



PARENT HANDBOOK

Updated: May 2023

About This Handbook

The intention of the Parent Handbook is to provide our families with the information they will require to have a successful working relationship with Fueling Brains Academy.

This handbook shall be reviewed no less than once per year by the Senior Manager of Compliance and Administration, Fueling Brains Academy corporate director(s), or a combination of the two. Families are encouraged to provide feedback on policies and procedures that affect them through the use of comments or emails to melissa@fuelingbrains.com at any time during the year. Families are also encouraged to provide their feedback, in writing, directly to their campus Center Director so there is a record of when the feedback was provided as well as the details.

Amendments to this handbook will be provided by way of memo, campus posting, or our monthly newsletters throughout the year as required.

Parents and/or guardians interested in knowing more about the specific policies and procedures that govern our programs can contact us at melissa@fuelingbrains.com.



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Fueling Brains Academy's Purpose, Core Values and Philosophy

Purpose

Leading the way in brain development research and practice to maximize human potential and build a better tomorrow.

Core Values

Our core values reflect what we believe in and what we stand for:

Knowledge - Committed to advancing brain development through research

Innovation - Creating new possibilities in early learning

Development - Developing children and their brains leads to a better world

Service - Providing service excellence to kids, families, and staff

Uplift - Building community by modeling kindness, compassion, and empathy

Fueling Brains Academy's Educational Philosophy

Teaching children how to learn, rather than what to learn, Fueling Brains Academy provides children with the opportunity to experience different teaching styles and learning environments to maximize their development and potential.

This approach is proven, through research, to accelerate brain development and improve executive function skills including working memory, inhibitory control, and cognitive flexibility. These skills, in turn, contribute to improved academic performance, enhanced self-esteem, and increased self-control, serving them well through a lifetime of learning.

Driven by this philosophy, programming at Fueling Brains Academy takes children through three different learning environments; Left Brain (Montessori), Right Brain (Reggio-Emilia Inspired Philosophy), and Movement (focus on Physical Literacy). Within these environments, children remain at the center of programming and teaching decisions. Children at Fueling Brains Academy are seen as capable, competent, and independent individuals that meaningfully contribute to our world.

About Our Staff, Teachers & Volunteers

Specific information on teachers, staff, and volunteers are posted on our website and provided on the 'Meet Our Staff' bulletin board at your campus. Fueling Brains Academy prides itself on offering regular opportunities for parents to meet the team through campus events, field trips, education nights, and celebrations throughout the year.

Teachers and administrative staff are recruited for their diverse skill sets and their passion for working with children and families. Fueling Brains Academy accepts adult volunteers in the campuses to provide support with a variety of tasks and roles. All people working in the campus are required to adhere to the health, nutrition, and safety policies as outlined in this manual as well as employment documents.

Staff

All staff persons employed by Fueling Brains Academy must:

- Provide a criminal record check, including vulnerable sectors search, dated within six months of their commencement date with the company. The criminal record check with vulnerable sectors search is renewed, at minimum, every three years thereafter in order for the employee to continue being employed by the campus;
- Submit current first aid certification;
- Provide Child Care Certification issued by the Government of Alberta if they are working with children within the first six months of employment.

Lead Teachers

Lead teachers come from a variety of educational backgrounds. They are selected for their experience, knowledge, and relationship with the children, as well as their attitude towards growth and development.

Volunteers

Parents and other community members may apply to volunteer at Fueling Brains Academy through the Center Directors. All volunteers are required to be 18 years of age or older.

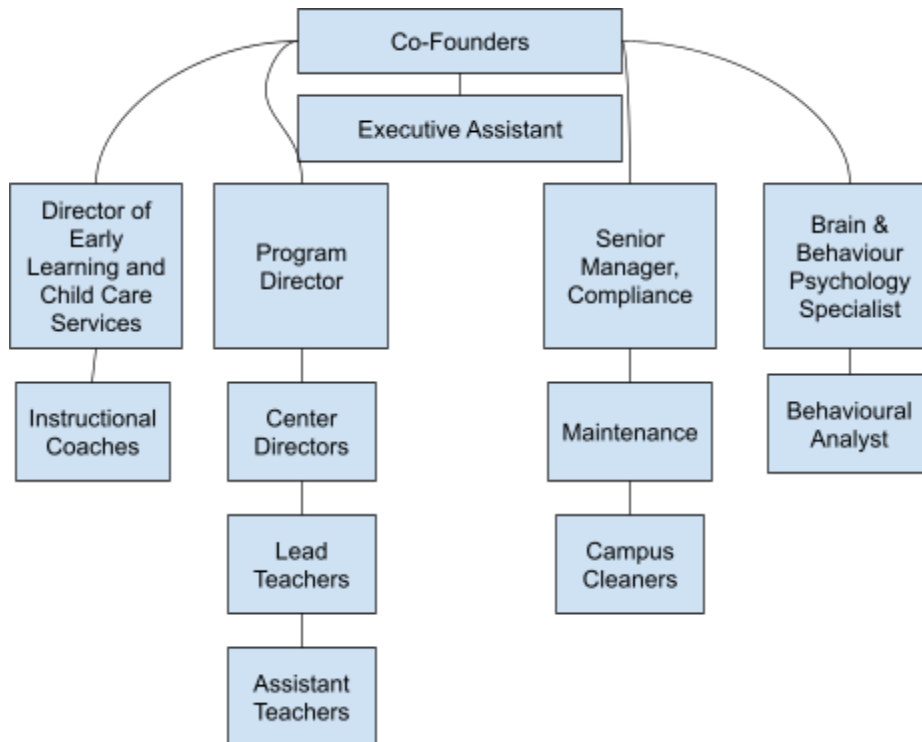
Volunteers are required to submit a criminal record check, including vulnerable sector search, prior to their first day of service with the campus. We strongly encourage all volunteers to be first aid certified and all volunteers must adhere to all Fueling Brains Academy policies.

Volunteers may be requested to perform a variety of duties at the campus, including but not limited to classroom support, filing, photocopying, preparing materials for classroom use, etc. Volunteers will not have unsupervised access to children. Volunteers will consistently work under the supervision of a teacher and the Campus Administrative team.

Extended “Team” Members

Fueling Brains Academy may partner with different support agencies throughout the year, and other professionals may come to work with children and teachers. We work with different support agencies to bring best practices to support our children and teachers. In these cases, these individuals must comply with Fueling Brains Academy policies upon entering our campus along with their own agency’s documentation policy.

Campus Support Team



OUR PROGRAMS

INFANT PROGRAM

For many families, joining the Fueling Brains Academy Infant program is one of the first times parents and child have separated from each other for extended periods of time. Not only are infants rapidly developing and changing during this time, but many parents are also learning and growing as they get to know their child and develop new family routines.

With this in mind, parents are supported as they transition their child to school. In our Infant program, this support actualizes through regular connection with the teachers and daily access to the learning space. This allows children, teachers, and families to create a learning community and grow together.

At the start of the Infant program it is normal for parents and infants to have some separation anxiety. Our general rule is to give it one month of continued care for the separation anxiety to get better. Trust us it does get better. After this period the child and parent will start normalizing and the separation anxiety will change to looking forward to drop-off. Parents are welcome to feed or visit their child in the classroom for children under 12 months (under normal conditions).

One environment - three curricula

We believe in giving infants as much experience as possible in a short period of time through supported interactions with their environment. This exploration allows them to learn and develop, to feel confident as they explore the world of wonder around them.

At Fueling Brains Academy, our Infant classrooms offer our Left Brain, Right Brain, and Movement programming in one classroom space, giving the infant the freedom to choose and explore, while providing the most attentive care possible. Our infant teachers are skilled at reshaping and redesigning the classroom space to invite the children to new learning opportunities and adventures.

