



StudentScholars Private School Inc.

Handbook

Location & Contact Info

**StudentScholars Private School Inc.
60 Riviera Drive, Unit 2 & 3, Markham ON L3R 5M1**

 **[elementaryschool@studentscholars.com]**

 **[ScholarsPrivateSchool.ca]**

Dear Parents & Guardians,

Welcome to StudentScholars Private School! We are delighted to have your child joining our school. Our mission is to provide a nurturing, inclusive, and stimulating environment where young learners can thrive academically, socially, and emotionally.

This handbook serves as a guide to our school's policies, procedures, and expectations. We encourage you to read it thoroughly and keep it for reference throughout the school year.

Thank you

Warm regards,

Laki Serasingha

Founder and Principal,

StudentScholars Private School & Learning Center

Who we are:

StudentScholars Private School Inc., is committed in nurturing every child's potential through high-quality, personalized, and forward-thinking education.

StudentScholars offers a wide range of educational services, including a **full-day private elementary school** for kindergarten to Grade 8 students, as well as an extensive **Learning Center** that provides after-school programs, weekend enrichment classes, special education services, seasonal camps, and homeschooling support.

Our private school features:

- Small class sizes
- Enriched curriculum that goes beyond Ontario standards
- Subjects including Math, Science, Robotics & STEM, Leadership, Art, Music, and Languages (English, French, Mandarin)
- Specialized programs for both gifted learners and students with special needs
- A fully equipped science lab, tech hub with 3D printers, and a modern learning environment

We are proud to have been **recognized for our excellence in education**, having received:

- The **Top Choice Award**
- The **Canada Choice Award for Education**
- The **40 Under 40 Education Leader Award** by the Markham Board of Trade

These prestigious awards highlight the dedication, innovation, and impact of our team in the education sector.

At StudentScholars, learning goes beyond the classroom. We've published over **80 educational books**, launched **three YouTube channels** with more than **500 educational videos**, and partnered with the **Markham Public Library** to offer **free community programs**, making learning more accessible for all.

As a proud advocate for education and women's empowerment, our founder also serves on the board of **Zonta**, a global non-profit supporting the advancement of girls and women through education.

Whether your child is just starting their academic journey, exploring new interests, or looking for enrichment and support, **StudentScholars Private School and Learning Center Inc.** is here to inspire, guide, and celebrate their growth every step of the way.

Our locations:

StudentScholars Learning Center

Address: 7725 Birchmount, Unit 38, Markham ON L3R 9X3

Website: Studentscholarscentre.com

StudentScholars Private Elementary School

Address: 60 Riviera Drive, Unit 2, Markham ON L3R 5M1

Website: scholarsprivateschool.ca

Our Educational Philosophy

At StudentScholars, we believe in a child-centered approach that emphasizes:

- **Individualized Instruction:** Tailoring teaching methods to meet the diverse needs and learning styles of each child.
- **Social-Emotional Development:** Fostering a positive self-image and interpersonal skills through guided interactions and activities.
- **Family Engagement:** Collaborating with families to support children's learning and development.

School Hours

- **Regular School Day:** Monday to Friday, 8:30 AM – 3:30 PM
- **Before School Care:** 7:30 AM – 8:30 AM
- **After School Care:** 3:30 PM – 6:00 PM

Please note that before and after school care is available for an additional fee.

Curriculum Main Instruction

- **Language Arts**
- **Mathematics**
- **Science**
- **Social Studies**
- **Art and Music**
- **Leadership**
- **Computer & Robotics & STEM**
- **Other Language Subjects: French & Mandarin**

Daily Schedule

| Time | Activity |
|------------------|---|
| 8:30 – 9:00 AM | Morning Routine & Circle Time |
| 9:00 – 10:00 AM | Academic Instruction |
| 10:00 – 10:30 AM | Snack & Recess |
| 10:30 – 11:30 AM | Academic Instruction |
| 11:30 – 12:00 PM | Lunch |
| 12:00 – 1:00 PM | Recess/ Clubs |
| 1:00 – 2:00 PM | Specials (Art, Music, Leadership, Robotics) |
| 2:00 – 3:00 PM | Academic Instruction |
| 3:00 – 3:30 PM | Closing Circle & Dismissal |

Please note that this schedule is subject to change based on the needs of the class and special events.

Communication

We value open and ongoing communication with our families. Our primary methods of communication include:

- **Parent-Teacher Conferences:** Scheduled twice a year to discuss your child's progress.
- **Daily Communication Folders:** Sent home with your child to share work samples and important notices.
- **Email and Phone:** Teachers are available for individual concerns or questions.

