



FAITH ● FAMILY ● FRIENDS

Parent- Student Handbook 2023-2024

Oak Grove Christian School

535 BF Goodrich Rd.

Marietta, Ohio 45750

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oakgrovechristianschool.com

Introductions

Board of Education

Dan Beals- President

Ryan Schaad- Vice President

Bethany Lemon- Secretary

Lori Austin- Finance Officer

Melody Hoskinson- Founder

Gary Shannon- Teacher Representative

Evan Lang- Parent

Administrative Staff

Lori Austin- Principal ODJFS/ Fiscal Officer

Pam Baker- Principal

Melody Hoskinson- Administrator

Teaching Staff

Emily Shannon- 3-Year-Old Class

Sandy Beals- 3-Year-Old Class Aid

Shari Zimmer- 4-Year-Old Class Mon.-Wed.

Leah Schaad- 4-Year-Old Class All Week

Lindsay Rech- Kindergarten

Bethany Lemon- First & Second Grade

Michelle Dehnart- Third & Fourth Grade

Leona Jewell- Fifth & Sixth Grade

Branches Staff (Before and aftercare)

Sandy Beals & Amanda Cooper

Hornet's Nest (Cafeteria)

Gary Shannon



A MESSAGE TO OUR PARENTS

The Administration and staff of Oak Grove Christian School (OGCS) would like to welcome you to our family and thank you for choosing us to join in the partnership of educating your child(ren). Educational success for all students cannot be complete without an effective partnership between school and families. Families are the most essential part of a child's life so it is our hope to build a strong relationship with those families so that we can all work together to meet the educational, spiritual, emotional, and physical needs of your child(ren). To help us get to know you better and build this relationship, we strongly encourage families to participate in school activities from conferences, fieldtrips, parties, HSA (Home/ School Association), to everyday things such as homework and school projects. We know our families are busy, but the more we work together the better the educational outcome for your child(ren) will be. We do not take our end of this job lightly and dedicate our time to the education of your child(ren). We feel that God has blessed us with each one in our care.

PHILOSOPHY

Education with an emphasis on faith, family and friends is the focus of OGCS. We strive to help each child realize they are a child of God and help them value their self-worth. We realize the early years of a child's life are instrumental in preparing that child for his/her future. We know parents, grandparents and other adults will be the first and most significant teachers in their young lives. Therefore, we will strive to work with families as a team to provide the best early, Christian education possible, preparing our students for a lifetime of learning and service to God.

GOALS

It is our desire to set up an environment of Christian love as we strive to help each child develop positive attitudes, strong relationships, and a love of learning. It is our goal to work closely with the students, families, and teachers to enrich each child, helping them find their talent and to have a positive attitude towards learning and themselves.

Most information in this handbook pertains to all parents including preschool, K4, and our elementary grades. The handbook contains essential information regarding policies and procedures established for the safety of our students and the smooth operation of our school. All parents should read this handbook thoroughly and keep it for future reference. Please contact the administration using the above contact information if you have further questions.

Oak Grove Christian School 2023-24 School Year

August '23						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October '23						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November '23						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December '23						
Su	M	Tu	W	Th	F	S
					1	2
3	4*	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19*	20	21	22	23
24	25	26	27	28	29	30
31						

January '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February '24						
Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16*	17
18	19	20	21	22	23	24
25	26	27	28	29		

March '24						
Su	M	Tu	W	Th	F	S
					1	2
3	4*	5	6	7*	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April '24						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May '24						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24*	25
26	27	28	29	30	31	

DAYS IN SESSION	167
OPENING DAY	2
STAFF WORK/RECORDS DAY	12
PT CONFERENCES	2
TOTAL DAYS	183

	School Closed/ Holidays
	First Day/ Classes Resume
	Special Days/ All School
	Special Days 4 yo (K4)
	Staff Work Days (No School For Students)
	Classes Resume 3 yo Th F (Preschool)
	Special Days Elementary
	Special Days 3yo (Preschool Full Week)

—	End of 9 weeks
▷	Mastery Assessments Sent Home
*	No Aftercare

August

- 29th Parent Orientation:
Returning Parents- 6:00 PM
New Parents- 7:00 PM

September

- 31st Open House: 4yo 6:00 PM
3 yo and Elementary 7:00 PM
- 4th No School: Labor Day
- 5th First Day: Elementary, 4yo, and FW 3yo
- 7th First Day: Th/F 3yo
- 18-22 School Pictures

October

- 4th Desserts w/ Dad & Grandad: 4yo- 2:45 PM
- 6th Desserts w/ Dad & Grandad: 3yo- 2:45 PM
- 9th No School: Columbus Day
- 13th Fall Field Trip- All School
- 25th Fall Class Party: 4yo- 2:30 PM
- 27th Fall Class Party: Elementary- 2:00 PM
3yo - 2:30 PM
** No Aftercare**

November

- 3rd No School: Teacher in Service Day
End of First Nine Week
- 10th Veterans Day Lunch- 11:00 AM
Mastery Assessments Sent Home
- 13th No School: Conferences (All School)
- 22-24 No School: Thanksgiving Break
- 25th Christmas Parade

December

- 4th-8th Santa Shop
- 4th **No Aftercare**
- 15th Christmas Party: Th/F 3yo- 2:30 PM
- 18th Christmas Party: 4yo- 2:30 PM
- 19th Christmas Party: Elementary- 2:00 PM
FW 3yo- 2:30 PM
Christmas Program: All School- 6:00
No Aftercare
- 20-Jan 2nd No School: Christmas Week

** No Aftercare Days

January

- 3rd Classes Resume
- 19th End of Second Nine Weeks
No School: 3yo ONLY
3yo Conferences All Day
- 26th Mastery Assessments Sent Home

