

# **Parent-Student Handbook**

## **2026-2027**



***Oak Grove Christian School***  
***535 BF Goodrich Rd.***  
***Marietta, Ohio 45750***

**(740) 336-5041**

**[oakgrovechristianschool@yahoo.com](mailto:oakgrovechristianschool@yahoo.com)**

**[oakgrovechristianschool.com](http://oakgrovechristianschool.com)**

## Table of Contents

Page 3	Introductions
Page 4	Parent Message/ Philosophy/ Goals
Page 5	2025-2026 Calendar
Page 6-7	2025-2026 Calendar Cont./ Calendar List
Page 8-9	Classes Offered
Page 9	Classes Offered Cont./ Schedule of Fees
Page 10	Schedule of Fees Cont./ School History/ Nondiscrimination Policy/ Mission Statement/ Purpose/ Statement of Faith
Page 11	Statement of Faith Cont./ Admission & Enrollment Procedures
Page 12	Admission & Enrollment Procedures Cont./ Attendance Procedures
Page 13	Attendance Procedures/ Absences/ Unexcused Absences
Page 14	Arrival & Dismissal
Page 15	Branches Program/ Cell Phones & Electronic Devices/ Class Size & Staff-Child Ratios/ Community Outings
Page 16	Curriculum/ Custody Issues/ Daily Schedules
Page 17	Daily Schedules Cont./ Rest Time Procedure
Page 18	Rest Time Procedure Cont./ Discipline & Behavior Policy/ Dress Code
Page 19	Dress Code Cont./ Emergency Procedures
Page 20	Emergency Procedures Cont./ Licensure/ Lunch/ Payment
Page 21	Payment Cont./ Arrival & Departure
Page 22	Arrival & Departure Cont./ Reporting Child Abuse/ Supervision of Students
Page 23	Transportation of Students/ Guidance Policy/ Snack, Lunch, & Show-and-Tell
Page 24	Snack, Lunch, & Show-and-Tell Cont./ Management of Illness
Page 25	Management of Illness Cont./ Medications
Page 26	Medications Cont./ Food Allergies/ Emergency School Closings
Page 27	Additional Policies/ Contact Us/ Parental Responsibilities & Conflict Resolution/
Page 28	Parental Responsibilities & Conflict Resolution Cont./ Family Partnership & Visitor Guidelines
Page 29	Family Partnership & Visitor Guidelines Cont.
Page 30	Handbook Agreement and Consent Form

## **Introductions**

### **Board of Education**

Dan Beals- President

Melody Hoskinson- Founder/Director

Evan Lang- Parent Representative

Karrie Lang- Grant Writer Specialist

Rachael Townsend- Treasurer/Financial Director

Lindsay Rech- Board Member

Chelsie Hall- Board Member

Stacy Mayer- Board Member

### **Administrative Staff**

Chelsie Hall- Principal

Melody Hoskinson- Administrator/Director

Rachael Townsend- Financial Director

### **Teaching Staff**

Kristi Barnes & Karen Reeder  
Preschool

Mariaha Tucker- Pre-K

Lindsay Rech- Kindergarten

Cheri Helgesen- 1<sup>st</sup> and 2<sup>nd</sup>

Emilee Guinn- 3<sup>rd</sup> and 4<sup>th</sup>

Stacy Mayer- Specials

OPEN POSITION- 5<sup>th</sup> and 6<sup>th</sup>

Abigael Welch- Title I

### **Branches Staff**

(Before and aftercare)

Karen Reeder- Morning

Sandy Beals- Afternoon



## **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, field trips, parties, 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 cheerful outlook towards learning and themselves.

Most information in this handbook pertains to all parents including preschool, K4, and our elementary grades. The handbook contains valuable 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.