Infant Sleeping

Freedom is considered to be the single most important factor in allowing children to develop as spontaneous, creative individuals. Maria Montessori saw the role of education as providing an environment in which the children could be set free to follow their natural impulses to become the wonderfully dynamic, natural learners they were created to be!

Our napping ritual is also designed around the Montessori philosophy. Sleep is based on an understanding of natural sleep patterns and a sincere desire to protect your infants' inborn ability to regulate and be independent in their sleep. We believe that if we can show our little ones how to sleep on a floor bed or cot, the parents will have a child who is more secure in sleep and more capable of staying in bed and not getting out as he or she grows older (as

opposed to the 3-year-old's transition from crib to bed, which often leads to going back up into the parent bed in the middle of the night!). Letting a child learn that it is casual to get into and fall asleep on a bed without being forced is a great feeling.

"To assist a child we must provide him with an environment which will enable him to develop freely." –Maria Montessori

JUNIOR PRESCHOOL PROGRAM

The Cornerstone of Learning

By the age of three, children's brains have formed all of the neural connections that they will ever have, meaning that the experiences of toddlers literally form the cornerstone of all future learning.

Junior Preschool is not 'watered down' preschool instead a purposeful program designed to support children as they develop their sense of autonomy and their independence skills and prepare them for a lifelong love of learning.

Confidence and Independence

With encouragement and positivity, children learn to separate from their parents without anxiety or tears. By saying goodbye in our offices and allowing our teachers to bring your child to class, parents and teachers work together to help Junior Preschoolers feel confident and independent.

Three Curricula, Three Classrooms, Daily Transitions

Transitions between the different classroom environments (Left Brain, Right Brain and Movement) are an important part of building a child's brain. When children first join Fueling Brains Academy in Junior Preschool, they will have a fixed schedule for their first assessment cycle. In this time, the child will have the chance to adapt to the environment, observe other children transitioning and learn the general routine of the campus.

After this normalization period, children are scheduled for one classroom environment for a full day. This gives them continuity of care as they refine their self-help and independence skills. Throughout the week, on a daily basis, Junior Preschool children will move between the classroom and curricular environments.

It is expected that over time, all children at Fueling Brains Academy will be able to successfully move between all three classroom environments, though this can take place at different times for different children.

We intentionally stress the child by introducing them to several different teachers in a week along with different learning environments to work within. Children learn how to communicate and work within different environments at an early age which reduces anxiety and the fear of something new as they grow older.

PRESCHOOL PROGRAM

Strengthening the Foundation

After the age of three, the brain goes through a natural process called pruning. Just like it sounds, neural connections that are not used are trimmed away and connections that are used more regularly grow stronger. Of particular importance are executive function skills, which are the focus at Fueling Brains Academy.

In preschool, students are given the chance to refine the skills they have previously developed and of course, to continue learning!

Frequent and Predictable Transitions

The main difference between Junior Preschool and Preschool is that children transition from one room to another several times throughout the day. A child can experience two or all three different classroom environments in a day depending on their individual developmental needs.

While these transitions can be stressful for some children (and parents) at first, Fueling Brains Academy considers these as opportunities to show children that they are capable and can overcome challenges. Transitions encourage the children to be flexible, adaptable, as well as develop their independence. In the long term, these transitions challenge children to identify and take ownership of their own learning styles and work preferences.

Practice makes perfect

Children in the Preschool Program say goodbye to their parents in the main office or lobby after they have prepared themselves for a full day of learning. By taking responsibility for their own belongings and walking into class independently, preschoolers practice skills that they will use daily once they are in grade school and adulthood.



KINDERGARTEN PROGRAM

Leadership

Many people in society think of Kindergarten as a child's "first year of school" and, as such, they treat Kindergarten students as young, inexperienced children. At Fueling Brains Academy we celebrate all that Kindergarteners have achieved already in their educational journey. We recognize them as leaders, and honor that they are mighty learners with powerful perspectives and abilities to shape the world around them. It may seem a small difference, however, the simple change from novice student to leader is profound and represents the culmination of early childhood education.

Working with citizens to co-construct the future

The influence of Kindergarten students in the classroom environment cannot be understated. Children in our Kindergarten program are able to work closely with our teachers to determine learning projects, field trips, special guest presentations, and much more. Kindergarten students follow the same transition schedule as preschool students with greater responsibility, experience mastery, and accountability for their schedule and experiences alongside their teachers.

ADMISSIONS AND REGISTRATION POLICIES

Admission

Fueling Brains Academy accepts children from 6 weeks old to 6 years of age (provided the child has not started attending Grade 1)

We request that every family takes a tour prior to starting their child with us. At your tour, campus staff will provide you with a better understanding of the program philosophy, transitions, class sizes, and other important program details that are covered in this handbook. Tours are booked through our website or by calling our registration team.

Please note that different Fueling Brains Academy campuses vary in the age of children they accept.

Registration

Families of prospective students must complete an application form and pay a non-refundable registration fee (\$150.00) to gain admission to our program. All applications must be completed online.



In order to secure a spot at Fueling Brains Academy, all steps of the registration process must be completed for each child, which includes the following:

- Payment of registration fee (non-refundable) (\$150.00 at all Campuses)
- A signed enrollment contract
- First month's tuition deposit (100% of the fee if subsidy is not in place)
- Conditional Subsidy approval will be taken off if information is provided to the Registration Team
- Annual Materials Fee payment (September - August)

Once all items are received by our registration team and space is confirmed as fully secured, parents will be invited by the campus for a Parent Orientation prior to your child's first day of attendance with the Director of the campus. A Parent Orientation is a mandatory meeting with the Director to ensure remaining paperwork required for your child's first day is signed and any questions you have to prepare for your start date will be answered. Please be aware that parent orientation is set up at the campus level and may be in a group format, or individual families.

Re-Enrollment

The benefits of Fueling Brains Academy programs are best seen with consistent and long-term attendance. As such, should a family decide to withdraw their child from any Fueling Brains Academy program and request to return at a later date (such as during an extended vacation), the family must register again as a new family.

All returning families must pay all fees to complete their registration, including the Registration Fee, Annual Materials Fee, and the first month's tuition deposit. Returning families will not be able to use the Annual Materials Fee paid earlier in the school year as it is a non-refundable material fee.

Transferring

Parents may request to transfer their child to a different Fueling Brains Academy campus at any time by providing a minimum of two weeks notice. This request will then be reviewed and approved based on availability and timing. Confirmation of receipt of the request and subsequent approval if possible will then be communicated to the parent.

Parents attending our Infant-only Bridgeland campus are expected to transfer and transition to our sister campus, Fueling Brains Academy Centennial. Plans will be made to transfer children from the Bridgeland Infant Program to a Junior Preschool.



If families at Bridgeland wish to transfer to a campus other than Fueling Brains Academy Centennial, a minimum of 30 days notice is required from the 1st of the month and the transfer may still be subject to the brain based assessment cycle, based on the request and requirements of the family.

Should there be any differences between fees at our Fueling Brains Academy campuses, the fee will be prorated and adjusted accordingly.

Schedule Change Requests (Example Part-time to Full Time)

All changes to your child's schedule must be requested through a Schedule Request Change Form, submitted by the 1st of the month to have the change be effective the following month (EG: a change request as of June 1 would require the form to be submitted no later than May 1). All approvals are based on availability within the campus and are approved on a first-come, first-served basis. If a schedule change cannot be accommodated for the month requested, it will be put in queue for the following month, pending any changes to the current enrollment numbers at the campus.

Schedule change requests received with less than 30-days notice are subject to a 10% expedited fee for any reduction in days attended. The 10% is calculated on your monthly tuition rate.