February

- 2nd Current Family / Alumni Family Enrollment
- 14th 4y/o Valentines Party-2:30 PM
- 16th Valentine's Dance: 6:00-8:00 PM
Valentine's Party:
Elementary- 2:00 PM
3yo- 2:30 PM
- 19th No School: President's Day

March

- 4th-8th Right to Read Week & Bookfair
- 4th Open Enrollment: 6:00-7:00 PM
** No Aftercare**
- 7th Literacy Night: 6:00-7:30 PM
No Aftercare
- 22nd End of Third Nine Weeks
- 27th Easter Party: 4yo- 2:30 PM
- 28th Easter Party:
Elementary- 2:00 PM
3yo- 2:30 PM
- 29- April 5th No School: Spring Break

April

- 8th Classes Resume
- 8th-12th Revival Week

May

- 1st Mother's Day Tea: 4yo- 2:30 PM
- 2nd National Day of Prayer
- 3rd Mother's Day Tea: 3yo- 2:30 PM
- 4th School Carnival 12:00-3:00 PM
- 17th 3yo Awards & Picnic 11:00-1:00PM
- 21st Field Day
- 22nd 4yo Graduation: 10:00
- 24th Kindergarten Graduation: 10:00
Elementary Awards: 2:00 PM
** No Aftercare**

Classes

3 Year-Old Preschool Classes			
<u>Option:</u>	<u>Days in Session:</u>	<u>Times:</u>	<u>Tuition:</u>
Half-Day	Thursday & Friday	9:15-11:45	\$105/ month
Full-Day	Thursday & Friday	9:15-3:15	\$210/ month
Full Week	Monday-Friday	9:15-3:15	\$399/month

A child may enroll in the 3-year-old classes if they are 3 on or before August 1st. Children must also be potty trained. Space is limited. Students will be insured a spot once the \$125.00 registration fee has been paid.

4-Year-Old Preschool Classes (K4)			
<u>Options:</u>	<u>Days in Session:</u>	<u>Times:</u>	<u>Tuition:</u>
Half-Day	Monday, Tuesday, Wednesday	9:15-11:45	\$147/ month
Full-Day	Monday, Tuesday, Wednesday	9:15-3:15	\$262.50/ month
Full Week	Monday-Friday	9:15-3:15	\$399/month

A child may enroll in the 4-year-old classes if they are 4 on or before August 1st. Children must also be potty trained. Space is limited. Students will be insured a spot once the \$125.00 registration fee has been paid.

Kindergarten- 6th Grades			
<u>Options:</u>	<u>Days in Session:</u>	<u>Times:</u>	<u>Tuition:</u>
Full Week	Monday-Friday	8:30-3:00	\$446.25/month

A child may enroll in the kindergarten class if they are 5 on or before August 1st. Class sizes are limited to 18 students. Students will be insured a spot once the \$125.00 registration fee has been paid. Our students will have instruction in Bible, English, reading, spelling, writing, mathematics, science, social studies, computer, music, art, and physical education. The school year begins the Tuesday after Labor Day. Hot lunch is available, along with before care, starting at 7:30 and after care, ending at 5:30.

2023-2024 Schedule of Fees

Registration Fee

\$100 Non-refundable registration fee due with OGCS enrollment form.
\$125 if registering after March 18th.

Tuition Fees

* 9 Month Payment Plan Due the FIRST DAY of each month *

* 12 Month Payment Plan Due the 15th DAY of each month *

	<u>9 monthly pymts</u> (Sept 1 st , 2022-May 1 st , 2023)	<u>12 monthly pymts</u> (June 15 th , 2022-May 15 th , 2023)	<u>Full pay with 3% discount</u> (Due by Sept 1 st , 2022)
Preschool...Half Day...	\$105/month.....	\$78.75/month.....	\$916.65
Preschool...Full Day.....	\$210/month.....	\$157.50/month.....	\$1,833.30
Preschool...Full Week...	\$399/month.....	\$299.25/month.....	\$3,895.77
K4..... Half Day.....	\$147/month.....	\$110.25/month.....	\$1,283.31
K4..... Full Day.....	\$262.50/month.....	\$196.88/month.....	\$2,291.63
K4..... Full Week.....	\$399/month.....	\$299.25/month.....	\$3,483.27
Elementary (K-6 th).....	\$446.25/month.....	\$334.69/month.....	\$3,895.77

Book and Technology Fees

* Due by July 15, 2022 *

Preschool...\$125

K4 classes...\$150

Kindergarten through Seventh Grade...\$300

Branches Before/After Care

Hourly Rate Charged.....\$5.00/hr

At 30 hours/month.....\$4.50/hr

At 40 hours/month.....\$4.00/hr

Hours of Operation: 7:30 a.m. until classes begin and after school until 5:30 p.m.

Hornets Nest Lunch

Hot Lunch...\$3.25

Milk...\$0.50 Side/Fruit...\$0.50 Sandwich Only...\$1.50 Extra Entrée...\$2.00

*Branches and Hornets' Nest Fees may need to be adjusted as guidelines for COVID

Brief History of Oak Grove Christian School

Oak Grove Christian School opened its doors in 2014. It was started by Melody Hoskinson and a team of early childcare educators who worked together at a local preschool. This group of educators wanted to expand their offerings of preschool and begin elementary school. OGCS is a non-denominational Christian school that has expanded to offer preschool- 6th grade. We are in the former Oak Grove Elementary School in the Oak Grove area of Marietta, Ohio. We take pride in our tradition of offering an excellent academic program delivered by qualified teachers.

