators focuses on helping students understand their progress and identify next steps for improvement.
- 5. **Portfolio Assessment:**
 - Students maintain a portfolio that showcases their work, progress, and reflections throughout the centre year.
 - Portfolios provide a comprehensive view of a student's learning journey and achievements.
- 6. **Student-Led Conferences:**
 - Periodically, students lead conferences where they present their portfolios and discuss their progress with facilitators and parents.
 - These conferences highlight the student's growth and achievements, allowing them to articulate their learning experiences.

Democratic Education and Evaluation

- **Student Voice and Choice:** Students actively participate in decisions about their learning, including setting goals, selecting learning activities, and choosing how to demonstrate their understanding.
- **Shared Decision-Making:** Evaluation practices are designed with input from students, ensuring that their voices are heard and valued.
- **Community and Respect:** Our evaluation approach fosters a sense of community, respect, and mutual support among students and teachers.

How Parents Can Support This Approach

- **Engage in Conversations:** Talk to your child about their learning experiences, goals, and the feedback they receive.
- **Participate in School Meetings:** Attend school meetings and events to stay informed and contribute to the centre community.
- **Support Independence:** Encourage your child to take initiative in their learning and respect their choices and opinions.
- **Collaborate with Teachers:** Maintain regular communication with teachers to stay updated on your child's progress and how you can support their learning at home.

Inclusive and Supportive Learning

At Thrive Learning Centre, we are committed to providing an inclusive and supportive learning environment for all students. Our approach is rooted in the principles of Universal Design for Learning (UDL), ensuring that every student can thrive academically, socially, and emotionally. Below is an overview of UDL and the accommodations we provide to support our diverse learners.

What is Universal Design for Learning (UDL)?

Universal Design for Learning (UDL) is an educational framework that aims to make learning accessible and engaging for all students. UDL is based on three core principles:

1. **Multiple Means of Representation:** Providing information in various formats to accommodate different learning styles. This might include visual aids, auditory materials, and hands-on activities.
2. **Multiple Means of Action and Expression:** Allowing students to demonstrate their understanding in different ways. This could be through written work, oral presentations, artistic projects, or other methods that best suit the student's strengths.
3. **Multiple Means of Engagement:** Creating a learning environment that motivates and engages all students. This involves offering choices in learning activities, fostering collaboration, and connecting learning to students' interests and real-life experiences.

How UDL Benefits Your Child:

- **Inclusive Learning Environment:** UDL ensures that all students, regardless of their abilities or backgrounds, can access the curriculum and participate fully in classroom activities.
- **Personalized Learning:** By offering multiple ways to learn and express understanding, UDL accommodates individual learning preferences and needs.
- **Enhanced Engagement:** UDL strategies make learning more engaging and relevant, helping students stay motivated and invested in their education.

Accommodations and Support

At Thrive Learning Centre, we recognize that some students may require additional support to succeed. Here are some of the accommodations and support services we provide:

1. **Individual Learning Plans (ILPs):**
 - Every student at our school has an ILP, which outlines personalized goals, accommodations, and support services tailored to their unique needs.
 - ILPs are developed collaboratively with input from students, parents, teachers, and specialists, ensuring a holistic approach to each child's education.
2. **Classroom Accommodations:**
 - **Flexible Seating:** Options for different seating arrangements to support sensory needs and comfort.

- Assistive Technology: Tools such as speech-to-text software, audiobooks, and visual aids to support learning.
 - Personalized Assignments: Adjustments to assignments and assessments to match the student's abilities and learning style.
3. Professional Development for Facilitator:
- Our staff receives ongoing training in UDL principles, inclusive education practices, and strategies for supporting neurodiverse students. This ensures that we are always improving and adapting our approaches to meet the needs of all students.

Partnering with Parents

We believe that parents are essential partners in their child's education. We encourage you to:

- Stay Informed: Attend school meetings and events to learn more about UDL and how we implement it in the classroom.
- Collaborate: Share your insights and concerns with us to help tailor the support we provide to your child.
- Communicate: Keep an open line of communication with teachers and staff to stay updated on your child's progress and any adjustments to their ILP.

