



1401 Center Street • Des Moines, Iowa 50314
515-244-7702 (phone) 515-244-2604 (fax)

Dear Parents:

We are pleased that you and your child are part of the Oak Academy. The staff is committed to making this a successful and rewarding time for you and your child(ren).

The attached Parent Handbook outlines the important areas of our program. Please read it carefully. Any questions you might have should be brought to the attention of the Oak Academy Director. The policies and procedures identified in this handbook were written to ensure that we have the tools we need to offer a quality child care environment for your child(ren) and a financially secure business operation.

Please keep this handbook readily available so you can refer to it whenever you have questions. Changes, deletions and additions to this handbook will be given to all parents in writing.

Once you have read and understand this handbook, please sign the "Adult Expectation Agreement", the "Parent Confidentiality Statement" and the "Parent Handbook Verification Statement" sign those statements at orientation and return to the Family Development Specialist.

Once again, Welcome!

Sincerely,

Bethany Davis, Director
VP of Early Childhood Education

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History of Oak Academy

Oak Academy began as a “Kiddie Hour” that happened in the neighborhood community room in 1981. This program had a capacity for 15 children at a time and had a morning and afternoon program daily. The program grew in need, and in 1991 moved into its present space in the Oakridge Neighborhood Variety Center formerly known as the Margaret M. Toomey Variety Center. Oak Academy is licensed to serve 158 children at any one time from the age of 6 weeks to 5 years.

Oak Academy Goals

- To provide a developmentally appropriate environment in which young children may grow to their fullest potential.
- To offer a curriculum that provides a balance of teacher-directed and child-directed activities, large group and small group learning opportunities, and quiet and active play times.
- To offer an environment that is safe, clean, and child-oriented.
- To foster the development of positive relationships among peers and adults.
- To provide families with the needed support to allow them to prosper.

Philosophy

Oak Academy is dedicated to providing high quality child care to you and your child. We will provide them with a safe environment that encourages them to explore and grow at their own pace.

Parents play a key role in their child’s success at Oak Academy. We gather information from you that will help us to provide a program to meet your child’s individual needs. We encourage parents to be part of their child’s day. Parents are welcome to come and be a part of their child’s day whenever convenient and possible for them to do so.

We believe our program provides your child with daily experiences which are in accordance with their ethnic and cultural background. It is our goal to provide each child the right to express him/her in a safe and secure environment and to be allowed the freedom to make choices.

Our teachers share our commitment to providing you and your child quality care. We hire only those that are dedicated to helping your child grow and learn. We facilitate employee growth with ongoing training, evaluation, and supervision. Our teachers need to have an understanding of how children grow and develop. We value the input of our teaching staff and treat them as professionals.

Our program is here to ensure that your child develops a positive self-image and lifelong love of learning. We are committed to this goal and hope that you will join us in making your child’s experience one that will last a lifetime.



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Vision

The Vision of Oak Academy is to provide a safe, nurturing, high quality early enrichment program that is appropriately staffed by caring individuals who are engaged in on-going personal and professional development and who are committed to the application of their learning.

Mission

The Oakridge Community creates pathways to success for adults, children, and families by providing exceptional housing and comprehensive education and employability programs

CACFP Discrimination Policy

In accordance with Federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (800) 795-3272 (voice) or 202-720-6382 (TTY) USDA is an equal opportunity provider and employer.

Classroom Ratio

Birth to 36 months class size is 8:	teacher to child ratio is 1:4
3 year old class size is 16:	teacher to child ratio is: 1:8
4 /5 year old class size is 20:	teacher to child ratio is 1:10

For mixed age groups the class size and teacher to child ratio is determined by the age of the youngest child enrolled for that group.

OPERATIONAL POLICIES

Who Can Enroll in the Oak Academy?

We accept children between the ages of six weeks and five years of age at the Oak Academy. The parents of these children embrace our developmental approach to learning. No child shall on the basis of race, color, religious belief, cultural heritage, national origin, gender, sexual preference, political beliefs and disabilities be excluded from participation, be denied the benefits of, or be subjected to discrimination during any Oak Academy program or activity.

Children with special needs will be considered on an individual basis and the Oak Academy will accept children as long as we can meet the child's needs and the needs of other children in the group with reasonable accommodations. In all cases, the child must be able to participate and substantially benefit from our program without risk to themselves or to other children.

If the Oak Academy has no immediate vacancies, a waiting list is maintained for future enrollment vacancies. Vacancies are filled on a first come, first serve basis with consideration given for group composition.

Parent Orientation

1. A current application, record of immunization, physical and dental examination are on file at the center
2. Funding source or payment of child care services has been confirmed
3. Start date is set in conjunction with the parent and space availability
4. An orientation meeting is scheduled, orientation takes approximately 1 ½ hours to complete. The orientation meeting will include the following :
 - Detailed explanation of the parent handbook
 - Explanation and signing of all permission forms, releases of information and emergency cards
 - Explanation of program policies and procedures
 - Parent and student introduction to classroom teachers, to include time for parent to ask questions and receive information specific to that classroom. The teacher explains items child will need to bring.
 - Child visits classroom, meets teachers, and new classmates (if time permits we suggest that the child sits with the class for one meal, snack or activity.)
 - Translator and/ or reading of all material will be provided as needed.
 - Parent teacher conferences are held after the fall assessment checkpoint (usually October) and after the spring assessment (usually May).
5. Orientation is conducted by the Family Development Specialist or the Program Director.

Parent Teacher Conferences

Parent/teacher conferences are held in the fall (usually October) after the fall curriculum checkpoint. Spring parent/teacher conferences are held after the spring checkpoint (usually May).

Translator and/or reading of all material will be provided as needed.

Hours of Operation and Holidays

The Oak Academy is open from 6:30am – 5:30pm, five days a week, and twelve months a year except for the following holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day
- Day before or the day after Christmas

If additional program closures are necessary, you will be notified with at least one month's notice.

Weather Conditions

In the event of adverse weather, please tune into your local radio and television stations and any closing due to weather will be announced, or you can call the OAK ACADEMY voice mail and there will be a recorded message indicating if there was a need to close. We will do everything within our power to offer care to families and children, however we will not put the health and safety of our staff and children in jeopardy.

Discipline Policy

The goal of Oak Academy is to provide program for children and their families. We will not engage in physical punishment (shaking, hitting, spanking, jerking, squeezing, kicking, biting, pinching), psychological abuse (shaming, name calling, ridiculing, sarcasm, cursing, humiliation, threatening or frightening a child), or coercion (rough handling, shoving, pulling, pushing, forcing a child to sit or lie down). We will not use discipline methods that involve isolation, the use of food as punishment or reward, or the denial of basic needs at times, children may have difficulties getting along with others and expressing themselves. When this happens, they let us know in a variety of ways and sometimes they act out their frustration with undesirable behavior, this policy is to help eliminate the use of suspension, expulsion and other exclusionary measures.

To provide the best possible experiences for your child, we will communicate with you in a variety of ways. These include home visits, telephone contact during available hours as well as greeting and chatting with you when picking up and dropping off your child. We will get to know you and your child. In this way, we can work together to build on the child's strengths. Parents are encouraged to ask questions about their child's behavior and the guidance being

used in the classroom. Communication between staff and families is vital to forming a working partnership that benefits everyone.

