



TAKE ROOT
NATURE SCHOOL

PARENT INFORMATION PACKAGE

Dear Parents,

Welcome to Take Root Nature School!

We are so excited to welcome you and your child to Take Root Nature School! We are committed to making your child's experience at Willowgrove one that is safe, caring, educational, fun, and life changing.

Take Root Nature School encourages students to approach learning with curiosity. By providing safe, play-based activities, students are able to integrate core subject learnings into everyday life. This not only fosters an appreciation for the natural world, it also develops your child's confidence and social skills.

Take Root Nature School offers a variety of program options which allows families to fully customize their student's school year. The school year is broken up into three Seasons: Fall, Winter, and Spring. Within each season a student can enroll in a half, full-day, or both programs. This puts students in direct relationship with nature, ensuring that learning aligns with all that each season has to offer.

Fall Season	Sep 12 - Dec 22, 2023
Winter Season	Jan 8 - Mar 8, 2024
Spring Season	Mar 18 - Jun 21, 2024
Tuesday Half Days	12:30 pm to 4:00 pm
Wednesday Full Days	9:00 am to 4:00 pm

REGISTRATION AND REFUND POLICY

A confirmation email will follow your registration in Take Root Nature School. Please let us know if you do not receive this confirmation.

Following registration, you and your student will be asked to come to Willowgrove to meet with a staff member, talk about the program details and ensure that Take Root Nature School is a good fit for everyone.

Session savings are applied when students are enrolled in more than one session per season. Savings will be adjusted as enrollment changes.

If you need to cancel your child's enrollment in Take Root Nature School, full refunds can be provided when written cancellation notice is received at least two weeks prior to the start of the Season. Cancellation requests received in writing within two weeks prior to the start of the Season are eligible for refunds minus a 5% cancellation fee.

Refunds are not provided for missed attendance, late arrivals, inclement weather, or cancellation of a Season already in progress.

PARTICIPANT DISMISSAL

Willowgrove reserves the right to dismiss a student who, in our opinion, is a hazard to the safety or rights of others, or who appears to have rejected the reasonable expectations of our Take Root Nature School. Prior to action being taken, all attempts will be made with parents and students to rectify the situation restoratively. In the rare case of dismissal, a refund will not be issued.

PAYMENT DEADLINES

A \$200.00 deposit is required at the time of registration. The deposit will be applied to the overall cost of the program. The balance of program fees can be 1) paid in full at the time of registration, or, 2) paid through scheduled monthly credit card installments over the course of each applicable season.

Credit Card charges will appear on your statement under the name WILLOWGROVE. Outstanding balances will be charged interest of 1% per month.

COMMUNICATING WITH US

Communication regarding questions or concerns will take place via email and or pre-arranged meetings.

All changes to personal information on file for your child, or any changes in health, must be communicated in an email or by written note.

Please contact Willowgrove as soon as possible if there are changes with your address, phone number, or emergency contact information.

HEALTH INFORMATION

Your child's health and safety are very important to us. Providing the best care, we can and continually inspecting our grounds is our responsibility. Your responsibility is to provide us with up-to-date health information that will help to ensure a safe and successful experience at Take Root Nature School. It is imperative that you alert us in writing of any changes in your child's health.

We understand that some parents may be hesitant to disclose information about their child's behaviour or past experiences, however, our staff uses this information to ensure that your child settles in and has a smooth transition into our program. During the interview process please share any information that might make a difference in helping us to be understanding and supportive of your child's needs.

If you have listed friends or family as Emergency Contacts, please be sure to inform them, and that they are aware of any medical concerns so they can better make decisions should the need arise.

If you need to add any information to the Health Form, or if there are changes to your child's health information since the time of registration, please inform our office. Information on health forms is confidential and will only be shared with the program director, instructors, and medical personnel in emergency situations.

MEDICATION

If your child will be bringing any medication to Take Root Nature School, please ensure that all medication is kept in its original container, clearly marked and labeled with your child's name. Medications must also be accompanied by clear written instructions outlining the time and instructions of administration, in addition to the reasons for taking it.

*** Please hand all medication to our staff at drop-off.**

EPI-PEN

Any student who carries an EpiPen for food, bee or insect allergies must bring two (2) EpiPens to Willowgrove. One EpiPen will remain in the health care centre and the other will remain with your child. Each day, one EpiPen will be returned home with the student, so be sure to send it with your child every day. If first aid is required, our staff are First Aid certified and will administer the EpiPen accordingly.

PHOTO CONSENT

Throughout the year, photos may be taken of participants for the use of promotions, slideshows, social media, brochures, website, and, on occasion, for the Ontario Camping Association. If, for any reason, your child should not appear in these pictures, you must let the office know by emailing natureschool@willowgrove.ca.

COME PREPARED

Students at Take Root Nature School will be outside for the majority of their time at Willowgrove, in nearly all weather conditions. As an outdoor program, students will be exposed to the elements. Please note the weather each day and have them dress appropriately so that your child can participate fully and safely. Layering is always recommended.

“There is no bad weather just bad clothing”.

