

Oak Leaf Kids Academy

Parent Handbook



Our Mission

*"Planting seeds to GROW child care services
from the norm to best;
to instill creative, educational and well-rounded mind
sets
in a fun nurturing environment."*

WELCOME

Welcome and thank you for choosing Oak Leaf Kids Academy! We are honored that you have entrusted us with the care and education of your precious little one. We are dedicated to fulfilling your family's child care and early childhood education needs.

Please take a few minutes to read this Parent Handbook. It provides helpful information to better acquaint you with Oak Leaf Kids Academy and serves as the operational policies for our school. Please speak with the Director if you have any questions regarding this handbook.

Our friendly, knowledgeable and professional staff members are always available to address your child care needs.

Note: We have added COVID-19 updates (see section 49). During the heightened period, policies as laid out in that section will be applicable and will supersede any existing policy.

TABLE OF CONTENTS

1	ENROLLMENT PROCEDURES	26	IMMUNIZATIONS
2	OPERATING HOURS	27	HEARING AND VISION SCREENING
3	PARENT PARTICIPATION & OPEN-DOOR POLICY	28	POLICY CHANGES
4	DISCUSS WITH DIRECTOR - COMPLIMENTS, QUESTIONS OR CONCERNS	29	TRANSPORTATION
5	STAFF	30	WATER ACTIVITIES
6	INCLEMENT WEATHER CLOSING	31	CLOTHING
7	SECURITY	32	SCREEN TIME
8	ARRIVAL	33	PERSONAL BELONGINGS
9	PICK UP	34	INDOOR & OUTDOOR PHYSICAL ACTIVITY
10	NAPTIME	35	LOST AND FOUND
11	ABSENCES	36	FIELD TRIPS
12	ILLNESS	37	ANIMALS
13	TUITION	38	PRIVACY AND CONFIDENTIALITY
14	VACATIONS	39	INFANT SAFE SLEEP PROCEDURES
15	EXTRACURRICULAR ACTIVITIES	40	CHILD ABUSE & NEGLECT
16	REFERRALS	41	SUNSCREEN & INSECT REPELLENT
17	MEDICATIONS	42	TERMINATION OF ENROLLMENT
18	MEDICAL EMERGENCIES	43	SUSPENSION AND EXPULSION
19	ALLERGIES/MEDICAL CONDITIONS	44	HEALTH CHECKS
20	PARENTAL NOTIFICATION	45	GANG ACTIVITY
21	DISCIPLINE AND GUIDANCE	46	VACCINES
22	ADULT CODE OF CONDUCT	47	BREAST FEEDING
23	BITING	48	EMERGENCY PREPAREDNESS
24	MEALS	49	PANDEMIC & COVID-19 UPDATES
25	BIRTHDAYS/TREATS FROM HOME	50	OTHER INFORMATION
			ACKNOWLEDGEMENT

1 ENROLLMENT PROCEDURES

We are pleased to offer year round enrollment for children age 6 weeks to 12 years and excited to have your children join us as soon as possible. You can secure your child's place in the classroom by paying the Registration Fee and first week's tuition. A completed enrollment packet is required before your child's first day of attendance. Some of the forms must be notarized and some will come from your child's doctor, so please allow yourself plenty of time. You are welcome to bring your child in to meet the teachers any morning between 9:00 and 11:00 a.m. or in the afternoon between 3:30 and 5:00 p.m. You can also use this time to drop off supplies such as extra clothes, diapers, formula, etc. so there are fewer things to remember on the first day.

On the first day, it is not uncommon for children to experience "separation anxiety." This is an important milestone in your child's life and is as important to your child's emotional and intellectual development as crawling is to physical development. You can celebrate this milestone together by developing a routine for saying good-bye. Smile confidently as you leave and say, "Mommy and Daddy will be back." Give a reassuring hug and leave promptly. Please do not sneak away, for that only heightens anxiety.

Mommies and Daddies who are experiencing separation anxiety are encouraged to call and check on their little ones anytime.

Oak Leaf Kids Academy reserves the right to refuse service or to dis-enroll a child at any time for any reason without advance notice.

2 OPERATING HOURS

Oak Leaf Kids Academy is open 6:30am to 6:30pm Monday through Friday. We are open year round except for the following holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day and the day after, Christmas Eve and Christmas Day. If the holiday falls on

Saturday or Sunday, Oak Leaf Kids Academy reserves the right to close on an alternate day.