We use positive reinforcement to build self-esteem in children and celebrate their successes. We praise, give, “thumbs up”, and handshakes, pats on the back and “high fives” on a regular basis. When challenging behavior is demonstrated, we work one on one with the child to see what need he/she is telling us needs to be met, and how to express that want appropriately.

When all the above methods are used and staff decides that more methods are needed to insure success for you and your child, you will be notified by the Oak Academy.

This policy complies with federal and state civil right laws (see page 5 of handbook)

Preventing and Reporting Child Abuse

The protection and safety of children is an important goal of Oak Academy. All staff members receive training in the area of prevention and reporting. Oak Academy STAFF ARE MANDATORY REPORTERS AND ARE REQUIRED BY LAW TO REPORT TO THE DEPARTMENT OF HUMAN SERVICES ANY SUSPECTED CASES OF CHILD ABUSE. Suspected cases may include: unexplained (or vague history for) bruises, burns, or fractures, frequent hunger, poor hygiene, inappropriate clothing for weather conditions; unmet physical, emotional or medical needs; unusual interest in or knowledge of sexual behavior; or history of abuse/neglect reported by the child. Reports are always confidential and made with the child’s safety in mind. Please contact the Oak Academy staff if you have questions or concerns.

Any staff accused of any form of child abuse will be investigated by the center director and by the Department of Human Services to determine if the alleged abuse did or did not occur.

As required by law all staff working with young children are screened for any previous child abuse charges.

Adult Expectation Agreement

One of the most important ways that staff can reinforce positive behavior is to demonstrate positive behavior for children. Children learn how to behave and interact with others by watching how significant adults in their lives express themselves and perform daily tasks.

Because of this, it is important that adults provide a good example and are good role models for the children. Both parents and staff share this important responsibility. Therefore, a certain level of conduct is expected of adults in the classrooms, adjacent buildings, hallways and parking lots located close to the Oak Academy.

These expectations include no profanity, threatening, shouting, or adult discussions of highly personal nature. If a family members needs to discuss a personal matter with the staff, please

call the Oak Academy before the children arrive or after the children leave. Discussing personal issues in front of the children can be highly disruptive and unsettling.

Confidentiality

Maintaining confidentiality is essential to the quality of services provided for families. Information that families share with Oak Academy personnel and volunteers is used to provide the best experience for families and children.

We are committed to respecting and safeguarding all information about the families we work with. To ensure this, each Oak Academy employee/volunteer signs a statement of confidentiality. In addition, children's records are kept in locked files at all times.

Children's experiences, relationships, behaviors, development, challenges and successes are an important part of their life at the Oak Academy. Because parents, volunteers and consultants are members of the team they are expected to maintain confidentiality. This means that as a volunteer what you can see and hear about children and families needs to be held in strict confidence. Also, any information you see or hear about staff must be kept confidential.

When everyone associated with the Oak Academy maintains confidentiality then the integrity and reputation of families, staff and the program is maintained.

Access and Supervision Policy

Parents have unlimited access to their children and to the providers caring for their children during the center's hours of operation, or whenever their children are in the care of the center, unless parental contact is prohibited by court order. A copy of a court order must be on file with the center if any biological parent is to be denied access to a child.

Parents will need to complete an Emergency/Pick-up Permission form (emergency card) that includes the names, numbers, and relationship to the child, of all of those persons allowed to pick-up the child. Anyone picking up/visiting a child must have a valid photo ID. Persons not listed on the Emergency/Pick-up Permission form or who do not show a valid photo ID, will not be allowed to pick up/visit your child.

Any volunteer who has "unrestricted access", which means that a person is alone with a child, or is directly responsible for child care, must be at least 16 years of age. Volunteers must sign a statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent adult abuse in any state. They must sign a statement indicating whether or not they have a communicable disease or other health concerns that could pose a threat to the health, safety, or well-being of the children. They must complete the DHS Criminal History check Form B, 595-1396. They must complete the Request for Child Abuse Information Form 470-0643. They must sign a statement that they have been informed and are aware of their Mandatory Reporting responsibilities. Anyone required to have an Iowa State record check is also required to be fingerprinted, (the national criminal record check).

Anyone who has had a sex offense against a minor shall not be allowed on the center property, except for the time reasonably needed to transport the offender's own child to and from the

center, unless they have the written permission of the director. Nor shall they operate, manage, or be employed by the center. The center director is not obligated to provide written permission, and may adopt more restrictive rules regarding sex offenders. However, if written permission is given, the director must consult with the DHS licensing consultant prior to giving permission. Written permission shall include the location in the center where the sex offender may be present, the reason for their presence, the duration of their presence, and a description of the staff supervision that will be provided in order to ensure that no child is alone with the sex offender.

Biting Policy

Oak Academy understands that biting is common in children for a variety of reasons. Most reasons are not related to behavior problems. Oak Academy does not focus on punishment for biting but on effective techniques that address the specific reason for the biting. Infant/toddler teachers have been trained in the Iowa Program for Infant Toddler Care (IPITC) We provide a safe child oriented environment and strive to foster the development of safe positive relationships between children in care and caregivers. (Kinnell 2008) When biting occurs, our policy is:

1. Care and help for the child who was bitten.
2. Help for the other child, in a calm firm manner so that he or she learns other safe behaviors to meet his/ her needs.
3. Biting is documented, using the Oak Academy incident/accident report form.
4. Parents of both children are informed by Oak Academy staff and provided a copy of the incident/accident report.
5. The name of the child who bit is kept confidential.
6. Oak Academy staff will observe and record behavior, and implement an individualized plan to reduce/eliminate biting.
7. Use of infant/toddler specialists/consultants to help assess the environment, child needs and additional caregiver training or resources as needed.

Open Door Policy

Parents are welcome at the Oak Academy at any time. Prior notice to management or teachers is not necessary, however, be aware that there are certain times of the day when children are napping and visitors in the room can disturb their rest. Parents have unlimited access to their child (children) unless a court order prohibits them from having contact.

Grievance Procedures

All Oak Academy employees work hard to create an environment where you and your child are comfortable, feel respected, and accepted. If at any time you feel unsatisfied with the quality of service you are receiving, we strongly encourage you to let us know. It is our pledge to take your concerns seriously and to work with you toward an acceptable solution.

- You may discuss your complaint with the person directly if you are comfortable doing so. Otherwise, submit a written complaint to the appropriate supervisor using the Grievance form.

- The appropriate supervisor shall schedule a meeting within five business days with all interested parties to discuss the matter and bring resolution to the problem.
- If you are not satisfied with the supervisor's response or you feel unable to discuss the matter with the supervisor, a meeting will be scheduled with the Chief Executive Officer (CEO).
- If you are not satisfied with the CEO's response or feel unable to discuss the matter with the CEO, a meeting will be scheduled with the Board President.
- The determination of the Board President shall be final.

In matters where the complaint is resulting from action taken by an Oak Academy employee, the appropriate supervisor is the Director of the Oak Academy.

In matters where the complaint is resulting from action taken by the Director of the Oak Academy, the appropriate supervisor is the CEO of Oakridge.