Things to bring to Take Root Nature School (Seasonally)

- Hat, all seasons
- Sunglasses
- Sunscreen / insect repellent
- Lunch / snack (nut free) in reusable containers
- Closed-toe shoes that can get wet/water resistant
- Waterproof boots
- Lightweight and/or winter gloves
- Clothes that can get dirty
- Refillable water bottle
- Raingear and light coat (weather dependent)
- Layers for cool or damp weather
- extra seasonal clothes

We do not encourage your child to bring or wear flip flops or sandals, clothing that promotes alcohol, tobacco, drugs, or violence, cell phones, electronic games, expensive jewelry or fancy watches, clothes not intended to get dirty,

DROP OFF / PICK UP

Drop off and pick up is done in a Kiss and Ride style:

Tuesday	drop off 12:30 pm	pick up 4:00 pm
Wednesday	drop off 9:00 am	pick up 4:00 pm

When arriving at Willowgrove please be aware of the posted speed limit of 25 km/hr on the laneway. Proceed around the office loop and park on the west side of the classroom. A teacher will greet you in the morning and direct your child to your car at pick up.

As there is no after care or before care program an additional charge of \$50.00 will be placed on your credit card for each thirty-minutes past the stated times.

In your registration you have provided the names of individuals authorized to pick up your child. If any person who is not on the authorized pick-up list attempts to pick up your child, they will be denied. Please notify Willowgrove in advance if there will be any temporary or permanent additions to the authorized pick-up list as we will not release the child without prior consent.

FOOD

Willowgrove requires boomerang lunches and snacks, meaning that no garbage or recycling will be left on-site.

As parents, you can help your children receive the most out of their time at Take Root Nature School by ensuring they get the nutrition they need. Good nutrition comes from eating a balanced diet of fruits and vegetables, protein, and whole grains. As the students are very active during the day, please make sure you are sending enough food for snacks and lunches. Please do not send drinks in cans or boxes.

Life-threatening nut allergies are very common; therefore, no nuts of any kind will be permitted on site. We take every measure possible to keep nut products away from our facility and discourage any products that may contain nuts, including any item from bulk food that does not come pre-sealed. Although most products contain warnings on the nutrition label, it is important to read labels carefully for ingredients. That being said, because students or visitors may unintentionally bring food items containing nut products to Willowgrove, we cannot guarantee a nut-free environment.

AT HOME CHECKS

Students should not come to Willowgrove with any known communicable diseases or health nuisances (such as chicken pox, lice, viral infections, rashes, impetigo, etc.). If your child has been exposed to anything communicable, please alert the office and together, we will determine whether to consider keeping your child at home. In the event that a student arrives at Willowgrove unaware that he/she has a communicable illness, we will let families of students know that their child may have been exposed.

As you prepare your child for their outdoor adventures at Take Root Nature School, please talk with them about the reality of ticks and the increasing cases of Lyme disease in Ontario. Lyme disease is transmitted by the bite of an infected blacklegged tick. Whenever students come out of a wooded area at Willowgrove we will have the students do tick checks but please follow up with thorough checks at home.

For more information about ticks and how to prevent bites, visit the Ontario Lyme disease website: <https://www.ontario.ca/page/lyme-disease>.

CODES OF CONDUCT

- **Take Root Nature School Code of Conduct**

Our mission at Willowgrove is to nurture the emotional and physical wellbeing of children and youth. In support of this mission, we believe that everyone has the right to feel safe. This means that we will not tolerate bullying or discrimination of any kind. From time to time a student may display behaviour that does not meet the expectations of the mission statement and this code of conduct. Our staff will attempt to address this behaviour directly with the students involved in restorative ways. We commit to never using corporal punishment, nor methods that would humiliate or degrade any individual.

Bullying and Discrimination can take place in many forms:

1. Verbal victimization
2. Physical victimization, or causing physical harm
3. Cyber victimization, either through text, phone or video calls, or online
4. Social exclusion, where victim is intentionally left of out, or deliberately bothered.

In response to these issues, Willowgrove uses a restorative discipline approach to work towards healing and conflict resolution. However, if we are unable to bring the parties involved to a safe and peaceful resolution, as stated in our waiver and registration package, the school does reserve the right to ask a student to leave if they continue to be harmful to others in any way.

● **WILLOWGROVE CODE OF CONDUCT**

Willowgrove is committed to a respectful, service-oriented and safe workplace at all times and under all circumstances for internal and external customers. In pursuit of this goal, Willowgrove does not condone and will not tolerate acts of harassment and/or violence against or by any Willowgrove employee.

All customers, employees, volunteers, and members are to be treated with dignity and respect.

Willowgrove will make every reasonable effort to ensure that no one is subjected to any kind of harassment or violence.

Willowgrove will take corrective action with any person under the employer's direction who subjects anyone to violence and/or other disruptive behaviours. Anyone who does not adhere to the Code of Conduct may face expulsion from programs and/or from the facility.

Managers and supervisors will take immediate action to resolve any situation that involves harassment or violent behaviour.

Should any employee be harassed or threatened by an individual from outside or inside the workplace, and have reason to believe this person may harm them in any way, the employee is required to report concerns to his/her supervisor.

Disciplinary or corrective actions may be taken, up to and including suspension of duties or termination of employment, for any violation of this policy.

CONTACT INFORMATION

For all registration questions and concerns, please contact the Willowgrove office:

Phone: (905) 640-2127

Email for inquiries: natureschool@willowgrove.ca

Willowgrove Take Root Nature School
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Friend us on Facebook (www.facebook.com/willowgrove1968/) or Instagram ([instagram.com/willowgrove1968/](https://www.instagram.com/willowgrove1968/)) to see photos and keep updated with our programming.