2026-2027  
School year

Oak Grove Christian School Calendar

July 2026						
S	M	T	W	T	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	

August 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2026						
S	M	T	W	T	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 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	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						

March 2027						
S	M	T	W	T	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 2027						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2027						
S	M	T	W	T	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					

June 2027						
S	M	T	W	T	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			

- All School Events
- Holidays/Breaks
- Class Parties
- Staff Only
- Community Events
- PS3/PK4 Events
- End of 9 Wks.
- 15<sup>th</sup> Events

First Grading Period

Second Grading Period

Third Grading Period

Fourth Grading Period

Aug. 26 - Oct. 24 (41 days) Nov. 3 - Dec. 18 (37 days) Jan. 4 - Mar. 5 (43 days) Mar. 8 - May 21 (48 days)

Ohio requires 910 hours per school year for elementary grades. 169 total days x 5.5 hours (instructional time) = 929.5 hours

**SUMMER EVENTS**

- July 25- Community Movie Night 6:30
- August 1-Oak Grove F.D. Ice Cream Social (Community Event)
- August 11-Parent Orientation: Returning Families 6:00/New Families 7:00 **This event is for parents only.**
- August 13- Mandatory Staff Meeting 4:00 pm
- August 13-Open House: 6:00-7:00 **This event is for all students and their families.**
- August 17-Staff First Day
- August 26- First Day for all students! **There will be no morning care on this day. Arrival time is 8:25-8:35**
- August 31-School apparel and Mum sales begin. (Community Event)

**SEPTEMBER**

- 7-Labor Day: **No School**
- 8-Family Chapel: 9:00 in the gymnasium
- 15-16-School Pictures: PS3/PK4 pictures on the 15<sup>th</sup> and Elementary on the 16<sup>th</sup>
- 22-COMMUNITY OUTING
- 28-Fall Book Fair begins and ends October 2<sup>nd</sup>
- 30- Grandparents Luncheon

**OCTOBER**

- 7-Donuts w/Dads & Grandpas: 2:30 for **PS3 & PK4 classes only**
- 12-Holiday/Staff P.D. Day: **No School**
- 13-Family Chapel: 9:00 in the gymnasium
- 16-Trunk or Treat 6:30 (Community Event)
- 23- Grading Period Ends/Parent-Teacher Conferences/Staff Only: **No School**
- 28/30-Fall Class Parties 2:00

**NOVEMBER**

- 10-Veteran’s Day Luncheon (Community Event)
- 11-Veterans Day-**No School**
- 16- Stoller Fundraiser Opens
- 17-Family Chapel: 9:00 in the gymnasium.
- 25-27-Thanksgiving Break

**DECEMBER**

- 1-4-Santa Shoppe: **Much help is needed to help students shop and to wrap and mark purchased gifts.**
- 8-Family Chapel: 9:00 in the gymnasium
- 11-Christmas Programs: 6:00 pm (All School)
- 16/18-Christmas Class Parties 2:00
- 18- Grading Period Ends
- 22-January 2-Christmas Break

**JANUARY**

- 4-Classes Resume
- 12- Family Chapel: 9:00 in the gymnasium
- 14-Evening Parent/Teacher Conferences
- 15-Grading Period ends/Daytime Parent/Teacher Conferences/Staff Only: **No School**
- 18-Holiday: **No School**
- 20- COMMUNITY OUTING

## FEBRUARY

- 1-Current Family Enrollment Opens
- 9-Family Chapel: 9:00 in the gymnasium.
- 10/12-Valentine's Day Class Parties: 2:00
- 15-Holiday: **No School**
- 19- Daddy/Daughter Dance 6:30 pm
- 22-26 Spring Book Fair dates
- 24- Grandparents Luncheon

## MARCH

- 2-Open Enrollment: 6:00-7:00 (**NO AFTERCARE**)
- 5- Grading Period ends
- 9-Family Chapel: 9:00 in the gymnasium.
- 12-Literacy Night: 6:00-7:30 (**NO AFTERCARE**) (Community Event)
- 17-PS3/PK4 Easter Parties 2:00
- 19-Elementary Easter Parties 2:00
- 22-29-Easter Break

## APRIL

- 14-Family Chapel: 9:00 in the gymnasium.
- 20- COMMUNITY OUTING
- 22-Spring Flower Sale begins. (Community Event)

