



Applewood Academy

FOR PROGRESSIVE LEARNING

Welcome To Applewood Academy Private Boarding School

We're pleased to have you reside in our care during your time at Applewood Academy for Progressive Learning (AAPL) and we look forward to getting to know you. We strive to support you in all areas of your academically journey and to build valuable life skills for when you enter into adulthood.

On the following pages you will find important information regarding our team, processes, expectations, program rules and items to bring with you your first day of entering our program.

Important Team Players

Program Coordinator: Melissa Hulshof

Program Supervisor: Cat Fequet

Applewood's Principal: Marissa Norton

Receptionist: Julie Riddell



Family Visits •

Visits between you and your family will be planned between your guardian and the Program Coordinator. They will be recorded in our calendar to ensure you are ready for pick up on the date planned. If you have any questions about future visits please book a time to chat with the Program Supervisor and you will be supported in making your request.

• Family Phone Calls

Phone call schedules (or possible other means of contact such as Skype, text) will be planned between your guardian and the Program Coordinator. The Program Supervisor and staff will support you in making/receiving phone calls as scheduled. If you have any questions about your phone call schedule please book a time to chat with the Program Supervisor and you will be supported in making your request.



Medications •

All medication and vitamins will be locked up and administered to you by our staff at prescribed times. As well, your medication will be provided to your guardians upon pick up for family visits. If you return home from a family visit and know you've missed taking some of your medication, please hand in the missed medication and let the staff know. This way they can ensure there are no negative side effects from missing a dose.



Medical/Eye/Dental Exams •

If you feel you are in need of seeing a doctor, dentist or optometrist, please book an appointment with the Program Supervisor and you will be supported in making your request.

If there is an immediate medical concern, staff will support you in attending the local health clinic or the hospital as needed. Always let staff know if you feel there is an urgent medical matter.

• Personal Belonging Searches

Upon admission, your personal items will be inventoried by our staff to ensure you have everything you need and to ensure there are no unsafe items that could put you or others at risk.

All money, medication and items deemed unsafe will be locked up as per AAPL's process.

**If there is reason to believe you possess an item that is prohibited or deemed unsafe in your bedroom then a room search/personal search will be applied and as approved by the Program Supervisor.*



Safety Gear •

We encourage you to enjoy recreational activities and have fun! For any recreational activities that require you to wear safety gear, you must wear it and follow all safety rules during the activity. If you are unable to follow the safety rules then the activity will be put on hold for you.

• Personal Devices

You may be allowed to bring a personal device(s) into the program if it's a part of your individual plan established by your guardian and the Program Coordinator upon admission.

If you have a personal device(s) then you may use 1 personal device at a time during our planned personal device time as outlined in our daily schedule. When your personal device(s) is not in use, it will be kept in the staff office locked up. When using your personal device, if there is inappropriate use then your device will be put on hold (no access to it) until it can be further reviewed with the Program Supervisor.

We encourage all students to speak with each other in person when in the program and not use social media to communicate.



**Please note there are no personal devices allowed at school. All personal devices are to be kept at the program.*



Individual Activities •

If you would like to participate in a recreational activity outside of our planned programming such as a sport or camp, then please book an appointment with the Program Supervisor and you will be supported in making your request.

• Electronic Time (Movies/Games/TV/Program Computer)

There is a TV/Program computer located in the common area of the home. You may use these items during our planned electronic time as outlined in our daily schedule. All shows, games, apps etc. are to be age appropriate when accessing. If you choose to watch something inappropriate you will be asked to turn it off and reminded of the rule. Should a choice be made again to access inappropriate content then your privilege to use the TV/Program's computer will be put on hold and further reviewed with the Program Supervisor.

**Please note this may impact having use of your personal device and may be put on hold as well if deemed necessary by the staff.*



Food •

Junk food and treats are ok to have from time to time and will be incorporated into the menu plan. We request that you do not bring food, snacks, treats, drinks etc.. back from family visits unless it is approved in advance by the Program Coordinator based on your dietary needs.

- While we strive to meet everyone's dietary needs and do our best to limit allergens we do not consider ourselves a nut free school.

