

# Parent Handbook 2017-18



Elementary: 1309 Hillside Ave., Victoria, V8T 2B3 250.995.6425

Middle School: 100-808 Douglas St., Victoria, V8W 2Z7 250.590.0022

## TABLE OF CONTENTS

About our School .....	5
Enrichment.....	5
Curriculum .....	6
Curriculum in Multi-age Classes.....	6
Philosophy .....	6
Our Commitment To Our Families .....	6
Background .....	7
Who is Elizabeth Buckley? .....	7
Hands On Summer Camp Board of Directors .....	7
Elizabeth Buckley School Parent Auxiliary Committee (PAC) .....	8
School Routines .....	8
Hours of Operation .....	8
Daily Arrival and Departure .....	8
Dismissal .....	9
Absences .....	9
Parent/Guardian Visitors .....	9
Volunteerism .....	9
Parent Participation .....	9
Mentoring our Learners.....	10
Personal Planning & Leadership .....	10
Discipline Policy & Procedure .....	10
Appeal Procedure for Disciplinary Decisions .....	11
Ready for School .....	11
What Your Child Will Need for School .....	11
Lunches and Snacks .....	12
Keeping our Families Healthy .....	13
Anaphylaxis.....	13
Medication.....	13
Emergency Procedures .....	13
Weather Closures .....	13
Procedures for Earthquake/Fire/Lockdown Emergencies .....	14
Alternate Meeting Place .....	15

Fees 2017-18.....	15
New Learners .....	15
Tuition Rates and Payment Options .....	15
Tuition and Withdrawal Policy.....	15
Late Tuition Policy.....	16
Procedure in Case of Non-Payment of Fees .....	16
Outstanding Fees & Re-enrollment .....	16
Field Trip Fees: Due in September & February .....	<b>Error! Bookmark not defined.</b>
Closing Notes .....	16
Final Note to Parents .....	16
Acknowledgments .....	17

## ABOUT OUR SCHOOL

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Elizabeth Buckley School is an independent school located in Victoria, BC. There are two campuses: the Elementary School, located at 1309 Hillside Avenue, and the Middle School, located at 100-808 Douglas Street. EBS offers an exceptional education based on the BC curriculum with a focus on science, technology, engineering, the arts, and mathematics (STEAM) to enhance learners' learning opportunities. Learning at EBS is co-operative, engaging, exciting, and respectful of each child's individual needs. At EBS, experienced BC Teacher Regulation Branch-certified educators and skilled Education Assistants work to support each learner on his or her individual journey to success. Our enrichment programs challenge learners to think and problem solve while providing a solid educational foundation and fostering a life-long love of learning.

Low student/teacher ratios ensure that learners' individual needs and learning styles are addressed within a secure, nurturing environment. Learners are encouraged to progress at their own rate to gain confidence and independence. The Elementary School consists of three classes (K/1, 2/3 and 4/5) with a maximum of 16 learners in each class. The school day runs from 8:35 am to 2:30 pm. The Middle School consists of one multi-age grade 6-8 class with a maximum of 24 learners. Middle School hours are 9:00 am to 3:00 pm each day. The environment in the Middle School has a number of learning areas for different learning experiences.

### ENRICHMENT

Elizabeth Buckley School opened in 1986 to provide services for children with a hearing impairment. EBS has evolved over the years and while it is no longer a school for children with hearing impairments, its overarching theme has remained the same: to nurture a life-long love of learning in all of its learners. Currently EBS serves a wide range of children, within both regular academic curricula and adapted programs, in an inclusive setting.

To support our learners' education and development EBS has adopted a **STEAM** approach. STEM is an acronym for the fields of **Science, Technology, Engineering, and Mathematics**. At Elizabeth Buckley School, we know that the Arts are also an integral part of every child's learning, which is why we have included the "A" to create STEAM. By "**Arts**" we mean visual arts, music, dramatic play, social responsibility, global citizenship and meaningful contributions in our community. Our STEAM school provides an emphasis on discovery and exploration, with STEM subjects interwoven with literacy, humanities, and physical activity.

We are also happy to offer all learners second-language instruction: ASL and French at the Elementary, and French in the Middle School. Along with subject-related skills, Elizabeth Buckley School mentors learners in **personal planning and leadership skills** through the "Seven Habits of Happy Kids" program, based on Stephen Covey's "Seven Habits of Highly Effective People." The habits, which are infused into daily interactions both in and outside of the classroom, help children to learn valuable life skills such as goal-setting, personal responsibility, teamwork and communication, and maintaining balance in their lives. Throughout the year, EBS learners go places to enjoy **first-hand experiences** to reinforce their classroom learning activities. All of our learners enjoy multiple field trips throughout the year, along with visits from mentors to support our STEAM focus on **experiential learning**.

