

GUIDELINES FOR RETURNING FAMILIES

Roots encourages returning families to complete their paperwork as early as possible, enabling Roots to better meet both their needs and those of new families. Families do not have to wait until their Program Plans (A-2) are finished to submit the other paperwork.

Documents Required

Submit the following documents directly to the Roots office

(Fillable forms are now available online to be completed and emailed directly to the Roots office - office@rootshomeed.com)

Roots Home Education:

Box 68098 Crowfoot PO
Calgary, AB T3G 3N8

Family Forms

- ☐ Home Education Notification Form (one per child)
- ☐ Family Information form (A -1) (one per family)
- ☐ Roots Duty of Care Waiver (one per child)

For any new siblings also send:

- ☐ a copy of the child's birth certificate or proof of citizenship
- ☐ Request for Student Record (C-2) if the child was in school the previous school year
- ☐ Roots Duty of Care Waiver (one per child)

Program Plans

Program Plans fillable forms are now available on the Roots website, www.roots-homeschooling.com. The Notification form instructs parents to attach your Proposed Education Plan, or Program Plan. Please email Program Plans directly to your facilitator, as the facilitator refers to them during the year. If you have not yet been assigned a facilitator, one will be assigned to you. Facilitators must approve all Program Plans by **September 30th**, so please submit them at the same time you submit your Notification forms. Once the Program Plans are accepted by your facilitator, your provisional acceptance into the program will be changed to accepted.

Things to Note: 2020-2021

To give Roots parents quick and easy access to details that have changed, here's a quick update for the 2020-2021 school year. The full handbook is available online at www.roots-homeschooling.com.

- **Roots is going fully digital!** There are some big changes happening in the office and we hope that it will make your lives easier and more streamlined. We pray that the majority of the kinks will be ironed out soon with this new system, but please have patience with us as we all adjust.
 - Reimbursements & receipts are to all be sent via e-mail to the Roots office for processing. You no longer need to mail in your originals.
 - Notification forms can now accept digital signatures from parents to register for the year.
- **Society Fees** – God has blessed Roots with an increase in registrations over the past few years, so we want to pass that blessing on to you and will not be collecting society fees from families for the 2020-2021 school year.

We're looking forward to having you join the Roots community for another year!