Please ensure that your contact information is up to date to receive all communications.

Special Events and Celebrations

Throughout the school year, we host various events to enrich our students' learning experiences, including:

- **Field Trips:** Educational outings to local museums, parks, and cultural sites.
- **Holiday Celebrations:** Age-appropriate festivities to celebrate cultural and seasonal events.
- **Family Nights:** Opportunities for families to engage in school activities together.

Parents will receive advance notice of all events and are encouraged to participate.

Health and Safety

The well-being of our students is our top priority. To ensure a safe and healthy environment:

- **Immunizations:** All students must have up-to-date immunization records on file.
- **Medications:** Any medications required during school hours must be administered through the main office with appropriate documentation.
- **Allergies:** Please inform the school of any allergies your child may have. We are a **nut-free** school.
- **Emergency Contacts:** Keep emergency contact information current and notify the school of any changes.

In the event of illness, please keep your child at home and notify the school accordingly.

Medical Emergency Policy

At **StudentScholars Private School**, your child's health and safety is our top priority. In the event of a medical emergency, our staff will act swiftly, responsibly, and in

accordance with best practices and school protocols to ensure your child receives the appropriate care.

◆ **Immediate Response**

- Staff members are trained in **First Aid and CPR** and will administer aid as needed until emergency personnel arrive.
- In any situation deemed a **medical emergency**, we will contact **Emergency Medical Services (911)** immediately.

◆ **Parental Notification**

- The parent(s) or legal guardian(s) listed on the child's emergency contact form will be notified **as soon as possible**.
- If we are unable to reach you, we will contact your listed emergency contacts.

◆ **Emergency Transport**

- If the child needs to be transported to the hospital, they will be accompanied by a staff member (when permitted) until the parent/guardian arrives.
- **Parents are responsible** for any costs associated with emergency medical treatment or transportation.

◆ **Emergency Contact Information**

- It is the **parent's responsibility** to ensure that all contact information, medical records, and emergency contacts are **accurate and up to date**.
- Please notify the school **immediately** of any changes to your child's health conditions or emergency contact information.

◆ **Allergies & Medical Conditions**

- Parents must inform the school of any **allergies, chronic conditions** (e.g., asthma, diabetes), or other relevant medical concerns.
- An **Individual Medical Plan (IMP)** may be developed in collaboration with the family and medical professionals for children with specific needs.

◆ Medications

- Only medications with **written authorization from the parent/guardian and physician** will be administered at school.
- All medications must be:
 - In their **original container**
 - Clearly labeled with the child's name
 - Stored in a secure, designated area

Classroom Supplies

To support classroom activities, we ask families to provide the following supplies:

- Backpack (large enough to fit folders and artwork)
- Change of clothes (labeled with your child's name)
- Non-toxic art supplies (crayons, markers, glue sticks)
- Box of tissues
- Reusable water bottle

Additional items may be requested throughout the year.

Extended Day Program

We offer optional Before and After School programming to support working families:

- Hours: 7:30 a.m. – 8:30 a.m. and 3:30 p.m. – 6:00 p.m.

Camps (Summer & Break Weeks)

- Summer Camp and other seasonal camps are not included in annual tuition.
- Camp participation is optional and charged separately at posted rates.
- Space is limited and offered on a first-come, first-served basis.

Withdrawal Policy

- Withdrawal must be submitted in writing to the school administration.
- Withdrawals before September 25, 2025 will receive a full tuition refund excluding the registration and material fees.
- Withdrawals after September 25, 2025 will receive 75% reimbursement of the unused portion of tuition for the remainder of the school year excluding the registration and material fees.
- Any unpaid fees at the time of withdrawal will be due in full.

Transportation

- Transportation services are available through independent drivers.
- Pick-up and drop-off pricing is arranged directly with the provider.

Please contact us for current route and availability information.

StudentScholars does not provide transportation services directly. However, for the convenience of families, some parents may choose to arrange transportation through independent drivers or third-party providers.

Please note the following important points:

- StudentScholars is not affiliated with, responsible for, or liable for any transportation arrangements made between parents and independent drivers.
- Any agreement or payment for transportation is made at the parent's own discretion and risk.
- StudentScholars staff will not supervise pick-up or drop-off beyond our designated sign-in/out procedures on our premises.
- In the event of a delay, miscommunication, or incident involving an independent driver, StudentScholars cannot intervene or be held responsible.

By choosing to use third-party transportation, parents acknowledge and accept full responsibility for the safety and arrangements of their child's travel to and from the program.