## CURRICULUM

### CURRICULUM IN MULTI-AGE CLASSES

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As a Class 1 Independent School, EBS follows the BC Curriculum. Because all classes at Elizabeth Buckley School are multi-age, we follow a rotating curriculum. Each year learners are taught their grade-specific math and language skills, however, subjects that are theme-based, such as Science and Social Studies, are taught on a rotating basis. As an example, in a grade 2/3 class, the whole class will be taught the grade 2 themes one year and the grade 3 themes during another year. After two years in the class, the child will have covered both grades of theme-based curriculum.

## PHILOSOPHY

### OUR COMMITMENT TO OUR FAMILIES

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Elizabeth Buckley School enhances the intellectual, physical, emotional, and social skills of all children. It encourages learners to build upon their individual strengths and to advance at their own rate of learning.

*At Elizabeth Buckley School, we believe that all children deserve:*

- To be a part of a safe, nurturing community;
- To enjoy feelings of self-worth and success;
- To learn in small classes with a low learner to teacher ratio;
- To be treated as individuals with unique needs and abilities;
- To benefit from a partnership between school, staff, and parents;
- To have opportunities for intellectual, emotional, social and physical development;
- To have balance between individual and social, quiet and active, self-directed and guided experiences.

*We believe that parents deserve:*

- To be welcomed and to feel a sense of belonging;
- To have access to high quality, affordable education for their children, promoting academic excellence;
- To benefit from a respectful partnership with school staff;
- To be part of ongoing communication with the school, including the opportunity to provide direction in their child's educational plan.

Elizabeth Buckley School is operated by the non-profit Elizabeth Buckley STEAM Academy Society. Parents are encouraged to join the Board of Directors to take part in the administration of their child's school.

## BACKGROUND

### WHO IS ELIZABETH BUCKLEY?

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Nancy Bourey, a teacher and a Speech and Language Pathologist, founded Elizabeth Buckley School in 1986 to provide educational opportunities for the deaf and hard of hearing. The name Elizabeth Buckley was chosen to honour Bourey's grandmother, an inspirational teacher in New York. As a struggling young widow, Buckley opened a school in her home, and provided a valuable service to many.

### ELIZABETH BUCKLEY STEAM ACADEMY SOCIETY BOARD OF DIRECTORS

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The school is operated by the Elizabeth Buckley STEAM Academy Society, a non-profit organization.

The Board of Directors consists of parents who are dedicated to the success of the school and camp, and are responsible for the overall administration of the Society. The Board sets overall policy, hires and evaluates the principal, develops and approves the operating budgets (with a separate budget for the camp and the school), develops and implements annual marketing and bursary fundraising strategies, and finally, maintains a liaison with the parent body as a whole. The principal, who reports to the Board of Directors, is responsible for overseeing the curriculum, staffing, and day-to-day operations of the school.

Beginning with this school year's AGM, set to take place Wednesday, January 18, 2017 at 6:30 pm, the board will consist of the following positions:

- President (Current President – Nicole Skoreyko)
- Vice President (Current Vice President – Tracy Humphreys)
- Secretary – (Current Secretary – Melissa Phillips)
- Treasurer – (Current Treasurer – Leah Lyne)
- Development – (Current Development – Jodi Dong)
- Member-at-Large – (Current – Nadeem Javeri)
- Member-at-Large – (Current – Anissa Agachen)

For a more detailed description of the responsibilities of each role, please visit our web site's "Board of Directors" page. Beginning in November, we will be asking for nominations for the above positions in preparation for the AGM.

The Board holds its meetings at the elementary school, usually on the third Wednesday of the month at 6:30 pm. (See the school calendar, available in both hard copy and online). Board meetings are open to all parents and the minutes are available on the school's web site. Parents are encouraged and welcomed at all board meetings. Attendance at the Annual General Meeting by a representative of each family is mandatory. Child minding will be available onsite for the AGM.

