



Parent's Handbook

Philosophy

At Oak Tree Children's Academy, we nurture children to grow strong in body, soul and mind.

We instill healthy eating habits and offer a variety of nutritious foods. We also believe in the importance of physical activity. Our environment encourages children to learn through physical play. We believe healthy bodies are key to development, self-esteem and learning. We nurture children's souls by teaching them life skills like kindness, manners, empathy and much more. We not only teach curriculum but also behavioral skills that will last a lifetime. In our classrooms, we focus on the mind by giving children an opportunity to learn in a fun and challenging environment. We always keep in mind that children learn through example and often mirror adults.

We treat each child as an individual and address her/her developmental needs at an individual pace. We set our standards high and expect our staff to set through example all of the good we know. Oak Tree Children's Academy has set curriculum for all age groups specific to their developmental needs. We will use visual, auditory and hands-on learning for each classroom.

Our infant and toddler classrooms will encourage the children to daily explore and discover their world. Exploration will be accented with sensory activities and language development. Teachers will provide parents with weekly updates and daily reviews of their child's activities. Parents are always welcome to take part in classroom activities and share ideas with teachers, who are always happy to discuss concerns or answer questions.

Our 2- and 3-year-old classrooms teach through a hands-on approach. In these classes, students will learn through discovery centers set up on a weekly rotating basis. The learning centers will vary from science, language, math, dramatic play, daily life skills and social development. Our 4-year-old classroom builds on these skills while focusing on pre-reading skills and grade school readiness. At Oak Tree Children's Academy, we take a holistic approach to child development and treat your child with love, care and respect.

Arrival and departure time/procedure for signing in and out/late policy

Oak Tree Children's Academy provides is open from 7 a.m. To 6 p.m. Monday through Friday. We close for seven major holidays: Fourth of July, Labor Day, Memorial Day, Thanksgiving and the day after, Christmas Eve, Christmas and New Year's Day. If Christmas falls on a Saturday or a Sunday, we may choose to close the Friday before or Monday after. You will be given advance notice on our holiday closings each year.

Parents will be given an individual access code to enter the building. These codes will be cancelled when child unenrolls. When you drop your child off, please use the sign-in computer in the designated area don't forget to sign your child out each day. If you will be late for pickup, please notify the school. A \$5 charge will be applied for every 10 minutes you are late to pick up your child. If you would like someone other than a parent to pick up your child, his or her name must be on the list of person allowed to pick up your child on your registration form. You may also notify the center in writing to get a person added to that list.

Tuition

In order to reserve a spot for your child, you are responsible for tuition even if they are absent. After one year of enrollment, families will be given one week vacation without tuition fees to be used for a planned, one-week absence. Please give us advance notice when you would like to use this privilege. **We also require that you notify us two weeks in advance of withdrawal, should that be necessary.**

Health Policies

It is our policy to maintain the health of all children and staff members, which means excluding a child with a contagious illness. Your child is required to stay at home if his/her symptoms include vomiting, repeated diarrhea, a fever of 101 degrees or higher, a rash, pink eye, head lice, extreme congestion or another contagious condition. Children with rashes, non-infectious illness may be permitted with a note from a doctor specifying they are no longer contagious. Children with head lice will be permitted after they have been treated. . A note from a Doctor stating the child has been treated and is nit free will be required. If a child shows early signs of illness they will be closely monitored.

A child may return to care once he/she is fever-free without medication for 24 hours. For the safety of children and staff, you must notify us if your child has been in the center with an infectious condition. If your child becomes ill while in our care, we will call parents to pick him/her up as soon as possible. The teacher will separate the child and

keep him as comfortable as possible until the parents arrive. Parents will be notified if your child has been exposed to a communicable disease or infection. We will maintain confidentiality of the ill or infected child.

*******You are responsible for keep your child's immunizations up to date and providing records to Oak Tree Children's Academy. This is for the safety of all of our children and Oak Tree is a %100 vaccination rate facility. We reserve the right to exclude your child if you choose not to vaccinate.**

Medication

If you want your child to be given medication while in our care, please fill out a Medication Permission form. Please fill it out entirely and our teachers will follow the instructions provided by you. We will record the date, time dispensed and amount given as well as who administered the medication. Medication must be in its original container. It must be labeled with the child's name. All medication will be stored out of the children's reach. All refrigerated medication will be stored in the refrigerator located in the kitchen. Medication that is expired will be disposed of or returned to parents. The following are considered medication under the DHS regulations

1. Over the counter medications
2. Prescription medications
3. Any cream or ointment example – diaper rash medication, lip chap, lotion-Please check expiration date on these items.

