

EPIC LEARNING CENTRE

POLICIES AND PROCEDURES

2020-2021

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WELCOME

Welcome to the next iteration of the EPIC Learning Centre! We're excited to undertake this learning journey, through an inclusive community and in nature with you.

We are more than a centre, we are a community consciously creating an opportunity for children and adults to come together to discover, create, play, reflect and learn.

Below are the policies and procedures to support our community now. Please provide feedback to epiclearningvictoria@gmail.com.

ACKNOWLEDGEMENT

We acknowledge with respect the Wakashan and Coast Salish peoples on whose traditional territory EPIC learning takes place and their historical relationships with the land that continue to this day.

EPIC will explore, learn and steward the waters, beaches, forests, valleys & fields of these lands.

The EPIC community honours Indigenous lands, cultures, relationships and ways of knowing and strives to consciously incorporate this knowledge into our words, teachings and actions.

We aspire to build relationships with the Esquimalt, Malahat, Pacheedaht, Pauquachin, Scia'new Songhees, Tsartlip, Tsawout, Tseycum, T'Sou-ke first nation's peoples and to have these relationships influence how we grow as a community of learners.

With gratitude,
EPIC Learning Centre

PHILOSOPHY, IDEAS AND IDEALS

EPIC Learning Centre empowers children to co-create ecological and inclusive communities.

At EPIC:

- Children are **valued and seen**. Each individual child follows their own path with the respectful loving guidance of the community.
- Children develop an integrated **connection to self**.
- Children are active members of the community with **agency and power**.
- Children's **creative play** is essential to learning and development.
- Children see beauty surrounding them. We affirm that this **beauty** is inherent to us all and is a source of our interconnectedness.
- Children fall **deeply in love with the Earth**, leading to a commitment to protect the natural world.
- Children are **supported in communicating** with one another respectfully. Conscious communication is seen as fundamental to the learning experience.
- The bonds between children and community are **mutual and supportive**.
- **Self-awareness** is cultivated and **diversity** is celebrated.
- Systems of privilege and oppression are actively **challenged**.
- We **honour indigenous lands, cultures, relationships and ways of knowing**. We seek to consciously incorporate this knowledge into our words, teachings and actions.
- We are all committed to our **continual learning**.
- Children are **co-teachers**.

GUIDING CHILDREN'S LEARNING & CONNECTION PHILOSOPHY

Core approaches of EPIC Learning Centre

- Nature-based
- Child-centred
- Learning through play
- Intuitive and practical knowledge
- Creativity and arts focused
- Inquiry and project-based learning
- Thematic teaching
- Individual and group experiences
- Multi-age cohorts
- Community participation
- Mentorship with peers, guides, and community members
- Rites of passage to stages of learning

EPIC Learning Centre is based on values of respect and kindness for self, others and the natural world. Self-confidence and a trusting community environment are fostered through mentorship opportunities, positive supportive guidance, and an emphasis on giving learners the freedom to explore and play.

Through the creation of daily rhythms, the Learning Team will provide a safe space to ensure children feel a sense of comfort. Rhythms offer opportunities for the learner to actively engage in creativity, exploration and learning. Additional resources are in the [EPIC connection philosophy in action document](#).

EPIC Nurtures Connection

EPIC aspires to embrace and apply the work of the Neufeld Institute in a school setting: *“Work together towards emotional health and well-being, keeping children safe in a wounding world and support the unfolding of full student potential.”*

How?

- By keeping a child's heart soft and relationships strong (you cannot lead a child whose heart you do not have).
- Practices attachment-based developmental approaches (e.g., collecting before redirecting).
- Creates a culture (rituals and customs) of connection.
- Uses an insight-based approach to address problem behavior (e.g. solicit good intentions).
- Supports kids to help them express frustration in non-harmful ways.
- Values healthy expression of emotions to encourage growth and resilience.
- Sets clear limits, boundaries and practices non-punitive interventions.
- Makes space for immature brains that lack impulse control and logic.
- We trust children are doing their best and we seek to understand the emotions behind behaviours.
- Builds and supports high levels of trust to allow for creativity and innovation.

“Children who can rest in our care and the boundaries we create, are able to play and grow.” - Dr. Deborah MacNamara

Connection principles for families

- A parent's responsibility is to preserve the relationship, so that children can let go and become their own selves.
- Our responsibility is to meet the attachment needs and the dependency needs of our children so they can truly begin to spontaneously emerge as viable, separate beings.
- Children need to feel safe at home to experience all their big feelings. When home is an easy place to have tears (a sign of adaptation), children are better able to navigate mistakes and failures.

- To feel safe, parents must take charge of health, safety, boundaries and support good decision making. Clear limits about the things kids cannot change allows them to trust us with the bigger things in life.

How EPIC families can nurture connection at home

- Encourage play so kids may naturally work through worries and stresses while expressing and discharging big feelings.
- Sleep is restorative. If you must wake your child in the morning, they aren't getting enough sleep.
- Routines can help kids feel connected because they know how the day will unfold.
- Healthy diets can help prevent "hangry" kids.
- Set limits with confidence so children can rest in knowing we'll take care of them.
- Understand that upset is normal and take responsibility for preserving your relationship with your child.
- Lead with empathy, delight in your child (allow them to exist in your presence) and don't take things personally.
- Care for yourself.

INTAKE, WAITLIST, ORIENTATION & GRADUAL ENTRY

Intake

- Parents can direct questions to epiclearningvictoria@gmail.com.
- A parent information session will be held in February of each year, with opportunity for a 'site' tour and 'day at EPIC' in the Spring. These days may also be held on an as needed basis.
- Registration occurs via NiDES: https://nides.sd71.bc.ca/?page_id=175. Once this step is complete, a parent/guardian must notify EPIC by email epiclearningvictoria@gmail.com.
- A spot in the next academic year is secured with a \$35 registration fee.
- Once registration is complete, an intake package will be provided to parents for them to submit along with EPIC fees.
- Discussion will take place with parents/guardians regarding an orientation day and the best way to support a child in their transition to the onsite program.
- The teacher and mentor will contact families to set up a time to create an *individualized student learning* plan early in the 'academic year'.

- All children must be at least 5 by December 30th of the current school year to attend. While we are currently offering learning for K-3 for the 2020/2021 year, we are open to supporting older learners on a case-by-case basis.
- Completion of the EPIC Intake Package (Signed Appendixes #4 through #12) by the first day onsite.

Informal intake starts in February of each year, while formal intake will occur in April when NiDES releases their online intake form. If for any reason NiDES cannot register you, your deposit will be refunded in full.

Waitlisted Families

Families must email epiclearningvictoria@gmail.com (include name, contact details, child name, child age and grade) to be placed on the waitlist. Your spot will be confirmed by email. At present, there is no waitlist fee. Families must also pre-register with [Navigate NiDES](#). (EPIC is second on the drop down menu.) Families will be contacted by EPIC when a space becomes available for their child, based on the following waitlist priorities:

1. Families who registered the previous year with EPIC
2. Families with a registered sibling
3. Families employed by EPIC (e.g. a Mentor's child)
4. All other families who have expressed interest will be asked to [complete the questionnaire](#) to assess the best fit to the existing cohort and to ensure EPIC can meet the child's needs.

When you are offered a spot via email, you have 48 hours to respond. After that time, the space will be made available to another family/child.