3 PARENT PARTICIPATION & OPEN-DOOR POLICY

Parents of children currently enrolled at Oak Leaf Kids Academy are welcome to visit at any time. As an extra security measure and to promptly meet the needs of our customers, all visitors, including parents, are required to check in at the office before proceeding to the classroom areas. We appreciate your cooperation. We encourage you to participate in field trips, class parties, parent presentations and special events. We do ask you to stay only for the duration of events to avoid disruption to the class and the learning process.

4 DISCUSS WITH DIRECTOR - COMPLIMENTS, QUESTIONS OR CONCERNS

We want to know about your satisfaction, questions and concerns regarding any issue about our program, including policies and procedures. You can call or stop by the office anytime. The director is always available to speak with you to answer any questions or concerns. Your input is invaluable in helping make Oak Leaf Kids Academy the premier facility for early childhood and afterschool care.

If you have a question or concern that you would like to discuss with your child's teacher, please remember that the teachers must focus their attention on the children at all times and the classroom is not the best place for even a brief conference. Please speak with the director so that your questions and concerns can be addressed promptly or so that arrangements can be made for another teacher to take the class while you and the teacher chat. We can also schedule a mutually convenient time for a telephone conference.

5 STAFF

Your peace of mind regarding your child's safety is important to us. Our teachers and staff members undergo criminal background checks including fingerprinting, pre-screening and ongoing training in child development. Training and certification in CPR, First Aid, and SIDS prevention are also required.

6 INCLEMENT WEATHER CLOSING

While closing due to inclement weather is extremely rare, Oak Leaf Kids Academy reserves the right to close at any time. When in doubt, please call our office before leaving home.

Should bad weather begin mid-day, please make arrangements to pick up your child as soon as possible so that your family, your child's teachers and their families and everyone at Oak Leaf Kids Academy can get home quickly and safely before traveling becomes hazardous.

Oak Leaf Kids Academy does not provide transportation from public school during icy road conditions, so parents of public-school children will need to make other transportation arrangements for their children during icy weather.

7 SECURITY

Your child's safety is ensured through detailed security measures affecting every aspect of your child's day. Beginning in the front office where everyone entering the facility is required to check in, detailed procedures regarding pick up time at the end of the day and everything in between!

8 ARRIVAL

Upon arrival, please take your child to the assigned classroom and ensure that s/he is greeted by the teacher. Children should arrive no later than 9:00 a.m. each day

unless detained due to a medical appointment. Arriving by 9:00 keeps your child "in sync" with the daily schedule in the classroom.

If your child will be late, please call the office so that we can notify your child's teachers to include your child in the counts for the day's activities.

Children must arrive and depart through the front door of the school only. (Example: Children cannot be delivered to the teacher while the class is on a field trip.)

9 PICK UP

We take our responsibility to children very seriously and reserve the right to ask anyone for a photo ID before releasing a child. Anyone who does not regularly pick up a child from Oak Leaf Kids Academy should bring photo ID in hand.

Children will be released only to adults age 18 and older whose names appear on the enrollment application and who also provide proper photo identification.

If there are custody issues, the parent should discuss the situation with the director, as it will probably be necessary for the custodial parent to provide a legal document which defines the custody agreement.

If you need someone whose name is not on the enrollment application to pick up your child, please inform the office. This allows that individual access to your child for that day only. You can also permanently add the name to the enrollment application.

Oak Leaf Kids Academy operating hours are 6:30am to 6:30pm. There is a \$5 per minute per child late fee to any family who exceeds this time for the first 5min and after that it will be \$1 per min per child. This allows your child's

teachers to spend quality time with their own children and families as well. Parents cannot be late more than 30 minutes.

10 NAPTIME

Children enrolled in the preschool or pre-kindergarten programs rest every day. Oak Leaf Kids Academy provides a comfortable crib or nap mat as appropriate for each child. We ask that parents provide a small (crib size) blanket for nap time. We do not have storage space for regular blankets, pillows or sleeping bags. The small blanket must be labeled with your child's first and last name and should be laundered at home as needed.

Please avoid picking up your child during naptime, as it can be disruptive to the sleeping children. If you do need to pick up your child during naptime, a courtesy call to the front office prior to naptime is appreciated so that we can have your child and his belongings ready and waiting when you arrive.

11 ABSENCES

Everyone at Oak Leaf Kids Academy genuinely cares about your child and we ask that you please call if your child will be absent for any reason.