FAQ

1. How do democratic schools ensure that all students are learning essential skills?

Facilitators work with students to develop individualized learning plans that include essential skills in areas such as literacy, numeracy, and critical thinking. Regular check-ins and assessments ensure that students are making progress and achieving their goals.

2. Will my child receive a well-rounded education in a democratic school?

Yes, students in democratic schools are encouraged to explore a wide range of subjects and activities. The self-directed nature of learning ensures that students are motivated and engaged, often resulting in a deep and well-rounded educational experience.

3. How are academic standards maintained in a democratic school?

While the approach is flexible, democratic schools set high expectations for student engagement and achievement. Facilitators guide students in setting and reaching their learning goals, and assessments are often portfolio-based, reflecting a comprehensive view of student progress.

4. What if my child isn't self-motivated?

It's natural for parents to be concerned about their child's motivation, especially in a self-directed learning environment like a democratic school. Here's how we address and support students who may struggle with self-motivation:

1. Individualized Support:

- In a democratic school, facilitators work closely with each student to understand their interests, strengths, and challenges. By developing a personalized learning plan, we can tailor the educational experience to engage and inspire your child.

2. Interest-Driven Learning:

- We believe that every child has innate interests and passions. By allowing students to explore topics they are naturally curious about, we can help ignite their enthusiasm for learning. Facilitators provide resources and opportunities that align with these interests, making learning more relevant and enjoyable.

3. Building Relationships:

- Strong, supportive relationships between students and facilitators are key to fostering motivation. Facilitators mentor and guide students, helping them set achievable goals and celebrate their progress. This supportive environment encourages students to take ownership of their learning journey.

4. Community and Peer Influence:

- In a democratic school, learning is a community activity. Students often inspire and motivate each other through collaborative projects and group activities. Being part of a community where peers are engaged in their learning can have a positive impact on your child's motivation.

5. Structured Flexibility:

- While democratic education offers flexibility, it also provides structure through regular check-ins, goal-setting sessions, and feedback. Facilitators help students develop time management and organizational skills, which can enhance their ability to stay focused and motivated.

6. Restorative Practices:

- If a student is struggling with motivation, restorative practices can help address underlying issues. By having open, honest conversations about their challenges and working together to find solutions, we can support your child in overcoming obstacles to their learning.

7. Parental Involvement:

- We encourage parents to be involved in their child's education. Regular communication between parents and facilitators helps ensure that we are all working together to support your child's motivation and engagement.

8. Emphasizing Growth Mindset:

- We focus on developing a growth mindset in students, encouraging them to view challenges as opportunities for growth. This mindset helps students build resilience and perseverance, which are essential for maintaining motivation over time.

9. Providing Choices and Autonomy:

- Giving students choices in their learning empowers them and increases their intrinsic motivation. When students feel that they have control over their education, they are more likely to take initiative and engage deeply with their studies.

10. Celebrating Successes:

- Recognizing and celebrating small achievements helps build confidence and motivation. We make it a point to acknowledge students' efforts and progress, reinforcing their commitment to learning.

Health and Safety

At Thrive Learning Centre, the health and safety of our students are our highest priorities. We are committed to creating a safe, supportive, and healthy environment for all children. Below is a summary of our health and safety policy to keep you informed about the measures we have in place.

Daily Safety Inspections:

- **Routine Checks:** Our classroom facilitators conduct daily safety inspections to ensure that all areas of the centre are clean, safe, and free from hazards.
- **Prompt Action:** Any identified hazards are promptly addressed to maintain a safe environment.

Emergency Drills:

- **Monthly Drills:** We conduct monthly emergency drills, including fire drills, to ensure that students and staff are familiar with emergency procedures.
- **Preparedness:** These drills help us prepare for a variety of potential emergencies, ensuring a quick and effective response.