Orientation & Gradual Entry

It's important families feel comfortable at EPIC. It takes time and effort to build trust in a new and unfamiliar setting. We understand it may be necessary to begin with half days or a shorter week, depending on the child and parents' schedule. This can be assessed and determined on an individual basis. For those new to learning outside of the home or with caregivers other than parents, please know you are your child's best advocate. We also encourage and welcome parents to spend time onsite with your child during the first weeks to support this transition. It is an opportunity to learn and experience routines and become acquainted with the Learning Team. Thank you for helping to play matchmaker!

Our nature school will visit multiple green spaces throughout the year. These include but are not limited to:

- Heart Lake Farm, Cordova Bay (private land). Please [sign waiver](#) for each family member that may be on-site, even for pick-up or drop-off.
- Cadboro Bay Beach and Gyro Park (Saanich)
- Haro Woods (Saanich/UVic)
- Mystic Vale (UVic)
- Queen Alexandra grounds/Finnerty Cove (private, VIHA leased)
- Goward Woodlands and House (Saanich)
- Telegraph Cove (Saanich)

All of the above (except from Heart Lake Farm) sites are accessible by foot from our church classroom, yet there could be times when students take public transit to a different green space or partake in a field trip. Parents will be notified by email of any major site changes.

IMPORTANT EPIC CONTACT INFORMATION

Please contact us via our primary email with questions or inquiries pertaining to your child and/or EPIC. Seed member contact info is available in case you do not receive a reply via EPIC's email.

EPIC Email: epiclearningvictoria@gmail.com

Seed Members

- Danielle: 778-265-3975 danielle.birk@gmail.com
- Danika: 250-634-1409 - danikasurm@gmail.com
- Elaine: 250-208-9037 elainesokyrka@gmail.com
- Jochelle: 206-612-8693 jperena@lunadanceinstitute.org
- Lindsay: 604-732-3627- lindsayjoycoulter@gmail.com
- Nicholas: 250-885-7236 - nicholas.fodor@icloud.com
- Virginia: 778-922-5816 avocadoblues@gmail.com

Send specific questions or comments regarding your child's learning and day-to-day details to Learning Team Members:

- Cilla (Mentor): 778-938-1179 sossabell@gmail.com (Tuesday)
- Catie (Mentor): 250-884-9352 catie.bainbridge@gmail.com (Wednesday)
- Francie (Mentor): 778-679-4262 fmmorgan26@gmail.com (Wednesday and Thursday)

- Megan (BC Certified Teacher): 778-533-8652 megan.grupe@gmail.com (Tuesday and Thursday)

LOCATION & DROP OFF/PICK UP

A dedicated site team within our Seed Community worked tirelessly for months and months exploring, touring, submitting permits and forms, getting Learning Team feedback and ultimately negotiating a recipe for EPIC learners to thrive, play and connect.

We will visit a farm site for field trips, called Heart Lake Ranch at 6207/6215 Welch Road, Cordova Bay, Central Saanich. We will cultivate relationships and rhythms here approximately six days a month.

Gyro-Cadboro Bay beach and Mystic Vale (Saanich) will be our consistent beach and forest sites to visit one week out of Oct., Nov. and Dec. Both Gyro and Mystic Vale outdoor sites will be complemented with our indoor classroom space at St. George's church to wrap-up. We continue to design an outdoor classroom on St. George's grounds, too.

Drop off and pick up may change from week to week, this allows for exploring other locations and field trips. The learning team will share a calendar for the term (week by week locations) with families. The day begins at 9:30 am. Pick up is at 2:30 pm, unless otherwise noted in an email or text to parents. Please arrive with enough time to complete the sign in/out process with the Learning Team before the day begins.

Pick up/drop off are not always the best time to talk about serious and/or sensitive issues. Please arrange a time with the mentor, teacher or a member of the Seed Community depending on what needs to be addressed.

You will receive an EPIC parent contact list by mid-September to support one another with carpooling or emergency pick up needs, etc. Don't forget to lean on one another, we're all in this together!

Drop off: Arriving early allows time for students to settle. Everyone being ready to take part in our morning welcome circle followed by farewells to caregivers, helps children develop a secure sense of being and will help support our daily rhythms. Because we are outdoor-based, being late may mean missing us as we head off for our day's

adventures. If sick, late or requiring an early pick-up, please text your name and child's name to:

- Tuesday: Cilla 778-938-1179
- Wednesday: Francie 778-679-4262
- Thursday: Megan 778-533-8652

In the event that our drop off location changes, you will receive an email, no later than 9 pm the evening before. We will make every effort to give ample notice of drop off changes. Please make a point of a quick email check before your child's EPIC day begins.

Pick up: Timely pick up is critical as we are required to be off-site by the end of our day. Just like drop off, if caregivers are running late, please send a text to the MENTOR/TEACHER (see list above) with your name and your child's name.

In the case of severe weather, or if no communication is received, the Learning Team will take children to find a safe location while contacting emergency contact numbers and coordinate pickup.

AUTHORIZATION FOR PICK UP

To ensure the safety of all children, we will only release a child to their parent/guardian or to an authorized person who has been given written permission to pick up. Please complete APPENDIX #12 - AUTHORIZATION TO PICK UP FORM. Personal email or text message will be accepted as authorization for last minute unexpected pick up. Photo ID from this person as well as their relationship to the child will be required upon pick up. At the next appropriate opportunity, these additional adults should be formally added to your child's 'authorization to pick up' form with an email to epiclearningvictoria@gmail.com. EPIC Learning Centre will not release a child to anyone without written consent.

A child will not be released when the person appears incapable of providing safe care (e.g. intoxication, drug use). If the Learning Team suspects that the person who arrives to pick up a child is under the influence of drugs or alcohol and that their behaviour could be a safety issue to this child, the following procedures will be followed: this person will be requested to call someone else to pick up the child (a friend, taxi or alternate transportation). In the event of refusal to comply, the Learning Team will notify the police of that person's suspected condition and provide them with the name,

address, whether that person is driving, a description of their car and license plate number. Please keep your 'Authorization to Pick Up' form up to date!

IMPORTANT DATES FOR EPIC:

Our school year is Sept 8, 2020 until June 24, 2021. Important operation dates:

- Fall: Tuesday, September 8, 2020 - Thursday, December 17, 2020
Note: Winter closure is Dec. 18, 2020 to Feb. 1, 2021
- Winter: Tuesday, February 2, 2021 - Thursday, March 18, 2021
- Spring: Tuesday, April 6, 2021 - Thursday, June 24, 2021

INCLEMENT WEATHER & EMERGENCY PROCEDURES

Inclement Weather

EPIC days will run rain or shine, however; there may be days when the weather is too severe for learning to be safe, practical or available (E.g., high winds, heavy snow or heavy rainfall).

We will be following School Districts #61 and #63 closures. In these cases and during times that Environment Canada has issued a wind warning (sustained wind speeds of >70km/hr, gusts >90km/hr) for the area, we will make every attempt to find an alternate indoor space if inclement weather precludes us being outdoors. Potential options include extra rental of our St. George's church space and/or access to an EPIC parent's home.

EPIC may conclude that it's not safe for learning to take place. In these circumstances, there will be no refund of fees for those days. Parents/guardians will be contacted between 7am - 8am by the EPIC Emergency Coordinator (Sarah in volunteer parent role @250-882-9960).