Elizabeth Buckley School also has a Parent Auxiliary Committee. For parents with limited time availability, or who do not wish to be involved in the administrative side of EBS, this is an excellent way to become involved in the school. The PAC is responsible for fundraising and building community within the school and environment (i.e. running the hot lunch program, helping out with special event days and classroom activities, running fundraising events, etc.). The PAC also plays an important role in providing feedback and advice to the principal and Board.

- PAC President (Current PAC President – Kate Langridge)
- PAC Vice President (Current PAC Vice President – Tina Bebbington)
- PAC Treasurer (Current PAC Treasurer – Leah Lyne)

## SCHOOL ROUTINES

### HOURS OF OPERATION

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ELEMENTARY		MIDDLE SCHOOL	
<b>School day begins:</b>	Classroom opens: 8:30 am	<b>School day begins:</b>	Classroom opens: 8:50 am School begins: 9:00 am
<b>Morning snack:</b>	Arbutus, Maple: 10:10 – 10:25 Cedar: 10:00 – 10:15	<b>Morning break:</b>	10:00 – 10:15
<b>Morning recess:</b>	Arbutus, Maple: 9:50 – 10:05 Cedar: 10:15 – 10:30	<b>Lunch:</b>	12:00 – 12:20
<b>Lunch:</b>	Arbutus, Maple: 12:00 – 12:20 Cedar: 11:40 – 12:00	<b>Mid-day break:</b>	12:20 – 12:40
<b>Mid-day recess:</b>	Arbutus, Maple: 11:30 – 12:00 Cedar: 12:00 – 12:30	<b>Dismissal:</b>	3:00 pm
<b>Dismissal:</b>	2:30 pm		

### DAILY ARRIVAL AND DEPARTURE

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Children are expected to arrive for classroom opening time and begin their morning routines at the beginning of the school day. Transition activities are built into the morning routines in all classes. This important part of the day prepares the children to easily move into “learning” mode when instruction begins. Students who miss this transition part of the day find themselves unprepared when learning begins, and this often makes it difficult for the whole class to proceed with the morning’s activities.

We appreciate everyone's efforts to arrive on time in the morning. Likewise, at dismissal time, we ask that parents pick up their children promptly to allow teachers time to prepare for the next school day.

Parents of children in the Arbutus and Maple classes are asked to park their vehicles and accompany their children into the school for drop-off. Parents of children in the Cedar class may drop their children outside, but must still park before dropping their child. **For safety and in respect for other parents dropping off, under no circumstances should parents stop in the crosswalk and drop their children without first parking.** Thank you for your assistance with this.

## DISMISSAL

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*Learners will be released only to those people authorized by parents.* Please inform the school when a child will be leaving with someone other than the parent or guardian. A written permission on file will allow authorized individuals to pick up a child on specified days. Please note that phone messages left in the afternoon may not be received until after 2:30 pm. Onsite childcare is available with the Cridge Centre for the Family. Please call 250-995-6407 for more information.

## ABSENCES

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Please phone the school – 250-995-6425 – by 8:30 am (Elementary) or 8:50 am (Middle School) if a child will be late or absent. For funding and statistical purposes, Elizabeth Buckley School must document absences. For extended absences, a doctor's note may be required.

## PARENT/GUARDIAN VISITORS

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In the morning, the teacher will meet parents at the classroom door and will be available for parents to share important quick messages about the children (e.g. "he had a bad sleep last night"). We ask that parents say good bye to their children at the classroom door, both to encourage independence, and to help their children focus on learning once they enter the classroom environment. We do welcome parent visitors in the classrooms. We ask that parents let the teachers know in advance of a classroom visit, and that while in the classroom they respect the normal operation of the school. Parents who wish to discuss a program or their child's progress are asked to book a meeting outside of class time.

## VOLUNTEERISM

### PARENT PARTICIPATION

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Every family is asked to make a commitment of 15 hours of volunteer time per year. Our parent body represents an impressive array of skills and talents that help to enrich our programs at Elizabeth Buckley School. We recognize that each family has different time commitments, and we are willing to work with parents to find a

role that fits well with their skills and availability. Whether a regular weekly commitment or a couple of hours per month, we value the skills our parents have to share, and respect their contributions.