## MAY

- 5-Mother's Day Tea: 2:00 for mothers and grandmothers of PS3/PK4
- 6-Spring Flower Delivery
- 7- Mommy/Son Dance 6:30 pm
- 11-Family Chapel: 9:00 in the gymnasium.
- 14- Grading Period Ends
- 17-Field Day 11:00-2:30
- 18-PS3/PK4 Last Day of School
- 19-PS3 Awards at 10:00/PK4 graduations at 1:00
- 19-Elementary Last Day of School
- 20-1<sup>st</sup>-4<sup>th</sup> Awards at 10:00/Kindergarten Graduation at 1:00
- 21-ALL SCHOOL FAMILY SKATE/PIZZA PARTY 11:00-1:00

## Classes

<b>PS3: Three-year-old Preschool Classes</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Half-day	Tuesday & Wednesday	8:30-11:45	\$115/month
Full-day	Tuesday & Wednesday	8:30-3:00	\$230/month
Full Week	Monday-Friday	8:30-3:00	\$440/month
<p>A child may be enrolled in the PS3 classes if they are three on or before August 1 of the current school year. Space is limited. Students will be ensured a spot when the \$125 enrollment fee has been received.</p>			

<b>PK4: Four-year-old Pre-k Classes</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Full-day	Monday, Tuesday, Wednesday	8:30-3:00	\$290/month
Full-week	Monday-Friday	8:30-3:00	\$440/month
<p>A child may be enrolled in the PS3 classes if they are four on or before August 1 of the current school year. Space is limited. Students will be ensured a spot when the \$125 enrollment fee has been received.</p>			

<b>Elementary: Kindergarten-Sixth Grade</b>			
<u>Options</u>	<u>Days in Session</u>	<u>Times</u>	<u>Tuition</u>
Kindergarten-Sixth Grade	Monday-Friday	8:30-3:00	\$490/month
<p><b>Kindergarten Admission Policy</b>            A child may be admitted to Kindergarten at Oak Grove Christian School if they are five (5) years old on or before August 1 of the current school year. Enrollment is contingent upon available classroom space and receipt of the \$175 enrollment fee. Students must meet age and developmental readiness expectations for kindergarten. Instruction includes Bible and core academic subjects. The school year begins the Tuesday after Labor Day. Before and after care services are available for an additional fee.</p> <p><b>First Grade Admission and Promotion Policy</b>            Admission or promotion to Grade 1 requires successful completion of kindergarten, in accordance with Ohio Revised Code 3321.01. Readiness is determined by academic, developmental, and social-emotional indicators. Transfer students must provide documentation verifying kindergarten completion.</p>			

Administration may review records and conduct assessments as needed. Final placement decisions are made by school administration in the best educational interest of the student.



## Oak Grove Christian School

### 2025-2026 Schedule of Fees

#### Registration Fee

Preschool/K4: \$100 Non-refundable registration fee, \$125 if registering after April 15<sup>th</sup>  
 Elementary (K-6): \$125 Non-refundable registration fee, \$175 if registering after April 15<sup>th</sup>

#### Tuition Fees

\*9 Month Payment Plan Due the 1st DAY of each month\*

\*12 Month Payment Plan Due the 15<sup>th</sup> DAY of each month\*

	9 monthly payment (Sept. 1, 2025 May 1, 2026)	12 monthly payments (July 15, 2025 -June 15, 2026)	Full pay with 3% discount (Due sept. 1, 2025)
Preschool-Half Day	\$115/month	\$86.25/month	\$1003.95
Preschool-Full Day	\$230/month	\$172.50/month	\$2007.90
Preschool-Full Week	\$440/month	\$330/month	\$3841.20
K4-Full Day	\$290/month	\$217.50/month	\$2531.70
K4-Full Week	\$440/month	\$330/month	\$3841.20
Elementary (K-6 <sup>th</sup> )	\$490/month	\$367.50	\$4277.70