In matters where the complaint is resulting from action taken by the CEO, the appropriate supervisor is the Board President.

A written complaint is required for all matters that are being appealed to the Department Director, the CEO or the Board President. A complaint form is available at the Oakridge Neighborhood Variety Center front desk.

Because we take these matters very seriously we do ask that if you have a concern you let someone know as soon as possibly (preferably within 48 hours) so that the matter can be addressed and resolved quickly.

Discrimination Policy

The Oak Academy complies with 109.5(237A) Americans with Disabilities Act which states that child care centers, as a form of public accommodation, are required to comply with Title III of the Americans with Disabilities Act. The Act requires that child care providers not discriminate against children with disabilities on the basis of the disability.

The Oak Academy must provide children and their parents an equal opportunity to participate in the center's program and activities. According to the U. S. Department of Justice, a center cannot exclude a child unless the child's presence poses a direct threat to the health and safety of others or would require a fundamental alteration of the program.

The Oak Academy will make reasonable modifications to its policies and procedures to integrate children, unless doing so would constitute a fundamental alteration.

Per 109.12(3) Policies for children requiring special accommodations based on the special needs of the child, shall be made in providing care to a child with a disability. Accommodation can be a specific treatment prescribed by a profession or a parent, or a modification of equipment, or removal of physical barriers. The accommodation will be recorded in the child's file.

A child will be enrolled and plans for assessment will be discussed with the parent after there has been a substantial amount of time to observe the child's interactions within the classroom.

Parking

Parking is available to the parent/guardians in the front of the Oakridge Neighborhood Variety Center as well as the back parking area next to the Oak Academy's playground. Oak 2 has a small parking lot next to the entrance of Oak Academy 2. Please be extremely careful when driving through the Oak Academy's parking areas. There are small children walking in the area. **DO NOT** leave your car running or small children in your car while you are inside the building unless absolutely necessary in extreme temperatures to maintain engine temperature.

Enrollment Procedure

Oak Academy strives to provide families with a thorough preview of our agency and its requirements for enrollment. First priority will be given to children of parents who are working or going to school and reside in the Oakridge Neighborhood. Secondly, children who are in an at-risk situation as identified by our at-risk grant programs and reside in the Oakridge Neighborhood. Only full time enrollment is available, the exception being made for extenuating circumstances and at the discretion of the Program Director

The following components are required prior to enrollment.

- A tour of our facility (preferably with your child present)
- Allow time to observe and have your child interact within the potential classroom.
- A meeting with the Family Coordinator and/or the Oak Academy Director to discuss your needs and concerns and to answer any questions.
- Determine tuition rate/co-payment and eligibility for funding.

These additional components are required on the day of enrollment prior to leaving your child here for the day.

- A current physical exam (dated within the last 12 months)
- Immunization card completed and signed by your child's physician.
- Completed enrollment packet (includes emergency telephone numbers, pick-up information, and parental agreement forms.)
- If state subsidized, a copy of the "Notice of Decision", worker's name and telephone number.
- Funding sources must be established for any child to begin at the Oak Academy.
- If your child is attending on a grant program, you will need to provide current employment/school information, income verification and hour verification before your child can begin. You will be asked to do this periodically to keep children's files updated and current.
- The parent/guardian of the child must attend an orientation session with the Family Coordinator or the Program Director before the child can begin.
- Release of information.

Arrival and Departure Procedures

- Your child must be clocked in upon arrival and clocked out upon departure. The computer located at the basement entrance at Oak 1 and the main entrance at Oak 2 is used for this purpose. Every child will have their own ID number that parents will enter on the keypad next to the computer. Parents need to enter the ID number upon arrival and at departure.
- Children must be escorted by their parent/guardian into the Oak Academy and their classroom. Parents will assist their child with removing their coat, placing the coat in their cubby and assist the child in washing their hands. Contact with the teacher is expected so that the teacher is aware of the child's arrival. All children are expected to arrive at the Oak Academy no later than 9:00 am. Arrival by 9:00 am ensures that your child is receiving the full benefit of their classroom program. It also automatically includes your child in the lunch count.
- You will be asked to fill out an Emergency/Pick-up Permission Form naming people that YOU will allow to pick-up your child if you cannot, due to an emergency.
- Any person authorized by you to pick up your child must be 16 years of age or older.
- NO ONE will be allowed to pick up your child from the Oak Academy at any time unless the person is on the Emergency/Pick-up Permission form and presents a valid photo I.D.
- If you send an individual to pick up your child who is not listed on the Emergency/Pick-up Permission form, you must give permission for that individual to pick your child and their name will need to be placed on the form, and they will need to present a valid photo I.D.
- The Oak Academy staff will require photo identification when someone besides the parent/guardian picks up the child.

We understand that occasional conflicts may occur, (medical appointments, transportation difficulties, etc.) If this does occur, it is the parent/guardian's responsibility to call the Oak Academy by 8:30am to inform the staff of the child's late arrival. (However, excessive call-ins will be addressed with parents and Family Coordinator). If the parent/guardian does not call in and arrives at the Oak Academy after 9:00 am, it is possible they may not be allowed to leave their child at the center.

Late Pick-up

Your child needs to attend the full session each day. It is important for children to develop good habits for being on time.

- If your child is chronically tardy, a conference will be scheduled to discuss how the situation can be corrected.
- Your child needs to be picked up at the scheduled time each day. When children are left at the center after closing time, a late fee of \$1.00 per minute, per child is charged. This late fee must be paid prior to the child returning to the Oak Academy. If a child remains at the Oak Academy for thirty (30) minutes after the closing time and no one can be contacted by phone to pick-up the child, the staff will call Child Protective Services.
- Continuous lateness may result in suspension of Child Care services.

Custodial/Non-Custodial Pick-Up Policy

Oak Academy respects the rights of both custodial and non-custodial parents. Both parents will be allowed to pick-up and designate pick-up persons for their child/children on their assigned days, unless the following are on file at the Oak Academy.

- Court order contact limitation papers.
- Guardianship papers.

If a parent who is NOT allowed to pick-up a child comes to the Oak Academy (and the above paperwork is on file) the parent will be asked to leave and be told that the police will be called if they do not leave. If the parent tries to leave with the child, the staff will not attempt to physically restrain the parent or the child, or place themselves in danger to keep the child at the Oak Academy. The Oak Academy will notify security who will notify the police immediately.

Withdrawal

If you find you no longer need our child care services, we ask that you provide a TWO WEEK NOTICE. In the event the notice is not provided, you will be financially responsible for the two weeks. The State Wide Voluntary Preschool Program is a free program and any child enrolled in the SWVPP will not be charged withdrawal fees.

Items Your Child Will Need at the Oak Academy

There are a number of things you should bring with your child to the Oak Academy. Every child at the center needs a complete change of clothing. Infants and toddlers often need two or three changes. BE SURE TO LABEL EACH ARTICLE OF CLOTHING THAT IS BROUGHT TO the Oak Academy WITH PERMANENT MARKER.

Parents of infants, toddlers and older children when appropriate are asked to bring a daily supply of disposable diapers. We change children often, so plan on 8-10 diapers for an infant and at least 6 for toddlers.