Notice of Nondiscrimination Policy

The Oak Grove Christian School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Oak Grove Christian School will not discriminate on the basis of race, color, or ethnic and national origin in the hiring of its certified or non-certified personnel. OGCS, however; reserves the right to refuse admission to students who have been expelled or required to withdraw from another school, public or private. Consideration for enrollment, under these circumstances, will be considered only after a thorough investigation into the previous disciplinary action. OGCS also reserves the right to not accept students if they have a learning, behavioral, or psychological disorder that would require special services beyond the scope of what can be met in a mainstream classroom. Such students may be better served by institutions with the resources to provide the services required to help them reach their potential. Any applicant who withholds pertinent information about the abilities of their child may be required to withdraw from OGCS.

Mission Statement

Oak Grove Christian School provides a Christ-centered, biblically based education that enables students to grow spiritually and academically in a learning environment that honors God.

Purpose

Our purpose at Oak Grove Christian School is to educate all students to reach their maximum growth potential by providing a positive learning environment that advances students both academically and spiritually. It is the desire of OGCS for their students to take their knowledge and skills out into the community to make an impact for Christ.

Statement of Faith

We believe in God, the Father, maker of heaven and earth; and in Jesus Christ his only Son, our Lord; who was conceived by the Holy Spirit, born of the Virgin Mary, suffered under Pontius Pilate, was crucified, dead, and buried; the third day he rose from the dead; he ascended into Heaven, and sits at the right hand of God the Father Almighty; from thence he shall come to judge the quick and the dead. We believe in the Holy Spirit, the Holy Church, the communion of saints, the forgiveness of sins, the resurrection of the body, and the life everlasting.

Admission

Once the registration fee and registration paperwork have been received, your child's name will be placed on a list in order of which it was received. We will do our best to place your child in the class of your first choice, however, if spaces are filled, we will contact you to discuss other options. Once the school can confirm availability, your child will be considered enrolled. Before your child may be permitted to start class, the office must receive completed enrollment and health information forms. It is your responsibility to keep this information updated and it is required that the medical form be updated each school year or at the time it expires, whichever comes first.

No student will be able to attend OGCS without the required immunizations for children residing in the state of Ohio. The parent must show proof of immunization within 30 days of the child's first day of school attendance. Parents of elementary students must provide the school with a birth certificate and an immunization record indicating that their child/children are properly immunized in compliance with the ODH Immunization requirements.

Parents of preschool and K4 students must provide a copy of the child's immunizations which must be attached to and included with the ODJFS 01305 Child Medical Statement signed by the child's Physician/Physician Assistant/Advanced Practice Registered Nurse/Certified Nurse.

The parent/guardian who has declined to have a child immunized must complete the following document: STATE OF OHIO LEGAL IMMUNIZATION EXEMPTION Per OHIO STATUTE 3313.671 (Exemptions) Religious, Good Cause, and Medical Exemptions Form.

If a child is re-enrolling in OGCS, all past due fees must be paid within two weeks following the last day of school. If a child's account from the previous year is not paid by this date, the enrollment fee for the upcoming year can be used to pay towards the money due which would make enrollment for the next school year void. Once the account is paid in full, the child can then re-enroll and pay the enrollment fee as long as there is room in the class for which they would be enrolling. *If a child is transferring from another school, a parent must meet with the administrator to verify the required documents needed, including a records request from the previous school.*

Attendance Procedures

Ensuring students are in school every day is a crucial part of their education and regular attendance is necessary for learning. Every day counts. Frequent absences interrupt the continuity of the instructional process and hinders the student's academic and social adjustment. It is the responsibility of the student and the parent to maintain regular attendance. The attendance records of our students are shared with their home school. Student absences will be calculated by the hour. **Parents/ Guardians have the right to excuse six full days per school year for illness, emergency, or family vacation.** After the six full days, absences will be considered unexcused unless accompanied by a note from the treating physician.

Absences

If your child will be missing school for any reason, please call the school to leave a message for the administration, by 9:00 am. When calling in, please state your name, relationship to the student, their name, grade, reason for the absence and the dates they will be absent. If the administration has not heard from the parent by 9:15 am, a call will be made to the home. The administration will share this information with classroom teachers. Upon return to school, a written notice should accompany the student, explaining the absence. An absence may be excused for the following reasons:

- Personal Illness
- Illness in the Family that necessitates the presence of the child
- Quarantine for contagious disease- limited to the length of quarantine determined by health officials.
- Death in the Family- this is limited to 3 days
- Observance of Religious Holidays- this may be excused if it is consistent with truly held religious beliefs.
- Medical/ Dental Appointment- students are excused for only the time of the appointment and a reasonable amount of time before and after the appointment.
- Emergency- a circumstance which the principal may judge as a sufficient cause for an absence.

Unexcused Absences

An unexcused absence is any absence from school without a legitimate excuse, i.e., sleeping in, hunting, hair/nail appointments, celebrations. Students that have an unexcused absence will not be permitted to make up the work or tests for that day. OGCS will follow the rules and disciplinary actions set forth by the Ohio Department of Education for unexcused absences. Truancy caused by unexcused absences and tardiness to school may result in disciplinary action and/ or a Student Absence Intervention with the parents and Administration. CHRONIC ABSENTEEISM is when a student has missed 42 hours or more of school in 1 month or 72 or more hours in a school year. These students will be considered truant. If an intervention meeting does not improve attendance a complaint will be filed in Juvenile Court, according to Ohio House Bill 410, effective July 1, 2017, and the family will be referred to their district truant officer. Scholarship awards will be revoked for students with chronic absenteeism.

Arrival/ Dismissal

Elementary students may begin entering the building at 8:25 AM. Staff will meet the students at their vehicles to ensure safe drop off procedures. Students will enter the building, may use the restroom, and will proceed straight to their homeroom class. If a student enters the building before 8:25 AM, they will be sent to Branches, our before-care program and their account will be billed accordingly.

