

Oak Grove Christian School Handbook
www.oakgrovechristianschool.com

Oak Grove Christian School
BF Goodrich Road
Marietta, OH 45750
(740)336-5041
Email: oakgrovechristianschool@yahoo.com

Class Information

Three-year old classes Thursday & Friday:

Half-day class
A.M. 9:15 – 11:45

Tuition: 9 mo. plan \$95 Sept. 1 – May 1
12 mo. plan \$71.25 June 15 – May 15

Full-day classes
9:15 – 3:15

Tuition: 9 mo. plan \$180 Sept. 1 – May 1
12 mo. plan \$135 June 15 – May 15

Four-year old classes Monday, Tuesday & Wednesday:

Half-day class
A.M. 9:15 – 11:45

Tuition: 9 mo. plan \$120 Sept. 1 – May 1
12 mo. plan \$90 June 15 – May 15

Full-day classes
9:15 – 3:15

Tuition: 9 mo. plan \$225 Sept. 1 – May 1
12 mo. plan \$168.75 June 15 – May 15

Full-week class
Tuition: 9 mo. plan \$350 Sept. 1 – May 1
12 mo. plan \$262.50 June 15 – May 15

Kindergarten, First, Second, Third, Fourth and Fifth grades (Elementary) Monday-Friday

8:30 – 3:00

Tuition: 9 mo. plan \$330 Sept. 1 – May 1
12 mo. plan \$247.50 June 15 – May 15

A \$100 non-refundable registration fee per student is required for enrollment.
All students pay a book fee as follows: Preschool - \$80; K4 - \$95; Full week K4 - \$110;
Kindergarten - \$150; First through Fifth grades - \$160

Table of Contents

Page 3	Introduction <ul style="list-style-type: none">• Philosophy• Goals
Page 4	Nondiscrimination Policy Parental Responsibility & Conflict Resolution Curriculum
Page 5	License Admission
Page 6	Hours & Days of Operation Class Size & Child/Staff Ration
P 6/7/8	Sample Schedules
Page 8	Payment Policy/Tuition & Fees <ul style="list-style-type: none">• Tuition Due Date• Method of Payment• Late Payments• Returned Checks• Account Adjustments
Page 9	Supervision Policy <ul style="list-style-type: none">• Arrival & Departure• Release of a Child
Page 10	Supervision Policy (cont.) <ul style="list-style-type: none">• Custody Issues• Absences• Supervision of a child• Reporting Child Abuse• Branches Program
Page 11	Transportation of Child/Community Outings <ul style="list-style-type: none">• Emergency Transportation• Community Outings Guidance Policy
Page 12	Snack, Lunch & Show and Tell
Page 13	Emergencies & Accidents <ul style="list-style-type: none">• Fire/Tornado• Environmental Threat/Threat of Violence• First Aid/Communicable Disease & CPR
Page 14	Management of Illness <ul style="list-style-type: none">• List of Symptoms• Medications
Page 15	Emergency School Closings Additional Policies <ul style="list-style-type: none">• Classroom Rosters• Classroom Supplies• Child's Personal Property• Telephone

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

**Oak Grove Christian School
535 BF Goodrich Rd.
Marietta, OH 45750
(740) 336-5041**

Most information in this handbook pertains to all parents including preschool, K4, and our elementary grades. All parents should read this handbook thoroughly but our elementary parents should pay careful attention to information at the end of any section labeled *FOR ELEMENTARY GRADE STUDENTS*. The information following this heading will be *in italics* and will pertain to elementary parents only.

Thank you

We would like to thank you for choosing Oak Grove Christian School to partner with you for your child's educational needs. The purpose of this book is to provide you with the policies and procedures of our school, please use it as a reference throughout the year.

Philosophy

Education with a focus on faith, family and friends is the heartbeat of OGCS. 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.

Goals

It is our desire to set up an environment of Christian love as we strive to help each child develop positive attitudes and a love of learning to be a foundation for their educational experience.