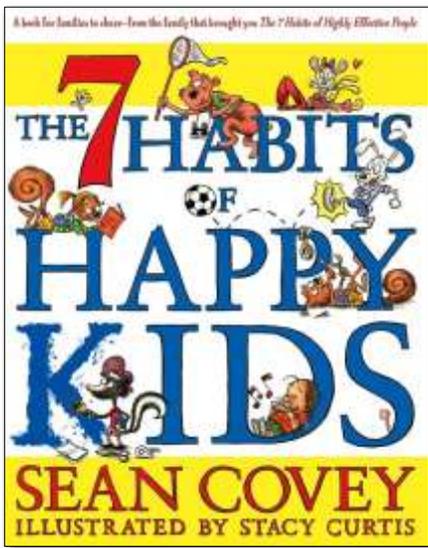
Possibilities for volunteering include: participating in governance of the school by serving on the Board of Directors, organizing and serving hot lunches, assisting in the library, participating in outreach events to promote the school, helping with school events such as the open houses or special event days or helping with fundraising. A complete list of volunteer opportunities is available on the Verably website. The Volunteer Coordinator can assist families in finding suitable volunteer opportunities.

After fulfilling their 15-hour volunteer time commitment, families are eligible for a refund of their Volunteer Deposit. We are unable to provide refunds to families who do not fulfill the full 15 hours per year. If you are having difficulty arranging volunteer hours, signing up for volunteer opportunities or logging your hours on the Verably website, please consult the Office Manager or the Volunteer Coordinator. **All hours for the year should be submitted by the end of the June to qualify for the refund.** Most parents roll their volunteer deposit ahead from one year to the next, opting for a refund when their child leaves the school.

In accordance with Ministry guidelines, all parents volunteering in the school must have a criminal record check. This can be done at no cost at a local police station by presenting a volunteer letter from the school, available at the office.

## MENTORING OUR LEARNERS

### PERSONAL PLANNING & LEADERSHIP



During the year we work with the learners to nurture leadership and personal planning skills using the framework of *The Seven Habits of Happy Kids*, which is currently being used successfully in schools throughout the world. The habits, based on Stephen Covey's *7 Habits of Highly Effective People*, are:

#### Start with you:

**Be proactive. (You're in charge)** This habit gets us thinking ahead about what needs to be done without always depending on others for direction.

**Begin with the end in mind. (Have a plan)** This habit helps us to visualize what we want to accomplish, then make a plan to help us achieve our goals.

**Put first things first. (Important things first, then play)** Funny how it's sometimes easy to spend more time avoiding a task than it takes to just do it! This is a tough habit, but well worth learning at an early age.

**Then work and play well with others:**

**Think win-win. (Everyone can win)** Life's not just about me, or you, it's about both of us. When we teach our kids to think win-win, they start to approach all situations with a more global perspective.

**Seek first to understand, then to be understood. (Listen before you talk)** How many times do we approach a difference with someone by thinking, "if they would just let me explain my point of view, they would surely realize that I'm right!" This habit helps to learn empathic listening so that we understand not just what the other person's ideas are, but also why they are feeling that way.

**Synergize. (Together is better)** This team-work habit helps us to accomplish more by working together and using each person's individual strengths to accomplish more than each one of us can alone.

**And remember to take care of yourself:**

**Sharpen the saw. (Balance feels best)** Too much of anything – work, reading, time on the computer – makes us feel out of balance. This habit reminds us to refresh our minds, bodies and souls. It helps us to be well-rounded, healthy people.

## DISCIPLINE POLICY & PROCEDURE

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Learners and staff have the right to be respected, and to learn in an environment that is safe and free from unnecessary distractions. Guidance and discipline will be conducted in a respectful manner. Staff are responsible for communicating clear and consistent rules and responsibilities, for managing minor infractions, and for discussing concerns with parents. Children are encouraged to develop self-discipline and empathy for others. Limits are clear, consistent, and stated in a positive way. Natural consequences help children develop a repertoire of positive strategies for problem solving.

1. Staff will clearly outline the expectations for behaviour and will provide reminders throughout the year.
2. Staff will explain the unacceptable behaviour to the learners and facilitate a dialogue between the learners.
3. The learner who has been accused will be given the opportunity to explain his/her side of the story. In most cases, a facilitated conversation between learners, a restatement of expectations, and a "cooling off" period is sufficient.
4. In the case where the behaviour is of a more serious nature, the incident will be documented and the parents will be contacted for discussion.
5. If the learner has been violent or threatening, the parents will be asked to take the child home until a meeting can take place between the family and school to discuss a possible resolution to the behaviour.

In the case of extremely serious behaviour, or repeated inappropriate behaviour with no resolution, the family may, at the discretion of the Principal, be asked to withdraw the child.