Dismissal will begin at 3:00 PM for elementary students. Please wait in vehicles and staff will bring students out. Please do not enter the building to pick up students at the end of the day. This creates distractions, and our staff needs to ensure each child is dismissed with the appropriate guardian. Those picking children up must be on the authorized list or will need written permission from the parents. A photo ID will be required.

Students not picked up by 3:15 for elementary or 3:30 for preschool, will be sent to aftercare. Parents will be billed for this service at the end of each month.

Preschool students will begin arriving at 9:10 AM and will be dismissed at 3:15 PM, following the above procedures.

If your child needs dismissed early please notify the office as soon as possible. When picking your child up early please sign them out at the front desk and wait there for them to be called from their classroom.

Our staff will not release children to anyone who appears to be under the influence of alcohol or drugs. If this situation occurs, we will call your emergency contact on your paperwork to transport the child. We will notify the police if necessary. For children required to use a child safety seat, we ask that you have your child in the proper child restraint and buckle him/her before you leave the school premises. We have the right to contact the proper authorities if we are aware that your child is not in an appropriate car seat. Please make sure all those who pick up your child follow these same guidelines. Contacting authorities for situations like these would be uncomfortable for all of us and we ask that you not put us in these jeopardizing positions.

Branches Program - Before & After School Supervision

OGCS staff provides supervision of children both before and after school in our Branches program. This program is open to our students and students in surrounding schools. Our Branches program runs from 7:30 each morning until school starts and will be available after school until 5:30 each day. See the fee schedule for pricing. Before school children will be kept busy with center activities and supervised play in the gym. A light breakfast snack will be offered to those who request it, and all students will have prayer with a staff member before heading to their class. During the after-school hours, staff will supervise play both in centers and active play either inside the gym or outside if weather permits. There will be a quiet time for homework. Quiet play will be encouraged for those who do not have homework. Snack will be offered at a specific time each afternoon.

Cell Phones/ Electronic Devices

Students, although allowed to bring phones onto school property, must always keep phones off and in their backpacks. Any student found using a phone during the school day will have the device confiscated and returned to their parents at the end of the day. If a student needs to call home, they must report to the office and have an administrator approve the call or make the call home. Electronic devices, including smartwatches, are also not permitted in class unless a teacher has given permission for their specific use. It is highly recommended that no electronics be brought to school, as the school will not take responsibility for the loss, theft, or destruction of such devices.

Class size and Staff/Child Ratios

Our preschool and K4 classes will not exceed the state required ratios which are 1:12 for the three-year-old classes and 1:14 for the four-year-old classes. It is our goal to provide a higher level of quality classroom care so we will strive to maintain a 1:8 ratio with both ages and not exceed the class size of 16 in the three-year-old classes and 18 in the four-year-old classes. If a class has 8 or fewer students enrolled, we reserve the right to place only one teacher in that class. *FOR ELEMENTARY GRADE STUDENTS – class sizes will be kept at 18 or below, keeping our goals of education in the forefront.*

Closings

In case of inclement weather, the administrative staff, may choose to delay the start of school, or cancel the school day. This decision will be shared with the staff, sent out on a Procure message, posted to WTAP and on our website and Facebook page. We must take into consideration that we have staff and students coming from outside town and in all directions when we make these decisions.

In case of a two-hour delay, before-care will be cancelled, and the start times will be as follows:

Elementary: 10:30 AM

Preschool & K4: 11:15

Half-day will dismiss at 12:45

Community Outings

There will be periodic community outings throughout the year. There will always be staff members present at all community outings. Parents will transport their own children or make arrangements with others to transport. Staff members will not transport children to and from these trips. At the designated time, attendance will be taken, and the children will be divided between staff members for supervision purposes. Parents/guardians must stay for the duration of the outing. Some outings will require paperwork and/or a fee. We will notify parents in advance with situations like these. We ask that children wear their Oak Grove Christian School shirt when attending community outings. We ask that all those attending school outings make supervision of the children a top priority and be respectful with appropriate dress, attire and behavior.

Curriculum

Oak Grove Christian School uses several Christian curriculums in their daily routines. Academic instruction for the Preschool, K4 and Kindergarten classes comes from The ABeka Book Curriculum and BJU Press. First- Third grades use a combination of McGraw-Hill and Harcourt plus other supplemental material. Fourth, and Fifth grades use McGraw-Hill, Abeka, and in addition to other supplemental material. We use an adapted Bible curriculum from several sources to cover the age span of our children and because we know that families attending OGCS come from various denominations. Our chosen curriculums are created by professional teachers and administrators based, most importantly, on the Word of God, sound knowledge and common sense.

Custody Issues

You must provide the school with the proper documentation if there are custody issues involved with your child. Make sure the court paperwork lists those who have permission and those who are denied permission to pick up your child. Our staff will not deny a parent access to his/her child without proper documentation. A copy of the court order will be kept on file in the office. Parents have an obligation to inform the school anytime custody orders change.