FINANCIAL POLICIES

Registration Fee

Families interested in registering with Fueling Brains Academy must pay a non-refundable, non-transferable application fee for processing services. Should a family choose to terminate care and return to Fueling Brains Academy at another time, the application fee must be paid again in full.

Annual Materials Fee (AMF)

This fee supports the purchase of quality materials for the classrooms. The AMF also supports the different events that take place throughout the year, such as Christmas celebrations, Mother's Day and Father's Day as well as graduation.

The AMF is non-refundable and non-transferable for all new and returning students. AMF are charged at the time of registration, and then again every year in May for the upcoming school year (Sept - August).

The fee will be prorated in the event that a family registers to start in January or later in the year. Failure to pay the fee for the upcoming school year risks losing your child's place at Fueling Brains Academy.

Tuition and Fees

Fees are charged monthly and, although the number of days in each month varies (holidays or closures), there is NO change in monthly fees.

Annual fee increases will be communicated electronically with a minimum of 3 months notice to families before the increase takes effect. A number of factors may be considered when reviewing tuition increases including; inflation, program quality, cost of materials, and sustainability.

Tuition Lump Sum Payment Benefit

Families can make a lump sum payment (minimum 10 months tuition) and will receive 10% off. Please note these payments are non-refundable. For more information, please speak with our finance department at billing@kidsu.ca.

Family Rates

Although we realize the cost to send multiple children is high, we do not provide a family discount on the AMF, application or monthly tuition. Our fees are set to maintain the quality and integrity of the program. However, to assist families with multiple children we provide priority registration for siblings.

Twin and Triplet Rates

For families of twins or triplets, the cost of child care can be even higher than for a family with multiple siblings. For this reason, we provide a 10% discount for families of twins and triplets enrolled at Fueling Brains Academy.

Collection of Fees

Fees are collected monthly on the 1st to 5th of the month (in advance of services). Fees must be paid via PAD (Pre Authorized Debit) or by credit card. A 3% processing fee will apply for all credit card payments.

In the event that monthly fees are not submitted on time, your account is declared NSF (non-sufficient funds), or canceled, a late payment processing fee will be applied, plus a fee for NSF.

Failure to Pay Fees

Once notified that their payment was not received, families will have until the 5th of the month to submit payment, or their child's care will be suspended. If payment is not received, families risk termination. Fueling Brains Academy will forward any outstanding accounts to an outside collection agency to ensure proper closure of the account and monies owed are recovered. Any fee for this will also be borne by the family involved.

If childcare services are terminated due to non-payment of fees, families will still be responsible for ensuring the outstanding fees are paid to the campus.

What's Included?

Fueling Brains Academy will supply all daily consumables for children including diapers, wipes, and diaper cream.

Breakfast, lunch, and afternoon snacks are included in the program monthly tuition.

Bedding is included in all Infant programs. Please speak to your Center Director for more details.

Tuition fees include the following (in addition to above):

- All required materials for day to day activities
- Individualized reports and assessments per child
- Special guests, projects, and specialized instruction
- Special events are provided throughout the year, including Mother's Day and Father's Day
- Parent Education Nights and other adult-oriented educational programs

Please note: Field Trips are NOT extracurricular activities as they are not mandatory to attend. Field trips are also NOT included in fees and may require an additional cost depending on the destination.

Subsidy

Families are responsible for paying the difference between the program fee and the approved subsidy coverage amount as provided by the child care subsidy office.

Please forward the conditional approval letter to billing@kidsu.ca prior to your enrolment date to prevent any delays or errors on your account.

It is the family's responsibility to ensure subsidy applications are completed and maintained.

Fueling Brains Academy will not provide partial fees while waiting for a subsidy application to be processed.

Families must be diligent in monitoring their subsidy file status as Fueling Brains Academy will charge families full fees for services provided when subsidy lapses or discontinues for any reason.

Subsidy is based on hours of attendance in the program; families are responsible for ensuring that their child is meeting the required number of hours to ensure their full subsidy payment is provided. Any shortfall in the amount paid to Fueling Brains Academy will be borne by the family and collected in full.

Families entering Fueling Brains Academy for the first time are expected to pay the full first month's tuition deposit, unless Fueling Brains Academy has received confirmation of subsidy status from the Alberta Government 30 days prior to the child's enrollment date. Once a subsidy is collected, a credit will be applied to the family's account.

Issuance of Receipts

Receipts are available through the 1Core Parent Portal. Receipts will not be issued on a monthly basis. It is expected for parents to print their own tuition receipts from the parent portal for preparing their taxes.

Late Pick Up Fees

Families who pick up their child(ren) after their campuses scheduled closure time will be charged \$1 per minute. These additional fees will be applied to monthly tuition. Parents who continually pick up late may be subject to termination of care.

Refunds

There are no refunds for:

- termination of care initiated by the parents or caregivers
- PD Days or early dismissal days
- Christmas break

OPERATIONAL POLICIES AND PROCEDURES

Hours of Operation

Fueling Brains Academy is open Monday - Friday, with the exception of Statutory Holidays as listed by the Government of Alberta and other closure dates in the Parent/School Academic Calendar Calendar.

It is expected that all children are dropped off at the campus by 8:30 am as this is the time that school begins. Detailed expectations for attendance are outlined in our Arrival and Dismissal Policy.

Late fees or other measures may apply in the event that program times are not respected.

What Do Families Need To Bring?

There are some items from home that families are expected to supply in order for children to be able to participate in Fueling Brains Academy Programming. Families will need to ensure ALL items brought to the campus are labeled with the child's first name and last initial, including food items, indoor & outdoor shoes, clothing, prepared bottles, soothers, etc.

- Spare change of clothing, including underwear, socks, and weather-appropriate tops and bottoms
- If potty training, a complete second set of clothing (at minimum)
- Indoor running shoes
- Water bottle
- Appropriate outdoor clothing including snow pants, toque, gloves, warm coat in the winter, rain pants, rain boots and rain jacket in the spring, and summer hat, sunscreen, and bug spray in the summer months
- Special snuggly items for children who are still napping such as soother, stuffed animals or blankets, additional cot bedding required for children in the Preschool program who are still napping
- For children in the Infant program, formula or expressed breast milk must be provided if a child is not yet drinking cow's milk. In these cases, the formula and milk must be labeled with the child's name and date;
- Mid-morning snack for children in all programs except our infant program, to support the development of their independence and control

If a child needs to bring any clothing home, families are expected to launder and return the items immediately.



*Please note - toys and electronic devices from home are **not** permitted in the classrooms as they distract children from engaging with the learning materials and may get broken, stolen, or lost. Fueling Brains Academy does not accept responsibility for any items that go missing or are damaged.*

School Calendar

A full listing of campus closure dates is provided on the main bulletin board as well as online on the Fueling Brains Academy website. Dates are updated on an annual basis.

Christmas & New Year Break

Fueling Brains Academy campuses close for the holiday break to give families and staff an opportunity to enjoy the season. In order to support the staff and maintain the integrity of the program, regular tuition rates are applicable in the month of December.

Professional Development Days

Based on Fueling Brains Academy's educational philosophy and commitment to Knowledge and Development, it is important for teachers and other staff members to participate in regular, paid training opportunities.

As such, the campuses close two (2) times per year for Professional Development Days.

Early Dismissal

Annually, the children and staff take great pride in creating and hosting a Christmas Concert in December. We close at 12:30pm in order to make this day special for our families and students. Early dismissal allows time for our students and teachers to prepare for their concert.

To continually enhance our teacher's knowledge and practice, we have a minimum of four days that we have early dismissal at 2 pm. Closing early allows Fueling Brains Academy the opportunity for teachers to complete assessments, attend professional development, and have their classrooms set up.

Make Up Days and Emergency Closures

Please note there are no 'make up days' for days that children miss due to school closures, quarantines, illness, or vacation times.