Emergency Procedures

Although we will do everything we can to prevent injury, outdoor time carries a level of risk. In the outdoor portion of the EPIC Learning Centre we acknowledge that nature is seldom predictable. We encourage the children to take supported risks. In this way, they learn how to manage risk in a responsible manner.

EPIC has prepared a flowchart to support the order of action needed during emergency situations. Refer to APPENDIX #1 - EMERGENCY FLOW CHART. A copy of our

emergency assessment flow chart will also be located in the first aid kit along with other emergency supplies.

While the Learning Team will make every effort to minimize the risks, and ensure safety, parents/guardians must be aware that children may be exposed to dangers and risks as a part of this program. Types of potential emergencies (please note this list is not exhaustive):

- Earthquake
- Tsunami
- Windstorm
- Dog Attack
- Fallen Tree
- Forest Fire
- Drowning
- Injuries (Eyes, Head, & Bones)
- Wildlife Attack
- Hydro Line Down
- Dangerous Person
- Gas Leak
- Extreme Weather
- Unstable Terrain
- Bites & Stings
- Flora & Fauna Allergies

Please sign APPENDIX #6 - ACKNOWLEDGEMENT & ASSUMPTION OF RISK FORM. Risk/benefit assessments are completed on every activity and reviewed regularly. Tool use is only permitted after proper instruction and when the Learning Team believes the child is ready.

Learning Team Backpack Checklist

- Attendance sheet
- Disposable and reusable wipes
- Dog poop bags (double as gloves for picking up garbage)
- Duct Tape
- Emergency Cards
- Emergency Flow Chart
- Emergency Permission cards for each child
- EmergenC Electrolyte Packets
- First Aid Kit/Manual
- Hypoallergenic Granola Bars
- Hand sanitizer
- Heat reflective blanket
- Instant Hot & Instant Cold packs
- Knife
- Latex Gloves
- Medication needed for individual children (must have completed instructions for medication forms)
- Rain tarp
- Rope
- Waterproof Story Book
- Waterproof matches
- Water Bottle
- Water - Packaged
- Water Purification Tablets

TEACHER AND/OR MENTOR ILLNESS/ABSENTEEISM

In the case that the teacher/mentor is ill or unable to teach, the EPIC Emergency Coordinator (Sarah in volunteer parent role @250-882-9960) will be contacted. That individual will work with the Learning Team to support the learning for the day. The hours of onsite learning may also be adjusted depending upon the availability of the substitute mentor and/or teacher-on-call.

If both the teacher and mentor are unavailable, the EPIC learning day may be cancelled unless additional volunteers can organize alternate learning activities.

Parents/guardians will be contacted between 7am - 8am that day.

CHILD ILLNESS & ADMINISTERING MEDICAL ATTENTION POLICY

Children learn best when they are rested, nourished and healthy. An individual's wellness and illness impacts others in the learning community. We request children who are sick to remain at home until symptoms have subsided and they are feeling emotionally and physically ready to return. Please refer to APPENDIX #2 - DISEASE, SYMPTOMS AND RETURN DATES.

Each child is required to have an emergency permission card completed APPENDIX #5 - EMERGENCY PERMISSION CARD. In the event your child is unwell or otherwise needs to be sent home, we will first use the contact information written down on the daily check-in clipboard. Otherwise, we will refer to the emergency permission card to contact you or a designated guardian. We also ask that you put your child's emergency contact information in their 'emergency kit' in the bottom of their backpack.

EPIC will notify a parent/guardian when a child is ill or requires medical attention. In the case a child needs immediate medical help and we cannot reach you or your emergency contacts, and the Emergency Permission Card has been signed, the learning team may administer the following:

- Wilderness First Aid
- Antihistamine (Benadryl) for stings if hives appear
- Antibiotic ointment (Polysporin or Ouch cream)
- Sunscreen (provide your own)
- Insect repellent (provide your own)
- Arnica - homeopathic pills or cream
- Prescription medication that parents provide (inhalers, etc.) when specific permission form is signed
- Calling 9-1-1 *With or Without EMERGENCY PERMISSION CARD Signed*

LOST CHILD POLICY

While every measure is taken to ensure the safety of the children at all times, the following are actions the Learning Team will take in the unlikely event that a child does become lost.

- Thorough search of the area for 5 minutes
- Secure other children with a Learning Team member by gathering together for group activity
- Call 911, if child is not located
- Inform the child's parent(s)/guardian(s)
- Have a description of the child ready, preferably a recent photo on the emergency card and supply to the police if necessary
- Call the EPIC Emergency Coordinator (Sarah in volunteer parent role @250-882-9960)
- Inform all parties when the child has been located
- Set up a debriefing and, depending on the incident, counselling support with parents/guardians and EPIC learners
- Fill out a critical incident report and submit to NiDES

CHILD ABUSE

In the event of suspected child abuse, either emotional, physical, sexual or neglect, the following steps shall be taken. Review the [HealthLinkBC website](#) on child abuse and neglect.

- We will listen carefully to what the child says (in private)
- We will be attentive to the child's behaviour
- We will show concern, calmly without overreacting
- We will ask if anything is wrong without leading into an answer
- We will let the child know that we are available to listen anytime and be reassuring
- We will document the child's words or behaviour that may indicate abuse has occurred
- We will contact the Ministry for Children and Family Development if we strongly suspect abuse and fear for the safety of the child

Child Abuse is a serious crime and it is the legal responsibility of any citizen pto report suspected child abuse.

GEAR & TREASURES

Please refer to [APPENDIX #3 - GEAR LIST](#) for a detailed list of items.

Treasures and toys are welcomed at EPIC. While we understand that treasures can be a supportive tool for learners to feel at ease and safe, it is possible for these items to be distracting to the learning environment and/or to become lost, soiled, or damaged. We will offer special opportunities to share treasures with the group in a 'show and tell' like format as we acknowledge that this sharing is a part of how we encourage children as co-teachers. Also, children will be encouraged to keep special treasures in their backpacks ('The treasure's home') during learning times.

PHOTOGRAPHY, VIDEO, AUDIO & SOCIAL MEDIA

Technology use is limited at EPIC. There may be times where photos or videos are useful to document learning. These photos and videos may be shared in community newsletters, promotional and documentational literature, social media (including Facebook), as well as for educational and fundraising presentations for EPIC Learning Centre exclusively. Parents must fill out [APPENDIX #7 - PHOTO & VIDEO RELEASE FORM](#) stating their choice of whether photos/videos will be shared. Additionally, EPIC families must receive written permission between each other to share photos/videos.

GATHERINGS & COMMUNICATION

Gatherings are essential for community development. EPIC will encourage opportunities for members to come together throughout the year. Parent gatherings will be held monthly as well as additional social gatherings and opportunities to connect. We strongly recommend family participation to deepen learning, trust, and enjoyment with others. If unable to attend a monthly gathering, parents/guardians you will be expected to connect with an attendee for an update. Also there will be communication from EPIC and the learning team.

Monthly newsletter

EPIC will continue to be active online to the public through our [website](#), [Facebook page](#) and a monthly newsletter by email.

EPIC Emails

EPIC will occasionally email families to keep them updated on all things EPIC. This includes news about upcoming gatherings, changes, requests, meetings, fundraisers, and much more. We hope to consolidate as much information into the least number of emails in order not to overflow members inboxes.