Daily Schedules

It is our goal to provide a structured schedule, so the children have a predictable routine but flexible enough for adaptability when necessary. We will strive to make all children feel safe and secure in their school by letting them know what to expect and what is expected from them. Here you will find a sample schedule for Preschool and K4. *FOR OUR ELEMENTARY GRADE STUDENTS – teachers will create a schedule based upon their individual curriculum and class needs. If you desire, you can review this schedule with your child’s teacher.*

A Sample Class Schedule

Half-day		Full day (morning similar to ½ day)	
9:15-9:30 am	Arrival Activity	11:15-11:30	Prepare for Lunch/RR/Hand Washing
9:30-9:35 am	Calendar/Weather/Pledge	11:30-12:00	Lunch
9:35-9:55 am	Bible	12:00-12:30	Outdoor Play (weather permitting)
9:55-10:10 am	Center Activities/RR/Clean-up	12:30-12:40	RR/Hand Washing
10:10-10:30 am	Learning Time	12:40-12:50	Story/Rest Prep
10:30-10:45 am	Story/Prayer/Hand Washing	12:50-1:45	Rest
10:45-11:05 am	Snack/Show-and-tell	1:45-1:55	Clean-up from rest/ handwashing.
11:05-11:20 am	Fine Art activity	1:55-2:10	Snack
11:20-11:30 am	Prepare for home	2:10-2:25	Lesson
11:30-11:45 am	Center Activities/Dismissal	2:25-2:35	Review Games
		2:50-3:00	Prepare for Home
		3:00-3:15	Outdoor Play or Center Activities
		3:15	Dismissal

Discipline/Behavior Policy

We want school to be a place where your child will be safe and respected, a place for your child to meet new friends, and a place to get excited about learning. To achieve this goal, it is important for both the parents and the students to understand our discipline/behavior policy which is explained below.

Each teacher has his/her own set of rules that inspires proper behavior. Every system encourages students to take responsibility for their own actions. Classroom AND school-wide appropriate behaviors are expected. Understanding inappropriate behavior is important for the safety and success of all.

NO STUDENT HAS THE RIGHT TO INTERFERE WITH THE LEARNING OR SAFETY OF OTHER STUDENTS. Students need to do what is expected and do it to the best of their ability. Making appropriate choices at school will bring about student success.

HOWEVER, we believe it is necessary to have a plan in place for inappropriate behavior that requires consequences beyond the regular classroom discipline.

Any teacher who has knowledge that a student has exhibited behavior that repeatedly or substantially interferes with the teacher's ability to communicate to students in the classroom or with the students' ability to learn, is required to send the student to the office.

Once there the student will begin the 3 Strikes approach:

Strike 1- A behavior form is filled out there is a note home or parent meeting.

Strike 2- A 2nd form filled out and the student must do his/her work under supervision in the office for the remainder of the day. A phone call will be made to the parent/ guardian.

Strike 3- If the inappropriate behavior continues, an out of school suspension is necessary to protect the safety and learning environments for all our students. At this point the Board of Education will meet to determine if or when the student can return to school.

***Oak Grove deems the right to immediately expel students who display behaviors such as threats of violence/ inappropriateness towards another student/ and or weapons brought to school.

Dress Code

The OGCS dress code will apply the biblical principles of modesty, purity, and respect. We should not be dressing in a manner that would draw undue attention to our bodies, but should show respect for ourselves, others, and most importantly God. Students should dress modestly, neatly, and appropriately at all times. Please follow these guidelines:

Modesty: Wear clothing that covers the body in a decent manner, covers all undergarments, and is not revealing.

Neatness: Wear clothing that is clean and the proper size, not too tight to be revealing, or too loose to not fit properly.

Appropriate: Clothing that fits the occasion of a school setting that would be a distraction to the classroom or other students. Clothing that advertises alcohol, tobacco, drugs, or bears inappropriate language or phrases will not be tolerated. Hats will not be allowed in school, except on designated days.

Parents are asked to take responsibility for their child complying with the dress code. If necessary, the student will be required to call home for a change of clothes. This dress code applies to all OGCS functions, including community outings and afterschool events.

Emergency Procedures

Monthly drills will be held so that students and staff can practice what to do in an emergency. These drills will include fire, tornado, emergency, and lockdown drills. In case of an emergency the staff will implement the emergency plan posted in each classroom. The proper authorities will be contacted in the case of such events. In the unlikely event that we need to evacuate due to fire or the loss of power, heat, or water, our emergency destination will be the shelter in the recreational area behind the school. For severe weather conditions our emergency destination is the Oak Grove Fire Department. We will post a sign on the front door of the school indicating that we have been evacuated and the location where you can pick up your child. We will contact parents as soon as the situation allows. If we are unable to reach a parent, we will contact the emergency number listed on your child's enrollment form.

Environmental Threat/Threat of Violence – Once we are notified of a threat, we will secure the children in the safest location possible. We will contact and follow the directions given by the proper authorities. We will

contact the parents as soon as the situation allows and will provide an incident report to them as soon as we are able.

First Aid/Communicable Diseases & CPR – There will always be one staff member present in the building that has received training in First Aid/Communicable Disease & CPR. In the case of a minor accident or injury, a staff member will administer basic first aid and lots of TLC. If the injury would be more serious, first aid would be administered, and the parents would be contacted immediately to assist in deciding an appropriate course of action. If any injury is life threatening, the EMS will be contacted, parents immediately notified, and a staff member will accompany the child to the hospital with all available health records. Only EMS will transport a child; staff may not transport any child in their vehicles.

An incident/injury report will be completed on the day of the incident/injury if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; if the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within 24 hours after the incident occurs. Licensing personnel from the ODJFS office will be contacted within 24 hours when there is a general emergency or serious incident, injury or illness. The report will be provided to licensing staff within three days of the incident.

Licensure

Our preschool & K4 programs are licensed through Ohio Department of Job and Family Services. You can find the licensing and inspection reports in each classroom. *FOR ELEMENTARY GRADE STUDENTS – our elementary grades are licensed through ODE (Ohio Department of Education).*

We are a non-chartered, non-tax supported school and file an annual report with the Ohio Department of Education by September 30 of each year to show that the school meets the Ohio Operating Standards. Report cards are issued for each 9-week grading period during the school year.