In the event of an emergency closure due to facility, weather, or other issues, Fueling Brains Academy will review the circumstances before applying any decisions. During these events, communication will flow directly to parents from the Fueling Brains Academy team by phone and email.

Parent-Teacher Meetings

Fueling Brains Academy offers more than just child care. We believe it is important to share children's progress with their parents and caregivers in a formal parent-teacher interview, rather than just in passing.

As such, Fueling Brains Academy observes two (2) planned parent-teacher meetings each year, one in the Fall and one in the Spring. The campuses are closed for these two days.

Fueling Brains Academy believes that the parent is our partner in teaching children. We encourage parents to ask questions about what your child is learning in the different environments, learning goals and activities. It is important to have open communication with the teachers and Campus Administration team in order to optimize your child's learning and build positive relationships.

Specialized Services

Fueling Brains Academy is an inclusive environment and will attempt to support children with different needs and abilities (provided that additional support can be provided). We offer a unique program that features classroom rotations and larger class sizes at some of our campuses. Due to the uniqueness of our program, Fueling Brains Academy may not be the right fit for all children. The child's needs will be at the forefront of all conversations regarding additional services and support that may be required.

Arrival & Dismissal Policy

All classes commence at 8:30 am; to ensure all students benefit from the extensively planned curriculum, children must arrive no later than 8:45 am. This allows our team to:

- Get the full classroom settled
- Introduce the day's learning projects
- Prepare for nature walks and other elements of the routine
- Focus on being with the children rather than greeting new students
- Naturalize the children to the school routine
- Participate in special events like field trips, special guests, class parties, and more

***Please note: During pandemics, there will be screening at arrival.*

Independent Entry Policy

Fueling Brains Academy strives to provide an atmosphere that promotes independence! Children are guided to be responsible to go to their classrooms, put their materials in the designated areas and undress themselves. We at Fueling Brains Academy find that children settle faster, build positive relationships with their teachers and reduce the length of time that they may experience separation anxiety when participating in the independent classroom entry. Throughout over 10 years of operation, we find children are also able to develop positive relationships with their classroom teachers faster when drop off happens quickly at the door vs parents lingering in the classroom.

As a parent, you are able to view the classroom at any time. We ask that this is limited in order to not disturb the teaching and learning in the classroom. It is important to ensure that your child has an established routine in place before requesting the visits to the classroom for longer periods of time. We have found that when children see their parents they lose focus and are less independent, as parents often choose to do the things preschoolers can already do themselves. We encourage parents to be patient while children are getting ready to come to the lobby at the end of the day to meet you.

Parents are encouraged to drop off and pick up their children from the parents' reception area. A staff member will assist them to their assigned classroom. We ask all parents and guardians to remove all footwear if they need to go inside any class or the gym area.

Absence Policy

In the event of an absence, Fueling Brains Academy respectfully requests a telephone call or email to indicate the reason and anticipated date of return. This information is required in order to keep everyone healthy and to ensure that all campus records are up to date. Voicemail is available 24 hours per day, so feel free to call anytime! Fueling Brains Academy may follow up with parents in the event of an unnotified absence.

Daily Routines and Napping

Each environment at Fueling Brains Academy follows its own unique daily routine. A copy of each room's independent routine is posted.

Napping opportunities are provided to children based on developmentally appropriate practices and licensing requirements. Fueling Brains Academy is required to meet the basic needs of our students which includes providing a place to nap if the children request or are tired. All infant and junior preschool rooms follow a nap time. For preschool children where napping begins to decline a separate non-napping program is implemented. Parents will need to discuss their child's napping needs with the campus staff to determine when the most appropriate time to begin limiting napping in the classrooms would be.

Transitions and Schedules

In all programs, teachers will closely observe the child and watch for signs that the child is ready to begin transitioning between the different environments. Teachers will also complete a Brain Based assessment to formally evaluate the child's Executive Function skills. After the first assessment cycle, a child's schedule may be adjusted regularly until reaching an optimal balance and routine specific to them.

Most importantly, children's schedules will be reviewed often to ensure that the correct balance between the different learning environments is being achieved. Feedback from the teachers regarding the children's schedules is provided monthly and, in certain instances, feedback from parents may also be considered.

It is expected that over time, all children at Fueling Brains Academy will be able to successfully move between all three classroom environments, though this can take place at different times for different children. If, after time and support, a child is unable to transition between environments, it may be determined that Fueling Brains Academy may not be the best fit for that child. Fueling Brains Academy may terminate care in the best interest of the child.

Children's schedules may change regularly over the course of the year at the sole discretion of Fueling Brains Academy.

Please note. Fueling Brains Academy will not accommodate any requests to limit a child's schedule to just one learning environment as this is not a part of Fueling Brains Academy philosophy.

Learning Assessments

Fueling Brains Academy teachers use multiple ways to evaluate students' performance and development in different learning domains, including report cards and documentation of learning. Your child's progress will be shared with after each assessment via the Fueling Brains App and again semi-annually at our Parent-Teacher Interviews. Parents are also encouraged to set up a meeting with classroom teachers or the administrative team any time they require more support. Fueling Brains Academy teachers individualize student learning experiences through our understanding of their brain Executive Functions. Our application supports the development of your child's intelligence and keeps a connection in real time between teachers and families as parents have access to view their child's progress, complete activities and ask questions.

Children Information Review

While your child is attending Fueling Brains Academy, you will be required to maintain current records on your child with the campus at all times. A semi-annual review of the child's enrolment application and emergency contact information will be required to be completed semi-annually. At this time all parents are expected in writing to update files (twice a year) regardless of registration date.

COMMUNICATION AND FEEDBACK POLICIES

Daily Reports

Daily reports will be sent home through our parent communication tool, Parent Communication Tool, regarding day-to-day details about a child's experience at school. For day-to-day matters and details about their child's day, parents and caregivers are encouraged to communicate regularly with members of their campus administration team. Teachers do not regularly check the messages in the application because their focus is on the classroom and your children. Parents and caregivers are also encouraged to set meetings with their child's teacher in the event that they would like detailed feedback on their child.

Monthly Newsletter

Fueling Brains Academy publishes a monthly newsletter that contains information relevant to families attending with an overview of campus operations. Monthly updates on each room in the Campus will be provided along with other points of interest such as learning projects and themes in the classrooms, upcoming events, and other Campus happenings.

Parent Feedback

Comments and suggestions are welcomed by the Campus and its leadership team. Parents are encouraged to speak directly with their Center Director and share their feedback in writing.

Annually, parents and/or guardians may be asked to complete a satisfaction survey or similar document in order for the campus to gain feedback on its services and the clients' levels of satisfaction with the services being provided. Fueling Brains Academy strongly encourages all families to participate in these voluntary surveys to ensure an accurate picture of the functioning of the campus, its services and what can be improved.

Concerns

In the case where parents, community members, or other stakeholders have concerns that they would like to share, they are requested to first share their concerns directly with a member of the Campus Leadership team. For serious concerns, documentation in writing must be submitted; either via letter or email to the Center Director. If the issue is not resolved satisfactorily the concerned party may escalate the matter to the Program Director.

If you would like to discuss any concerns with your child's teacher, this can be arranged with your Center Director so that the teacher can come out to meet with you. This allows us to ensure that the classroom is not being disrupted and supervision is happening without the distraction of conversation and the teacher can focus on you and your concerns.

TERMINATION OF SERVICES

Parent and Caregiver Initiated Termination

Parents are required to provide written notice for termination of care. Notice must be provided at least 30 days in advance, from the first of the calendar month. For instance, notice of termination provided on June 1st would mean the last day of care is provided on June 30th. Notice of termination provided on May 15th would mean the last day of care is provided on June 30th.