Family check-ins

The Learning Team will contact families routinely to keep them informed, involved, and engaged with their child's learning. The learning team will develop Student Learning Plans (SLP) with the families in September and revisit these twice in the learning year.

INSURANCE COVERAGE

EPIC Learning Centre maintains an insurance policy from The Co-Operators for our operations, including but not limited to accident, liability, and privacy breach. Our business insurance policy number is 4001119705.

FEES & STUDENT LEARNING RESOURCE FUND

Fees

EPIC strives to ensure that costs and fees are structured in a way to be as inclusive as possible. EPIC does have the additional expense of the forest mentors' salaries. EPIC fees for 2020/21 are \$250 per child per month. EPIC will continue to fundraise during the year. For families that wish to apply for a fee assistance bursary, an application form will be available following fundraising campaigns.

The Fee Administrator will support families to organize e-transfer or automatic withdrawals with their bank to be sent to the EPIC Learning Centre. Please complete APPENDIX #8 - PAYMENT & WITHDRAWAL/TERMINATION FORM. Families can pay either month to month or two summary payments.

Month to Month: The first payment is due on Sept 1, 2020 and shall include fees for September 2020 and June 2021 (\$500). Remaining payments (\$250) are due on the first day of the months: Oct, Nov, Dec, Feb, Mar, Apr, May.

Two Summary Payments: The first payment is due on Sept 1, 2020 and shall include fees for Sept, Oct, Nov, Dec (\$1000). The second payment is due on Feb 1, 2021 and shall include fees for Feb, Mar, Apr, May, June (\$1250).

Late Fees

Should payments be received after the due date(1st of the month) an additional fee of \$25 will be charged. Each family will receive one (1) grace late payment. Fees collected will be pooled together for a learner directed initiative at the end of the year.

Student Learning Resource Fund

Every family enrolled with EPIC prior to Sept 30th of the learning year will receive up to \$600 in the form of a Student Learning Resource Fund (SLRF) through Navigate NiDES in School District 71.

According to NiDES policy, SLRF funds are to be used “to purchase resources that facilitate and enhance a Learner’s already personalized Learning Plan. These resources are tied directly to specific competencies/content from the new BC Curriculum, and students must be able to demonstrate their learning using these resources. Open for consideration are resources not easily accessible outside a typical brick-and mortar classroom. The SLRF is not intended for general classroom/school supplies and stationery, hardware, or other non-consumable items (including but not limited to computers, laptops, printers, sports equipment, etc.)” (NiDES, 2020).

We strongly encourage EPIC families to use their SLRF funds toward their winter monthly fees.

In order to facilitate ease of communication with NiDES, EPIC has provided a template ([APPENDIX #9 - STUDENT LEARNING RESOURCE FUND](#)) for families applying to send their SLRF funds to EPIC.

WITHDRAWAL/REFUND/TERMINATION

We hope you stay with EPIC for the whole year, and beyond! At least one month written notice is required for withdrawal of your child from EPIC. If withdrawal is immediate, parents are responsible for payment of one month fee in lieu of notice.

Refunds will be determined by EPIC on a case by case basis in alignment with the guidelines below:

- Refunds are subject to a \$35 administrative fee.
- Refunds are not given for cancellation of learning days due to inclement weather.
- Full Refunds will be given due to insufficient learner registration and financial instability of the Learning Centre.
- In lieu of notice, one month's portion of fees will not be refunded due to learner illness, injury, withdrawal, termination, or other reasons.
- Parents understand that children staying home due to symptoms outlined in [APPENDIX #2 - DISEASE, SYMPTOM AND RETURN DATES](#) will not be refunded learning days that are missed.

- Parents that wish to temporarily withdraw from EPIC due to substantiated health concerns may do so by submitting a request to EPIC outlining their reasons and expected timeline of the temporary withdrawal. These requests will be reviewed by EPIC on a case by case basis.

EPIC reserves the right to terminate service at any time at the centre's sole discretion. EPIC will strive to give as much notice as possible. If immediate termination takes place before the middle of a month fees for the remainder of that month will be reimbursed.

As above, parents shall complete APPENDIX #8 - PAYMENT & WITHDRAWAL/TERMINATION FORM.

TOILETING & HANDWASHING

It's a prerequisite for children to be toilet trained. Children will be expected to use the bathroom at home before they arrive. Washroom opportunities will be offered at the start of day. Some off-site locations may have public washrooms. As the standard of cleanliness is under EPIC's control, wipes, soap, clean towels and hand sanitizer will be kept with an adult at all times to ensure clean hands. A Learning Team member/volunteer parent will accompany a child who needs to use the bathroom and will be available if assistance is needed.

If children need to use the bathroom urgently when a public washroom is unavailable, the Learning Team/Volunteer will help with a nature pee/nature hole poo (toilet paper as well as help from an adult if needed). There will be wipes to wash hands after a child uses the toilet. A designated Learning Team member/Volunteer will have access to disposable rubber gloves and will dispose of any wipes into a waterproof bag (used only for transportation of this waste).

VOLUNTEERS

EPIC Learning Centre relies tremendously on volunteers to fulfil our commitment to empower children to co-create ecological and inclusive communities.

Deliverables:

- Welcome families
- Help with site check upon arrival at forest/beach/farm
- Respond to the needs of children: help with lunches and gear, tending to big feelings and washroom visits/handwashing
- Support facilitation of curriculum activities as directed by the Learning Team

- Open and clear communication with the Learning Team
- Help with clean up at the end of the day (e.g., sweep hall, put materials away and lights out)
- Provide feedback, comments, concerns and observations after your day (*see Organizational support section)

Skills and knowledge required:

- Complete Criminal Record Check
 - **Online link:** <https://justice.gov.bc.ca/eCRC/> **Access Code:** LATQGN6BRT
- Enthusiastic interest of learning in nature and the wellbeing of children
- Commitment to EPIC's Mission and Values
- Review EPIC's Family Handbook and Policies and Procedures
- Comfortable and experienced with the use of a respectful tone and language.
- A familiarity or curiosity of the attachment-based developmental approach: 1) To keep a child's heart soft, 2) Create a culture (rituals and customs) of connection, 3) Use an insight-based approach to addressing problem behaviour, and 4) Preserve the relationship. In the words of the Neufeld Institute, EPIC aspires to *"Work together towards: emotional health and well-being, keeping children safe in a wounding world and support the unfolding of full student potential."*
- Review EPIC's Connection Philosophy
- Ability to attend with a smile rain or shine!
- Asset: First Aid training

Organizational support:

The volunteer will work closely with the Learning Team to meet the needs of content delivery and supporting children onsite.

Benefits to the volunteer:

- Learn new skills and share yours! Let us know if you have a skill, game or activity to share and lead.
- Gain valuable experience working to engage children in nature.
- Build strong relationships within the EPIC community.
- Be part of EPIC's mission and witness nature's connections in action.
- Practice the developmental-approach in a classroom setting.

Reports to:

EPIC Learning Team (Forest Mentor and Certified BC Teacher) when onsite.

Commitments:

Each volunteer's commitment may be different and dependent on their availability.
Hours: 9:15 am to 2:45 pm Tuesday through Thursday.

Please review EPIC's Mission and Values and complete APPENDIX #10 - EPIC VOLUNTEER FORM.

Confidentiality:

The volunteer acknowledges that they will have access to and may be entrusted with confidential information in the course of their engagement under this agreement. The volunteer agrees not to disclose or use this information, as it may be harmful or have unintended consequences.