First Aid and CPR:

- **Training:** All staff members are trained in first aid and CPR, with annual updates to keep their skills current.
- **First Aid Kits:** Fully stocked first aid kits are readily available throughout the centre.

Health Information and Privacy:

- **Confidentiality:** We collect and store health information related to learning, behaviour, and safety (e.g., allergies) according to PHIPA requirements.
- **Accessibility:** This information is kept confidential and is accessible only to authorized personnel to ensure your child's safety.

Incident Reporting:

- **Documentation:** We document any serious incidents of injury, behaviour, or health issues using an incident report form.
- **Response:** The attending staff member completes the report, and appropriate action is taken to address and resolve the incident.

Emergency Procedures:

- **Plan:** We have a comprehensive emergency response plan that includes procedures for various types of emergencies.
- **Coordination:** Our staff is well-coordinated to ensure a swift and efficient response during any emergency.

Hygiene and Cleanliness:

- **Regular Cleaning:** Our facilities are cleaned regularly to maintain a healthy environment.
- **Hand Hygiene:** We promote good hand hygiene practices among students and staff to prevent the spread of illness.

Parental Involvement:

- **Communication:** We keep parents informed about health and safety policies and any updates through regular communications.
- **Partnership:** We encourage parents to share any health-related concerns about their children to help us provide the best care possible.

Student Code of Conduct

At Thrive Learning Centre, we are dedicated to creating a safe, inclusive, and supportive environment where every student feels valued and respected. Our Student Code of Conduct aligns with restorative justice principles and the Collaborative Proactive Solutions (CPS) model. This approach focuses on understanding, collaboration, and restorative practices to address behaviour issues, including bullying and violence.

behavioural Expectations:

Respect: Students are encouraged to show respect for themselves, their peers, teachers, and school property.

Responsibility: Students are guided to take responsibility for their actions and reflect on their behaviour.

Kindness: Students are encouraged to demonstrate kindness and empathy towards others, promoting a caring school community.

Collaboration: Students are encouraged to work together cooperatively and support each other in their learning.

Discipline

At Thrive Learning Centre, we believe in creating a supportive and inclusive environment where every student feels valued and respected. To create a respectful, safe, and inclusive environment, Thrive Learning Centre structures student discipline around a model of collaborative proactive solutions and restorative justice.

What is Restorative Justice?

Restorative justice is an approach to addressing behaviour and resolving conflicts that focuses on repairing harm, restoring relationships, and fostering a sense of community. Unlike traditional disciplinary methods that emphasize punishment, restorative justice seeks to understand the root causes of behaviour, involve all affected parties, and collaboratively find solutions.

Key Principles of Restorative Justice

1. **Understanding Harm:** Recognizing that harmful behaviour affects individuals and the community.
2. **Accountability:** Encouraging students to take responsibility for their actions and understand their impact on others.
3. **Repairing Relationships:** Focusing on healing relationships and making amends rather than punishment.
4. **Inclusive Decision-Making:** Involving all affected parties in the process of resolving conflicts and finding solutions.
5. **Building Community:** Promoting a sense of belonging, mutual respect, and cooperation among students.

Benefits of Restorative Justice for Your Child:

- **Empathy and Understanding:** Helps students develop empathy by understanding the perspectives and feelings of others.
- **Personal Growth:** Encourages self-reflection and personal accountability, leading to positive behaviour changes.
- **Conflict Resolution Skills:** Teaches students effective and peaceful ways to resolve conflicts and address issues.
- **Stronger Relationships:** Fosters stronger, more supportive relationships among students and between students and staff.
- **Positive School Climate:** Contributes to a positive and inclusive school climate where everyone feels respected and valued.

