

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 e-mailed 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)
- \$25 Society fee payable by
Cheque: made out to *Roots Christian Home Education Fellowship*
or E-transfer: sent to e-transfers@rootshomeed.com - please assign password **Roots2019**
- 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. Use these handy forms for your convenience and easy e-mailing to your facilitator. As always, ensure your facilitator receives your plans before **September 30th**. Once the Program Plans are accepted by your facilitator, your provisional acceptance into the program will be changed to accepted.

Things to Note: 2019-2020

To give Roots parents quick and easy access to details that have changed, here's a quick update for the 2019-2020 school year. The full handbook is available online at www.roots-homeschooling.com.

- **Purchase Orders** - Roots ability to offer Purchase Orders before September is presently uncertain. If your family requires a PO, contact Tammy to discuss options. **403-616-1381**
- **Program Plans** - **All** Program Plans **MUST** be approved by your facilitator by September 30th.
- **Reimbursement deadline** for each month is the first Monday of the month.
- **E-transfers** can be accepted as payment for Society Fees. Use the e-mail address e-transfers@rootshomeed.com and the password **Roots2019**.

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