We ask that the parents of infants to work closely with teachers to provide safe, healthy nutrition plans for their child. Parents need to supply two bottles of their choice. Oak Academy will provide Enfamil LIPIL with Iron infant formula. If an infant requires a different formula, parents will provide the Oak Academy with the appropriate formula. The bottles will be sanitized in the Oak Academy kitchen after use.

Outdoor Policy/Clothing

Weather permitting, all children play outside each day. Fresh air is good for children and helps reduce the spread of illness. If children are too ill to play outdoors, children need to remain at home. For extenuating medical needs, a doctor's note is required for a child not to participate in outdoor play (to stay indoors). Staff to child ration will be maintained on the playground at

all times. If there is not an extra adult available your child will be placed in another classroom while his or her class goes outside.

Please send your child to the Oak Academy in comfortable, sturdy shoes, socks, and clothing that may get dirty. Outerwear (hats, mittens, scarves, boots, etc.) should be sent daily as appropriate for weather.

All children are required to where **closed toe shoes, flip-flops and open toe sandals are not allowed.**

Oak Academy is not responsible for lost or damaged items. Please do not bring valuable items, or dress children in expensive clothing. We do engage children in messy play, cooking and other activities. If you have questions, please contact the center director.

Potty Training Policy

When your child begins to show signs of being “ready” to begin potty training we will ask you to attend a conference to discuss how you would like to proceed. This is an important milestone in a child’s growth and development and we want to approach it as we do all milestones, relaxed and prepared.

If both teachers and parents agree to start this training, a contract will be signed by both the staff and parents with a copy to be placed in the child’s file. The parents will need to supply the following items: several pairs of training pants including leak-proof liners and several changes of clothing including socks.

We do not use pull-ups as part of our training process. Past experience has shown that they are ineffective in training because children feel dry when they are wet. Also, they are less sanitary to change and more costly.

Tuition Policy

Oak Academy is a community service non-profit agency. Oak Academy is funded in part by United Way of Central Iowa, State, County, Federal and private pay clients. Your child's fee is determined on a weekly basis. Tuition payments are the Oak Academy's main source of revenue. Each funding source has requirements for attendance that directly affect tuition payment. It is your responsibility to become familiar with and adhere to these requirements. Private pay families are expected to pay their weekly tuition payment in full on the first day their child attends the Oak Academy. Tuition is based on a 52-week calendar and a 365-day calendar. No credit will be given for any holidays the Oak Academy is closed, any emergency closings due to natural disasters, or for staff development days (dates to be announced). The State Wide Voluntary Preschool Program is a free program and any child enrolled in the SWVPP will not be charged tuition.

Please make sure you sign the Enrollment Contract found in your enrollment packet. (*Sample on page 22-23 of this handbook*). A new Enrollment Contract needs to be signed whenever there is a change in your funding source, co-payments and payment schedule.

Oak Academy Hours: 6:30am – 5:30 pm Monday – Friday

Tuition Rates

The Oak Academy only offers full-time Child Care.

Infant (0- 12 months)	\$ 285.00 per week
Toddlers (13-23 months)	\$280.00 per week
Two's	\$275.00 per week
Three's	\$255.00 per week
Four's	\$235.00 per week

Children may attend up to 10 hours per day. If you exceed the allotted hours you will be charged for the additional time.

Private Tuition and Co-payments

All tuition and co-payments are due and payable in advance of service. Oak Academy must receive payment no later than the first day your child is to attend the program. If a parent is unable to make the payment according to this schedule, pay arrangements can be made with the center director **before the tuition is due**. Your child will not be allowed to attend class until payment has been received in full or pay arrangements have been made.

The State Wide Voluntary Preschool Program is a free program offering preschool 10 hours a week, from 8:30-10:30 to children 4 years of age (before Sept 15). Any child enrolled in the SWVPP will not be charged tuition for those 2 hours a day.

Late Payment/Delinquent Tuitions

Your tuition is considered late/delinquent if it is not paid by Monday morning of the attendance week. A ten-dollar late fee will be added to your account each Monday until the account is paid in full. The late fee is applicable whether or not arrangements have been made. The pay arrangement merely insures your child's spot will not be given to another child. The State Wide Voluntary Preschool Program is a free program and any child enrolled in the SWVPP will not be charged tuition.

Absentee (Vacation) Policy

What to do if your child is absent:

- If your child is going to be absent for the day due to illness you need to notify Oak Academy staff by 8:30am. An unexcused absence occurs whenever the Oak Academy is not notified of your child's absence.
- If your child has three (3) unexcused absences or frequent excused absences during the year, your child's slot may be terminated.
- If you know there is going to be a situation or emergency that could affect your child's attendance, contact the Oak Academy office staff immediately.
- Regular attendance provides the maximum educational benefit for your child.
- Funding sources require regular attendance. Frequent and/or unexcused absences could jeopardize your funding and terminate your child's services.
- Each private pay family may take up to ten full days per calendar year (year begins at enrollment) at a 50% reduction of tuition. These days can be used for illness and for vacation. If your child is going to be absent for the day due to illness, you need to notify Oak Academy office staff prior to 9:00 a.m. **You must notify the Oak Academy in writing about your vacation plans at least two weeks in advance.** Absentee credit will not be applied if notification is not given.

Charge for Key Fobs

Key fobs are available, for a \$10.00 fee, for parents/guardians who prefer to enter the building through the secure entrance at the back of the Oakridge Neighborhood Variety Center (next to the Oak Academy playground), instead of the secured main entrance into the Oakridge Neighborhood Variety Center. At the main entrance, parents/guardians must sign with the receptionist and buzzed through the doors leading into the main area of the building. At Oak 2 all parents are provided with a key fob (registered to the parent/guardian that enrolled the child). The doors at Oak 2 are secured and there is no receptionist, if parents/guardians do not have a key fob they will have to ring the doorbell. An additional \$10.00 charge will be assessed

for missing or replacement key fobs, please see the director if you are interested in purchasing a key fob.

How Will We Communicate About My Child?

Infant and toddler parents will communicate with the primary teacher concerning their child's day. Parents of infants, toddlers, and two-year old children can expect written communication daily. Parents are expected to pick up this daily communication form from their child's teacher. This communication includes important information about your child's physical activity, meal times and bodily functions as well as his or her disposition.

The teachers in the preschool and pre-kindergarten programs will give written feedback on a weekly basis. Conferences will be held twice a year with parents. Talking with your child each day about experiences and feelings will bridge your child's day between the Oak Academy and home. A classroom newsletter will be provided on a monthly basis and program newsletter will be provided quarterly.

Each classroom has a Parent Information Bulletin Board. Teachers prepare lesson plans that are posted on this board. These plans are usually based around a weekly theme. Books, activities, songs related to the theme will be outlined on this lesson plan. Take a minute each week to review the Parent Information Bulletin Board, also we look forward to your contributing any information on themes for which you hold a special interest. Also listed on the Parent Information Bulletin Board are a class schedule, menu, important parent info and articles of interest.

Parent Meetings

Oak Academy parent meetings are designed to inform and offer parents the opportunity to voice their opinions, concerns and issues regarding programs and changes. Educational topics, community resources and events are made available to encourage self-sufficiency. They also allow parents to meet other parents in the program.