A family that feels a decision has been unfairly made should follow these steps:

1. Arrange a meeting to discuss the incident with the staff member who made the decision. If a resolution cannot be found during the meeting, the family should move to step 2.
2. Arrange a meeting to discuss the incident with the Principal, who will attempt to facilitate a resolution. If a resolution cannot be reached, then the family should move to step 3.
3. Contact the Chair of the EBS Board. If no resolution is reached, then the Board will move to step 4.
4. Appoint a Review Committee of unbiased decision-makers that will not include any of the people who have made previous decisions in the matter. Only evidence received in the context of the hearing will be considered in the decision. After the hearing, the committee will, within one week, provide a written decision that clearly outlines the reasons for the decision. All decisions of the appeal committee shall be considered final at the school level.
5. Parents who wish to pursue the matter further may contact the Federation of Independent School Associations (FISA) Ombudsperson.

## READY FOR SCHOOL

### WHAT YOUR CHILD WILL NEED FOR SCHOOL

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#### ELEMENTARY SCHOOL UNIFORM:

- ✓ navy pants/skirts/shorts (no sweat pants or leggings)
  - ✓ white or navy socks
  - ✓ white polo or dress shirts on full-dress days
  - ✓ spirit wear t-shirts for other days
  - ✓ spirit wear hoodies
- \*\*Children who wish to wear extra clothing indoors for warmth must wear either the school vest, a plain navy cardigan or the school hoodie

#### OTHER NEEDED ITEMS:

- ✓ Spare clothes (K/1 and 2/3, or any child who is prone to getting dirty!)
- ✓ Muddy Buddy Rain Pants (K/1)
- ✓ Black “indoor” shoes for your child to wear in the classroom, to be kept in his or her cubby
- ✓ P.E. Strip for Grades 4/5: drawstring bag or backpack, shorts, white-soled running shoes. **The school provides a class set of P.E. shirts which are laundered regularly.**
- ✓ P.E. Strip for Kindergarten – Grade 3: running shoes.
- ✓ Backpack
- ✓ Water Bottle

- ✓ USB Flash Drive (4G Grade 2/3, 8G on lanyard Grade 4/5, 32 G Grades 6-8)
- ✓ Headphones for Technology Work
- ✓ Calculator (Grade 4/5 and Grade 6-8)
- ✓ Geometry Set (Grade 6-8)
- ✓ Gym Bag (Cloth, able to hang on cubby hook Grade 4/5, Grade 6-8)
- ✓ Indoor and Outdoor Gym Strip (Grade 6-8)
- ✓ 2 Boxes of Kleenex (K/1 September, 2/3 December, 4/5 March)
- ✓ Please label everything clearly with your child's name.

*Note:* In compliance with the Daily Physical Activity (DPA) requirements it is recommended that all learners wear suitable footwear and clothing for daily physical activity other than gym.

Please note that from time to time, due to sensory issues or for other reasons, the school may make exceptions to the uniform requirements for some students. This is done on a case-by-case basis and in consultation between the parents and the Principal. We are happy to answer any questions you may have about this if you would like to contact the Principal directly.

#### MIDDLE SCHOOL:

There is no uniform requirement for the middle school, however each learner is asked to bring an extra pair of shoes to be worn indoors. Spirit wear will be made available for purchase if the learners wishing to order it. At the beginning of the school year the teachers and learners will work together to create guidelines for appropriate school clothing.

#### LUNCHES AND SNACKS

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Parents are responsible for providing snacks and lunches. **PLEASE NOTE THAT DUE TO SEVERE, LIFE-THREATENING ALLERGIES AMONG THE STUDENT POPULATION, BOTH SCHOOLS HAVE A PEANUT/TREE NUT FREE AND NO YOGURT TUBE POLICY.** Please do not send your child with food that contains yogurt tubes, peanuts, or tree nuts. This includes nut milk, etc. We also ask that parents do not include candy or soft drinks with meals. Please send food that is ready to consume right out of the lunch box as we do not have the time or facilities to heat up learners' food. If you are sending food that requires a fork or spoon, please send those along in your child's lunch as well, as we do not have enough utensils to equip the children each day. Elizabeth Buckley School is working to become a more "green" school. Part of this initiative is "garbage free lunch." Healthy food choices, sent in reusable containers, are preferable. We appreciate your assistance with this.