If photos are taken by the volunteer, these may not be used on social media or in any correspondence other than to share with the Learning Team or EPIC Seed Community. Learning Team and EPIC Seed Members will choose how and when to use these photos in accordance with our individualized photo policy agreement with families.

The EPIC Day Coordinator can be contacted if you must call-in sick or visit the volunteer schedule to make changes ([here](#)). Do share your feedback, comments or concerns with the Learning Team and EPIC Seed Members. We welcome constructive feedback, observations and stories!

Parent Volunteers

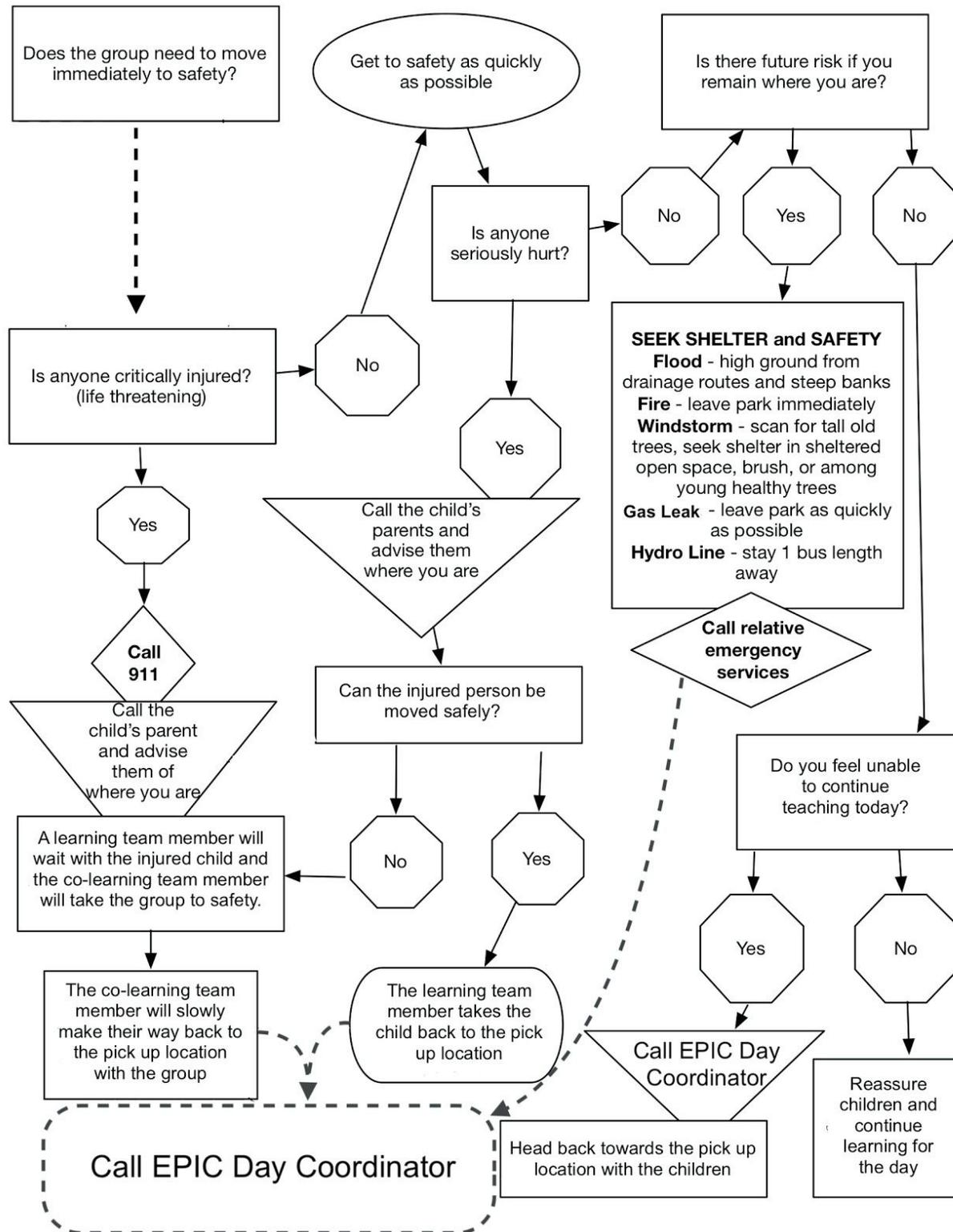
EPIC is a collaborative endeavor that requires the support of our families to sustain and grow over time. Parents will support EPIC's operations by selecting 1-2 roles/jobs that they would like to help with throughout the year. These roles can be found [here](#).

Additionally, the Onsite Parent Volunteer is an extraordinary individual who participates on Thursdays to support our students and the Learning Team. Each family will commit to a minimum of 1 day per term. This schedule can be found [here](#).

POLICY & PROCEDURE ACKNOWLEDGEMENT

At least one parent shall print, complete, and submit Appendix #11 with the intake package. APPENDIX #11 - Policy and Procedure Acknowledgement.

APPENDIX #1 - EMERGENCY PROCEDURE FLOW CHART



APPENDIX #2 - DISEASE, SYMPTOMS AND RETURN DATES

EPIC's policy concerning various illnesses and returning to the EPIC program.

Chicken Pox:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/chickenpox/symptoms-causes/syc-20351282>).*)*

Chickenpox is an infection caused by the varicella-zoster virus. It causes an itchy rash with small, fluid-filled blisters. The itchy blister rash caused by chickenpox infection appears 10 to 21 days after exposure to the virus and usually lasts about five to 10 days. Other signs and symptoms, which may appear one to two days before the rash, include: fever, loss of appetite, headache, tiredness and a general feeling of being unwell (malaise)

Once the chickenpox rash appears, it goes through three phases: raised pink or red bumps (papules), which break out over several days, small fluid-filled blisters (vesicles), which form in about one day and then break and leak, then crusts and scabs form which cover the broken blisters and take several more days to heal

New bumps continue to appear for several days, so one may have all three stages of the rash — bumps, blisters and scabbed lesions — at the same time. The virus can spread to other people for up to 48 hours before the rash appears, and the virus remains contagious until all broken blisters have crusted over.

The disease is generally mild in healthy children. In severe cases, the rash can cover the entire body, and lesions may form in the throat, eyes, and mucous membranes of the urethra, anus and vagina.

Return to EPIC: As above, when all of the broken blisters have scabbed over and the student feels better.

Influenza:

(Information adapted from:

<https://www.canada.ca/en/public-health/services/diseases/flu-influenza.html>).*)*

Influenza is caused by viruses of several main types that vary from year to year.

With influenza ("flu") some people only get mildly ill, but others have more severe symptoms. Symptoms appear 1 to 4 days after exposure to the virus. Usually they include the sudden appearance of: fever, cough, muscle aches and pain.

Other common symptoms may include: headache, chills, fatigue, loss of appetite, sore throat, runny or stuffy nose.

Some people (especially children) may also have: diarrhea, nausea and vomiting.

Other symptoms in children: not drinking or eating as usual, not waking up or interacting with others, irritable (not wanting to play or be held).

(Note: a large number of other, non-influenza virus infections can present with similar symptoms).

Contagious period for influenza: Starting 1 day before the first symptoms until approximately 5 days after the first symptoms.