HEALTH PRACTICES

Oak Academy Child Care Center strives to offer families and children comprehensive quality child care services. This goal often requires us to exceed the minimum rules and regulations set forth by the State Department of Human Services. State regulations require that children at the Oak Academy have an annual physical exam and that their immunizations are up-to-date for the child's age. We will notify you a month prior to the expiration date for your child's physical. It is your responsibility to get the physical up-dated and returned to the Oak Academy. **NO** child will be allowed to attend the Oak Academy without a current physical or immunization record.

During the course of the year your child will participate in various screenings provided by various agencies. These screenings include weight, vision, hearing, speech, language, developmental, mental, and dental. Mental health professionals will be observing each classroom and working with Oak Academy staff to ensure that the children are part of an environment conducive to learning and growing. As concerns are identified, parents/guardians receive a referral letter discussing results and recommendations if more testing or treatment is needed.

Medication

Oak Academy MEDICATION POLICY

The center administrator or designated teaching staff will administer prescription medication to a child only if the child's record documents that the parent or legal guardian has given the program written permission. A medication permission form is attached. The child's record includes instructions from the licensed health provider who has prescribed medication for that child. The permission form will be completed by the parent when the medicine is given to Oak Academy staff. The staff will attach a picture of the child to the permission form.

Medications must be labeled with the child's first and last names, the date that either the prescription was filled or the recommendation was obtained from the child's licensed health care provider, the name of the licensed health care provider, the expiration date of the medication or the period of use of the medication, the manufacturer's instructions, all stated on the original prescription label that details the name and strength of the medication and instructions on how to administer and store it.

All medications must be in their original container and stored in locked boxes (one refrigerated and one non-refrigerated) in the infant room except for medications used to treat respiratory symptoms and conditions such as asthma and reactive airway disease. All medicines must be prescribed to the child that is supposed to take the medication. No medication will be given if it is not in the original container, or not prescribed for the child who is supposed to take it, or if the expiration date on the container is outdated. The infant staff will store the medication and will attach the signed form to the clipboard labeled, "Current Medication."

Any administrator or teaching staff who administers medication will: (1) verify that the right child receives the (2) right medication (3) in the right dose (4) at the right time (5) by the right method with documentation of each time the medication is given (6) wash hands before and after administering any medication.

The person giving the medication signs documentation of items (1) through (5) above. The administrator or teaching staff has demonstrated to a health professional that they are competent in the procedures and are guided in writing about how to perform the procedure by the prescribing health care provider.

When a round of medication is complete, the parents must take the container home and the completed medicine form must be placed in the child's file at the Center.

Policy regarding respiratory illnesses:

Staff members have a certificate showing satisfactory completion of pediatric first-aid training, including managing a blocked airway and providing rescue breathing for infants and children.

All respiratory medications and equipment will be stored in the classrooms that enroll the children who have prescriptions for the respiratory medication. All respiratory medication will be stored in a provided tub, which is to be kept out of reach of children, yet in a place clearly marked, "Respiratory Medication." All children who have respiratory medication will have a completed "Asthma Action Plan" included in the tub with the respiratory medication. If breathing treatments are prescribed the parents will provide individual tubing and a mask or mouth piece along with the actual medication to be used in the breathing machine.

Each child with a prescription for respiratory medication will have a labeled bag that contains their medication and necessary tubing in the container housed in their classroom.

When the class takes a field trip, the child's labeled bag needs to go in the first aid bag before leaving and returned to the "Respiratory Medication" tub in the classroom immediately upon returning from the field trip.

The Center's nebulizer will not be taken on field trips. It is the parent/guardian responsibility to provide a breathing machine for field trips if one is expected to be used. The logistics of this need to be discussed with the classroom teacher and parent/guardian prior to any field trips involving children who use a nebulizer. Classroom teachers will distribute asthma medications according to the child's individual "Asthma Action Plan." It is the classroom teacher's responsibility to ensure that a completed "Asthma Action Plan" is turned in by the parent/guardian prior to dispensing medication.

The Center's nebulizer will be stored in the infant room in a cupboard labeled, "Respiratory Machine." It will be checked out as needed and returned immediately to the same location when a child's treatment is completed.

Additional blank "Asthma Action Plan" forms are kept in the Director's office in the cupboard labeled, "First Aid Supplies."

Medication forms are to be forwarded to the Child Development Specialist monthly to be placed in the child's file.

Whenever possible we ask for you to arrange for medication to be given at home. Ask your child's physician to adjust the dosage so that you can administer the medications prior to attending Oak Academy and upon arrival home. If home administration is not possible the following guidelines must be followed:

- Oak Academy must have written doctor's orders with administering instructions

- Oak Academy must have medication in the original container with a pharmacy label. This must be left at the Oak Academy during the duration of time/days the medication is to be given. Most pharmacies will dispense medication in two containers, one for home and one for school if requested.
- The Oak Academy must have written parent authorization requesting and authorizing staff to give medication as prescribed.
- If the medication is ongoing, the parent must sign a new form monthly allowing for continuous dispensing of the medication.
- “Over the Counter” medications are not permitted unless authorized by a physician. Tylenol or Motrin will not be given if the child is running a fever.

Staff specifically trained to administer medication will give the medication to your child. Staff will record when the medication was given and the dosage. Another staff member will witness administering of medications. Parents must keep staff up-to-date of any medication changes throughout the year.

Illness and Exclusion Policy

Keeping children well is hard work. To help keep all children and staff as healthy as possible no child or staff member may come to or remain at school when they have the following:

Active Head Lice: (live lice in the hair)	must provide proof of treatment, (Box or bottle of product used) to return to Oak Academy.
Cold, Sore Throat, Cough: (prevents the child from comfortable participation in program activities or demands a greater need for care that staff can provide.)	cough and drainage must be under moderate control and child must be well enough to participate in routine classroom activities as determined by Oak Academy staff.
Vomiting, Diarrhea (2), and Loose Stools (2):	must be symptom free for 24 hours before returning.
Temperature of 101 degrees or greater:	must be fever free for 24 hours and without medication before returning.
Chicken Pox:	out of school for 7 days and all pox must be scabbed and dry.
Red or Draining Eyes:	symptom free, doctor's clearance
Skin Rash:	symptom free, doctor's clearance
Yellow Skin or Eyes Gray/White Stools:	doctor's clearance

Stiff Neck:	doctor's clearance
Serious Illness, Injury:	doctor's clearance
Hepatitis A:	out of school for 1 week after onset of illness or jaundice, under treatment, and approved by a physician for return to the classroom. doctor's clearance.

If a child becomes ill at school, the parent/guardian will be called to pick the child up as soon as possible. Before an unexpected illness occurs, it is important for parents/guardians to have a plan in place to pick up or have the child picked up, and alternative child care arrangement made, if needed. All persons that may pick up a sick child must be listed on the Pick-up Authorization form.

Reducing Risk of Sudden Infant Death Syndrome (SIDS)

To reduce the risk of SIDS, infants are placed on their backs to sleep on a firm surface manufactured for sale as infant sleeping equipment that meet the standards of the United States Consumer Product Safety Commission. Pillows, quilts and other soft items are not allowed in cribs.