#### Book and Technology Fees

\*Due by July 11, 2025\*

Preschool HD/FD -\$140

Preschool Full Week and Full Week-\$170

Kindergarten — 6<sup>th</sup> Grade-\$350

#### Branches Before/After Care

Hourly Rate Charged \$6.00/hr At 30

hours/month \$5.50/hr

At 40 hours/month 5.00/hr

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

## Hornets' Nest Lunch

Hot Lunch...\$4.00

Milk...\$0.50

Side/Fruit...\$0.50

Sandwich Only...\$1.50

Extra Entrée...\$2.00

### **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 governing board of Oak Grove Christian School located at 535 B.F. Goodrich Road in Marietta Ohio 45750 has adopted the following racial nondiscriminatory policies.”

“The Oak Grove Christian School recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

“The Oak Grove Christian School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.”

### **Mission Statement**

Our mission at OGCS is to provide 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 help our students understand the value and worth that they are to God, their families and their community, with a biblical worldview.

### **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 & Enrollment Procedures**

### **Application and Registration**

Admission begins upon receipt of the completed registration paperwork and the non-refundable registration fee. Student applications are processed in the order in which completed registration materials are received. While every effort is made to place students in their preferred class or grade level, placement is subject to classroom availability. If the preferred class is full, the school office will contact the parent/guardian to discuss alternative placement options.

### **Confirmation of Enrollment**

A student is considered conditionally enrolled once classroom availability is confirmed by the school. A student is considered fully enrolled only after all required enrollment and health documentation has been received and approved by the school office.

### **Required Documentation**

Prior to the student's first day of attendance, the following must be on file:

- Completed enrollment forms
- Emergency contact information
- Health and medical forms (updated annually or upon expiration)
- Immunization records or approved exemption documentation
- Birth certificate (required for elementary students)
- Any additional documents required by state or local authorities

### **Immunization Compliance**

All students residing in the State of Ohio must comply with Ohio Department of Health (ODH) immunization requirements.

Proof of immunization must be submitted within 30 days of the student's first day of attendance.

Parents/guardians who decline immunization must submit the State of Ohio Legal Immunization Exemption Form pursuant to Ohio Revised Code 3313.671, citing religious, medical, or good cause exemptions. Preschool and K4 students must have immunization records attached to a completed ODJFS 01305 Child Medical Statement, signed by a qualified medical professional.

### **Re-Enrollment**

Students seeking re-enrollment must have all outstanding balances paid in full no later than two weeks following the last day of school. If the account is not paid by this deadline, the enrollment fee for the upcoming school year may be applied toward the outstanding balance, rendering the student's enrollment for the following year void. Once all balances are paid, re-enrollment may proceed only if space is available in the applicable class or grade level.

### **Transfer Students**

Parents/guardians of students transferring from another school must meet with the school administrator prior to enrollment. Required documentation includes, but is not limited to:

- A student records request from the previous school

- Academic and attendance records
- Any applicable special services documentation

### **Student Placement Procedures**

Student placement is determined by the school administration based on:

- Classroom availability
- Student age and grade eligibility
- Academic and developmental readiness
- Compliance with state and school requirements
- **The school reserves the right to make final placement decisions, including disenrollment, in the best interest of the student and the school community.**

### **Student Withdrawal Procedures**

#### **Voluntary Withdrawal**

- Parents/guardians requesting to withdraw a student must submit written notice to the school office.
- The withdrawal date will be recorded as the student’s last day of attendance.
- All outstanding tuition, fees, or balances must be settled in accordance with the school’s financial policies.

#### **Administrative Withdrawal**

A student may be administratively withdrawn for reasons including, but not limited to:

- Nonpayment of tuition or fees
- Failure to submit required documentation
- Failure to comply with immunization requirements
- Extended unexcused absences
- Other circumstances as determined by administration
- **The school reserves the right to make final placement decisions, including disenrollment, in the best interest of the student and the school community.**

#### **Records Processing**

- Upon withdrawal, student records will be updated to reflect the withdrawal date and reason.
- Records will be released to another educational institution upon receipt of a valid records request and once all financial obligations have been satisfied, in accordance with state and federal regulations.