Restorative Justice Practices at Thrive Learning Centre

1. **Restorative Conversations:**

- When conflicts or issues arise, students are engaged in restorative conversations to discuss what happened, how it affected everyone involved, and what can be done to repair the harm.
 - These conversations emphasize active listening, empathy, and collaborative problem-solving.
2. **Circle Processes:**
 - We use circle processes to build community, discuss issues, and resolve conflicts. In a circle, everyone has an equal opportunity to speak and listen.
 - Circles can be used for various purposes, including community-building, addressing behaviour issues, and making group decisions.
 3. **Restorative Conferences:**
 - In cases of more serious harm, restorative conferences bring together the person who caused harm, those affected, and others involved to discuss the incident and agree on steps to make amends.
 - The goal is to achieve mutual understanding and a sense of closure for everyone involved.
 4. **Repairing Harm:**
 - Students who have caused harm are encouraged to take actions to repair the harm, which may include apologies, community service, or other restorative actions agreed upon during restorative conversations or conferences.
 5. **Ongoing Support:**
 - Our staff receives ongoing training in restorative practices to ensure they are equipped to facilitate restorative processes effectively.
 - We provide continuous support to students to help them develop the skills needed for positive interactions and conflict resolution.

How Parents Can Support Restorative Justice

- **Engage in Conversations:** Talk to your child about the principles of restorative justice and encourage them to practice empathy and accountability at home.
- **Model Restorative Practices:** Demonstrate restorative practices in your own interactions by addressing conflicts with understanding and a focus on repairing relationships.
- **Stay Informed:** Attend school meetings and events to learn more about our restorative justice practices and how they are implemented.
- **Collaborate with the centre:** Work with teachers and staff to support your child's social-emotional development and participation in restorative processes.

Collaborative Proactive Solutions (CPS)

One of the key approaches we use to address behavioural challenges and promote positive development is the Collaborative Proactive Solutions (CPS) model.

What is Collaborative Proactive Solutions (CPS)?

Collaborative Proactive Solutions (CPS) is an evidence-based approach to understanding and addressing challenging behaviour in children. The CPS model emphasizes collaboration and problem-solving, focusing on identifying and addressing the underlying causes of behaviour rather than using punitive measures. CPS is based on the belief that "kids do well if they can" and that challenging behaviour occurs when there are unmet needs or lagging skills.

Key Principles of CPS

1. **Empathy and Understanding:** Prioritizing understanding the child's perspective and the factors contributing to their behaviour.
2. **Collaboration:** Working together with the child to find mutually agreeable solutions to problems.
3. **Proactive Problem-Solving:** Addressing potential issues before they escalate into challenging behaviour.
4. **Skill Building:** Identifying and helping children develop the skills they need to handle everyday challenges.

Benefits of CPS for Your Child

- **Empowerment:** Involves children in the problem-solving process, giving them a sense of ownership and control over their actions.
- **Improved behaviour:** Addresses the root causes of challenging behaviour, leading to more sustainable and positive behaviour changes.
- **Enhanced Relationships:** Strengthens the relationship between students and teachers through mutual respect and collaboration.
- **Skill Development:** Helps children develop critical skills such as flexibility, frustration tolerance, and problem-solving.

CPS Practices at Thrive Learning Centre

1. **Identifying Lagging Skills and Unsolved Problems:**
 - We work with students to identify lagging skills that may contribute to challenging behaviour, such as difficulty with emotional regulation, problem-solving, or communication.
 - We also identify specific unsolved problems that are causing stress or conflict for the student.
2. **Empathy Step:**
 - Facilitators and staff engage in empathetic listening to understand the child's perspective on the unsolved problem.
 - This step involves asking open-ended questions and validating the child's feelings and experiences.
3. **Define the Problem Step:**
 - The adult shares their concerns about the unsolved problem, ensuring that both the child's and the adult's perspectives are understood.
 - This step helps to clearly define the problem that needs to be addressed.

4. Invitation Step:

- The adult and child collaborate to brainstorm and agree on solutions that address both parties' concerns.
- This step emphasizes working together to find realistic and mutually satisfactory solutions.