Shoe Coverings required in the Infant Room

In an effort to keep the Infant room clear from dirt, outside elements and contaminants, we require parents to put on shoe coverings when entering the Infant classroom. We ask parents with older siblings, as well as an infant, to take the older child to their classroom before delivering the infant to the Infant room. If this is not possible, the older sibling is required to put on the shoe covering.

Hand Washing Requirements

Children and adults wash their hands upon arrival each day. Hand washing procedures are taught to all children who are developmentally able to learn personal hygiene and are implemented before and after meals and snacks; after handling body fluids; when soiled in play and after diapering or use of the toilet.

Diapering, Pull-Ups, and Toileting Procedures

- Children who are not potty trained can attend preschool. The goal of our toilet training policy is to promote developmentally appropriate self-help skills and independence.
- Our program supports children at all stages of toileting development. For children who wear diapers or pull-ups, or who are in the process of toilet training, staff follow all required health and safety procedures in accordance with IQPPS Program Standard 5.

Posted Procedures and Staff Expectations

- Posted diapering and changing procedures are displayed in the changing area.

- Staff follow these procedures consistently. These procedures guide our practices and help ensure consistency, safety, and proper sanitation.

Checking and Changing

- Staff check children for signs that diapers or pull-ups are wet or soiled at least every two hours while children are awake and whenever children awaken from rest time.
- Diapers and soiled underwear are changed immediately when wet or soiled.

Designated Changing Areas

- All diapering and clothing changes happen only in approved changing areas, not in classrooms or play spaces.
- Each changing area is separated from other child areas and is used only by the assigned group of children.
- Diapers and soiled underwear are changed only in designated changing areas, not in any other location in the facility.
- Each changing area is separated by a partial wall or at least three feet from other areas children use.
- Soiled diapers and materials are placed in containers that open with a hands-free lid. These containers remain closed and out of children's reach at all times.
- Changing tables and the surfaces where supplies are kept are used only for diapering. They are never used for food, drinks, or any materials related to eating.

Supervision and Safety

- When a child is on an elevated surface, staff keep one hand on the child at all times to ensure safety.

Please contact us for more information or to see the complete Toilet Training Policy.

Use of Insect Repellant

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used and those are applied only on children older than two months. The concentration of DEET in products will not exceed 30 percent. Staff will apply insect repellent no more than once a day and only with written permission from the parent.

Application of Sunscreen

To prevent sunburn and heat-related illness during all outdoor activities, all children will have sunscreen applied to exposed skin, except eyelids, 15-30 minutes before going outdoors and reapplied every 60-90 minutes while outdoors. (Sweat and water reduce sunscreen's effectiveness.) Sunscreen will be applied only with written permission from the parent.

SAFETY PRACTICES

If a child experiences an accident/incident or is injured during Oak Academy hours, a written Accident/Incident Report is completed. Parents/guardians are asked to sign the report to verify they have been notified of the accident/incident. Parents will receive a copy of the report. In

the case of a head injury, parents will be provided with a list of signs and symptoms to watch for in their child as head injury symptoms may develop several hours after the injury occurs.

The following are plans that Oak Academy staff will follow during specific emergency situations. Staff members are trained regularly on these procedures. Whenever the children are taken out of their classrooms, staff must always take the Daily Class Sign In/Out sheet, the clipboard which contains the Emergency Pick-up Permission forms, and First-Aid kits. If there is a need to evacuate the building permanently and off the Oakridge Campus, Oak Academy staff and children will be moved to Kum and Go Convenient Station. In the event that Kum and Go is also affected, the Oak Academy staff and children will be moved to The Wilkie House.

Medical Emergency Procedures

- Staff implement first aid procedures within the scope of their abilities
- One staff stays with the child.
- Second staff contacts Director/Assistant Director and assists with the remainder of the children
- Director/Assistant Director contacts the parent or next of kin and asks them to come to the Oak Academy or contacts people listed on the child emergency form located in the classrooms.
- If unable to contact the parents or next of kin listed on the emergency form and the child needs further emergency care (i.e. stitches), then:
 - Call the doctor's office listed on the emergency form and request instruction.
 - Two (2) personnel must go in the car with the child—one driver and one to assist injured.
 - Continue trying to contact parents/next of kin; inform them of the emergency and where the child has been taken.
- An ambulance (911) may be called only in the case of:
 - Non-responsiveness of subject
 - Apparent heart attack
 - Severe respiratory distress
 - Serious injury (at the discretion of the Director or Assistant Director)

IN CASE OF POISONING:

Call the Poison Control Center 1-800-222-1222

(Have container/bottle label available when you call, if possible)

Dental Emergency Procedure

One staff member stays with the child. Second staff contacts Director/Assistant Director and assists with the remainder of the children. Director/Assistant Director contacts the parent or next of kin and asks them to come to the Oak Academy or contacts people listed on the child emergency form located in the classrooms. If unable to contact the parents or next of kin listed on the emergency form and the child needs further emergency care (i.e. stitches), then:

- Call the doctor's office listed on the emergency form and request instruction.
- Two (2) personnel must go in the car with the child—one driver and one to assist injured.
- Continue trying to contact parents/next of kin; inform them of the emergency and where the child has been taken.
- According to the problem, the following procedures should be followed.

Broken Tooth - Rinse the mouth with warm water to clean the area. Place a cold compress on the face to reduce swelling. Call and go to the dentist as soon as possible. If possible, bring the broken tooth fragment with you to the dentist.

Knocked-Out Tooth – If it is a baby tooth, call the dentist as soon as possible. Do NOT attempt to put the baby tooth back in the socket. If it is a permanent tooth, rinse it gently in cool water. Do NOT scrub it or clean it with soap. If possible, put the tooth back in the socket and hold it there with clean gauze or a wash cloth. If the tooth cannot be put back in the socket, place the tooth in a clean glass with milk, saliva, or water. Take the tooth and go to the dentist immediately.

Possible Fractured Jaw – Apply a cold compress to control swelling. Go immediately to the emergency room of a local hospital. Head injuries can be life threatening.

For the following incidents, assess the situation; contact the Director/Assistant Director; Director/Assistant Director will contact the parent or emergency contact. Apply First Aid. Determine further action to be taken.

Bitten Lip or Tongue - Clean the area gently with a cloth and apply direct pressure to the bleeding area. If swelling is present, apply a cold compress. If bleeding does not stop, go to a hospital emergency room immediately.

Objects Wedged Between Teeth – Try to remove the object with dental floss, guiding the floss carefully to avoid cutting the gums. If using floss does not work, call the dentist. Do NOT try to remove the object with a sharp or pointed object.

Toothache – Rinse the mouth with warm water to clean it out. Place a cold compress or ice wrapped in a cloth on the outside of the cheek. Call and go to the dentist as soon as possible. Do NOT use heat or place aspirin on the tooth or gum tissue.

Emergency Situations

Blizzards: In the event of a blizzard, parents will be contacted if a severe weather warning has been issued. Children will be kept warm, safe and fed while in the building.

Chemical Spills: In the event that a chemical has been spilled, the Poison Control Center will be called immediately 1-800-222-1222. We will evacuate children outside, if the spill is inside, or keep them inside if the spill is outside. We will wait for information and directions from the Poison Control and contact parents.