Return to EPIC: 5 days after the symptoms have abated and the child feels better.

Hand, foot & mouth disease:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/hand-foot-and-mouth-disease/symptoms-causes/syc-20353035>).

Hand-foot-and-mouth disease is a mild, contagious viral infection common in young children characterized by sores in the mouth and a rash on the hands and feet.

Hand-foot-and-mouth disease is most commonly caused by a coxsackievirus.

There's no specific treatment for hand-foot-and-mouth disease. Frequent hand-washing and avoiding close contact with people who are infected with hand-foot-and-mouth disease may help reduce your child's risk of infection.

Typical signs and symptoms: fever, sore throat, feeling of being unwell (malaise), painful, red, blister-like lesions on the tongue, gums and inside of the cheeks, a red rash, without itching but sometimes with blistering, on the palms, soles and sometimes the buttocks, irritability in infants and toddlers, loss of appetite.

The usual period from initial infection to the onset of signs and symptoms (incubation period) is three to six days. A fever is often the first sign of hand-foot-and-mouth disease, followed by a sore throat and sometimes a poor appetite and malaise.

One or two days after the fever begins, painful sores may develop in the front of the mouth or throat. A rash on the hands and feet and possibly on the buttocks can follow

within one or two days. Sores that develop in the back of the mouth and throat may suggest that your child is infected with a related viral illness called herpangina.

The illness spreads by person-to-person contact with an infected person's: nasal secretions or throat discharge, saliva, fluid from blisters, stool, respiratory droplets sprayed into the air after a cough or sneeze.

Someone with the disease is most contagious during the first week of the illness. However, the virus can remain in the child's body for weeks after the signs and symptoms are gone. That means your child still can infect others.

Hand-foot-and-mouth disease is usually a minor illness causing only a few days of fever and relatively mild signs and symptoms.

Prevention: frequent hand washing, disinfect common areas.

Return to EPIC: When fever is gone and mouth sores have healed.

Meningitis:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/meningitis/symptoms-causes/syc-20350508>).

Meningitis is an inflammation of the membranes surrounding the brain and spinal cord. The swelling from meningitis typically triggers symptoms such as headache, fever and a stiff neck.

Most cases are caused by a viral infection, but bacterial, parasitic and fungal infections are other causes. Some cases of meningitis improve without treatment in a few weeks. Others can be life-threatening and require emergency antibiotic treatment. Seek immediate medical care if you suspect that someone has meningitis. Early treatment of bacterial meningitis can prevent serious complications. Early meningitis symptoms may mimic the flu. Symptoms may develop over several hours or over a few days and may include: sudden high fever, stiff neck, severe headache that seems different than normal, headache with nausea or vomiting, confusion or difficulty concentrating, seizures, sleepiness or difficulty waking, sensitivity to light, no appetite or thirst, skin rash (sometimes, such as in meningococcal meningitis).

Return to EPIC: When cleared by a physician.

Mononucleosis:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/mononucleosis/symptoms-causes/syc-20350328>
).

Infectious mononucleosis (mono) is often called the kissing disease. The virus that causes mono is transmitted through saliva, so one can get it through kissing, but one can also be exposed through a cough or sneeze, or by sharing a glass or food utensils with someone who has mono. However, mononucleosis isn't as contagious as some infections, such as the common cold.

One is most likely to get mononucleosis with all the signs and symptoms as an adolescent or young adult. Young children usually have few symptoms, and the infection often goes unrecognized.

If your child has mononucleosis, it's important to be careful of certain complications such as an enlarged spleen. Rest and adequate fluids are keys to recovery.

Signs and symptoms of mononucleosis may include: fatigue, sore throat, perhaps misdiagnosed as strep throat, that doesn't get better after treatment with antibiotics, fever, swollen lymph nodes in your neck and armpits, swollen tonsils, headache, skin rash, soft, swollen spleen.

The virus has an incubation period of approximately four to six weeks, although in young children this period may be shorter. Signs and symptoms such as a fever and sore throat usually lessen within a couple of weeks, but fatigue, enlarged lymph nodes and a swollen spleen may last for a few weeks longer.

Return to EPIC: When a child is feeling better and will not become overtired.

Pink Eye:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/pink-eye/symptoms-causes/syc-20376355>).

Pink eye (conjunctivitis) is a bacterial or viral infection leading to inflammation of the transparent membrane (conjunctiva) that lines your eyelid and covers the white part of your eyeball causing the whites of the eyes to appear reddish or pink.

Though pink eye can be irritating, it rarely affects vision. Treatments can help ease the discomfort of pink eye. Because pink eye can be contagious, early diagnosis and treatment can help limit its spread.

The most common pink eye symptoms include: redness in one or both eyes, itchiness in one or both eyes, a gritty feeling in one or both eyes, a discharge in one or both eyes that forms a crust during the night that may prevent your eye or eyes from opening in the morning, tearing.

Pink eye is no more contagious than the common cold.

Return to EPIC: 48 hours after treatment has begun if the discharge from the eye has abated.

Measles (also termed red measles):

(Information adapted from: <https://en.wikipedia.org/wiki/Measles>).

Measles is a highly contagious infectious disease caused by the measles virus. Symptoms usually develop 10–12 days after exposure to an infected person and last 7–10 days. Initial symptoms typically include: fever, often greater than 40 °C (104 °F), cough, runny nose, and inflamed eyes. Small white spots may form inside the mouth two or three days after the start of symptoms. A red, flat rash which usually starts on the face and then spreads to the rest of the body typically begins three to five days after the start of symptoms. Measles is an airborne disease which spreads easily through coughs and sneezes of infected people. It may also be spread through direct contact with the mouth or nasal secretions. People are infectious to others four days before and four days after the start of the rash.

Return to EPIC: 4 days after the start of the rash when the child is feeling better.

Strep Throat:

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/strep-throat/symptoms-causes/syc-20350338>).

Strep throat is a bacterial infection that can make the throat feel sore and scratchy. Strep throat accounts for only a small portion of sore throats.

Signs and symptoms of strep throat can include: throat pain that usually comes on quickly, painful swallowing, red and swollen tonsils, sometimes with white patches or streaks of pus, tiny red spots on the area at the back of the roof of the mouth (soft or hard palate), swollen, tender lymph nodes in the neck, fever, headache, rash, nausea or vomiting, especially in younger children, and body aches.

Return to EPIC: 48 hours after antibiotic treatment.

Whooping Cough (pertussis):

(Information adapted from:

<https://www.mayoclinic.org/diseases-conditions/whooping-cough/symptoms-causes/syc-2037897> 3).

Whooping cough (pertussis) is a highly contagious respiratory tract infection. In many people, it's marked by a severe hacking cough followed by a high-pitched intake of breath that sounds like a "whoop."

Once one becomes infected with pertussis, it takes about seven to 10 days for signs and symptoms to appear, though it can sometimes take longer. These are usually mild at first and resemble those of a common cold, including: runny nose, nasal congestion, red, watery eyes, fever, and cough.

Return to EPIC: 5 days after the start of antibiotic treatment and when the child feels better.

General infectious diseases

Children should not attend school if they have diarrhea or fever.

Return to EPIC 24 hours after symptoms abate.

Lice, Pinworm, Ringworm and Ticks

Head Lice transmission is highly contagious. The lice eggs (nits) are tiny pearly white objects that stick to the hair shafts.

Return to EPIC: A day after treatment begins.