5. Proactive Problem-Solving:

- CPS is implemented proactively, meaning we address potential issues before they lead to challenging behaviour.
- Regular check-ins and proactive discussions help prevent problems from escalating.

6. Skill-Building:

- Through the CPS process, we help students develop the skills they need to handle similar problems in the future.
- This includes teaching and reinforcing skills such as emotional regulation, communication, and flexible thinking.

How Parents Can Support CPS

- **Engage in Conversations:** Talk to your child about their experiences and feelings, using empathetic listening to understand their perspective.
- **Collaborate at Home:** Apply the CPS principles at home by involving your child in problem-solving and addressing any challenging behaviours collaboratively.
- **Stay Informed:** Attend school meetings and events to learn more about CPS and how it is implemented at our school.
- **Communicate with the centre:** Maintain regular communication with teachers and staff to stay updated on your child's progress and collaborate on strategies to support their development.

Anti-Bullying Policy

At Thrive Learning Centre, we are committed to providing a safe, inclusive, and respectful environment for all students. Bullying of any form is not tolerated, and we are dedicated to preventing and addressing bullying behaviour through understanding, collaboration, and restorative practices. Below is a summary of our Anti-Bullying Policy to keep you informed about our approach and expectations.

Purpose:

To prevent bullying, promote a positive school environment, and ensure the safety and well-being of all students.

What is Bullying?

Bullying is any repeated, intentional behaviour that causes harm, fear, or distress to another person. It can be physical, verbal, social, or cyberbullying, and it can occur in person or online.

Our Approach:

We address bullying by understanding the underlying issues, intervening with empathy and support, and encouraging restorative actions to repair harm and promote safety and reconciliation.

1. Prevention:

- Education: We educate students about the impact of bullying and promote kindness, empathy, and respect through regular discussions and activities.
- Awareness: We raise awareness about bullying through campaigns, workshops, and community meetings.
- Role Modeling: Staff and older students are expected to model respectful behaviour and promote a positive school culture.

2. Reporting Bullying:

- Encouraging Reports: Students are encouraged to report bullying incidents to a trusted adult, teacher, or school counselor. Reports can be made verbally or in writing.
- Anonymous Reporting: We provide options for anonymous reporting to ensure that students feel safe to speak up.

3. Responding to Bullying:

- Immediate Action: We take immediate action to stop the bullying and ensure the safety of all students involved.
- Investigation: A thorough investigation is conducted to understand the situation, involving interviews with the victim, the bully, and any witnesses.
- Support: We provide support to the victim and the bully, addressing their needs and helping them cope with the situation.

4. Restorative Actions:

- Restorative Conversations: We engage students in restorative conversations to understand the impact of their actions and to find ways to repair harm.
- Making Amends: Students involved in bullying are encouraged to make amends and rebuild relationships through restorative actions.
- Community Meetings: Regular community meetings are held where students can discuss issues, propose solutions, and contribute to a positive school culture.

5. Follow-Up:

- Monitoring: We monitor the situation to ensure that the bullying does not continue and that all students feel safe and supported.
- Continuous Support: Ongoing support is provided to both the victim and the bully to promote positive behaviour and personal growth.

Parental Involvement:

We believe that parents play a crucial role in preventing and addressing bullying. We involve parents in the process by:

1. Communication:

- Informing Parents: We inform parents about any bullying incidents involving their child and the actions taken to address the situation.
 - Collaboration: We collaborate with parents to develop strategies to support their child's well-being and promote positive behaviour at home and school.
2. Resources and Support:
- Counseling Services: Access to counseling services is available for students who need additional support.
 - Workshops: We offer workshops and resources for parents to help them understand and address bullying.

Commitment to a Bully-Free Environment:

At Thrive Learning Centre, we are dedicated to creating a bully-free environment where every student feels safe, respected, and valued. By working together, we can prevent bullying and promote a positive school culture.

Privacy and Confidentiality Policy

Purpose: To protect the privacy and confidentiality of all students, staff, and families by ensuring the secure handling and storage of personal information.