#### **Records & Compliance**

- All admission, placement, and withdrawal actions shall be documented and maintained in the student’s official record.
- Staff are responsible for ensuring compliance through proper documentation, with verification maintained through required reporting systems.
- The school office is responsible for confirming that all required procedures have been followed prior to attendance, placement changes, or record release.

### **Attendance Procedures**

Ensuring students are in school every day is a crucial part of their education and regular attendance is necessary for learning. Being present every day

counts. Frequent absences interrupt the continuity of the instructional process and hinder 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 parents 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 deeply 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 & Workforce 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**

### **All students may begin entering the building at 8:25 a.m.**

- Students should not exit the vehicle unless accompanied by a Staff member. Drivers are asked to remain in the vehicle and put it in **PARK**. This will ensure safety for students and staff.
- Students should be unbuckled and ready to exit when the car is stopped.
- Students will enter the building, use the restroom, and proceed straight to their homeroom class.
- If a student enters the building before 8:25 a.m., they will be sent to Branches, our before-care program and their account will be billed accordingly.
- Students will be counted as Tardy if they arrive after 8:35 a.m.

### **Dismissal will begin at 3:00 p.m. for all students.**

- Please wait in vehicles and staff will bring students out to you. Preschool parents are asked to buckle their child in before leaving the parking lot. If you choose to pull out of the line, make sure you are not blocking the exit lanes.
- Please do not enter the building to pick up students at the end of the day. This creates distractions and safety concerns, and our staff needs to ensure each child is dismissed to 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 will be sent to aftercare. Parents will be billed for this service at the end of each month.

### **Late Pick-Up Policy**

Aftercare ends at **5:30 p.m. Monday–Thursday** and **5:00 p.m. on Friday**.

We understand that unexpected situations happen. A **one-time grace occurrence** may be given per family during the school year.

After that, the following late pick-up fees will apply:

- **\$1 per minute, per child** past closing time

Late pick-up fees will be added to your account.

If late pick-up becomes a repeated concern, a meeting may be required to ensure a consistent and safe plan for your child's dismissal.

If your child needs to be 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. For safety reasons, parents are asked not to go into other parts of the building.

Our staff will not release children to anyone who is 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 currently enrolled students. Our Branches program runs from 7:30 each morning until school starts and will be available after school until 5:30 Monday through Thursday, and 4:30 on Friday. See the fee schedule for pricing. Before school children will be kept busy with center activities. 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 the weather permits. There will be a quiet time for homework. Quiet play will be encouraged for those who do not have homework. Snacks 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 & Staff-Child Ratios**

Our preschool and pre-k 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 10 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.*

## **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 decide 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, Pre-k and Kindergarten classes comes from The Abeka Book Curriculum and BJU Press. First-Third graders use a combination of McGraw-Hill and Harcourt plus other supplemental material. Fourth-Sixth grades use BJU and 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 pre-k. *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 PS3/PK4 Class Schedule**

8:30-8:40- Hornet Huddle  
8:45-8:55- Arrival Activity  
9:00-9:15- Circle Time: Calendar/Weather  
9:15-9:40- RR/Pledges/Bible  
9:40-10:10- Center Activities/Clean-up  
10:10-10:30- Learning Time  
10:30-10:55- Recess  
10:55-11:05- RR/Hand Washing/Prayer  
11:05-11:35- Lunch/Snack (Half-day)  
11:35-11:45- Story time/Half-day pick-up  
11:45-12:00- Learning Time/Review Games  
12:00-12:10- R/Rest prep  
12:10-1:15- Rest time  
1:15-1:30- Wake up/blankets away  
1:30-1:50- RR/Story time  
1:50-2:10- Snack  
2:10-2:35- Prepare backpacks for home  
2:35-2:55- Outdoor play or Center Activities  
2:55-3:00- Line up for dismissal