EBS is committed to ensuring a safe and healthy environment. Parents are asked to keep a child home if he/she is unable to participate in school activities or if the child displays the following:

- ✓ A persistent fever (38.8C or higher), or symptoms such as unexplained rashes, vomiting, diarrhea, chronic cough or pink eye.
- ✓ A communicable disease (e.g. chicken pox) or parasite (e.g. head lice).

*Children may not return to the school for **at least 24 hours** after the last bout of diarrhea, vomiting, or from the time the child begins taking an antibiotic medication.*

**Children with communicable diseases such as hand, foot and mouth disease, chicken pox, pink eye, will be welcomed back to the school with a doctor’s note stating that the child is no longer contagious.**

**The school must be contacted within 24 hours if a child contracts a communicable disease (i.e. chicken pox) or a parasite (i.e. lice).** This allows other parents to check their children for symptoms. Confidentiality will be respected.

#### ANAPHYLAXIS

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Due to severe, life-threatening allergies among learners at the Elementary school, yogurt tubes and food items containing peanuts and tree nuts are not allowed at the school. EBSS appreciates the school community’s cooperation in making sure that our environment is safe and inclusive for all children in the school.

#### MEDICATION

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School staff will administer medication with a filled-out “Administration of Medication” form for each course of medication. **Medication must remain in the original container and must include current instructions as to its administration.** All medications are kept in the school’s locked medicine cupboard or in the fridge. Asthma “puffers” may be kept in the learner’s backpack or lunch kit. If a child requires the use of an Epi-Pen for severe allergic reactions, please contact the Principal, who will work with you and the staff to create and implement an allergy action plan for your child.

#### EMERGENCY PROCEDURES

##### WEATHER CLOSURES

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In the event of a snowfall or inclement weather, the Principal will make a decision regarding school closure. Factors taken into account when deciding on school closure include safety of travel for staff and students from all parts of the city, the school’s ability to provide adequate staffing given travel limitations. Families can listen to CFAX AM 1070 radio, check the school web site, watch for an email from the school, or follow the @EBSEmerg twitter feed. This can be done by texting the message “**follow EBSEmerg**” (without the quotes) to the recipient phone number **40404**.

*Practice Drills* – EBS learners will participate in earthquake, fire and lockdown drills during the year.

*Fire drill procedure:*

When an alarm is sounded, learners and volunteers are requested to:

- immediately stop their classroom activity
- remain quiet and calm & line up at the emergency door
- leave classroom as directed by the teacher
- walk slowly and quietly to the designated safe location
- wait quietly until the teacher records attendance
- return to the classroom when directed to do so.

When an alarm is sounded, teachers are expected to:

- close windows and shut doors
- take class lists and exit the classroom with the learners
- follow the children to the designated safe location
- take attendance to ensure that all learners are accounted for
- lead learners back to their classrooms. In the event of a real fire, the teachers and administration will follow the directions of the fire marshal/fire fighters.

*Earthquake drill procedure:*

During an earthquake drill, the learners are requested to:

- drop to the floor (under their desks if possible)
- use one arm to protect the back of their head, the other to hold the leg of their desk
- count quietly until teacher directs them to stop
- remain under their desks until the “All Clear” signal is issued.

During an earthquake drill, the teachers are requested to:

- direct the learners to “drop and cover”
- count with the learners
- ensure the learners are well away from potential dangers
- issue the “All Clear” signal.

In the event of an actual earthquake, the support staff will ensure that the learners leave the building and the teachers will fulfill their assigned duties.

*Lockdown drill procedure (in case it is necessary to hide from a threat in or outside of the building):*

During a lockdown drill, the learners are requested to:

- move quickly and quietly to the designated “safe” zone for their classroom
- remain quiet in the “safe” zone until the “All Clear” signal is issued.

During a lockdown drill, the teachers are requested to:

- direct the learners to the “safe” zone
- pull blinds in designated areas
- maintain order in the group until the “All Clear” signal.

#### ALTERNATE MEETING PLACE

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Elizabeth Buckley School regularly practices emergency procedures – fire drills, earthquake drills, lock down, and building evacuation. In the event that an actual emergency renders the school building unsafe to occupy, the learners will be accompanied to a safe location.

## FEES 2017-18

EBSS is a government-accredited independent school that offers excellent education with affordable tuition.

#### NEW LEARNERS

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All new learner applications must include a copy of the child’s birth certificate, immunization record, and most recent report card, along with a non-refundable \$100 deposit. A non-refundable deposit of **two month’s tuition** is payable when a learner is accepted to the school. One half will be applied to the child’s first month at the school, and the other will be applied to the child’s last month at the school, subject to our withdrawal policy.