Policy:

- Thrive Learning Centre is committed to maintaining the confidentiality of personal information in compliance with the Personal Health Information Protection Act (PHIPA) and other relevant regulations.
- Personal information will only be collected, used, and disclosed for purposes that are necessary for the functioning of the centre and the well-being of students.

Procedure:

1. **Collection of Personal Information:**
 - **Necessity:** Only collect personal information that is necessary for educational, administrative, and health-related purposes.
 - **Consent:** Obtain consent from parents/guardians before collecting personal information, except in situations where consent is not required by law.
2. **Types of Information Collected:**
 - **Student Information:** Includes demographic information, academic records, health information (e.g., allergies, medications), and emergency contact details.
 - **Staff Information:** Includes employment records, professional qualifications, and contact details.
 - **Parent/Guardian Information:** Includes contact details and any relevant information needed for communication and engagement with the centre.
3. **Use and Disclosure of Personal Information:**

- **Educational Purposes:** Use personal information to support educational and developmental goals, such as creating Individual Learning Plans (ILPs).
 - **Health and Safety:** Use health-related information to ensure the safety and well-being of students.
 - **Administrative Functions:** Use personal information for administrative purposes, such as enrollment, billing, and communication.
 - **Limited Disclosure:** Disclose personal information only to authorized personnel and third parties (e.g., healthcare providers) as necessary and with consent.
4. **Storage and Security:**
- **Secure Storage:** Store personal information in secure physical and digital locations, ensuring access is restricted to authorized personnel.
 - **Data Protection:** Implement measures to protect personal information from unauthorized access, use, or disclosure, including encryption and secure password protocols.
 - **Retention and Disposal:** Retain personal information only as long as necessary for the purposes for which it was collected and securely dispose of it when no longer needed.
5. **Access to Personal Information:**
- **Parental Access:** Allow parents/guardians to access their child's personal information upon request, subject to legal restrictions.
 - **Correction of Information:** Enable parents/guardians to request corrections to their child's personal information if it is inaccurate or incomplete.
6. **Training and Awareness:**
- **Staff Training:** Provide training for staff on privacy and confidentiality policies and procedures, including the secure handling of personal information.
 - **Awareness Campaigns:** Conduct awareness campaigns to inform students and parents about the importance of privacy and how their information is protected.
7. **Breach Response:**
- **Incident Reporting:** Establish a protocol for reporting and managing breaches of personal information, including immediate notification to affected individuals.
 - **Mitigation Measures:** Implement measures to mitigate the impact of data breaches and prevent future occurrences.

Parent Involvement

At Thrive Learning Centre, we believe that the active involvement of parents and the community is essential to the educational success of our students. We are dedicated to creating opportunities for parents and community members to engage with the centre's mission and support our students' academic and personal growth.

Communication

1. **Regular Updates:**

- We will provide regular updates to parents and community members about school activities, events, and student progress through newsletters, emails, and the centre website.
- 2. **Open Door Policy:**
 - Our school maintains an open-door policy, welcoming parents and community members to visit the centre, meet with staff, and participate in school activities.
- 3. **Conferences:**
 - Regular conferences will be scheduled to discuss student progress, address concerns, and set goals.

Parent Involvement

1. **Volunteer Opportunities:**
 - We encourage parents to volunteer in various school activities, such as classroom assistance, event planning, and extracurricular programs.
2. **Parent Workshops:**
 - Workshops and seminars will be organized for parents on topics such as supporting learning at home, child development, and mental health.

Feedback and Collaboration

1. **Surveys and Feedback:**
 - Regular surveys will be conducted to solicit feedback from parents and community members to understand their needs and improve school programs.
2. **Collaborative Decision-Making:**
 - Parents and community members will be involved in decision-making processes, ensuring their voices are heard and valued.