• Allowance

A weekly allowance may be provided to you based on your individual plan as approved by your guardian and the Program Coordinator. If you are to receive an allowance then staff will provide it to you every Friday and have you sign a receipt. Allowance is to be spent on significant items or at planned events as approved by the Program Supervisor.



Residential/Academic Updates for Students •

The Program Coordinator will have regular communication with your guardian to update them on your progress in the program and at school. In addition, your teacher will have, at minimum, 2 case conferences to review your academic progress with your guardians within the school year.

• Unsupervised Community Time

You will be required to be with a staff when out in the community for the first 30 days upon admission. After 30 days, you may request to meet with your Program Supervisor and review possible options of having unsupervised community time to participate in a planned activity if approved by your guardian and the Program Coordinator.



General Program Rules

- 1 | Please use polite and kind words when interacting/communicating with others.
- 2 | Your bedroom is your own personal space. No other student is allowed to be in your bedroom at any time.
- 3 | Eating is done at the table in the kitchen for every meal and snack.
- 4 | Please clean up after yourself in common areas of the home. We all share the same space with others.
- 5 | Please knock if the bathroom door is closed to ensure someone is not in there. Only 1 student in the bathroom at a time.
- 6 | Every student will complete a chore daily and will participate in a major house clean every Sunday which includes a major bedroom clean.
- 7 | Please ask permission before using something that belongs to someone else. If they say you are not able to use it, then please accept this and find another positive activity to do.
- 8 | Shower and laundry routines will be set by staff. Every student will be supported in completing these tasks as scheduled.
- 9 | Please respect personal space by keeping your hands to yourself.
- 10 | If you have a disagreement with another student please attempt to problem solve in a positive manner. If a compromise can not be found between you and the other student, then seek staff support to assist with the disagreement.
- 11 | Possession of contraband/ drug paraphernalia is prohibited in the program and on person.



Items To Bring

- Pillow
- Sheet set (single fit)
- Comforter/Heavy Blanket
- Towel (x2)
- Beach Towel
- Clothing appropriate for all seasons
- Alarm Clock
- Toiletries
- Nail Clippers
- Lunch Bag for school lunches
- Thermos for lunches
- Water bottle for school and day trips.
- Backpack
- Indoor shoes
- Outdoor shoes
- Small photo album/pictures of your family/pets
- Posters
- Small desk fan if you would like
- Personal items based on interests such as; books, Lego, other small toys, craft supplies etc...

Please send the following list of school supplies for your child on their first day of school at Applewood Academy for Progressive Learning.

Applewood Elementary Program School Supply List

- Indoor Running Shoes to be left at the school
- MP3 player and headphones
- Water Bottle
- Binder/Dividers
- Lined paper
- Pencils
- Eraser
- Ruler
- Pens
- Highlighters
- Pencil Crayons
- Markers

Applewood Secondary Program School Supply List

- MP3 player and headphones
- Water bottle
- Binder/ Dividers
- Lined paper
- Pencils
- Eraser
- Ruler
- White out
- Highlighters
- Pens
- Scientific Calculator
- Graph paper



Things Your Parents Or Guardians Should Know

Family Visits

All student's family visits should be planned in advance. We ask that the guardian send the Program Coordinator an email a minimum of 72 hours in advance prior to picking up their student. We ask that pick up/drop off times occur between 9am-11am or, 4pm-6pm whenever possible to minimize the disruption to our students. We ask that parents honour return schedules. Emergencies excepted. This allows our staff and other students to plan accordingly and not impact programming during the student's time away.

Additional expenses incurred in facilitating family visits are the responsibility of the guardian.

Medications

Guardians will be required to contact Kelly's Guardian Pharmacy in Belleville (613-707-1332, 411 Bridge St E, Belleville, ON K8N 1P7) and set their student up on an account regardless if their student is currently taking medication or not. Guardians will need to provide a copy of the student's health card (if applicable) and insurance information/credit card to Kelly's to have on file prior to the student attending AAPL. Please inform the pharmacy that your student will be residing with AAPL and any other information the pharmacy may require.

*If a student is currently taking medication, the guardian will need to contact their current pharmacy and have the student's prescription faxed over to Kelly's prior to attending AAPL.

**If there is a plan to see Applewood in-house psychiatrist, the guardian is required to attend the initial medication consult in person. All other medication reviews going forward, the guardian will have the option to attend in person, via phone or gain an update from the Program Coordinator post medication consult.