Lunch

OGCS is proud to provide a hot lunch program. Parents of our full day preschool, full day K4 and primary students must provide lunch or send in money so their child can purchase a lunch. If a preschool or K4 student brings a packed lunch, please make sure to include a protein, grain, fruit, vegetable, and a dairy product. If they do not have the appropriate food in their lunch, we are required to offer them the item they are missing. They can refuse this item but if they choose to take it, you will be charged. Our elementary students do not have any nutritional requirements, but we do ask that you pack a well-balanced lunch for them. Remember to use ice packs, if necessary, in your child's lunch because we are unable to refrigerate student lunches. It is required that all grapes be cut in half length-wise for preschool/ K4 students.

Money may be added to a child's account for lunches or sent in with them when they purchase. Balances will show up on the monthly statements. Please see fee schedule for lunch prices.

Payment

Tuition Due Date

There are two tuition payment plans. On the 9-month plan, tuition is due by the first Friday of the month from September through May. On the 12-month plan, payments are due by the 15th of each month from June through May. There is a 7-day grace period following your payment due date before a 10% late fee is applied to your account.

Method of Payment

Payments may be made by cash or check (made out to OGCS). You can drop off your payment at the school, send it in with your child's weekly folder, or mail it to 535 BF Goodrich Rd, Marietta, OH 45750. You can also have your account set up so your tuition fee comes directly from your bank account. We can discuss this option with you if you are interested. If you would like to pay your account in full at the beginning of the school year in September, you will receive a 3% discount off the total amount. We are considering options for accepting credit or debit cards as payments (fees will apply). If paying by card becomes an option, we will let parents know.

Late Payments

If a payment isn't received by the second Friday of each month, a late fee equal to 10% of the outstanding balance will be assessed. A missed payment may result in your child's dismissal until the payment has been received. **If you should encounter any unusual circumstances regarding your payments, please contact the financial secretary as soon as possible.** We will work with you in any way we can in regard to payments as long as you communicate with us and keep payments as current as possible.

Returned Checks

There will be a \$15 fee for each check returned by your bank. We have the right to refuse any future checks for excessive abuse.

Account Adjustments

The monthly tuition you pay covers the time, space, staff and other provisions for your child, whether he/she attends or not. We cannot deduct or pro-rate tuition based on days your child misses, whether those absences be of your choosing or the schools closing.

Supervision Policy

Arrival & Departure

We will use a "round-up" method for both drop off and pick up of your child. This information is for preschool and K4 parents only: For drop off, you will pass the first entrance of the school on BF Goodrich Rd. and enter the loop in front of the school. The first car will pull up to the stop sign past the double doors heading towards the fire station. All cars will follow and stay in line at all times. One teacher will go outside and gather up the

children from the first 4 cars. Once your child/ren have been picked up, you will exit through the parking lot onto Oak Grove Lane. As “the line” of cars move, the cars waiting will pull up to the stop sign and wait for the teacher before allowing their child to exit the car. There will be a teacher in each classroom supervising the children as they arrive. If you arrive late, please park and walk your child up to the front door. The door will be locked so ring the bell and wait for a staff member to meet you. Drop off times are as follows: **Preschool & K-4 full-day will begin at 9:10. The half-day preschool and K4 morning classes will begin at 9:10 and the half-day preschool and K4 afternoon classes will begin at 12:40.** It is very important that parents follow this schedule to ensure that teachers have the necessary time to prepare for the day. Pick up will operate in a very similar way as the drop off. Parents should begin “the line” by passing the first entrance and using the loop in front of the school. Parents will pull up to the stop sign and wait for a teacher to bring out their child. Once your child is secure in your car, exit through the parking lot onto Oak Grove Lane.

Pick up times are as follows: **Preschool & K-4 full-day will be 3:15 and half-day will be 11:45 for the morning classes and 3:15 for the afternoon classes.**

*FOR ELEMENTARY GRADE STUDENTS – **The drop off time for all elementary grades begins at 8:25 a.m.** For drop off, parents will enter the parking lot from Oak Grove Lane and will proceed around parked cars heading towards the fire department building. The first car will pull up parallel to the building stopping just past the doors. Other cars will enter the same way and form a line. We will open the doors at 8:25 and children from the first few cars will enter the building. Once these children have entered the building and are safely out of the area, these cars will pull up veering right along the grass area and exit onto Oak Grove Lane. The next few cars will proceed with the same process. The doors will be locked after the last child in line has entered the building. If you arrive late, after all cars are gone from the line, you will need to park and walk your child to the door (ring the doorbell). At 8:45 a.m. your child will be considered tardy. If your child is tardy 5 times, a half day absence will be recorded. **Pick up times for all elementary grades will be 3:00.** Pick up will work in the same manner as drop off. If you are more than 10 minutes late, your child will be sent to After Care and your account charged accordingly.*

Reporting Child Abuse

If any staff member has suspicions of child abuse or neglect, they **MUST** report it to Washington County Children’s Services. ALL staff members of OGCS are mandated reporters of child abuse. There will always be one staff member in the building who has completed the Child Abuse Prevention course. The safety and well-being of the children is our first priority.

Supervision of Students

Our staff will supervise our preschool and K4 students at all times. If a child becomes ill while at school, he/she may be isolated in a section of the room not in use, but within sight of a staff member until someone arrives to pick them up. If staff members are present in the office when a child becomes ill, the child might be supervised by this staff person in the office area until someone arrives. Due to our preschool and K4 staff:

child ratios, all of those children will go outside together. If your child isn't feeling well and you wish they would stay inside, please keep them at home.