This is also true for children who ride our bus after public school. You must call us at least one hour prior to dismissal time if your child will not be on the bus after school. Failure to do so will result in a \$15 service charge billed to your account. We must spend time calling and searching until your child is accounted for.

12 ILLNESS

Sick children should not attend school. Illness requiring pick up includes but is not limited to: fever of 100.0 degrees or higher, rash, open sores, conjunctivitis/pink eye, diarrhea or

vomiting. Children who become ill at school must be picked up within 45 minutes after the parent or other authorized person is notified. Children must be fever free for 24 hours without medication before returning to school. Oak Leaf Kids Academy reserves the right to require a doctor's release particularly in the event of surgery, rashes, prolonged illness or communicable disease before returning to school. If your child experiences a contagious illness, please notify the director. Confidentiality is guaranteed.

13 TUITION

Summer registration fee is \$95 per child- Fall registration is \$95.00 per child.

Tuition is due in advance on Monday each week and is late after close of business on Tuesday. **A late fee of \$25 per week will be added to your tuition for late payments. The NSF charge for returned checks is \$35.** After two returned checks from any family, tuition will have to be paid by credit/debit card, money order, or cash. **TUITION, WHETHER PAID WEEKLY, BI-WEEKLY, OR MONTHLY IS NON-REFUNDABLE.**

There is no reduction in tuition due to absences or closings.

Should it become necessary for your child to withdraw from Oak Leaf Kids Academy, please speak to the director right away. A two week notice is required.

All field trips are optional and are paid for separately.

14 VACATIONS

We do offer vacation week, families may take one week of vacation after completing one year of anniversary. Tuition is 50% off during the vacation week. Please provide at least 2 weeks of advance notice for vacation week for vacation credit to apply.

15 EXTRACURRICULAR ACTIVITIES

We are happy to offer many exciting extracurricular activities such as dance, karate and more to children at Oakleaf. Please ask for more information regarding the activities and ages offered at this time.

Fees and supplies for these activities are not included in tuition or any other Oak Leaf Kids Academy fees and are usually payable to each provider directly.

16 REFERRALS

If you're happy and you know it - tell a friend! Families of children currently enrolled at Oak Leaf Kids Academy, can receive Oak Leaf Bucks towards tuition for referring other families to our school. Refer a family to Oak Leaf Kids Academy both parties will receive Oak Leaf Bucks toward tuition. (Please note: both accounts must be current and in good standing for the credit to be applied.)

17 MEDICATIONS

All medicines must be signed in on the Medication Log located in the office.

Do not leave medication in your child's backpack, diaper bag, classroom, etc.

Medicine must be in the original container and clearly labeled with the child's first and last name.

Medicine is dispensed according to label instructions only. This includes age and/or weight dosage instructions. Oak Leaf Kids Academy dispenses medications at 11:30 a.m. If the instructions read "once or twice daily" the medication should be given at home; three times per day = 11:30 only, 4 times per day or every 4 hours = 11:30 and 3:30. Oak Leaf Kids Academy can make an exception and give a medication

at 3:30 in extreme situations such as breathing treatments prescribed 4 times per day.

Oak Leaf Kids Academy administers medicines as a courtesy to our customers and reserves the right to deny this courtesy at any time. No medication will be administered for longer than two weeks without written authorization from the child's physician.

18 MEDICAL EMERGENCIES

IT IS IMPERATIVE THAT PARENTS KEEP CONTACT NUMBERS CURRENT AT ALL TIMES. In the unlikely event that your child requires emergency medical attention, Oak Leaf Kids Academy will contact paramedics, administer CPR/First Aid if needed, and you or your designated emergency contact person will be notified as soon as the situation allows. (Any expenses incurred will be the responsibility of the child's family.) Other children in the center will be removed from the situation and supervised by other staff members.

If a minor injury occurs at school, first aid will be administered and Oak Leaf Kids Academy staff will complete an Accident Report. The situation will be discussed with the person who picks up the child at the end of the day. S/he will be asked to sign the report so that it can be placed in the child's file here at school.

19 ALLERGIES/MEDICAL CONDITIONS

If your child is allergic to certain foods, insects, soaps, etc. and/or if s/he has certain medical conditions such as asthma, please provide written notification to the Oak Leaf Kids Academy director so the information can be included in your child's file and all teachers can be made aware.