Sun screen and insect repellent are not considered medication but should be supplied by the parents if needed. We do encourage parents to provide sunscreen since we do spend two to three hours outside daily. We are happy to apply insect repellent upon parents request.

Safety

Safety is our No. 1 concern when it comes to your child. We will provide a safe environment free of potential hazards. To maintain safety standards, we have established the following policies:

1. We always maintain the required number of adults to supervise every group of children specified in the Oklahoma's Department of Human Services standards. This includes in the classroom, on the playground and during naptime. No child is ever left without proper supervision.
2. Every classroom and playground area is inspected on a regular basis to eliminate or correct any equipment or situations that could be a possible hazard. The classrooms also are disinfected at least twice a day to keep the area as clean and germ-free as possible.
3. In case of an emergency, each building has an emergency plan of action posted on the bulletin board. Oak Tree has properly trained each teacher and performs monthly fire drills and quarterly tornado drills to prepare children and staff. Each classroom also has an emergency door that leads outdoors.

4. We have an exemplary security system to ensure no one can enter the building without our knowledge. Parents will receive an access code, but other visitors must be let inside by front desk staff and escorted on a tour. This ensures your child is safe and allows us to monitor any visitors or guests.
5. If a child is involved in an accident requiring medical attention, the parent or guardian immediately will be notified. If the parent is unable to come to the center to transport the child, a staff member will accompany them to the medical facility indicated on the child's information form. If it is a medical emergency, we will call an ambulance to receive the fastest care possible. Each child will have a medical form that includes applicable medical history and known allergies.
6. If any form of an accident occurs, staff will fill out an incident report form. The teacher or witness to the event as well as the director will fill out the form, provide a copy to parents and place a copy in the child's file. The director and staff will review the incident and determine whether measures need to be taken to avoid further accidents.
7. We have a compliance file located in our front office in the infant center. It contains the most recent child care licensing monitoring report provided by the licensing specialist. It also contains other forms from DHS that are applicable to our center. This information is available to parents and staff at any time.
8. It is mandatory at our center to report any form of child abuse. If you suspect any abuse please call 1-800-522-3511.

Food

Children will be served breakfast, lunch and an afternoon snack. A weekly menu will be posted on the welcome bulletin board for parents to view. We follow the Food Pyramid Guidelines the U.S. Department of Agriculture's Human Nutrition Information Service has set. We will provide your child with healthy, well-rounded choices so they can develop their tastes and enjoy a variety of fruits, vegetables, proteins and whole grains.

Meal times are carefully planned to encourage children to explore different colors, textures and tastes. It is our policy that we do not force anyone to clean their plate or eat anything they do not like. If you have any other healthy food ideas, please let us know. We also limit the amount of sugary snacks.

Special Occasions

We want to make your child's birthday or any holiday as special as it can be. If you would like to bring a special treat for your child's class, it must be store bought and sealed. We would love to have homemade treats but this is a DHS measure to protect the children from any possible food contamination. Healthy suggestions for special desserts include frozen yogurt or oatmeal cookies. Please inform the teacher of when and what you will bring to class so he/she can be prepared.

Sleeping Environment Toddler thru Preschool

Children age 10 month and old will sleep on a two inch thick mat. The room will be darkened and soft background music will be played. The sheets will be washed weekly.

Oak Tree will provide sheets. Parents should provide a blanket for your child. The blankets should be taken home weekly and washed.

Sleeping Environment Infants

Children under the age of 10 month will sleep in an assigned individual crib or play yard (pack n play) with sides fully raised and secured. Infants sleep on a tight fitted sheet covering the mattress. These sheets will be washed daily. Blankets, soft toys, bumper pads, infant rest equipment are prohibited in crib. Only pacifiers without anything attached to them will be in crib. Bids will be removed before nap time. Infants will be placed in the crib on their back. If the infant rolls over to side or tummy they may be allowed to sleep in that position. Sleeping sacks are highly recommended

Home Toys

We discourage bringing any toys from home up to the classroom because part of the developmental process includes learning to share. When children bring toys from home, they typically have a hard time sharing because they own the toy and rightfully feel a sense of possession. This can create problems for the child and others in the classroom.