Pinworm: Cause itching in the groin area.

Return to EPIC: Once treatment has begun.

Ringworm: Characterized by a small blister which spreads to form a large ring shaped patch. The patch is scaly and the outside may be spongy to the touch.

Return to EPIC: Once treatment has begun or with a doctor's approval.

Ticks: Deer ticks are relatively common in forest areas, although the transmission of Lyme disease is not common in this part of BC. Prevention: Tuck pant legs into socks and tuck shirts into pants to limit possible tick exposure. Insect repellent or geranium oil is recommended. Staff will carry the latter.

If a tick is seen on a student it can be brushed off if it is not attached. If a tick is attached, it can be removed using tweezers or a tick key. The tick can then be saved in a baggie and sent for testing for Lyme virus. Parents/guardians will be informed at pick-up, and given the opportunity to take the tick to the health unit for analysis.

(<https://www2.gov.bc.ca/gov/content/industry/agriculture-seafood/animals-and-crops/plant-health/insects-and-plant-diseases/home-garden/ticks> and <https://www.healthlinkbc.ca/health-topics/tp23585spec>).

Return to EPIC: Safe to return unless otherwise advised.

Coronavirus Disease (COVID-19):

The following is sourced from the BC Ministry of Health

http://www.bccdc.ca/Health-Info-Site/Documents/COVID_public_guidance/Guidance-k-12-schools.pdf

COVID-19 & Children and Youth

- COVID-19 virus has a very low infection rate in children and youth. In BC, less than 1% of children and youth tested have been COVID-19 positive. Most children and youth are not at high risk for COVID-19 infection.
- Children under 1 year of age and those who are immunocompromised or have pre-existing pulmonary conditions are at a higher risk of severe disease (visit the BCCDC Priority Populations page for further details).

COVID-19 Guidance for K-12 Schools (July 29, 2020)

Children who are considered more vulnerable can receive in-person instruction. Parents and caregivers are encouraged to consult with their health care provider to determine if their child should attend in-person instruction if they are uncertain.

- Children and youth typically have much milder symptoms of COVID-19 most often presenting with low-grade fever and a dry cough. GI symptoms are more common over the course of disease, while skin changes and lesions, are less common.
- Many children have asymptomatic disease. However, there is no conclusive evidence that children who are asymptomatic pose a risk to other children or to adults.
- Evidence indicates transmission involving children is primarily limited to household settings, and from COVID-19 positive adults to children. Most cases in children have been linked to a symptomatic household member.
- Clusters and outbreaks involving children and youth are unusual and tend only to occur in areas where there are high levels of community spread.
- Children are not the primary drivers of COVID-19 spread in schools or in community settings.
- For younger children maintaining physical distance is less practical and the focus should be on minimizing physical contact instead.

EPIC will follow the BC Ministry of Health COVID-19 Public Health Guidance for K-12 settings with the following addendums:

EPIC will:

- Provide both a handwashing station (soap, water, disposable towels) and hand sanitizer for outside. Children can also keep a hand towel at the roundhouse to dry hands after washing. Hand towels will be sent home with the child each Thursday.
- Provide the Learning Team with safety kits (masks, gloves, tissues, anti-bacterial wipes, and plastic bags)
- Clean and disinfect all EPIC items regularly, and while we cannot sanitize the natural environment, we will increase handwashing
- Identify visual markers for physical distancing, particularly at sign in/out
- Allow only one family to sign in/enter and sign out/exit at a time. Only the Learning Team will handle the pen and clipboard for sign in/ out
- Initiate a verbal wellness check-in with parents and students at sign in
- Provide individualized marked locations for students' belongings so that belongings stay contained and separate. Exception: sibling groups.

Return to EPIC: Once quarantined for 14 days after a positive test result.

APPENDIX #3 - GEAR LIST

Staying warm and dry is key to creating a joyful EPIC experience and an environment conducive to learning. Please ensure your child is outfitted appropriately to spend 3-5 consecutive hours outside, rain or shine. Parents are encouraged to source used, thrift, consignment or hand-me-downs.

Note: Please send your child each week with a hand towel to be kept on a bathroom hook at the roundhouse (Heart Lake). It will be sent home to be laundered each Thursday.

Suggested gear list (please label items!):

- **A base layer:** short sleeve shirt and full pair of long johns (polypro or merino wool preferable, no cotton)
- **Mid-layer:** long sleeve fleece or wool top and bottoms; pants tucked into socks ideal for tick protection
- **Outer-layer:** waterproof pants and jacket; vests make a great extra layer, particularly in the shoulder seasons. (Pull bottom of pants over boots.)
- **Socks:** merino wool if possible (not cotton)
- **Boots:** waterproof boots are ideal; boost the warmth of rubber boots with wool socks or liners
- **Mittens/Gloves:** Lined waterproof gloves (e.g., Puddlegear) are great for the rain. Winter mitts for the coldest of days and gardening gloves can help in warmer weather, too. Pack extra “mini gloves” for another option, sourced from thrift or consignment stores.
- **Hats:** sun hat or warm hat should be worn each day
- **Scarves:** balaclava, neckwarmer or Buff preferable over wrap scarf

Backpacks should contain (please label items!):

- Backpack with rain cover and emergency whistle attached. Backpacks should have a chest strap to prevent slipping from shoulders. Note: Choose a backpack with at least one outside pocket for easy access to water bottle (or attach with carabiner) and morning snack
- One full change of clothing (including socks, underwear, and mitts) packed in a Ziplock bag or wet bag.
- Small sunscreen (no spray), small lip balm, hanky
- “Emergency kit” in Ziplock: granola bar, emergency blanket, handkerchief, identification (child’s name & parent contact info), photo of child, & family photo

- Water bottle, snacks, zero-waste lunch (all recycling, garbage and compost will be packed out). Optional small ice pack for food and can be used for bumps/bruises. Note: Children will eat a lot more when playing outside! Pack more than you think.
- Journal and pen in a ziplock

APPENDIX #4 - STUDENT INFORMATION FORM

Child full name:

Child prefers to go by:

Date of birth (month, day, year):

Parent/Guardian name:

Cell:

Home:

Email:

Address:

Parent/Guardian name (If needed):

Cell:

Home:

Email:

Address (if different from above):

Parent/Guardian name (If needed):

Cell:

Home:

Email:

Address (if different from above):

Parent/Guardian name (If needed):

Cell:

Home:

Email:

Address (if different from above):

Any current or past legal custody orders/arrangements?

No _____, If Yes, please attach documentation.

APPENDIX #5 - EMERGENCY PERMISSION CARD

Child's Name: _____ *Please attach 1.5"x1.5"*
DOB (DD/MM/YY): _____ *photo of child without*
Home Address: _____ *covering important info*
Child's Personal Health number: _____
Latest Tetanus shot (DD/MM/YY): _____
Child's doctor: _____ Contact: _____
Child's dentist: _____ Contact: _____
Allergies/medications: _____
Parent/guardian name: _____ Contact: _____
Parent/guardian name: _____ Contact: _____
Emergency contact: _____ Contact: _____
Emergency contact: _____ Contact: _____

I give consent for my child to be given the following: *please tick or cross*

- Antihistamine (Benadryl) for stings if hives appear
- Antibiotic ointment (Polysporin or Ouch cream)
- Band-aids
- Sunscreen (feel free to provide your own)
- Insect repellent (feel free to provide your own)
- Arnica - homeopathic pills or cream
- Prescription medication that parents provide (inhalers etc.).
- Other _____

EPIC will notify a parent/guardian when a child is ill or requires medical attention. If your child needs immediate medical help and we cannot reach you or your emergency contacts, we need written consent to take appropriate action on behalf of your child. All efforts will be made for your consent to accompany your child to emergency services.