Parent Involvement

We believe that active parent involvement enhances the educational experience. Opportunities for involvement include:

- **Classroom Volunteers:** Assist with activities and events.
- **Parent Committees:** Join committees to help plan school events and initiatives.
- **Home Support:** Reinforce learning at home through reading, practicing skills, and engaging in educational activities.

Please contact your child's teacher or the school office for more information on how to get involved.

School Policies

- **Attendance:** Regular attendance is crucial for your child's success. Please notify the school in advance of any absences.
- **Behavior Expectations:** We promote positive behavior through reinforcement of kindness, respect, and responsibility.
- **Dress Code:** School uniform must be worn to school.
- **Toys from Home:** Personal toys should be left at home unless otherwise specified for a show-and-tell activity.

Behaviour Policies

At StudentScholars Private School, we are committed to fostering a safe, respectful, inclusive, and engaging learning environment for all students. This Behavior and Discipline Policy outlines the expectations for student conduct and the procedures in place to address inappropriate behavior while encouraging growth, responsibility, and positive behavior.

Core Values

Our behavior expectations are rooted in our core values:

- Respect for self, others, and property
- Responsibility for one's actions and learning
- Integrity in words and actions
- Kindness in communication and interaction
- Perseverance through challenges and setbacks

Expected Student Conduct

Students are expected to:

- Follow directions from teachers and staff
- Use respectful language and behavior
- Keep hands, feet, and objects to themselves
- Respect school property and the property of others
- Contribute to a positive and inclusive school environment
- Arrive on time, prepared, and ready to learn

Unacceptable Behaviors

Examples of behaviors that are not acceptable include:

- Physical aggression (punching, pushing, etc.)
- Verbal abuse or bullying (name-calling, threats, harassment)
- Disruptive or disrespectful behavior
- Defiance or refusal to follow reasonable instructions
- Damage to property (whether intentional or due to negligence):
Following an assessment carried out for damages, parents or guardians will be responsible for covering the cost of any damages caused by their child.
- Inappropriate use of technology or devices

- Bullying & Harassment Policy - StudentScholars maintains a zero-tolerance stance on bullying and harassment. All reports are taken seriously and investigated thoroughly.

Progressive Discipline Approach

We believe in restorative practices and progressive discipline to guide students toward making better choices. Responses to inappropriate behavior may include:

1. Verbal Warning & Redirection
Reminders to correct behavior.
2. Reflection Activity or Time-Out
Age-appropriate activity to reflect on behavior.
3. Parent Notification
Communication with parents to discuss the behavior and develop a support plan.
4. Temporary Removal from Class or Activity
Time spent outside the classroom with supervision to reset behavior.
5. Suspension (In-School or At-Home)
Suspension may be issued for serious or repeated behavioral incidents. A repeated incident is defined as continued misconduct following **two formal warnings**. If the behavior persists after these warnings, the student may be suspended. The duration and conditions of the suspension will be determined by the school administration based on the nature of the incident.
6. Expulsion
Expulsion is considered a last resort and will be implemented under the following circumstances:
 - If the student's behavior continues after a third documented incident
 - If the behavior presents ongoing safety risks or significantly disrupts the learning environment for others

In such cases, the student will be immediately removed from the school. A formal written notice will be issued by the administration, and parents/guardians will be notified accordingly.

Tuition Refund Policy for Expulsion:

- Before September 25, 2025: A full tuition refund will be provided, excluding non-refundable registration and material fees.
- After September 25, 2025: A 75% refund of the unutilized period of tuition will be issued for the remainder of the academic year, excluding registration and material fees.
- Outstanding Fees: Any unpaid balances at the time of expulsion will remain due in full until settlement.

Attendance & Punctuality

- Please arrive **on time** for each session. Consistency supports your child's learning routine.
- If your child will be absent, notify the school via phone or email **before the session begins**.

Food & Allergy Policy

- Our school is a **nut-free zone**.
- Please pack snacks and lunches that do not require heating or refrigeration unless specified.
- Notify us immediately of any **allergies or dietary restrictions**.

Hygiene & Health

- Students who are **sick (fever, vomiting, etc.)** should stay **at home** for at least 24 hours **until** symptom-free.
- Handwashing is part of our daily routine.

- If a student becomes ill during class, parents will be contacted for immediate pickup.

◆ **Pick-Up & Drop-Off**

- Students must be signed in and out by an authorized adult.
- If someone else is picking up your child, please notify us in advance.
- Late pickups (over 15 minutes) may be subject to a late fee unless prior arrangements are made.

Thank You for Partnering with Us

We are honored to support your child's learning journey. Our goal is to create a space where every child feels **valued, capable, and celebrated** for who they are.