When your child moves to a new classroom, please be sure that the new teacher is also aware of the allergy/condition. Look for the information to be posted in your child's

classroom. We must work together to ensure your child's safety and good health. Additionally, please send food from home if your child is allergic to the lunch being served. The same policy is true for children whose religion prohibits certain foods.

20 PARENTAL NOTIFICATION

Please see the Parent Information Board, or Facebook page for important general notifications for parents.

21 DISCIPLINE AND GUIDANCE

We believe in a positive approach to discipline. Teaching children what to do more often than what not to do develops problem-solving skills and a generous and kind attitude while guiding them toward acceptable behavior and self-discipline. Parents can show support by teaching their children to value and respect teachers and friends.

Our trained and caring staff implement positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements; redirecting behavior using positive statements; and offering appropriate choices to replace inappropriate behavior.

At Oak Leaf Kids Academy we believe that discipline should be individualized and consistent for each child and appropriate to the child's level of understanding. Corporal punishment, embarrassment, and shaming will never be used. Young children are developing social and emotional skills along with intellectual and physical abilities. Trust that we will let you know if your child's behavior is outside acceptable boundaries.

22 ADULT CODE OF CONDUCT

Because children need to know that Oak Leaf Kids Academy is a safe, nurturing environment for them, parents and other adults who come to Oak Leaf Kids Academy are asked to abide by the following guidelines while in the building, parking lots and playgrounds:

- No cell phones;
- No smoking;
- Use appropriate language;
- Discuss disagreements privately and calmly away from the children and with appropriate management staff only;
- Report concerns about children other than their own to the director and never address concerns directly with other parents or the children.

23 BITING

Biting is a normal part of development for many young children. Our teachers are trained in various strategies to help deter biting in the classroom. Because we recognize that this behavior can be frustrating to everyone involved, please be assured that we will maintain confidentiality and speak with both families when a biting incident occurs. Appropriate steps will be taken to discourage future incidents and to meet the needs of each child.

24 MEALS

Tuition includes morning snacks, lunch, and an afternoon snack for children who are old enough to eat table food. Copies of the school menu are located in the office. Portions are generous and seconds are always offered.

If your child is a "picky eater" and you would like to send food for your child, it will be served along with whatever we are serving that day so that your child will may taste it if he desires to do so. We have had great success utilizing this strategy.

If your child is allergic to certain foods, please speak with the director or cook so that necessary substitutions can be made. A note from your child's physician is required and your child may need to bring a lunch from home on those days.

Parents may choose to provide all meals and snacks from home if notation is made on the enrollment agreement stating that Oak Leaf Kids Academy is not responsible for its nutritional content or for meeting the child's daily food needs. Information regarding a special diet as prescribed by a doctor must be provided by the parent and included in the child's file.

25 BIRTHDAYS/TREATS FROM HOME

Birthdays and other special occasions are great times to send treats from home for your child's class. Treats from home to celebrate various holidays can also provide real and meaningful opportunities to teach young children about cultural diversity.

If you would like to send treats for your child's class, please let the teacher or someone in the office know ahead of time. We also need to know if you (or grandma and grandpa) will be joining the celebration in the classroom.

Please do not send peanut products to Oak Leaf Kids Academy.

Items in "goody bags" should be age appropriate and safe enough not to cause a choking hazard.

Confidentiality restrictions preclude us from providing class lists, phone numbers or addresses of the children in your child's class. If you would like to have a celebration away from school, please give the completed invitations to an office staff member and we will give them to the appropriate parents during pick up time. This also helps us avoid disappointing children who may not have been invited.

26 IMMUNIZATIONS

A copy of your child's immunization record must be on file on or before the first day of enrollment. Immunizations must be current based on your child's age. When your child receives immunizations as s/he gets older, please provide us with a copy of the updated immunizations for your child's file. Tuberculin testing may also be required by the county. Parents who request that immunizations be waived on religious or other grounds must provide a legal waiver. Please see the center director if you are not familiar with this procedure. Note: Copies of immunization records for school age children are on file at public school and are not required to be on file at Oak Leaf Kids Academy.

27 HEARING AND VISION SCREENING

First time enrollees who are four years old or older and all children enrolled who are four years old by September 1 of each year must undergo hearing and vision screening. Results of the screenings must be in your child's file.

Testing can be obtained through your child's pediatrician. These screenings will also be available at Oak Leaf Kids Academy throughout the year and any child who is 4 years old or older and does not have a screening report on file will be required to participate.