Campus Initiated Termination

In exceptional circumstances, Fueling Brains Academy may need to terminate care for a family. These circumstances may include when a family is unwilling to follow the policies and procedures as outlined in this handbook, when the behaviour of a child or parent/caregiver is disruptive to the others causing a safety risk, disrespectful or threatening to staff members, or requires support beyond what Fueling Brains Academy is able to provide.

At times, if a child's behavior does not improve or if the parent is unwilling to work with Fueling Brains Academy to implement behavior support, then termination may be considered.

CHILDREN RECORDS

Semi-Annual Review

Parents may be expected to review and keep updated paperwork in their child's files (March and September) regardless of the registration date. Changes to a child's file can only be accepted in writing or via email to their campus administration team; this includes but is not limited to changes in contact information, medical information, or authorized persons.

Allergies and Guardianship Orders

It is important to note that parents and caregivers must be especially diligent in communicating any information around a child's medical history, allergies, and food restrictions, as well as any guardianship orders in place. Corresponding documentation, such as doctor's notes and court documents, may be requested to ensure sufficient care is provided to your child.

Access to Records

Children's records will be available for parents and caregivers to review by request. Fueling Brains Academy will retain all information pertaining to your time with us for a minimum of 2 years following.

HEALTH AND SAFETY POLICIES AND PROCEDURE

Allergies and Medical Conditions

Fueling Brains Academy expects that parents/guardians act as professional partners when it comes to ensuring the safety of all children. This includes keeping all medical information up to date and notifying campus staff immediately in writing of any changes.

All allergies, food restrictions, and medical conditions will be documented using Fueling Brains Academy's Allergy and Medical Conditions form. These forms will outline the severity of the condition, associated triggers, expected symptoms, and what kind of medication will be provided.

Please note, if a child requires an inhaler, epi-pen, seizure medication, or any other life-saving medication, it is the responsibility of the parent/guardian to provide the campus with those items. Fueling Brains Academy will ensure that parents are informed in advance of medication expiration. If the medication is not at the campus or has expired, Fueling Brains Academy will call and notify the parent/guardian, who will be required to bring it to the campus immediately or pick up their child.

Teachers will ensure that emergency medication moves with the child between classrooms and is available for use at all times. Teachers will be directly responsible for overseeing any medical safety plan. Center Directors will be responsible to enforce all Fueling Brains Academy policies regarding medical conditions and life-threatening allergies, as well as ensuring that all parties are aware of their roles and responsibilities.

Aerosols/Pesticides

Fueling Brains Academy will not use aerosols and pesticides for any reason within the presence of children attending the campus. Additionally, when the Campus is made aware of a public application of pesticides (i.e. on the public park adjacent to the campus), children attending the campus shall not be allowed to use these areas until the risk of exposure has passed. Alternative sites will be used by the school to provide similar experiences to the children.

Please note: Fueling Brains Academy does not accept aerosol sunscreen or bug repellent on any campus.

Outdoor Policy

It is expected that parents/guardians provide their children with the correct gear to enjoy outdoor time including snow pants and rain boots. Parents are expected to send children to school only if they are able to participate in all activities, including outside time. Requests to remain indoors due to illness will not be accommodated unless accompanied by a doctor's note.

Children will not be taken outside for outdoor time if:

- The temperature is higher than 30-degrees celsius
- The temperature is lower than -12 degrees celsius for Infants (including wind chill)
- The temperature is lower than -16 degrees Celsius for Junior Preschool (including wind chill)
- The temperature is lower than -20 degrees Celsius for Preschool (including wind chill)

If the air quality is rated at 4, 5, or 6, outside time will be reduced and children with respiratory conditions and infants will be closely monitored. If the air quality is rated a 7 or higher, children will remain indoors.

Neighbourhood Walks & Outings

Fueling Brains Academy believes in the importance of daily physical activity including outdoor time at least once per day when weather permits. Children will leave the campus with the regular room staff that will bring with them a first aid kit, emergency contact information binder, emergency medications and a cell phone in order to maintain communication with Campus Leadership at all times.

Children may be taken on neighborhood walks or outings in close proximity to the campus. The use of any public park or pathway shall be subject to a safety inspection to be completed by Campus staff prior to allowing children to use the structure or play site. Should a staff member become aware of a safety risk, either potential or imminent, the children shall be immediately removed from the area and redirected to a more suitable area or return to the Campus.

Neighborhood walks will follow a predetermined route shared with parents at the time of enrollment. These nature walks and adjacent community parks are indicated on the campus Walking Permission form which varies by campus. Spaces and pathways that are not indicated on the permission form will not be used by Fueling Brains Academy teams without obtaining parental permission.

Appliances

Any appliances used by the Campus will be subject to ongoing inspection. Safety concerns and/or product failure will be removed from the Campus. Appliance checks will be part of the daily safety inspection checklists completed by staff of the campus. Any appliance or electronic device used in the presence of children will have cords made inaccessible to the children.

Materials

Art and craft materials used by Fueling Brains Academy shall be of the non-toxic variety at all times. Although the Campus encourages the reuse of certain materials in order to promote recycling efforts and support our Loose Parts programming in our Right Brain classrooms, considerations for health and safety will be of top priority. For instance, empty food containers will be washed before use in the classroom. Also, items that pose a risk to children's health or safety shall not be used (i.e. styrofoam that creates small balls when broken and pose an inhalation risk).

Bottles & Nap time

The use of glass bottles for infant-aged children shall be accommodated by the campus, however, it will be the responsibility of the family to ensure all glass bottles are provided with an impact reducing/resistant cover to minimize chances of bottles breaking. These covers are usually silicon in nature and can be found in most stores which sell glass bottles.

Under licensing regulation, children cannot be put to sleep with the use of bottles or training cups in their beds. Soothers are considered acceptable in their place at this time.

Communicable Diseases & Illness

Fueling Brains Academy believes in promoting the health and safety of all persons involved with the Campus, from our children to staff. In order to meet this goal, the Campus observes the recommendations for controlling communicable diseases as outlined by the Calgary Health Region.

Children exhibiting any of the following symptoms or conditions may not attend::

- Fever more than 38 degrees Celsius (24 hours from last fever reading) or any temperature higher than 37 degrees Celsius which is also accompanied by a change in the child's temperament/behavior (eg: crying, lethargy, irritability, refusal to participate in activities, expressions of general discomfort/pain)
- Vomiting (24 hours from last incident)
- Diarrhea (24 hours from last incident)
- Continuous green or yellow nasal discharge (indicates infection)
- Discharge from eyes (indicates infection)
- Head lice (until first treatment has been applied)
- Conjunctivitis (Pink Eye) (until 24 hours from the beginning of treatment)
- Any other communicable disease (until medical note can be provided to indicate a safe return to campus)

At times of an outbreak (defined as two or more cases of the same cluster of symptoms), removal times may be increased to 48 hours or greater as advised by the Government of Alberta. In such circumstances, parents will be informed via email what symptoms to watch for, the mandatory exclusion time, the steps the campus will be taking to deal with the outbreak as well as steps that parents and families can take to prevent the spread of diseases at home.

Children who develop any of the above symptoms or conditions will be removed from childcare to a quiet area for proper supervision while parents, guardians, or emergency contacts are notified of the immediate need for the child's departure. Additionally, any child who is known to be, or suspected to be, suffering from any condition listed on Schedule 1 of the Communicable Diseases Regulation will not be able to attend care at Fueling Brains Academy until such a time as the communicable disease has passed.

In rare circumstances, certain other conditions which may pose a threat to the health and safety of other clients or staff may also warrant the required removal of a child from the Campus, at the discretion of the Center Director.

Please note: Fueling Brains Academy may request to see a doctor's note at any time in order to rule out if symptoms or a condition are contagious, cause for exclusion, and/or require additional staff support and training. Symptoms for exclusion from the program may also vary depending on pandemic restrictions.