Complaints and Grievances

At Thrive Learning Centre, we are committed to providing a clear, fair, and transparent process for students, parents, and staff to raise and resolve concerns or complaints. We believe in addressing issues promptly and respectfully to ensure a positive school environment for everyone.

- We are dedicated to addressing complaints and grievances promptly, fairly, and in a manner that respects the rights and dignity of all parties involved.
- We encourage open communication and aim to resolve issues at the earliest opportunity and at the most appropriate level.

Procedure:

Informal Resolution:

1. Initial Step:

- We encourage individuals to raise their concerns directly with the person involved, if appropriate, to seek an informal resolution.
- 2. Mediation:
 - If the issue is not resolved, a neutral third party (such as a counsellor or facilitator) can assist in mediating the discussion to reach an amicable solution.

Formal Complaint Process:

1. Step 1: Submission of Complaint
 - **Written Complaint:** Submit a formal written complaint to the centre administration, detailing the nature of the complaint, relevant facts, and the desired resolution.
 - **Acknowledgment:** The learning centre will acknowledge receipt of the complaint within 3 business days.
2. Step 2: Investigation
 - **Investigation:** the centre administration will conduct a thorough investigation of the complaint, which may involve interviews with relevant parties and review of pertinent documents.
 - **Confidentiality:** Ensure that the investigation is conducted in a confidential manner to protect the privacy of all involved.
3. Step 3: Resolution
 - **Findings and Decision:** Upon completion of the investigation, the centre administration will communicate the findings and decision to the complainant in writing, including any actions to be taken to resolve the issue.

Emergency Procedures

At Thrive Learning Centre, the safety and well-being of our students, staff, and visitors are our top priorities. To ensure we are prepared for any emergency, we have established clear and effective procedures. Below is a summary of our Emergency Procedures Policy to keep you informed about our safety measures.

Types of Emergencies:

1. **Fire Emergencies:**
 - **Evacuation Plan:** Clearly marked evacuation routes and assembly points.
 - **Drills:** Monthly fire drills to ensure everyone is familiar with evacuation procedures.
 - **Fire Safety Equipment:** Regular checks and maintenance of fire extinguishers, smoke detectors, and other fire safety equipment.
2. **Medical Emergencies:**
 - **First Aid Kits:** Fully stocked first aid kits in multiple locations throughout the centre.
 - **Training:** All staff are trained in first aid and CPR, with annual updates.
 - **Response Protocols:** Steps for responding to medical emergencies, including contacting emergency services and providing first aid.

3. **Natural Disasters:**

- **Evacuation and Shelter:** Procedures for evacuating or sheltering in place during natural disasters.

5. **Power Outages:** Procedures for ensuring safety and continuity during power outages.

6. **Missing Child:** Procedures for responding to a missing child.

Communication During Emergencies:

1. **Parent Notification:**

- Parents and/or emergency contact persons will be notified of emergency situations at the earliest possible opportunity.

Health and Safety Policy

Purpose: To ensure the health and safety of all students, staff, and visitors by implementing comprehensive health and safety procedures.

Policy:

- the centre is committed to providing a safe and healthy environment for all students, staff, and visitors.
- Health and safety procedures will be regularly reviewed and updated to ensure compliance with legal requirements and best practices.

Procedure:

1. **Daily Safety Inspections:**

- **Responsibility:** The classroom facilitator will conduct daily safety inspections of the centre environment.
- **Checklist:** Use a daily safety checklist to ensure all areas are inspected and any hazards are addressed promptly.

2. **Emergency Drills:**

- **Frequency:** Conduct monthly emergency drills, including fire drills and lockdown drills.
- **Responsibility:** The classroom facilitator will be responsible for conducting and documenting these drills.

3. **First Aid and CPR:**

- **Training:** All staff will be trained in first aid and CPR, with annual updates.
- **First Aid Kits:** Maintain fully stocked first aid kits in multiple locations throughout the centre.

4. **Health Information:**

- **Collection:** Collect and store health information related to learning, education, behaviour, or safety (e.g., allergies) according to PHIPA requirements.