28 POLICY CHANGES

In the rare event of a change in policies at Oak Leaf Kids Academy, notices will be posted on the Parent Information board so that each parent may obtain a copy to sign and return.

29 TRANSPORTATION

Oak Leaf Kids Academy transports children under the following circumstances: field trips, to a designated evacuation site, for emergency medical treatment, and to

and/or from public school. All drivers hold a valid state drivers license and our vehicles are properly maintained and insured.

Oak Leaf transports children to school beginning at age 4. We supply the booster seats according to age and height requirements.

Children are required to sit with their back against the seat and their bottom on the seat, properly strapped into a seatbelt or properly strapped into a booster seat. The children are allowed to talk quietly, but no loud noises that can distract the driver. After a verbal warning we will talk to parents if a child will not behave on the vehicle, if the behavior continues we will inform the parents that we will no longer transport their child.

We ask that you let us know by 2:30 (this is when the busses leave to go pick up from the schools) if we are not picking up your child. We MUST account for every child on our list. If a parent repeatedly does not call when we are not picking up we will add a \$10.00 charge to the account every time we have to search for the child.

30 WATER ACTIVITIES

During the summer time, children age 12 months - 3 years may participate in water activities on the playground in water tables, splash pools, and/or sprinklers. Children age 4 and older may also participate in these activities as well as inflatable water slides, and swimming in the swimming pool. See the enrollment application for permission form.

31 CLOTHING

Children will enjoy a variety of activities including painting, sand play, shaving cream, and playing outside each day. Children should wear comfortable play clothes, socks and tennis shoes. Sandals and “flip-flops” are not appropriate

footwear for running and playing at school. Additionally, all children must have at least one extra set of clothes in their cubbies. So that the teachers can better assist you and your child in keeping up with your child’s belongings, everything, including clothing, jackets and sweaters must be labeled with the child’s first initial and last name. We are unable to replace lost or damaged articles.

Babies and children who are potty training must have a minimum of 6 disposable diapers or pull-ups each day, an ample supply of disposable wipes and at least two changes of clothing, please.

32 SCREEN TIME

Our first priority is about the health and well-being of the children in our care, we follow the American Academy of Pediatrics’ Recommendations on Screen Time:

- Children under 2 will have no screen time
- Children age 2 and over will have total exposure of 1 hour of screen time per day

33 PERSONAL BELONGINGS

Personal items from home should not be brought to school. Exceptions are curriculum related items, children’s books, and/or items for Show & Tell. Be sure that these items are labeled with your child’s first and last name. Oak Leaf Kids Academy is not responsible for lost or broken items.

Tablets & Cell Phones are not permitted for all children at Oak Leaf Kids Academy due to inappropriate content, excessive exposure to screen time and the risk of lost or stolen items. As such, please leave them at home. If found they will be confiscated and will be at the front office for pick up when leaving school for the day. Oak Leaf Kids Academy is not responsible for lost or broken items.

34 INDOOR & OUTDOOR PHYSICAL ACTIVITY

Oak Leaf Kids Academy strongly believes and supports the need for physical activity each day.

When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Infants will be given opportunities for physical activity, including supervised tummy time, baby yoga etc.

Toddler age children will participate a minimum of 60 minutes of moderate to vigorous active play each day.

Preschool and Pre-Kindergarten children will participate a minimum of 90 minutes of moderate to vigorous active play each day.

School age children who are in attendance for a full day will participate a minimum of 90 minutes of moderate to vigorous active play each day. School age children who are only in attendance after-school will participate a minimum of 30 minutes of moderate to vigorous active (such as Yoga, stretching, jumping jack, dancing etc.) play each day.

Opportunities for active play may overlap with outdoor play when weather permits.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground, when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

At Oak Leaf Kids Academy, the children play outside every morning and every afternoon if the temperature is between 45 and 90 degrees. We do take the wind chill factor and/or heat index into account as appropriate and the length of time spent outdoors varies according to the weather as well. Please dress your child accordingly and include a jacket with a hood during cold weather.

When weather conditions prohibit outdoor play, physical activities will occur inside the building during the scheduled

outside time. Classroom teachers have activities planned in advance for “rainy days”.

35 LOST AND FOUND

Oak Leaf Kids Academy is not responsible for lost or broken items. However, we will do our best to help locate missing items within a day or two. Please label everything with your child’s first and last name.