Transportation of Children

No staff person will be able to transport a child in an emergency situation, or otherwise. If a child requires emergency transportation, the parent and/or the emergency squad will be contacted. OGCS will not provide childcare services to children whose parents refuse to grant consent for transportation to the source of emergency treatment.

Guidance Policy

It is our desire that each child will learn self-discipline through guidance. The staff at OGCS believes that helping each child learn self-control is a step in this process. We will treat your child with love and respect. Children who are treated this way learn to respect those they are around. Our age appropriate guidelines and expectations will be made aware to each child. We choose to use positive reinforcements and positive redirection when necessary. We make it a point to look for the good in each child and believe that pointing out the student doing the "right thing" will help redirect others in the class. When appropriate, we will remove a child from a situation and give him/her another activity to avoid circumstances that might cause a problem. If a child continues to have a difficult time after many warnings, that child may be asked to sit for a short period of time to regain control and a positive direction. If it is necessary to use a time out, it will be age appropriate and the teacher will talk with the student to explain why the time out was necessary. If a consistent negative behavior or situation persists, the staff will contact the parents to discuss a means of resolve. If a child chooses to continue in this negative behavior or continually endangers himself, other students or staff, it may become necessary to withdraw the child from OGCS. Please know that the staff will work with the parents to make every attempt necessary to correct the behavior. However, the safety of the children is ALWAYS our primary concern.

If a child demonstrates behavior that requires frequent "extra attention" from the staff, we may choose to develop and implement a behavior management plan. This plan would be developed in consultation with the parents and would be consistent with the requirements of Ohio State Licensing Rule 5101:2-12-22.

Snack, Lunch & Show-and-Tell

Snack

Parents of preschool and K4 students provide the daily snack for all children in the class. Your child's teacher will provide a calendar listing all activities and the snack schedule for the month, look for this calendar by text message and/or email. If your child's name is listed on a date, he/she is to bring the snack and drink for the entire class. There will be a count of children in each class on the calendar. We do celebrate birthdays and try to schedule your child's snack day as close to their birthday as possible. June & July birthdays will be

posted in May and August birthdays will be posted in September. We ask that the snacks contain at least one nutritional food. If your child has restrictions when it comes to food, please make us aware of this at the beginning of the year and mark it on their forms. If it is your child's snack day, it is your responsibility to bring the snack or switch with another parent so snack is provided. *FOR ELEMENTARY GRADE STUDENTS – not all grades will observe a snack time, the option of snack is left up to each individual teacher. If your child's teacher would choose to do a snack or show-and-tell time, they will make you aware of the details.*

We can provide you with a "Suggested Snack List" if requested, but some snack ideas are: fresh fruits/vegetables, dried fruits, cheese, yogurt, crackers, graham crackers, goldfish crackers, pretzels, Teddy Grahams.

Show-and-Tell.

When it is a preschool or K4 child's turn to bring in snacks, it is also their turn to bring in a Show-N-Tell item. They can bring in any item within reason. We might suggest based on our subject of study.

Management of Illness

The staff, administration, and personnel at OGCS will provide all children with a clean and healthy environment. However, we realize that children become ill from time to time. Please keep in mind, if this is your child's first consistent group experience, it is possible that he/she may experience more frequent illnesses before their immune system becomes more active. We observe all children as they enter the program to quickly assess their general health. Please do not bring a sick child to school, sick children will be sent home! We ask that you plan ahead and have a backup care plan in place if you are unable to take time off from work to care for your child in the case, they are sick.

A child with any of the following symptoms will be immediately isolated, parents or emergency contacts called, and the child discharged as soon as possible:

- Temperature of 100 degrees F
- Temperature of 100 degrees F – in combination with any other signs or illness
- Diarrhea
- Severe coughing (causing the child to become red in the face or making a whooping sound)
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye, obvious discharge, matted eyelashes, burning or itching eyes
- Untreated skin patches, unusual spots, or rashes
- Unusually dark urine or gray/white stools
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestation
- Vomiting
- Sore throat or difficulty swallowing

We will also isolate and carefully observe any child who demonstrates signs of illness not listed above. We will notify the parents if the symptoms persist. If a child does not feel well enough to participate in normal activities, we will notify the parent and, if the child continues to refuse to engage, we will ask the parents to pick up the child. Anytime a child is isolated, they will always be kept within sight and hearing of a staff member. Children will not be allowed to return to school until they are symptom free for a 24-hour period (this includes not vomiting for a 24-hour period). If they are not symptom-free, a doctor's note will be required stating that the child is not contagious before they are readmitted. We will notify parents if the children have been exposed to a communicable disease.

Medications

For half-day students attending school for two and a half hours, we do not see the need to administer medications. If a full day student has medication that needs to be administered while at school, you must fill out a medical form listing the medication and dosing schedule. This form and medication will be kept in the office. However, if your child has a known medical condition (asthma, diabetes, seizure disorder, severe allergies, etc.) the parent must provide written instructions on the Medical Care Plan form. In this case, you must list any training needed on this form and staff must receive necessary training and sign the form as well.

Emergency school closings

In case of inclement weather, the administrative staff will decide to delay the start of school or cancel all together. If a decision is made to alter the school day, it will be posted on WTAP. We encourage you to log onto WTAP.com and sign up for their text alerts concerning school closings and delays, this way you will receive a text message concerning any decisions made.

The 2-hour delay schedule is as follows:

Half-day preschool and K4: AM 11:15-12:45

Full-day preschool and K4: 11:15-3:15

Primary: 10:30-3:00

Branches: 8:30 a.m.

Additional Policies

Classroom Roster

Classroom rosters will be made available for each class. Only parent names and phone numbers will be included, provided the parent or guardian has signed a statement indicating approval.