The staff and administration at OGCS strive to:

1. Enable each child to realize they are a child of God and help them value their self-worth.
2. Emphasize the family's Christian ideals and values.
3. Create a positive surrounding which encourages the development of gross and fine motor skills.
4. Provide a Christian based curriculum to challenge the children both spiritually and educationally.
5. Build communication skills through play, stories, activities and educational experiences.
6. Build creative thinking and coordination skills through music, art and dance.
7. Help each child establish a sense of independence based on his/her age level.
8. Establish appropriate social skills both in and outside the school setting.
9. Promote and encourage a sense of achievement through school programs.
10. For our preschool and K4 students, to build and improve cognitive skills by surrounding the children with age appropriate activities for readiness skills in numbers, phonics/reading, writing, colors, shapes and name recognition.

Notice of Nondiscriminatory 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.

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 resolve, 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 member/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 member/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 and the director. 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.

Parents are asked to read this handbook and sign the handbook agreement form stating that they will abide by the policies and procedures found herein.

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 grade uses a combination of McGraw-Hill and Purposeful Design plus other supplemental material. Second grade uses Harcourt as well as Purposeful Design materials. Third, Fourth, and Fifth grades use Purposeful Design, BJU 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. All of our chosen curriculums are created by professional teachers and administrators based, most importantly, on the Word of God, sound knowledge and common sense.

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.

License

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).*

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

Parents of elementary students must provide the school with an immunization record indicating that their child/children are properly immunized in compliance with the ODH Immunization requirements.

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. *FOR ELEMENTARY GRADE STUDENTS – you are also required to turn in a copy of your birth certificate to be kept in your file. If a child is transferring from another school, a parent must meet with the administrator to verify the required documents needed.*

Hours and Days of Operation

The School's general operating hours are Monday through Friday 8:30am-3:15pm. The three-year-old preschool classes meet on Thursday and Friday. The four-year-old classes meet on Monday, Tuesday and Wednesday. Elementary grades meet Monday through Friday. Class times vary based on age or grade so please see the schedule on the first page of this handbook. Based on the nature of our half-day classes, a \$5 fee will be assessed to a child's account if they are not picked up by 10 minutes after their class ends. OGCS will provide you with a school calendar that will attempt to follow Marietta City Schools calendar for seasonal breaks, holidays, and professional days. Our beginning and ending days will differ so be sure to follow our school calendar.

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 14 in the three year-old classes and 16 in the four year-old classes. However, based on yearly enrollment numbers, class sizes and staff/child ratios could change. If a class has 8 or fewer students enrolled, we reserve the right to place only one teacher in that class. We also reserve the right to place up to 16 students in the three year-old class and 18 in the four-year old class, in which case there would always be two teachers. *FOR ELEMENTARY GRADE STUDENTS – we will hold class sizes to a manageable and productive number keeping our goals of education of a foremost importance.*

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 Three year-old Class Schedule

Half-day AM

9:15-9:30 am	Arrival Activity
9:30-9:35 am	Calendar/Weather/Pledge
9:35-9:55 am	Bible
9:55-10:10 am	Center Activities/RR/Clean-up
10:10-10:30 am	Learning Time
10:30-10:45 am	Story Time/Prayer/Hand Washing
10:45-11:05 am	Snack/Show-and-tell
11:05-11:20 am	Fine Art activity (music/art/creative play)
11:20-11:30 am	Prepare for home
11:30-11:45 am	Outdoor Play/Center Activities/Dismissal

Full-day

Morning routine similar to half day routine (obviously time will be adjusted because full-day students won't need to get folders/coats/backpacks ready in the morning.)

11:30-12:00 pm	Lunch
12:00-12:00 pm	Outdoor Play/Center Activities
12:00-12:15 pm	RR/Hand Washing
12:15-12:30 pm	Story Time/Rest Prep
12:30-1:15 pm	Rest
1:15-1:30 pm	Clean up from Rest
1:30-1:45 pm	Show-and-Tell/Snack Prep
1:45-2:10 pm	Snack
2:10-2:30 pm	Learning Time/Review Games
2:30-2:55 pm	Outdoor Play/Center Activities
2:55-3:05 pm	Prepare for Home
3:05-3:10 pm	Story/Review/Dismissal