36 FIELD TRIPS

Field trips are a fun way to broaden the learning atmosphere of the classroom. Some of our field trips are educational in that they serve as an extension of the weekly unit or theme. Some field trips are fun but also teach children valuable social skills.

Please see the Parent Notification board, website, or Facebook page for dates and times for field trips. The addresses and phone numbers for field trip locations are listed on this information board as well. Please remember, children cannot be dropped off or picked up during a field trip. It is important that children arrive at school at least 30 minutes before the scheduled time on the day of a field trip. Children must also be appropriately attired wearing the proper footwear, the required school T-shirt, and a jacket if the weather is cold in order to go on the field trip.

37 ANIMALS

If animals are to be on the premises at Oak Leaf Kids Academy, parents will be notified via the Parent Notification board. The animals will meet all the necessary state and local requirements and proper care and safety precautions will apply.

38 PRIVACY AND CONFIDENTIALITY

In the interest of privacy and confidentiality, any concerns regarding children other than your own must be addressed to the director rather than the classroom teacher. Oak Leaf Kids Academy does not allow photographing or videotaping of children via any means (this includes “camera phones”), except in the cases of “school pictures,” and school events which will be photographed or videotaped by a Oak Leaf Kids Academy representative and distributed and/or displayed at Oak Leaf Kids Academy discretion. Oak Leaf Kids Academy reserves the right, without parental notification or consent, to photograph, videotape, or perform necessary evaluations/development assessments of your child(ren.)

39 INFANT SAFE SLEEP PROCEDURES

Oak Leaf Kids Academy will follow the following safe-sleep procedures in our infant room:

- Each child will be assigned their own individual safety-approved crib with a firm mattress. Toys, blankets, pillows or bedding are not allowed in a crib being used by a child with the exception of fitted sheets. Families are always welcome to provide their own fitted sheets. Pacifiers with attached items such as stuffed animals are also not allowed.
- All infants are placed in a face-up sleeping position. An Infant Sleep Exception, Form 2710, may be completed by a health-care professional stating that a different sleeping position is medically necessary for your child.
- Infants may not sleep in restrictive devices. If an infant fall asleep in a restrictive device, the infant will be removed from the device and placed in a crib as soon as possible. An infant Sleep Exception, Form 2710, may be completed by a health-care professional stating that sleeping in a restrictive device is medically necessary for your child.
- Swaddling of an infant is not allowed in our infant room.

40 CHILD ABUSE & NEGLECT

Parents are encouraged to discuss child abuse and neglect with the Oak Leaf Kids Academy Director and/or their child's teacher. It is important for even suspected abuse or neglect to be reported so specialists can intervene before more harm is done.

Oak Leaf Kids Academy requires all caregivers to have at least one hour of annual training on prevention, recognition, and reporting of child abuse and neglect that includes

- Employees undergo continuous training to increase their awareness of warning signs that a child may be a victim of abuse or neglect
- Techniques for child abuse and neglect
- Strategies for coordination between Oak Leaf Kids Academy and community organization and action to obtain assistance and intervention.

41 SUNSCREEN & INSECT REPELLENT

Oak Leaf Kids Academy staff will not apply sunscreen to any child throughout the school year unless an authorization is completed and submitted to the front office. See front office for the sunscreen authorization form.

During the summer months as there will be extra outside activities, we will ask for you to apply sunscreen on your child prior to drop off.

Oak Leaf Kids Academy staff will not apply Insect Repellent to any child.

42 TERMINATION OF ENROLLMENT

A two-week written notice is required for complete withdrawal from the program. The parent is responsible for two weeks tuition after such date. If you choose to withdraw and re-enroll your child, he/she must be absent from Oak Leaf Kids Academy for 30 or more days, otherwise tuition must continue to be paid.

43 SUSPENSION AND EXPULSION

Unfortunately, there are sometimes reasons we have to suspend or expel a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to expel or suspend a child from the center:

Immediate Causes for Suspension or Expulsion:

- The child is at risk of causing serious injury to other children or him/herself.
- Parent threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Center initiated Suspension or Expulsion:

- Child has special or behavioral needs which cannot be adequately met with current staffing patterns
- Excessive biting in spite of documented interventions.
- Ongoing physical or verbal abuse by child to staff or other children.
- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including the child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.

44 HEALTH CHECKS

Every morning upon arrival of your child we will conduct a brief health check. The health check will consist of a visual scan of your child checking for any signs of illness or injuries.