In case of an emergency involving my child _____, I hereby authorize EPIC Learning Centre to call a medical practitioner/ambulance. I understand that I will be notified as soon as possible. I agree that I will be held responsible for any costs incurred for such services.

Parent/Guardian Name	Signature	Date (DD/MM/YY)
Parent/Guardian Name	Signature	Date (DD/MM/YY)

APPENDIX #6 - ACKNOWLEDGEMENT & ASSUMPTION OF RISKS FORM

Although we do everything we can to prevent injury, outdoor time carries with it a certain level of risk. In the outdoor portion of the EPIC Learning Centre we acknowledge that nature is seldom predictable. We encourage the children to take supported risks. In this way, they learn how to manage risk in a responsible manner.

While the Learning Team will make every effort to minimize the risks, and ensure safety, parents/guardians must be aware that children may be exposed to dangers and risks as a part of this program. These dangers and risks may include, but are not limited to: weather, terrain, wildlife, domestic animals, flora and fauna, slips, falls, allergic reactions, insect bites/stings, bodily harm, bruises, cuts, rashes, broken bones, and head and eye injuries.

Strict safety procedures are in place and injuries are most likely to occur if these procedures are not followed. Risk/benefit assessments are completed on every activity and reviewed regularly. Tool use is only permitted after proper instruction and when the Learning Team believes the child is ready.

By signing below, I acknowledge that EPIC Learning Centre carries with it an element of risk and the possibility of injury. I understand that injuries sustained during outdoor activities have the potential to be severe.

Child's Name: _____

Parent/Guardian Name	Signature	Date (DD/MM/YY)
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Parent/Guardian Name	Signature	Date (DD/MM/YY)
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Learning Team Member	Signature	Date (DD/MM/YY)
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APPENDIX #7 - PHOTO & VIDEO RELEASE FORM

I, _____, grant permission for photographs and video clips of my child to be used by EPIC Learning Centre for community newsletters, promotional and documentational literature, and/or for educational and fundraising presentations for EPIC Learning Centre exclusively.

I will not share photos/videos taken at EPIC Learning Centre and/or children’s names, other than my own, without permission.

Please check a box:

- Yes, I authorize the use of photos of my child, *including* social media on EPIC’s Facebook page.
- Yes, I authorize the use of photos of my child, *excluding* Facebook posts.
- No, I do not authorize the use of photos of my child.

Child’s Name: _____

Parent/Guardian Name	Signature	Date (DD/MM/YY)
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Parent/Guardian Name	Signature	Date (DD/MM/YY)
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APPENDIX #8 - PAYMENT & WITHDRAWAL/REFUNDS/TERMINATION FORM

EPIC will accept fees paid via e-transfer and automatic withdrawal. Fees should be paid no later than the 1st of each month.

By signing below:

You agree to set up either

- scheduled monthly payments with your bank
- submit e-transfers to epiclearningvictoria@gmail.com.

You have decided to pay:

- month to month
- two summary payments

You agree with EPIC's FEES & WITHDRAWAL/REFUND/TERMINATION Policies (pg 16-18).

Child's Name: _____

Parent/Guardian Name	Signature	Date (DD/MM/YY)
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Parent/Guardian Name	Signature	Date (DD/MM/YY)
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EPIC Seed Member Name	Signature	Date (DD/MM/YY)
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APPENDIX #9 - STUDENT LEARNING RESOURCE FUND FORM (SLRF)

Please use the answers below in your online communication to the SLRF team.
(<https://www.navigatenides.com/index.php/slrf-request-form/>)

Program name: Heartwood Learning Community (second on drop down list)

Student's name: Enter child's name.

Type of request: Other Request (third on drop down menu)

What is/are the learning plan(s) for this/these resources? Please provide details.

Please transfer the entirety (or X number of dollars) of my SLRF fund to EPIC Learning Society. I am paying 250 dollars/month for EPIC's mentors. The SLRF funds I am requesting to have transferred to EPIC will cover X-months.

This fee to EPIC Learning Society is for the maintenance of our Nature Mentors.
Examples of how my child will benefit from these mentors include:

- Access to in-depth knowledge about the natural environment (E.g., sharing of knowledge and specific activities related to gardening/permaculture, wild plant and mushroom identification, development of structure building skills, ethical harvesting skills, etc.)
- Access to in-depth knowledge about the EPIC principles and values (mentor focus will be on implementing these through community-building games and rituals)
- Focus on environmental stewardship/guardianship through role modelling and activities (e.g., nature restoration = invasive species removal)

Hiring of Nature Mentors allows EPIC to run on Wednesdays. Mentors hold space for learning on a third day, with the support of a parent from the EPIC community. This third onsite day is critical to the building of community as it facilitates the building of rhythms and rituals, offering learners safety and opportunities to build trust that fosters exploration and learning.

How will the student share learning with their teacher? E.G. reflection, video journal, and/or show and share. Please provide as much detail.

Learning onsite at EPIC will be communicated to parents and the BC certified teacher through a weekly story created by the Mentors. This story will be posted by the BC certified teacher to the SeeSaw platform.

Learning occurring with the forest mentors will also be provided to the BC certified teacher through photos and videos of the learners.

APPENDIX #10 - EPIC VOLUNTEER FORM

I, _____ (*Volunteer name*) hereby understand and commit to the following:

1. To perform my volunteer duties to the best of my ability.
2. To review Parent Handbook, Policies & Procedures and adhere to its policies.
3. To meet the time and duty commitments outlined in the position description, or to provide adequate notice so that alternate arrangements can be made.
4. To act at all times as a member of the EPIC community responsible for accomplishing the mission of the learning centre.

I understand that this is a volunteer position and, as such, does not include any monetary remuneration.

If, for any reason, I am unable to commit to any of the above terms, I will advise a Seed Member in advance. If I am unable to take part in these commitments or if my conduct is deemed non-conducive to the goals of EPIC, I understand that I may be asked to relinquish my position.

EPIC Learning Centre accepts the volunteer services of _____ (*Volunteer name*) starting _____ (DD/MM/YY) and ending _____ (DD/MM/YY).

EPIC commits to the following:

1. To provide adequate information, training, and assistance for the volunteer to be able to meet the requirements of the position.
2. To ensure appropriate supervision for the volunteer and provide feedback.
3. To treat the volunteer with respect as a member of the Learning Team and jointly responsible for the accomplishment of EPIC's mission.

Agreed to:

Volunteer Name	Signature	Date (DD/MM/YY)
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Seed Member or Learning Team Member	Signature	Date (DD/MM/YY)
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APPENDIX #12 - POLICY AND PROCEDURE ACKNOWLEDGEMENT

I, _____ (Parent/Guardian Name) agree to the above
2020-2021 EPIC Learning Centre Policy and Procedures and on behalf of
_____ (Name of Child) on _____(DD/MM/YY).

Parent/Guardian Name	Signature	Date (DD/MM/YY)
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Parent/Guardian Name	Signature	Date (DD/MM/YY)
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