Classroom Supplies

Parents will be given a classroom supply list for their child prior to the beginning of the school year. Please send in all these items when requested.

Child's Personal Property

We ask that your child wear comfortable play clothes and shoes with non-slip soles. Please provide a change of clothes, including underclothes, in a labeled zip-lock bag. This bag will remain in your child's backpack daily in case of accidents. Be sure to change their clothes based on the season throughout the year.

Children should not bring money, toys, food, or other items not necessary for their daily activities (unless it is their scheduled day for show-and-tell). OGCS will not be responsible for the loss of an individual's property.

Telephone

If you need to reach your child's teacher, **please call the school office (740-336-5041)**. If a staff member is unable to answer the phone when you call, please leave a message. If you need to speak directly to your child's teacher, please leave a phone number so that the teacher can return your call. We ask that you do not text your child's teacher during school hours. Each teacher will set up a communication system for each class with specific times for open communication.

No smoking or tobacco of any kind is permitted on school grounds.

Parental Responsibilities & Conflict Resolution

The teachers, staff and administration want to partner with parents as they strive to achieve the above-mentioned goals and policies. In doing so, the teachers, staff and administration need the support and cooperation from parents. Parents are asked to recognize and respect the authority that the teachers, staff and administration have while their child(ren) are enrolled at OGCS. We ask that all parents speak with respect to teachers, staff, administration, and students of OGCS, as well as the other parents of students attending OGCS. If a problem or situation arises that requires attention or seems disruptive in any way, the teacher, staff, or administration will attempt to resolve the issue. However, based upon the individual situation, a parent, teacher, or staff member may either request intervention from the administration to reach a resolution, or seek assistance from local law enforcement. The board will always be available to assist parents, teachers, staff, or administration if there is a need to do so. Should a parent violate a local, state or federal law and that situation negatively affects their relationship with the school, the board will be notified, and proper action taken which could result in the child and/or family member/s being dismissed from the school. Any infraction of disrespect to students, parents, teachers, staff members or administration could result in the student and/or family members/s being dismissed from the school. If a problem persists after seeking a means to resolve it, the board will intervene and has the right to permanently dismiss the child and/or family members from the school.

If a parent has a problem or situation that they feel needs addressed, we encourage you to talk with your child's teacher right away. If you do not feel you have reached a resolution to your problem, please contact the administrator. If a resolution is still not achieved, the administrator will set up a meeting with the principal. If that does not resolve the problem, the issue will be brought before the Board of Education. We feel most issues can be easily resolved and it is always best to deal with them right away instead of allowing them to build up.

ADDENDUM

Compliance with the Americans with Disabilities Act (ADA)

Most children will need individualized attention occasionally. If a child who needs one-to-one attention due to a disability can be integrated without fundamentally altering a childcare program, the child will not be excluded solely because the child needs one-to-one care.

Any modifications necessary to integrate such a child will be made if they are reasonable and would not fundamentally alter the program. These modifications include administering medication to children with disabilities and administering care procedures to children with disabilities.

An individualized assessment is required. However, the ADA generally does not require centers to hire additional staff or provide constant one-to-one supervision of a particular child with a disability.

Meals and Snacks

The Ohio Department of Job and Family Services (ODJFS) has established rules for food and dietary policies for child care providers. OGCS will follow the Child Care Rules 5101:2-13-22 Requirements for Meals and Snacks (see the ODJFS attachment)

Sleeping/Napping Requirements for a Licensed Child Care Center Rules

- (1) The licensed child care center shall provide a quiet space for children who want to rest, nap, or sleep.
- (2) Nap and rest time shall be in accordance with the developmental needs of the child.
- (3) Rest or nap areas shall be lighted to allow for visual supervision of all children at all times.
- (4) Any child who does not fall asleep during a designated nap time shall have the opportunity to engage in quiet activities.
- (5) Evacuation routes shall not be blocked by resting or napping children. Each child shall have a free and direct means of escape, and the provider shall have a clear path to each resting child.
- (6) Ratio may be doubled for no more than two hours during nap time, and shall only be doubled if all of the children in the group are on cots or on mats, if the group does not include any infants and if there are enough child care staff members in the building to meet staff/child ratio pursuant to rule 5101:2-12-18 of the Administrative Code for the group.

Meal and Snack Requirements

The number of meals, snacks and/or breakfast provided by a licensed family child care provider shall be available as follows:

Hours of Operation	Meals and Snacks Available
4 to 8 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 1 snack • 1 meal and breakfast
More than 8 hours and fewer than 14 hours per day	One of the following: <ul style="list-style-type: none"> • 1 meal and 2 snacks • 1 meal and breakfast • 1 meal and 1 snack • 2 meals and 1 snack
More than 14 hours or overnight	breakfast, 2 meals and 2 snacks
After school for school children	1 snack

The content of meals, snacks and breakfast shall be selected from the following four basic food groups:

1. Meat or meat alternative
2. Breads and grains
3. Fruits and vegetables (juices may be used if 100% and undiluted)
4. Fluid Milk (see appendix C to rule 5101:2-13-22)

Meal, snack and breakfast food group requirements:

Type of Feeding	Food Group
Meal (provide 1/3 of the recommended daily dietary allowances as specified by the United States Department of Agriculture USDA)	All of the following: <ul style="list-style-type: none"> • 1 serving of fluid milk • 1 serving of meat or meat alternative • 1 serving of fruit* • 1 serving of vegetables* • 1 serving of bread and grains
Breakfast	1 serving each from 3 of the 4 basic food groups
Snack	1 serving each from 2 of the 4 basic food groups

* A vegetable may be used to meet the entire fruit requirement. When two vegetables are served at lunch or dinner, two different kinds of vegetables are to be served.