- **Confidentiality:** Ensure all health information is kept confidential and accessible only to authorized personnel.
- 5. **Incident Reporting:**
 - **Serious Incidents:** Report serious incidents of injury, behaviour, or health promptly.
 - **Incident Report Form:** Use an incident report form to document the details of each incident.
 - **Responsibility:** The staff member attending to the incident will complete the incident report.
- 6. **Environmental Safety:**
 - **Inspections:** Conduct regular environmental safety inspections to ensure the centre environment is free from hazards.
 - **Maintenance:** Address any maintenance issues promptly to ensure a safe environment for all.
- 7. **Health and Safety Training:**
 - **Staff Training:** Provide regular health and safety training for all staff, including emergency procedures and hazard identification.
 - **Student Education:** Educate students on health and safety practices, including emergency procedures and personal safety.
- 8. **Emergency Contact Information:**
 - **Collection:** Ensure emergency contact information is collected and updated regularly for all students and staff.
 - **Access:** Keep emergency contact information readily accessible in case of an emergency.

Allergy Information

At Thrive Learning Centre, the health and safety of our students are our top priorities. We understand that allergies can be a serious concern, and we are committed to creating a safe and supportive environment for all children. To ensure the well-being of students with allergies, particularly those with peanut allergies, we have established specific policies and procedures.

Our Peanut-Free Policy

To protect students with peanut allergies, Thrive Learning Centre is a peanut-free facility. This means that no peanuts or peanut-containing products are allowed on the centre premises. This policy helps to minimize the risk of accidental exposure and allergic reactions.

How You Can Help

1. **Avoid Bringing Peanuts to School:**
 - **Check Labels:** Carefully check food labels to ensure that snacks and lunches do not contain peanuts or peanut products.
 - **Alternative Snacks:** Choose peanut-free alternatives such as fruits, vegetables, cheese, yogurt, or other nut-free options.

2. Educate Your Child:

- **Understanding Allergies:** Teach your child about the importance of not sharing food with classmates and respecting their peers' allergies.
- **Handwashing:** Encourage your child to wash their hands before and after eating to prevent the spread of allergens.

3. Communication with the centre:

- **Inform Us:** Let us know if your child has any allergies, so we can take appropriate measures to ensure their safety.
- **Update Information:** Keep your child's allergy information up-to-date, including any changes in their condition or new allergies.

Allergy Management at School

1. Individual Allergy Management Plans (IAMPs):

- **Personalized Plans:** Each student with an allergy will have an Individual Allergy Management Plan (IAMP) created in collaboration with parents, healthcare providers, and school staff.

2. Medication and Emergency Supplies:

- **Accessibility:** All prescribed medications, such as epinephrine auto-injectors, will be stored in accessible locations and carried on field trips and during extracurricular activities.
- **Staff Training:** Our staff are trained to recognize and respond to allergic reactions, including the administration of medications.

3. Emergency Protocols: We have clear protocols for responding to allergic reactions, including administering medications and contacting emergency services.

Technology Use Policy

At Thrive Learning Centre, we are dedicated to providing technology resources that support the educational goals of our students while ensuring these resources are used responsibly and safely.

- Technology and internet resources are to be used primarily for educational purposes, including research, assignments, and projects.
- All communication using school technology should be respectful and appropriate. Cyberbullying, harassment, or any form of inappropriate communication will not be tolerated.
- Internet safety is a priority. Thrive Learning Centre utilizes parental control technology on learning centre owned devices.

Volunteers

Thrive Learning Centre welcomes volunteers! All volunteers must adhere to the centre's policies and procedures to ensure the safety and well-being of students. Further, all volunteers

must present a satisfactory vulnerable sector background check and undergo an orientation process.

Non-Discrimination Policy

Thrive Learning Centre is committed to providing an inclusive and welcoming environment for all members of our community, regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, age, disability, or any other protected characteristic. Discrimination or harassment of any kind will not be tolerated.