### **A Sample Elementary Class Schedule**

8:30–8:40 – Hornet Huddle  
8:40–9:00 – Morning Routine  
9:00–10:15 – English / Reading / Language Arts  
10:15–11:00 – Math  
11:00–11:30 – Bible  
11:30–12:00 – Science  
12:00–12:30 – Lunch  
12:30–1:00 – Recess  
1:00–1:40 – Specials  
1:40–2:15 – World Studies / History  
2:15–2:35 – Foreign Language  
2:35–2:55 – Health  
2:55–3:00 – Pack Up / Dismissal Prep

### **Rest Time Procedure (Preschool & K4 Only)**

In accordance with state guidelines, a daily rest time is provided for all Preschool and K4 students. After lunch, students will return to the classroom, use the restroom, listen to a short story, and then settle onto their assigned cots.

#### **What Rest Time Looks Like**

- Rest time is approximately 45 minutes
- Lights are dimmed, blinds are typically closed, and soft music is played to create a calm environment
- Each child has their own labeled cot (cots are not shared)
- All cots are cleaned and disinfected daily

#### **Sleep & Quiet Time**

We understand that every child is different.

- Children are encouraged to rest, but not required to fall asleep
- If a child does not sleep, they will be given a quiet nap basket with small items to keep them engaged calmly

- After the 45-minute rest period, we will begin to gently wake students

Some children may need additional rest. If a child is still sleeping, they will be allowed to continue resting as long as they are supervised in the classroom and wake naturally.

### **What to Send In**

To help your child feel comfortable, please send:

- A small blanket (must fit inside a classroom basket)

Due to limited space, we are unable to store:

- Pillows
- Large blankets
- Sleeping bags

### **Our Goal**

Rest time is meant to be a peaceful break in the day—giving children time to recharge, relax, and reset before continuing with the afternoon.

### **Discipline & Behavior Policy**

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 OR STAFF.** 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, our Board will meet to determine if or when the student can return to school.
- ***OGCS deems the right to immediately expel any student who displays behaviors such as threats of violence, inappropriateness towards another student or staff, 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 always dress modestly, neatly, and appropriately. Please follow these guidelines:

Modesty: Wear clothing that covers the body in a decent manner, covers all undergarments, and is not revealing. Girls, especially Preschool through Kindergarten, are encouraged to wear shorts under their dresses!

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 and is not 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 and 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 and Communicable Diseases and CPR** – There will always be at least 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 were 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 needs 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 the Ohio State Board of Education.*

We are a non-chartered, non-tax supported school and file an annual report with the Ohio State Board 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 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 lengthwise for preschool/pre-k 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 the 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 15<sup>th</sup> 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 for 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 is not 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 collaborate with you in any way we can regarding payments as long as you communicate with us and keep payments as current as possible.

### **Returned Checks**

There will be a \$25 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.

### **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 always follow and stay in line. 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 moves, 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 for all students is 8:25.

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 remarkably similar way to 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: **Half-day preschool pick up is at 11:45 and 3:00 for all other students.**

*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 8:35 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.

### **Authorized Pick-Up Policy**

For the safety of all students, we will only release children to individuals listed on the **Authorized Pick-Up List**. It is very important that this list is kept up to date. Any person picking up a student should be prepared to show a valid photo ID upon arrival.

If there is a last-minute change and someone not listed will be picking up your child, you must notify the school **in advance** by:

- Calling the school office, or
- Sending a written note with your child that includes the person's name and their relationship to the student

For safety purposes, we will ask for identification before releasing your child to anyone, even if they have been approved.

If we do not receive prior notice, or if proper identification cannot be provided, **we will not release the student and will contact you.**

We appreciate your understanding as we take every precaution to ensure the safety of all children.

### **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 always supervise our preschool and pre-k students. 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 pre-k staff/child ratios, all those children will go outside together. If your child is not feeling well and you want them to stay inside, please keep them at home.

## **Transportation of Children**

No staff person will be able to transport a child in an emergency, 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 learns self-discipline through guidance and support. At OGCS, we believe helping children develop self-control is an important part of their growth.

We are committed to treating every child with love and respect. Children who are treated this way learn to respect others around them.