Pandemic

During pandemics, Fueling Brains Academy will adhere to all regulations put forward by Alberta Health Services and may adjust our programming and policies based on their guidance. Fueling Brains Academy will provide parents with a comprehensive guide for parents/guardians outlining the regulations and restrictions put in place.

Handwashing

Regular and ongoing hand washing routines are in place within the campus and promoted to all children by the Campus staff. Staff will ensure children practice thorough hand washing on a regular and ongoing basis and that it:

Includes the use of warm water and soap, and is completed:

- Before and after eating food
- Before and after food preparation and handling
- After diapering and toileting
- After playing in sand, water, or other sensory tables
- After wiping noses
- After sneezing or coughing, and
- Whenever hands are soiled

Proper handwashing and diapering methods are posted in the classrooms and observed by staff at all times.

Cleaning and Disinfecting

The Campus observes the guidelines as set forth by the Calgary Health Region for the daily maintenance and sanitation of various areas within the Campus. Diluted bleach solutions are used by Campus staff as per the recommended mixing concentrations provided by the Health Region.

In the event of campus contamination with a communicable disease or the campus is in an outbreak status due to illness, the practice of using Oxivir (hospital grade cleaning agent) in replacement of the regular dilution of bleach and water will be done until such time as the outbreak status is over.,

Accident/Incident/Illness Reporting

Should a child be injured while in the care of the Campus, an accident/incident or illness report will be completed by the staff person who witnessed the event. This report will detail what the event was, how it occurred, who witnessed it, whether first aid or other medical intervention was required, and any other relevant information. These reports must be signed by the child's parent or guardian upon pick up from the Campus. A copy will be maintained digitally in our application and emailed to the parent upon request. In the event that a report is missed at pick up, the campus will contact the family by phone to inform of the accident/incident and send the report via email for the parent to sign using the link.

At times, an incident report may be completed to inform families of a child's behavior while at Fueling Brains Academy. Examples of the kinds of behavior that could be reported to parents in the form of an incident report includes biting, swearing, or other disruptive behavior that lasts longer than is developmentally reasonable.

Occasionally, disruptive behaviors may require that the child is sent home to keep other children safe. If the behavior continues or does not improve over time, other avenues of support will be considered and certain cases may include termination of care.

Administration of First Aid

Before the first day of service can be provided, families must consent in writing to the administration of emergency first aid to their child by Campus staff through their signed enrollment contract. The campus ensures all staff have current first aid training in the event administration of first aid to a child is required.

Should a child require additional medical attention beyond the scope of emergency first aid treatment that can be provided by Campus staff, Fueling Brains Academy will, depending on the severity of the incident, attempt to reach:

- The parent(s) or guardian(s) listed on the child's emergency contact form
- The emergency contacts listed on the child's emergency contact form
- Call 911 at the direction of the Center Director/designate, or immediately any time an epi-pen is administered.

Emergency Medical Services Personnel

If the need arises for EMS to attend the campus to provide medical assistance to any of the campus's clients, any costs associated with this will be billed to the child's parents or caregivers. Fueling Brains Academy will make every effort to act in the best interest of the health and safety of the child involved in the incident in addition to calling the parents or emergency contacts immediately.

Administration of Medication

Fueling Brains Academy may administer medication to children under parental request, including prescription medication, over-the-counter medication, and herbal remedies.

Fueling Brains Academy can only allow the administration of medication to children within their care under the following conditions:

- The parents or guardians have provided written consent for the administration of the medication through the completion of the campus's appropriate paperwork
- The medication is in the original labeled container and indicates in English:
 - The name of the medication
 - If the medication is prescribed, the first and last name of the child (which must match the child's registration/profile)
 - The dosage of the medication to be administered, which must match the known age/weight of the child
 - The frequency of administration of the medication
 - The length of time over which the medication is to be administered (i.e., 2 weeks, until finished, etc.)
 - Any other directions provided by a doctor
- For emergency medications (i.e., asthma inhaler, EpiPen, etc.), under what conditions the medication is to be administered (i.e., physical signs that will be present indicating the need for the medication)
- The symptoms requiring the administration of any medication (i.e., pain for teething)

In all cases of administration of medication, only persons with a valid first aid certificate will be allowed to administer medication to children in the Campus's care. For ongoing medications, an ongoing form for the administration of the medication will need to be completed. Completed medication forms remain at the campus in the child's file.

Following administration of medication, staff will ensure children are observed to ensure no sign of adverse reaction presents itself and ensure the appropriate paperwork is completed following the administration of any medication. The following information is documented:

- Name of the medication
- Time of administration
- Amount administered
- Name and initials of the person who administered the medication

All medications while in the campus will be made inaccessible to children. Emergency medications in the campus will be placed in a marked container readily accessible to staff. Non-emergency medications will be stored in a locked container.

Families who wish to have over-the-counter medication, herbal remedies, or supplements administered to their child while in the care of Fueling Brains Academy must provide the campus with the same documentation required for regularly prescribed medication as listed above.

In addition to the conditions outlined above, parents and guardians are also required to disclose if their child has had medication administered prior to arriving in the care of the Campus to the staff. The administration of medication form will be required to be filled out by the parent or guardian each time this occurs.

Fire Drill, Emergency Evacuation, and Campus Lockdown Procedures

Fueling Brains Academy practices emergency evacuation and Campus lockdown practices throughout the year as well as monthly fire drills to ensure all staff and children are comfortable with the procedures.

Evacuation routes are posted in each room in the campus to ensure clarity for all persons at the time of the drills. All staff have been provided with a complete outline of the procedures required for each type of drill. A copy of the procedure is provided in the emergency contacts binders. Emergency contact information and first aid kits are removed from the Campus and kept with staff during any and all emergency evacuations, fire drills, or lockdowns.

In the event of an emergency evacuation, all parents will be informed as soon as it is safe to do so. Should the school need to remain evacuated due to the imminent danger present, parents and guardians of children will be contacted from the evacuation site by telephone and email. Parents and guardians will be advised of the situation and where their children can be picked up. In the event that parents or guardians cannot be reached, emergency contacts will be notified of the situation.

Please note that if you are advised of a lockdown/lockout event, you will not be able to pick up or dropoff your child until the event is over. We understand how stressful this event could be and you want answers in the moment but also ask that you refrain from calling the campus.

Nutrition Policy

Fueling Brains Academy believes in encouraging children to make healthy lifestyle choices from an early age. In order to support this, Fueling Brains Academy has partnered with Fueling Minds to provide wholesome, fresh, and child-friendly meals to the Campus. Fueling Minds follows the recommendations as outlined by Eating Well with Canada's Food Guide as well as the Alberta Nutrition Guidelines for Children and Youth.

A seasonal, rotating menu created by Fueling Minds, will be posted for families to review on the main bulletin board, shared through the monthly newsletter, and posted on the website.

Parents of children with food restrictions and allergies will be required to notify campus staff at the time of their registration and to confirm the information at time of orientation. There will also be additional paperwork to complete at the time of orientation, or at such time a new allergy is identified, to ensure that all involved parties are aware of the food restriction/allergy. Fueling Brains Academy staff may request to see a doctor's note in order to ensure the most accurate up-to-date information is available to campus staff in terms of allergy management.

Fueling Brains Academy will make every effort to accommodate allergies. If we are unable to accommodate your child's allergy, parents/guardians will be asked to provide replacement meals. Please note, there will not be any financial compensation or discount in lieu of meals not provided. Replacement meals provided by parents must adhere to our nutrition policy and nut-free environment, including but not limited to oils, flours, butters, and milks.