#### TUITION RATES AND PAYMENT OPTIONS

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Tuition and fees for the school year may be paid as **one lump sum, due June 15<sup>th</sup>** for the following school year.

Alternatively, tuition and fees may be paid **monthly through direct deposit**.

For a full outline of your child’s fees, see the schedule included.

#### TUITION AND WITHDRAWAL POLICY

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All new families pay a non-refundable \$100 application fee. A non-refundable deposit of two month’s tuition is payable when a learner is accepted to the school. One half will be applied to the child’s first month at the school, and the other will be applied to the child’s last month at the school, subject to our withdrawal policy, which is 30 days written notice before the beginning of the next month. Payment in full, or a Pre-authorized Debit form filled out for the following year’s tuition and fees are due June 15<sup>th</sup> of the previous school year.

This payment plan enables the school to purchase supplies and books in preparation for the beginning of the new school year, and covers your final month of tuition fee should your child unexpectedly need to withdraw from EBSS.

## LATE TUITION POLICY

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Tuition is due on the first business day of each month during the school year. If for any reason a family cannot pay tuition it is their responsibility to contact the Principal and Office Manager immediately to ensure their child's continued attendance at EBSS. Arrangements can be made for late payment of tuition in writing to the Office Manager prior to the tuition due date, the first of the month. If alternative payment dates are required an arrangement can be made with the Office Manager.

## PROCEDURE IN CASE OF NON-PAYMENT OF FEES

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*Step One* – If the tuition is not paid by the end of the first full school week of the month, an email will be sent on the Friday to the parent or guardian. The letter will remind the family of their commitment to pay tuition and will invite them to discuss their concerns and to arrange alternative plans with the Office Manager.

*Step Two* – If payment has not been arranged by the following Monday, a follow-up call will be made to the parent/guardian in debt. During this call, the Principal will discuss alternate arrangements for payment to allow the learner to continue attending EBSS.

*Step Three* – If payment is not received by the following Friday, a letter will be sent requiring the family to make alternative educational arrangements for their child effective the next month. Unless payment is received or arrangements made and agreed upon by the board by the end of the month, the child cannot return to EBSS.

*\*At the discretion of the board, if step three of non-payment is reached twice in a school year, the future enrolment of the child may not be accepted.*

## OUTSTANDING FEES & RE-ENROLLMENT

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Families must have no outstanding fees owing from the current year when enrolling learners for a new school year. This includes tuition, field trip fees, and any other reasonable fee owed to the Elizabeth Buckley STEAM Academy Society.

*Reason for Policy* – The Elizabeth Buckley STEAM Academy Society is a non-profit society. We endeavor to keep our tuition as low as possible to allow all families access to our school. This leaves the society unable to subsidize fees. It is also expected that all families will indicate their commitment to the program by contributing tuition and other fees.

## CLOSING NOTES

### FINAL NOTE TO PARENTS

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Thank you for taking the time to read and assimilate this information. If you have any questions, please ask the Principal.

Finally, as directed by the Office of Independent Schools, all parents/guardians are requested to sign a declaration stating that they have read, and will abide by, school policies.

#### ACKNOWLEDGMENTS

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Thank you to the **Cridge Centre for the Family** for allowing us to share a wonderful facility where children can learn in a peaceful, happy and safe environment. Their support is invaluable.

The Elizabeth Buckley STEAM Academy Society acknowledges the financial assistance of the **Province of British Columbia (Gaming)**.

For their assistance in purchasing a SMART Board for our new Middle School, we thank the **TELUS Community Board**.

For their support and encouragement in helping our learners to become better readers, we thank the **Victoria Times Colonist's Raise a Reader Program**.

And a high-five to **Thrifty Foods** for support through their Smile Card Program.

Thank you to the various **expert mentors** who work with us to provide excellent programming for our STEaM initiative.

Thank you to the hard-working members of the **Elizabeth Buckley STEAM Academy Society Board of Directors** for their dedicated service to make EBSS a terrific place for its learners, families and staff.

#### CONCLUSION

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*This handbook has been created and compiled for the purpose of operating a school in an organized, professional manner. While board approved policies must remain intact, unless they vote for particular changes, there are alternate areas where the Board or Principal may submit a change, at any point in the year, for the betterment of the school. Staff will be notified of any necessary changes.*