Age-appropriate expectations and guidelines will be clearly communicated to each child. We focus on:

- Positive reinforcement
- Redirection when needed
- Recognizing and encouraging positive behavior

We intentionally look for the good in each child and believe that highlighting positive choices helps guide others toward making the same choices.

When appropriate, a child may be removed from a situation and given an alternative activity to help avoid escalation. If a child continues to struggle after multiple redirections, they may be asked to take a brief break to regain self-control. Any time away from the group will always be age-appropriate and used as a tool for reflection—not punishment.

Teachers will follow up with the child to help them understand their behavior and talk through better choices for the future.

If a pattern of challenging behavior continues, staff will communicate with parents to work together toward a solution. Our goal is always to support the child in a positive and constructive way.

If a child's behavior consistently places themselves, other students, or staff at risk, further action may be necessary, which could include removal from the program. The safety of all children is always our top priority. If a child requires ongoing additional support, a behavior plan may be developed in partnership with the parents.

This policy is consistent with the requirements set forth by the Ohio Administrative Code 5101:2-12-23 (Discipline).

## **Snack, Lunch & Show-and-Tell**

### **Snack**

Parents of preschool and pre-k students provide a 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 a snack is provided. *FOR ELEMENTARY GRADE STUDENTS – not all graders will observe a snack time, the option of snack is left up to each individual teacher. If your child's teacher would choose to make 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...

### **Show-and-Tell**

When it is a preschool or pre-k 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. Based on our subject of study, the teacher may suggest a snack item.

### **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 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**

Oak Grove Christian School will administer prescription and over-the-counter medications to students when necessary, following the following process.

### **General Procedures**

- Medication shall be administered **only when absolutely necessary during the school day** and only to students enrolled in the **full-day program**.
- Students attending **half-day programs will not receive medication at school**, except in cases of documented medical necessity as outlined in an approved Medical Care Plan.

### **Authorization Requirements**

Before any medication is administered, the following must be on file:

- A **completed and signed Medication Authorization Form** from the parent/guardian
- For prescription medications, written instructions from the child's licensed prescriber
- For over-the-counter (OTC) medications, written parent authorization specifying:
  - Name of medication
  - Dosage
  - Time(s) to be administered
  - Duration of treatment

No medication will be administered without proper written authorization.

### **Storage and Handling**

- All medications must be provided by the parent/guardian in the **original, labeled container** from the pharmacy or manufacturer.
- Medications will be stored in a **secure, locked location** inaccessible to students.
- Emergency medications (such as inhalers, epinephrine, or seizure rescue medications) will be stored in an **accessible but secure location** as outlined in the student's Medical Care Plan.

### **Administration of Medication**

- Medications will be administered only by **designated and trained school personnel**.
- A written **medication log** shall be maintained for each student, documenting:
  - Date and time of administration
  - Dosage given
  - Name of staff member administering the medication

### **Medical Care Plans**

For students with chronic or emergency medical conditions (including asthma, allergies, seizures, or diabetes):

- An individualized **Medical Care Plan** shall be developed in collaboration with the parent/guardian and healthcare provider.
- Staff shall receive appropriate training related to the student's condition and emergency procedures.

### **Prohibited Practices**

- Students shall **not self-administer medication** unless specifically authorized in writing by the parent/guardian and healthcare provider and approved by the school administration.
- The school shall not administer medication outside the scope of the written authorization.

**We will make reasonable accommodations according to Americans Disability Act.**

## **Food Allergies**

The school is committed to providing a safe and supportive environment for students with food allergies and other life-threatening allergic conditions. Parents/guardians of students with known food allergies are required to notify the school and complete a Food Allergy / Medical Care Plan. Students with food allergies are clearly identified through:

- Posted allergy information in the school office, lunchroom, and kitchen
- Identification on classroom rosters for teachers who work directly with the student

Allergy information is shared only with staff members who have a legitimate educational or supervisory need to know. The school permits the use of epinephrine auto-injectors (EpiPens) for students with diagnosed food allergies when medically necessary. Parents/guardians must provide:

- A completed authorization form for epinephrine use
- Written medical instructions as part of the student's Medical Care Plan

The epinephrine auto-injector is:

- Supplied by the parent/guardian
- Stored securely in the school office, unless otherwise specified in the Medical Care Plan

**Staff Training and Responsibilities**

- All staff members who may be responsible for students with food allergies are required to:
  - Receive training on recognizing allergic reactions and administering epinephrine
  - Review the student's Medical Care Plan
  - Sign documentation acknowledging completion of required training
- Training includes:
  - Identification of allergic reaction symptoms
  - Proper administration of epinephrine
  - Emergency response procedures, including contacting emergency services

**Prevention and Risk Reduction Measures**

- Reasonable precautions are taken to reduce the risk of exposure to known allergens, including:
  - Awareness by classroom teachers, lunchroom staff, and kitchen staff
  - Monitoring during meals and snacks
- Families are encouraged to communicate regularly with the school regarding allergy management and updates to medical needs.

## **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: 10:25-12:45**

**Full-day preschool and pre-k: 10:25-3:00**

**Primary: 10:25-3:00**

**Branches: Morning hours not available**

## **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 your clothes based on the season throughout the year. Children should not bring electronics, 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 private property.

## **Contact Us**

If you need to reach your child's teacher, please call the school office at (740-336-5041). If a staff member is unable to answer, please leave a message.

If you need to speak directly with your child's teacher, be sure to leave a phone number so they can return your call. Procure is the best way to contact teachers for non-emergency communication. Teachers will respond to messages after school or during their planning time. You can also find all staff email addresses on our website: [www.oakgrovechristianschool.com](http://www.oakgrovechristianschool.com)

### **Conferences**

We offer two scheduled parent-teacher conferences each year—one in the fall and one in the spring. If you would like to meet with your child's teacher outside of those times, please reach out directly to schedule a conference. Teachers are happy to connect and will work with you to find a time that fits both schedules.

**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/s 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.

### **Family Partnership & Visitor Guidelines**

We love having families involved at OGCS. Your presence helps strengthen our community and creates a more connected, supportive environment for our students.

If you are interested in partnering with us during the school day or at events, please review the following guidelines:

#### **General Expectations**

- All family partners must be listed on the **Approved Visitor List**
- A **valid photo ID** is required when entering the building
- All visitors must **check in through the office** before going to any classroom or activity

#### **Supervision & Safety**

- Family partners will **always remain under the supervision of OGCS staff**
- At no time should a parent or visitor be alone with a student or group of students
- For safety and liability reasons, visitors are not permitted to assist children in restrooms

#### **Role During the School Day**

While we value your help, staff members are responsible for:

- Classroom management and discipline
- Instruction and student supervision
- Handling any behavioral or safety concerns

If a situation arises, please notify a staff member rather than addressing it directly.

#### **Background Checks**

If a family member would like to take on a **consistent or ongoing role** (such as Homeroom Parent, Events Team leadership, or regularly assisting at school), a background check may be required in accordance with state guidelines.

The school will communicate and assist with this process if needed.

### **Respecting the School Environment**

To help maintain a focused and safe learning environment:

- Please limit distractions and side conversations during instructional time
- Respect classroom routines and teacher direction
- Keep all student information confidential

We are so grateful for families who are willing to show up and be part of what makes OGCS special. Your involvement matters. It makes a difference. And we're thankful to partner with you.

# 2025-2026 Handbook Agreement and Consent Form

I have read the Oak Grove Christian School Handbook in its entirety. By signing this form, I agree to follow the policies and procedures therein. I understand that failure to comply with these policies and procedures could result in intervention from the administration or board to reach a resolve and/or could result in my child being removed from the school.

I also understand my financial responsibility and will pay all fees on time. Should a problem arise preventing me from paying on time, I will notify the administration before the due date. If I miss a payment of any kind (fees, tuition, lunch bill, or branches) and have not made an acceptable arrangement with the administration, I understand that my child could be removed from the school.

---

Guardian Printed Name(s)

---

Date

---

Signatures

---