Emphasis will be placed on providing meals and snacks that also provide children with a variety of food tastes and textures. Diversity of ingredients and recipe heritages will be observed as is reasonable in order to provide children with a variety of food experiences. Children will be encouraged to try new foods on a regular basis, as well as encouraged to remain seated at the tables until they have finished their meal, snack, and/or drink. We do not serve nut, shellfish, or pork-based products.

Nut-free Facility

Fueling Brains Academy attempts to maintain a nut-free facility at all times. Items are screened closely by staff. Any item found to be containing or having the possibility of containing nuts of any kind will not be served and/or allowed in our campuses. This includes those items that say, "May contain traces of tree nuts and peanuts" or "Made in a facility that also processes nuts."

The above request also applies to food brought in to celebrate special occasions and birthdays with children. Fueling Brains Academy requires that any food that will be served to children is made in a professional facility (no homemade birthday cake or cookies) that does not contain nuts of any kind. Fueling Brains Academy requests an ingredient list be provided and these items will be sent home individually rather than consumed.

Please note: Nut-free requirements are also followed by Fueling Brains Academy staff and teachers.

ADDITIONAL POLICIES AND INFORMATION

Child Guidance/Behaviour Policy

Children look to adults for guidance. Fueling Brains Academy strives to provide children with an environment that encourages exploration, interaction, decision-making and fosters self-control. When adult guidance is needed, the individual needs and behaviors of each child will be taken into consideration. This is also true with discipline. The goal of discipline is not to influence behaviour through fear of punishment but to support the development of self-control and problem solving skills.

Possible Guidance Strategies

It is important that staff create a positive atmosphere with maximum opportunities for desirable behavior and problem solving. This will be done by:

- Exploring with the children what behaviors are acceptable and discussing the reason for limits, and doing so in a positive way
- Focusing on the child's behavior rather than on the child
- Allowing the child time to respond to the expectations
- Reinforcing appropriate behavior through verbal praise
- Being willing to listen and respond in a fair and supportive manner
- Observing children in order to anticipate potential challenges and assist in problem solving

Possible Intervention Strategies

One or more of the following strategies may be used if a child displays inappropriate or anti-social behaviors such as biting. Please note, this list is not exhaustive and other strategies may be used.

1. Establishing eye contact and communicating in a respectful manner at all times
2. Having the children involved in making plans and rules within the program
3. Children will be reminded of limits, taking their feelings into consideration
4. Verbal assistance will be shown by modeling problem solving if a child is discouraged or frustrated
5. Children will be offered choices in a non-threatening and non-punitive way to assist them in meeting expectations
6. We will clarify the inevitable or unavoidable outcome/consequence of specific behaviour to the child
7. If the child is unable to resolve a problem or take responsibility for their actions, they will be redirected to another activity, or in special circumstances, be limited in the use of a piece of equipment

8. If all else fails, the child will be removed from the situation in a way that ensures that the time away is a positive learning experience
 - a. Prior to the use of 'time away' the child will be given an explanation of what it means and what it involves
 - b. The 'time away' place will be located within the play area, where they can still be supervised, but far enough from the activity
 - c. The child will be allowed to determine when he/she can return to the activity
 - d. For preschoolers, the time away period will be no more than one minute per year of age, to a maximum of five minutes
 - e. Appropriate or acceptable behaviour of the child following the time away will receive praise
9. On a rare occasion where a child loses control and could possibly injure him or herself or others, we may be required to hold the child and soothe them until self-control is regained
10. When a child is ready, they will be provided an opportunity to make amends

Any disciplinary action taken must be reasonable for the circumstances of the situation being addressed.

At Fueling Brains Academy our main priority is to provide a safe and nurturing environment for children to grow, explore, and learn, therefore, safety procedures are standardized within all of our classrooms, and our staff are trained on Fueling Brains Academy's expectations for safety.

When behaviours impede or affect child or staff safety, Fueling Brains Academy employees have been instructed to phone parents, guardians, or caregivers to immediately collect their child from the Campus. Please review the descriptions of warranted behaviour concerns below.

1. Aggression

Typically observed as an impulsive reaction to upset or anger. When aggression escalates to injurious behaviour towards peers, staff, or one's self it becomes a safety concern for the entire classroom. Teachers gauge if it is warranted to send the child home based on these grounds, while considering if it is a one-off instance, or if it is a recurring behavioural concern.

Examples of aggression resulting in injurious behaviour include: multiple severe biting, hitting, pushing, kicking, and spitting incidents, throwing objects and collapsing to the ground in unsafe areas.

2. Destructive Behaviour

When a child is upset, overstimulated, or unsure how to properly play with classroom materials it can result in destructive behaviours. This behavior can be supported and coached out with proper teaching and guidance with cooperation between staff, families and Fueling Brains Academy Behavior Coaches. If, however, the destructive behaviour results in classroom safety concerns the teachers may call the family for immediate pick up.



Examples of destructive behaviour warranted to be sent home include: throwing chairs/toys/bins/etc.(especially at students or staff), tipping over tables, and purposefully seeking out toys or materials to destroy with unsuccessful attempts at redirection.

If aggression or destructive behaviour are ongoing reasons a child is being sent home, it is likely a meeting will be requested with Caregivers, the Center Director, and Behavioural Coach to establish a plan of support for the child moving forward. This meeting may result in external resources being provided, request for 1:1 support in the classroom, developmental assessments and screenings, modifying a child's hours at our campus, or termination.

Our goal at Fueling Brains Academy is to make every effort to ensure each child's success and developmental growth while in our program. Open communication and cooperation between our campus teams and families is paramount to every child's progress.

Bullying

Bullying can be defined as an intentional, repeated targeting of a particular individual by another individual with the purpose of hurting them or excluding them. During the early years, children may hit or hurt other children, or resort to name-calling, because they are unable to express themselves with words to communicate how they feel. This would not be classified as bullying.

Fueling Brains Academy strives to ensure that all children feel safe and cared for while at our campuses, and we take student behaviour very seriously. Our staff will work with all families to address any possible concerns due to behaviour or bullying-like behaviour, and we are extremely cautious to label young children as bullies as while these behaviours may look like bullying, it is important to note that **bullying must be both intentional and repeated**. Our goal is to support all classroom members and address the root causes of behaviour issues through education, conversation and where necessary, intervention.

At times, if a child's behaviour does not improve or if the parent is unwilling to work with Fueling Brains Academy to implement behaviour support, then termination may be considered.

Ethical Conduct - Staff and Parents

Fueling Brains Academy strives at all times to maintain the highest ethical conduct and requests the same from parents and caregivers. The following practices are considered unacceptable and will not be tolerated in the campuses, with respect to adult-to-child interactions or adult-to-adult interactions:

- Any form of physical punishment
- Any form of verbal or physical degradation
- Any form of emotional deprivation
- Deprivation or threatened deprivation of any basic necessity
- Any form of physical restraint, confinement, or isolation
- Any other behaviour that is considered to be threatening or abusive in nature

Problem Solving & Conflict Resolution Model

Fueling Brains Academy will practice, model, and share the following problem solving and conflict resolving ideas with all children and staff within the program:

S - T - O - R - E

Stop – Have everyone involved in the conflict stop to regain self-control so they can discuss the situation

Talk – Encourage children to talk about why they are upset and ask questions to identify the problem

Opinions Count – Give everyone a chance to brainstorm possible solutions, encouraging children to be as creative as they can, and accepting all ideas

Reconsider – Consider all the ideas that were generated. Have children think about whether an idea would work, is fair, and what might happen if they tried it. Have children agree to try one of the ideas.

Execute – Discuss how to carry out the decision

Parent Participation Opportunities

Parents are the child's first and most important educators. We emphasize the importance of the family in the child's development and seek to create a partnership with parents. Parental involvement includes participation in educational, social and financial aspects of the school community. Together, staff, parents, and children become a community of learners, able and willing to receive and to give back.