Earthquakes: In the event of an earthquake the Oak Academy Director will advise staff to take their children to the center of the classroom and to remain there until the earthquake subsides. Parents will be notified for pick-up.

Fire: The fire alarm will sound and/or verbal notice will be given by a designated staff person(s) for children to exit the building through a door closest to their classroom. Teachers will be responsible for bringing their classroom attendance list and for evacuating the building as quickly as possible. The Oak Academy Security Director will call 911 and check all classrooms, bathrooms, storage areas, etc. for any children who may still be inside.

Flood: In the event that flood warnings have been issued, all staff and children will be notified by the Oak Academy Director to move to the upstairs hallways of the Variety Center. If evacuation is necessary, we will go to the nearest Kum and Go located at 1300 Keosaqua Way. Parents will be notified by telephone where to pick up their child (ren) by designated person.

Intruders: In the event that an intruder is on the premises, security and possibly 911 will be called immediately. The Oak Academy Director will move all children into rooms that have doors that can be closed and locked if possible: i.e. infant room, bathrooms, office, classrooms. Doors will be closed and locked. Children and staff will remain in these rooms until the police and/or security have demonstrated to us that it is safe to come out.

Intoxicated Parents: If a parent arrives to pick-up their child and is obviously intoxicated, we will ask that parent to remain in the office while we call a person listed on the emergency contact sheet to come and pick-up the child and the parent. If the parent refuses and takes the child, we will contact the police department.

Lost or Abducted Children: If a child becomes lost or abducted, one staff member stays with the rest of the children and contacts the Director/Assistant Director to request assistance; the other staff continues searching for the lost child in the immediate area. Director/Assistant Director immediately contacts 911, the parent or guardian and Oakridge security.

Power Failure: If Oak Academy should lose power for more than 1 ½ hours we will begin to contact the parents. Classrooms will be provided with flashlights. Without adequate heat, air conditioning, or cooking appliances, we would not be able to provide quality care to the children and every effort will be made to contact parents to pick up their child.

Tornado: the Director(s) will be responsible for keeping an eye on the skies and an ear to the weather radio. If the weather should become severe, verbal notice will be given to staff. If Polk County issues a tornado warning and/or the sirens go off, the Director will notify the teachers to move the children into the lower level corridors. There may be times that we move the children prior to the sirens being sounded due to high winds and/or other potential danger. An emergency pack will be kept at Oak Academy containing flashlights, a battery operated radio, bottled water and snacks. Children will return to their rooms when warning has expired.

Bomb Threat: **DO NOT USE RADIO TRANSMISSIONS AS THEY CAN SET OFF A BOMB:** If suspected bomb can be seen on sight, teachers will move the children out of the building following fire drill routes. The Oak Academy Director or designated person will immediately call 911 and security. Do not under any circumstances touch or move the object. Secure the building to prevent re-entry. Await police arrival and further instructions from appointed supervisor.

NUTRITION PRACTICES

Oak Academy program is part of the Child and Adult Care Food Program (CACFP). CACFP provides regulations for us to follow when preparing meals for the children. We strive to consider each child's nutritional, emotional and physical needs relative to food.

Breakfast, lunch and snacks are provided daily. Menus are posted in your child's classroom bulletin boards.

Oak Academy Nutrition Program offers opportunities to try new and different foods, but the children are never forced to eat them. Meals will be served family style. Your child will learn to pass food, take the desired amount of each food, engage in conversation during mealtime and clean up at the end of each meal.

Children in the infant room are fed on demand/cue. We will do our best to follow the schedule you would like for your child; however, if your child is showing obvious signs of being hungry before the scheduled feeding time, we will feed him/her. CACFP guidelines are followed for food and breast milk from home. Breastfed babies are welcome at Oak Academy. Enfamil LIPIL with Iron formula is provided by the Oak Academy. Parents will provide formula for infants who require something different. All formula brought into the Oak Academy must be in a factory sealed container. No partial containers of formula can be accepted at the Oak Academy.

Religious Food Preferences

Religious preferences will be accommodated although the variety of food offered may be limited. Parents need to put religious requests in writing. Oak Academy staff will be happy to work with you to fill out the proper paperwork. Oak Academy does not serve pork or pork products such as marshmallow and Jello.

Food Allergies

If your child has a FOOD ALLERGY or an INTOLLERANCE, Oak Academy must have a note from the child's physician explaining what food(s) the child may not have and what food(s) can be substituted. Food allergies or intolerance are recorded on a special diet requirement/allergies form with a picture of the child and posted confidentially in the classroom cabinet.

Foods from Home

The Oak Academy guidelines do not allow families to bring foods that have been prepared at home. Foods brought for sharing must be commercially produced and individually wrapped. Please try to keep good nutrition in mind when you are planning these celebrations.

CURRICULUM/ASSESSMENT

Oak Academy implements curriculum in Health and Safety and Nutrition.

Oak Academy staff is trained in curriculum and assessment upon hiring, bi-weekly with the consultant and through official trainings as offered.

Infant/Toddler Program - Teaching Strategies Creative Curriculum BKLP Assessment Birth Through Kindergarten -

We focus on activities that teach the babies about themselves, others, their surroundings, and the world outside. Caregivers work with infants to develop a trusting relationship that fosters healthy social and emotional development, as well as language acquisition and motor control.

Toddlers are encouraged to build on and move toward independence. Problem solving, understanding abstract concepts, toileting, and cooperation are introduced. The child's language development is a key objective of this level. This program looks at the individual child, and strives to meet his or her needs rather than the child meeting the program needs. We stimulate both language and cognitive development through the use of puppets and props that motivate and capture the interests of your child. All programs are implemented individually or in small group.

Preschool Program – Teaching Strategies Creative Curriculum Teaching Strategies Gold Child Assessment Birth Through Kindergarten

The learning program or curriculum in each of our classrooms is based on principles of child development, individualization for each child, and culturally relevant practices. Each classroom is arranged in a variety of learning centers to include blocks, table toys (manipulatives), dramatic play and housekeeping corner, art, science, math, literacy, sensory (sand and water), computer, music and movement, and outdoors. As experiences are planned for children in each of the learning centers, the teachers will take into account each child's interests, strengths, needs, and family and cultural background.

Individualization of the program for each child is an important aspect of our program. Each child then has an Individual Child's Plan that includes specific goals and strategies for

accomplishing the goals. Individual goals for children are implemented within the daily learning program and supported by the family. Oak Academy staff and the parents on an on-going basis review this plan.

Field Trips

Children over the age of three will have the opportunity to participate in Oak Academy planned field trips. Field trips give children the opportunity to learn about and explore the surrounding community. A field trip might be a short trip to the neighborhood grocery store or post office or a longer trip to a zoo, museum, or park. Parents are provided advance notice in writing about all Oak Academy field trips. Specific information concerning the field trip such as destination, times, type of transportation, what to wear and bring along is included in the advance notice.

You will receive a parent permission form for your child for each field trip taken by the Oak Academy. You must return the signed permission form to the Oak Academy by the deadline date, indicating whether your child will participate on the field trip. If you do not want your child to participate on the field trip, then he/she will stay at Oak Academy and be placed in another classroom.