A Sample Four year-old Class Schedule

Half-day AM

9:15-9:30	Arrival Activity
9:30-9:45	Attendance/Routines (daily helper, calendar, weather)
9:45-10:05	Bible Circle Time (pledge, songs, Bible verse, story, prayer)
10:05-10:25	Learning Activities (phonics, numbers, writing)
10:25-10:45	Center Activities
10:45-11:05	Learning Activities (phonics, numbers, writing)
11:05-11:20	Story/Show-and-Tell/Snack Time
11:20-11:30	Coats/Backpacks/Line Up
11:30-11:45	Outdoor Play (weather permitting)
11:45	Line up for dismissal

Full-day

Morning routine similar to half day routine (obviously time will be adjusted because full-day students won't have snack or need to get folders/coats/backpacks ready in the morning.)

11:05-11:15	Review games
11:15-11:30	Prepare for Lunch/RR/Hand Washing
11:30-12:00	Lunch
12:00-12:30	Outdoor Play (weather permitting)
12:30-12:40	RR/Hand Washing
12:40-12:50	Story/Rest Prep
12:50-1:30	Rest
1:30-1:40	Rest Clean UP
1:40-1:55	Show-and-Tell/Snack Prep

1:55-2:10	Snack
2:10-2:25	Lesson
2:25-2:35	Review Games
2:35-2:50	Fine Arts (music/art/creative play)
2:50-3:00	Prepare for Home
3:00-3:15	Outdoor Play or Center Activities
3:15	Dismissal

Payment Policy, Tuition and Fees

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.*

Release of a Child

Children will be released to parents or those names on their authorized list. If a parent or an authorized person is unable to pick up, please give us written authorization to release your child to another person. Please advise this person that our staff might require a picture ID in order to pick up your child and inform them of our pick up procedure so they keep traffic flowing. If you are going to be late, please call the school. Remember, if you are more than 10 minutes late, your child will be placed in aftercare and normal Branches fees will apply.

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.

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.

Absences

If your child will be missing school for any reason, please call the school to leave a message for his/her teacher. Supervising the children at all times is our first priority so we might not answer the phone, if we don't, please leave a message. *FOR ELEMENTARY GRADE STUDENTS – regular attendance is important for each child's educational and social well-being. Your child's attendance record will be kept in their file and if your child has excessive absences, the administration will contact you in an effort to resolve the issue.*

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.

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.

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. You can call the office for prices because there is a discount available for those who use the program on a regular basis. 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 to those who want it.

Due to our after school schedule and the large number of students who attend our after school program, it is our policy that all students who are picked up at the regular dismissal time (student's not attending aftercare) will not be permitted on the playground, walking track, open field, or in the covered pavilion area immediately following school until 5:30 pm. This will allow our staff the ability to monitor the children in the aftercare program in a safe and controlled manner.

Transportation of Children and Community Outings

Emergency Transportation

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

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 for extra supervision. There will be specific paper work for community outings that parents will fill out at the beginning of the year. These forms will remain in the child's file at the school. Some outings will require other paper work 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.

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 snack, it is also their turn to bring in a Show-N-Tell item. They can bring in any item within reason. We might make a suggestion based on our subject of study.

Lunch

Parents of our full day preschool, full day K4 and primary students must provide lunch or send in money so their child can purchase lunch from our hot lunch program. 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 will 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 hot lunches, we prefer you send in money to be put on your child's lunch account and then we will charge your account each time your child eats hot lunch. Your lunch account will be reconciled at the end of each month and you will receive a bill showing a credit or an amount due. Any balance remaining after the due date will be subject to a 10% late fee and be listed on the next month's bill.

Emergencies & Accidents

We have devised several procedures to follow in the event that an emergency occurs while a child is in our care. This plan is kept on file in the office and we will hold monthly practice drills.

Fire/Tornado – In the event of a fire or tornado, staff would follow the written instructions posted in the classroom describing emergency evacuation routes and the procedures to be followed to assure that children have arrived at the designated location. We will conduct monthly fire drills and annual tornado drills to assure that the children are familiar with these procedures.

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 destinations are the hallways and/or the lower level. 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 possible so they will be notified and prepared to come and pick up their child. 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; 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.

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 be kept within sight and hearing of a staff member at all times. 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 will be 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 conditions (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 make a decision 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 texts 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 the 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 personal 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.