45 GANG ACTIVITY

The designated area of 1000 feet of the center is where prohibited gang related activity is subject to increased penalty under Texas law. You may contact your local municipality for more information.

46 VACCINES

Teachers are not required to obtain vaccines. If the County or City requires vaccines, they will be located in each teacher's file.

47 BREAST FEEDING

We provide an area to comfortably breast feed your child. Please see management for location. You have the right to breast feed and or supply breast milk for your child.

48 EMERGENCY PREPAREDNESS

Oak Leaf Kids Academy has an emergency preparedness plan in place. Please see our emergency preparedness binder located in the front office for full details. In the event of an emergency, the first responsibility of the staff will be to relocate the children to the designated safe area as outlined in emergency preparedness plan. Staff will carry the binders with each child's emergency information sheet and parents will be called as soon as children are safely relocated.

If evacuation is needed in an event of an emergency, we would relocate to Connection Community Church at 3700 Chaha Road, Rowlett, TX 75088

49 PANDEMIC & COVID-19 UPDATES

During heightened COVID-19 period, below policies will be applicable and will supersede any existing policy.

Arrival Procedures

Upon arrival, the parents or the adult dropping the child off must sign the child into care on the sign-in sheet located at the front door. A health check will be completed on both the child/children and parent/adult. If either present with a temperature above normal or signs of a possible illness, the child will be excluded from care. Children will be dropped off at the front door and escorted to class by a member of management or designated staff. Parents are encouraged to drop off at the front door but may enter the facility if necessary.

Illness Exclusion

- Children will not be admitted into care if they have the following symptoms:
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea that cannot be contained in a diaper
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

When children are ill, they must not return to the facility until they are symptom free without medication for **72 hours**.

Pandemic Tuition Policy

Should the center need to close for Pandemic reasons, full tuition will be due for the first two weeks of closure. If the center is closed longer than two weeks, 50% of tuition will be due. Parents may give a 30-day

notice to withdraw from the program if they feel it is in the best interest of their family. 50% of the tuition will be due during the 30-day notice period. A full registration fee will be required to re-enroll in the program after the pandemic.

Absent Credit

If your child is absent due to illness exclusion for five consecutive days, you may request an absent credit equal to one half tuition for the days absent. Parents must request an absent credit in writing by email. Absent credits are not automatically given when the child is absent.

Disclosure Statements

I understand that outside of care, in order to control my child's exposure in the community, I will comply with any and all state, county or local stay-at-home orders.

I will immediately notify Oak Leaf Kids Academy management if I become aware of any person with whom my child or I have had contact exhibits any of the symptoms listed above, is advised to self-isolate, quarantine, or has tested positive, or is presumed positive for COVID-19 or any other infectious illness. Further, I will immediately notify if anyone from my place of employment is presumed positive or tests positive for COVID-19 or any other infectious illness whether or not I have had direct contact with that person.

Out of the Country Travel

Parent will notify management anytime they have traveled outside of the United States. We have a right to exclude the child from care if they or a member of

the household has traveled to a country that has been identified by the CDC as an "at risk" country.

Material Sharing

Children will be given individual boxes of materials and are discouraged from sharing materials when possible.

Food Service

Children will be served individual plates of food.

Disposable Items

The center will use disposable items such as cups, spoons and plates when serving meals to reduce risk and cross contamination.

50 OTHER INFORMATION

If you would like to review the most recent Licensing inspection report, please check the parent information board.

Important Phone Numbers/Information

- Childcare Licensing 214-583-4253 or visit their website at <https://www.dfps.state.tx.us>
- Texas Abuse & Neglect Hotline 800-252-5400 or report online at <https://www.txabusehotline.org> or contact local law enforcement agency
- Poison Control 972-590-5000

These numbers and web-sites are also located on our parent information board.

THANK YOU

Thank you for taking the time to read this Parent Handbook. Together we can give your child a foundation of positive self-esteem, self-confidence and the ability to become a curious life-long learner.

Please sign, tear out and return this page with your child's enrollment packet.

ACKNOWLEDGEMENT

My signature below certifies that I have read and understand the contents of this Parent Handbook and agree to abide by and comply with the policies set forth herein.

I also acknowledge that I have been given the opportunity to discuss any policies in this handbook with the Director of the facility.

I acknowledge that Oak Leaf Kids Academy reserves the right to modify or amend these policies at any time without prior notice.

Mother's Signature date

Father's Signature date