

Just Beginnings School of Floral Design

Admission Policy

Just Beginnings School of Floral Design is committed to enrolling students who meet all of our program admission criteria and who are likely to succeed in meeting their education, training and career goals.

Just Beginnings School of Floral Design will provide honest, realistic and accurate information about our floral program and the floral industry in a friendly, welcoming manner.

Inquiries for admission may come from the web site, e-mail, by phone or in person.

Program Admission Requirements

Individual aptitude and enthusiasm. Physical ability to do the work of a florist (moving, gathering, arranging, cutting and lifting materials and products). Individual education plans may be developed with the student to determine additions, changes and modifications to the regular school program required to help accommodate students with intellectual, physical, emotional or behavioral disabilities

Note: These cannot be changed or waived by JBSFD or student.

Attendance Policy

Just Beginnings School of Floral Design's course, Basic Floral Design (Diploma), is designed to prepare students for future employment in a work environment.

Instructors teach theory and floral skills in view of application to the future employability of their students. The course is structured to encourage consistent, punctual attendance and other job readiness skills. Students will be held accountable for their commitment to attendance set out in their Student Enrolment Contract.

Code of Conduct and Dismissal Policy

Just Beginnings School of Floral Design expects students to adhere to a code of conduct while attending Just Beginnings School of Floral Design. This code is similar to conduct that is upheld in any public space and/or work site. All behavior should focus on enhancing an adult learning atmosphere of productive learning, personal growth and respect for all people.

Because Just Beginnings School of Floral Design shares the venue with many different groups and individuals, the following behaviors may result in the violator being asked to leave immediately and/or being dismissed:

- Possessing or being under the influence of illegal drugs or alcohol.
- Smoking anywhere in the building
- Threatening, insulting, intimidating or assaulting anyone
- Bringing weapons of any kind
- Theft from the school or others
- Vandalism of school or others property
- Use of strongly scented products which may cause extreme allergic reactions.

Privacy Policy

Just Beginnings School of Floral Design maintains a file on each student which includes personal information:

a) to maintain student records as required by PCTIA; which includes your name, address, personal identification as well as program, grades, financial management of tuition and other fees, and other documentation relevant to the student's history at the School. For more information about the collection, use, storage and discharge of your information, visit www.pctia.bc.ca .

b) to keep students/graduates informed of the activities of the School. As required by the Personal Information Protection Act, the student's personal information is not used for any other purpose. The student has access to his/her file.

The contents of the student file is confidential and not shared without the written permission of the student.

Dispute Resolution-Grades Appeal Policy

Just Beginnings School of Floral Design provides an opportunity for students to resolve disputes of a serious nature and grades appeals in a fair and equitable manner.

The Policy applies to all Just Beginnings School of Floral Design students who are currently enrolled or were enrolled 30 days before submitting their concern to the Senior Educational Administrator.

Only grades received on mid-term or final assessments may be appealed.

Grades receive on daily assignments or weekly quizzes may not be appealed.

However, students and instructors are encouraged to resolve issues in an informal manner.

Health And Safety Policy

Just Beginnings School of Floral Design is committed to providing healthy and safe working and learning environment for all employees and students. The policy applies to all Just Beginnings School of Floral Design employees and students.

Each individual has a responsibility for his or her own safety as well as the health and safety of their fellow students and school employees.

Each individual must be knowledgeable regarding fire, earthquake and program specific health and safety procedures,