Psychiatry Appointments

Whenever possible, the guardian will attend all appointments in person. Guardian is expected to attend initial appointment and this will be scheduled at a mutually agreed upon time. AAPL will do their best to schedule all follow up appointments 30 days in advance.

Medical/Eye/Dental Exams

Whenever possible, the guardian will complete all medical related appointments for their student prior to admission and/or during family visits. If completing medical/eye/dental exams is not feasible during family visits, AAPL will assist with transporting the student to and from appointments in our local area using suggested professionals. The guardian will be responsible for booking the needed appointment (please note the appointment date/time may be rescheduled by the Program Supervisor if the staff can not be secured to transport based on appointment original date/time) and securing payment methods directly if required by the doctor.

In case of a student needing immediate medical attention, the student will attend the local health clinic or, the hospital for more urgent matters.

Below is a list of our suggested doctors to use for general health needs:

Dental - Dr. Tucker - 613-966-9551

Eye - Dr. Savelburg - 613-966-5525

Orthodontist - Dr. Ponikvar - 613-966-8880

Personal Belonging Searches

All of the students belongings will be searched upon admission and after every family visit. All money, medication and items deemed unsafe will be locked up as per AAPL's procedures.

Safety Gear

All students participating in recreational activities that require safety gear must have/wear their own safety gear and follow the safety rules.

Electronic time

Students possessing personal devices may use them (if it's a part of their individual plan established upon admission) during the program's personal device schedule. When personal devices are not in use, they will be kept in the staff office locked up. No student is supported in having social media contact with other students in their home. We encourage all students to communicate in person. Devices are not to be at school during regular class time.

Food

All guardians will ensure that no student enters/returns to the program with food, snacks, treats, drinks etc.. unless pre approved by the Program Coordinator based on a student's dietary needs.

Individual Activities

All guardians will review with the Program Coordinator their request for a student to participate in an individual activity (i.e sports, camps etc...) outside of the home's regular programming. If approved, the guardian will research the activity chosen and register the student. The guardian will then provide all required information to the Program Coordinator. Details will then be passed on to the staff in the home to ensure the student gets to/from the individual activity. If the staff are unable to accommodate a student getting to/from the activity, then other arrangements may be made (ie. cab, bus) at the guardian's expense.

Allowance

Students may receive a weekly allowance based on the guardians request as an individualized plan for a student and approved by the Program Coordinator upon admission.

Residential/Academic Updates for Students

All guardians will be provided an opportunity to discuss their student's residential progress once per month with the Program Coordinator. AAPL student case conferences will be held twice per year prior to the academic reports being released. Please refer to the AAPL School calendar for these dates.

If there is an emergency, guardians may contact the main AAPL office to reach either our receptionist during office hours or, our On-Call Supervisor and they will be able to direct your call/provide assistance as needed.

All non-emergency related matters can be e-mailed to the Program Coordinator and will be addressed accordingly.

Student's ID

Guardians will provide all student's identification (Birth certificate, Health Card, Passport, etc...) upon admission.

Immunizations

All students will be up to date with their immunizations upon admission into AAPL. A copy of their immunization record will be required at admission.

Missed Medication During Family Visits

AAPL makes every effort to ensure medication is administered as prescribed when the student is in our care. During home visits, the guardian is responsible for ensuring the medication routine is followed as directed by the physician. If a student missed having their medication while on a home visit then the guardian will notify the staff present upon drop off and e-mail the Program Coordinator to ensure proper safety measures are taken if required.



2021-2022

Important Dates

School Starts (SS) - September 7, 2021

School Ends (SE) - June 17, 2022

Term 2 Starts (T2) - February 1, 2022

Final Secondary Report - July 8, 2022

Holidays

Labour Day - September 6, 2021

Thanksgiving - October 11, 2021

Christmas Day - December 20–31, 2021

Family Day - February 21, 2022

March Break - March 14–18, 2022

Good Friday - April 15, 2022

Easter Monday - April 18, 2022

Victoria Day - May 23, 2022

PA Days

September 3, 2021

October 1, 2021

November 19, 2021

January 31, 2022

April 29, 2022

June 3, 2022



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We look forward to hearing from you. All inquiries welcome.