We will provide children with toys and equipment they can share and use together. If your child wants to show a new toy to the class, the teacher will establish a time for sharing. The toy then must be put in the child's cubby until they go home.

Clothing

We believe children learn best through exploration of their environment and through play. Please send your child to school in clothes they can run, jump, slide, climb and nap in. Please remember several hands-on experiences are included in our curriculum. Please dress your child in clothes that can get dirty or possibly stained with paint. We will notify the parents prior to day's children will paint.

We suggest washable, comfortable and easy-to-change clothing for toileting purposes. Shoes with closed toes and non-skid soles, such as tennis shoes, are safest for climbing and outdoor play. Please bring a complete change of clothes, — shirts, pants, underwear and socks — to keep at school in case your child gets messy or wet. Please also bring a blanket for your child to use at naptime. We suggest it is one your child is familiar with and reminds him/her of home.

Parent Visits

We encourage you to visit our center at anytime. To make your visit enjoyable for you and your child as well as productive for the entire classroom, we ask that you follow these guidelines:

1. Check in at the office to let us know you are visiting.
2. After greeting your child, find a place to sit so you can observe and participate in the classroom agenda.
3. Remember the teacher needs to focus attention on the children and may not be available for lengthy conversation. If you have additional questions or comments, teachers usually allot time following the session for more lengthy discussion.

4. If you do not want to participate in classroom activities, you may check your child out for a short time and bring them back when your visit is over. Just follow proper check-in and check-out procedures.

Parent Involvement.

At Oak Tree Children's Academy we know that your involvement as a parent or caregiver is crucial to your child's development. We encourage you to speak daily with your child's teacher, fill out our parent questioners and attend parent-teacher discussions. We want your feedback on how we can improve and help your child. Please feel free to speak with the director at any time and allow us to better serve you and your child.

Babysitting Policy.

You may ask our teachers to babysit nights and weekends but NOT during our business hours. It is a conflict of interest and makes staffing our center difficult. We want consistency and quality teachers for all the children so please be respectful of this policy.

Withdrawal

We reserve the right to request withdrawal for any of the following reasons:

1. Delinquency of payments
2. Non-cooperation on the part of the child and/or parents. If a serious problem persists that isn't solved after a conference among the parents, teacher and director, the director will decide whether the child should remain enrolled.
3. Inability to adjust to the regulations by the parent and/or child.

Discipline Policy

We believe children learn best through experience. Like adults, they learn not only when they make good decisions but also through errors. We believe teachers must guide and redirect children to help them to learn to cooperate with their peers. We want to positively encourage and influence each child so he or she can grow into the best person possible. We do not condone any sort of physical punishment and do not raise our voice at any child.

We try to encourage good behavior and correct negative behavior by:

1. Providing a variety of activities so children do not get bored or frustrated.
2. Using small group techniques, limiting children in areas, providing sufficient materials and the opportunity for constructive interactions.
3. Addressing a child if behavior is inappropriate by getting down to their level and calming and kindly correcting them.
4. Using positive language with the child to praise appropriate behavior.
5. Redirecting a child to another area if they are having problems cooperating.
6. Encouraging children to solve relational problems among peers using their words and reasoning abilities. A teacher will stand by to provide encouragement or intervene if necessary.

7. Our policy at Oak Tree Children's Academy is children must respect themselves, their friends and our equipment.

If a child still has a problem with appropriate behavior after exhausting these methods, a time-out period of one minute per age of the child enforced. In the time-out period, a child can actively think about a more positive way to behave next time. After the time-out period, the child will be hugged and encouraged. We want them to know it's OK to make mistakes but important to learn from them.

In some cases a behavior specialist may be asked to come and observe a child. Parents will be asked for permission for their child to be evaluated by the specialist. The specialist will contact parents with the results of the evaluation.

If a child is having a rough day — maybe they're tired, stressed or frustrated — they may be offered individual quiet time. It's important to remember quiet time isn't a punishment, but a time to rest or relax if needed. In each classroom, we provide a quiet, calm and relaxing area for children to de-stress or avoid over-stimulation.

Parents are welcome to sit with their child, cuddle, relax or play at anytime. Please let us know if your child is going through a stressful or difficult situation at home. We want to be sensitive to your child's needs and struggles through love and support.