- **Parent Workshops**
 - Parent workshops are scheduled at least twice per year and are announced on the message boards at the front of the center and may also be communicated electronically. These sessions are geared to help parents understand the philosophies implemented in the centre, learn about child development or other relevant information.
- **Observation of Classrooms**
 - The best way for parents to understand their child 's school experience is to observe in the classroom. Parents not only learn what their child is doing but they also see FBA principles in action. It is important that parents observe as a naturalist observes - without interaction that would disrupt and change the phenomenon, a "fly on a wall" type of visit. Parent visits are allowed at any time; however, their visits must be done in a manner as not to disrupt the class.
- **Parent Volunteers**
 - At Fueling Brains Academy, we understand the important role that parents play in the educational journey of their children. In addition to the opportunities above, we welcome parent volunteers in our classrooms, at events, and on field trips. Your Center Director will be able to provide you with the upcoming volunteer opportunities.
 - Classroom Volunteer - In this case, we would ask you to volunteer in a classroom that your child is **not** in. This allows your child to still learn while allowing you to get a feel for what your child experiences throughout the day. This could be supporting the classroom teacher with preparing materials, laminating, filing or organizing. This would be limited to 2-4 hours maximum per week.
 - Event Volunteer - You would be looking for support in planning/setting up an event or sharing your experiences around work, culture or celebrations in the classroom with the children.
 - Fieldtrip Volunteer - You would be volunteering to support a field trip in which you would be in your child's group along with a group of other children and a teacher.

Field Trips & Special Guests

In order to enhance the programming offered to the families attending the campus, Fueling Brains Academy may schedule either field trips or special guests, or both, on a regular basis. There may be an additional fee associated with the field trip or special guest, and children are not required to participate in these optional activities.

When special guests come to the campus, they will work with groups of children at scheduled times. They will not be left unattended with any child. Special guests are not required to complete any volunteer paperwork and they are screened in advance by their professional organization and/or employer. Special guests may include any person who can enhance the learning objectives of the campus. They may include individuals from the Public Library, the Police Service, the Fire Department or Emergency Medical Services, veterinarians, cultural visitors, chefs, or many others.

Families who wish to participate as special guests to share specific skills or experiences to enhance children's programming can discuss this option with the campus management team to determine how this can best be accomplished.

When field trips are scheduled, parents and guardians will be provided with a consent form outlining the specifics of the field trip. Parents and guardians will be required to consent in writing for their child to participate in the outlined field trip. Consent forms will include the following:

- The location of the field trip (name and address)
- The time of departure from the campus and estimated return time to the campus
- The method of transportation being used
- The number of volunteers required to assist in enhancing the ratio and supervision of children while on the offsite activity
- A description of the activity
- A description of the supervision plan that will be implemented while on the excursion

Parents are requested to participate in field trips to support their own children and to act as ratio enhancement. In these circumstances, parent volunteers will be provided with a short orientation and will be requested to fill in additional paperwork outlining confidentiality, code of ethics as well as the behavior guidance policy. If insufficient numbers of volunteers are secured, field trips may have to be canceled.

Fueling Brains Academy does not transport children requiring safety seats in vehicles to offsite activities. The use of public transit, chartered buses, or community walks are the only approved methods of transportation used.

Bins

Fueling Brains Academy uses a personal storage cubby system to store children's belongings at the campus. Plastic cubby bins are included during a child's time at Fueling Brains Academy. These bins should be brought back and forth between home and school, as there is no bin storage at the campuses. The bins should be treated with respect and care for the bin is utilized to teach children about self-care and independence. Families who mistreat their child's bin or regularly need a replacement may be charged for a replacement bin. Regular wear and tear are not considered mistreatment.

SOCIAL MEDIA AND TECHNOLOGY POLICIES

Photos, Creative Arts & Social Media

In order to enhance and promote the learning experience at Fueling Brains Academy, our team may take videos and photos of our students for internal campus and external media usage. These photos and videos may also be used for teacher and pedagogy development, communication with parents and a variety of other purposes all aimed at improving the learning experience at Fueling Brains Academy.

Photos and videos may include individual photos/videos of the children, photos/videos of children involved in various activities throughout the campus, photos/videos taken to document a series of events to reach a learning goal or objective identified by campus staff, or for similar reasons.

Media Release

Fueling Brains Academy uses images of students on our social media accounts, website, newsletters, community media outlets and at childcare sector workshops. Such use might occur during or up to five (5) years after a student's participation in our program.

Group Photos, Videos and Event Media

Fueling Brains Academy regularly takes group photos and videos in the classroom and during internal and external social events, field trips and for documentation of our programs for marketing and informational purposes. Children who are on the media denial list will still appear in these photos or videos as long as it is in a large group setting (five children or more). In these situations, we take care to avoid showing close-up or front-facing shots of children with media denial forms, though we cannot guarantee they will not be filmed or photographed during their participation.



Use of Technology

Fueling Brains Academy believes in the use of practical and traditional play materials in most of the experiences it provides to the children and families at the Campus.

The campus does not promote the use of televisions except when special videos are presented around children's interests or for special events. At those times, the video played will be posted and logged in the classroom and shall be made available to parents upon request.

During special occasions, Movie Days may be offered to children as an activity, for instance during pajama day. At these times, parents will be informed in advance of the activity taking place, and all movies and shows will be selected with a "G" rating. During Movie Days, children will have the option to access other materials and activities.

FREQUENTLY ASKED QUESTIONS

My child's birthday is approaching. What does the campus do to recognize birthdays and can I bring anything in?

Fueling Brains Academy recognizes the excitement children will often experience around their birthday and the turning of another year. The campus recognizes birthdays by singing 'Happy Birthday' to the birthday child during afternoon snack on their actual birthday date. In addition, the Left Brain, Right Brain, and Movement classrooms all have their own unique way of recognizing birthdays. If you would like to bring in any item for the occasion, we ask that all food be peanut and tree nut-free, as well as produced in a commercial kitchen (store bought).

All my child ever does is play. When will they start learning some real skills?

For a child, play is work and work is play! Although it can sometimes appear that all a child is doing is filling the time of the day with play, a tremendous amount of learning is taking place. For instance, when a child uses Lego blocks for building, they are developing fine motor skills by sticking pieces together and pulling them apart, mathematical skills through the observation of how the different sized blocks fit into specific spaces and shapes, pre-literacy skills through the colour or size sorting of pieces, and imagination skills when they are building their own creations without the assistance of a visual diagram.

I'm worried about the development of my child. It seems like all the other children in their age group are making more progress.

If you are worried about the developmental level of your child, please bring these concerns to the staff working with your child. Our staff are continually making observations on your child throughout their day and may be able to provide you with information you were not aware of. All children develop at varying paces, and usually with one area of development being stronger than others. For instance, some children develop very strong language skills at an early age, but it takes them a little longer to catch up in physical developmental areas such as fine motor or gross motor controls. Usually, by the time children are entering Kindergarten, most areas of development between children have leveled out, but if you have any ongoing concerns about your child, please be sure to discuss these with your physician.

I have items I would like to donate to the campus. Do you accept donations?

We appreciate you thinking of the campus for any donations you may have. Please be sure to speak with the Campus Leadership prior to bringing in any donations as the campus does not have a lot of extra storage space and they can determine whether to use your donation in a positive way to enhance programming.



How many times a day do the children go outside to play? And for how long?

Each classroom can go outside at least once a day, for 30-40 minutes (weather permitting). The Campus Leadership team will make the final decision on whether children shall or shall not go out.



FUELING BRAINS ACADEMY PARENT HANDBOOK ACKNOWLEDGEMENT

I, _____, certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the regulations listed herein, or with any other policy or procedure outlined by Fueling Brains Academy will result in possible termination.

Name (Printed)

Signature

Date