For most of our field trips we need parent volunteers to help supervise, which will help make the experience successful and safe for everyone. Two to three children are assigned to one adult during the field trip. Staff takes along a backpack that includes first aid materials and copies of the Emergency/Pick-up Authorization Form in case parents need to be contact for an emergency.



Oak Academy
Enrollment Contract
Hours of Operation

Oak Academy is open Monday through Friday, 6:30 a.m. to 5:30 p.m. (program hours for Universal Preschool are 8:30 a.m. – 11:30 a.m.) I understand that for my child to benefit from Oak Academy Program, they need to attend for the full day.

Holidays

The Oak Academy is closed on the following holidays:

- | | |
|------------------------------|---|
| ▪ New Year's Day | ▪ Labor Day |
| ▪ Martin Luther King Jr. Day | ▪ Thanksgiving Day |
| ▪ President's Day | ▪ Day after Thanksgiving |
| ▪ Memorial Day | ▪ Christmas |
| ▪ Independence Day | ▪ Day before or the day after Christmas |

Should traditional holidays occur during a weekend or be rescheduled for a long weekend, we will observe the holiday in accordance with the Oakridge Neighborhood holiday schedule.

Tuition Payment

Your child's weekly tuition (co-pay) is \$_____. This amount is due on Monday of each week. All tuition and co-payments are due and payable in advance of service. Oak Academy must receive payment no later than the day before your child is to attend the program. The State Wide Voluntary Preschool Program is a free program and any child enrolled in the SWVPP will not be charged tuition.

Late Payment/Delinquent Tuition

An account is considered delinquent if it is not paid by Monday of the attendance week. If a parent is unable to make the payment according to this schedule, payment arrangements can be made with the Director **before the tuition is due. We do not accept cash. Tuition must be paid by check or money order. Your child care can be terminated due to late or delinquent payment.** If we accept a check from you that is dishonored, we will, at our option, either (1) assess a thirty dollar(\$30.00) charge, demand payment for our attorney fees in collecting the amount due as allowed under Iowa Code 625.22 and 554.3512 and, if appropriate, request punitive damages as allowed under Iowa Code chapter 668A, or (2) demand you pay three times the face value of the check not to exceed \$500 above the face amount of the check as allowed by Iowa Code 554.3513.

Schedule

My child will attend on the following days and times. I understand that my child may not be in the Oak Academy more than 10 hours per day, if I exceed 10 hours per day I will be charged \$4.25 per hour for an infant/toddler and \$3.10 per hour for a preschooler.

	Monday	Tuesday	Wednesday	Thursday	Friday
Drop-Off	_____am	_____am	_____am	_____am	_____am
Pick-Up	_____pm	_____pm	_____pm	_____pm	_____pm

If you receive child care assistance through DHS, Promise Jobs, or Empowerment, you are allowed four (4) absences per month. These absences cannot be used for vacation and cannot be carried over to the next month if not used.

Late Pick Up

Oak Academy closes at 5:30 p.m. each day. If your child is here after 5:30 p.m., you will be charged \$1.00 per minute past 5:30 p.m. This late fee must be paid prior to the child returning to Oak Academy. If a child remains at Oak Academy for thirty (30) minutes after closing time and no one can be contacted by phone to pick up the child, Oak Academy staff will contact Child Protective Services. If the Oak Academy calls Child Protective Services, the \$1.00 per minute late fee continues until the child is picked up.

Absentee Policy

Each private pay family may use ten (10) full days per calendar year (year begins at enrollment) at a 50% reduction of tuition. These days can be used for illness or for vacation. If your child is going to be absent for the day due to illness, you need to notify Oak Academy prior to 9:00 a.m. You must notify the Oak Academy in writing about your vacation plans at least two weeks in advance. Absentee credit will not be applied if appropriate advance notification is not given.

Withdrawal Notice

If you find you no longer need the services of the, we ask that you provide a two week notice of withdrawal. This notice must be in writing. In the event this notice is not provided, you will be financially responsible for two more weeks whether your child is present or not.

I agree to the above policies regarding my child's enrollment at the Oak Academy. I have also read the policies in the Parent Handbook and agree to those policies and procedures. I understand that if I fail to adhere to these policies, my child's care at Oak Academy may be terminated.

Parent/Guardian Signature

Date

ADULT EXPECTATION AGREEMENT

Oak Academy staff and family members share the same goals for our children. We want them to learn, develop, and become independent. One of the ways that Oak Academy works toward this goal is to provide a classroom that is a safe and loving environment for all children. The daily schedule, the child-size furniture, and the way we talk with the children contributes to their learning and helps them develop a positive feeling about themselves.

Because of this, it is important that adults provide a good example and are good role models for children. Both parents and staff share this important responsibility. Therefore, a certain level of conduct is expected of adults in the classrooms, adjacent buildings, hallways, and parking lots located close to the Oak Academy.

These expectations include **no profanity, threatening, shouting, or adult discussion of a highly personal nature. Also appropriate dress is required upon entering the child care center. No revealing clothing should be worn in the childcare center, including robes, night gowns, bottoms or tops exposing private body parts.** If a family member needs to discuss personal matters with the staff, please call the Oak Academy before the children arrive or after the children leave to discuss the matter or set up an appointment at a later time to do so. Discussing personal issues in front of the children can be highly disruptive and unsettling.

If all adults associated with the classroom do not follow these expectations, consequences will need to be enforced so that the children can experience a positive learning environment.

As a valued Oak Academy team member please read and sign the following statement to acknowledge your agreement.

I understand that adults are expected to provide a good example and be a good role model for children in Oak Academy classrooms. I also understand that consequences will be enforced if these expectations are not met.

Parent/Guardian Signature

Date

PARENTS CONFIDENTIALITY STATEMENT

It is important to keep all information shared with the Oak Academy staff strictly confidential. A release of information must be signed to share this information.

Parents must keep all information concerning other Oak Academy staff, volunteers, children and families confidential.

My signature on this page indicates that I understand the above information and agree to the confidentiality procedures of the Oak Academy.

Parent/Guardian Signature

Date

VERIFICATION STATEMENT

I have read and agree to all the information and expectations outlined in this Handbook. I have asked questions and received answers to any questions that arose. My signature verifies that I will follow the guidelines and procedures outlined in this Handbook while at the Oak Academy, in the classroom, on field trips, at all parent meetings and gatherings, and other Oak Academy sponsored events or activities.

Parent/Guardian Signature

Date

Cleaning and Sanitation Practices

To ensure the classrooms properly cleaned and sanitize all classrooms use the monthly cleaning and sanitizing Frequency table. Staff will complete each item on the checklist; initialing and dating as completed daily. The current months cleaning checklist may be posted in an area accessible to staff and placed in the classroom monitoring binder upon completion at the end of each month. Complete monthly cleaning checklists will be filed in the classroom monitoring binder for one program year.

To promote indoor air quality aerosols, spray and others air fresheners, sanitizers or perfumes cannot be used in children occupied /used areas. Chemical air fresheners and sanitizers may cause nausea and allergic response in some children. Odors should be controlled by ventilation and appropriate cleaning and disinfecting.