

# Important information and frequently asked questions for Oak Grove School Parents

*Parents please take a few minutes to read every thing because it contains a lot of information that you need to know. Thank you.*

Q. Does Oak Grove School have a parent handbook with policies and other details?

A. Yes, it is in the web site.

Q. If I need any information who do I call?

A. You can always call the school at any time between 7:30 a.m. to 6:00 p.m.

Q. Since Oak Grove School is a Parent run school, do I need to do any volunteer work?

A. No, but we would appreciate if you can help the school. Usually the director will email if the school needs volunteers, along with the list of things they need help with.

Q. Do I benefit by recommending Oak Grove School to my friends?

A. If anyone you know would like to bring their child to Oak Grove encourage them to put their kids name in the waiting list. We give 10% off of one month tuition to the parent who recommended, if the child whom you recommended enrolls at Oak Grove.

Q. How do I transfer my responsibilities legally to O.G.S.?

A. By signing in and out in the sign in sheet.

Q. How do I know what is going on, on a day to day basis?

A. We always communicate verbally as much as possible and we will send emails to all the parents. Please remember to check your email everyday.

Q. What do I do if my child is upset in the morning, when I drop him / her off?

A. Morning transition at drop of times may be easy on some days and hard on some days and it also depends upon each child. If you need help please do not hesitate to ask the teachers to help you in that process. For children who find it hard it is better if the drop off is quick, and also consistency will help to a greater extent. If your heart is heavy when you leave, don't hesitate to call back and check how your child is doing.

Q. What is special day?

A. Your child's special day will be mentioned in the special day calendar we send every month. Special day is the day your child brings some educational things that is not violent to share with the class (show and tell) and the parent brings snacks for 28 children and the 4 teachers (optional). Please encourage your child to bring

something like a car, book, picture or soft toy so they can talk about it and share it. They feel very proud of themselves when they talk about their show and tell.

- Parents can drop the snack (if they want to bring the snack which is voluntary and not mandatory); in the morning when they are dropping their children or on the previous day when they are picking up their children in the evening (especially the p.m. kindergarten children since the Parents don't drop them at O.G.)
- Few parents asked me if they have to be here at O.G. when their child is doing the show & tell, usually the teachers help the children but if the parents want to come, they are most welcome to come.
- Every month you will get the special day calendar. We do the special day all through the school year, except in the summer if there is a lot of change in the children's schedule we will skip special day.

Q. What kind of snacks can we bring?

A. Some snack ideas:-

1. Carrots/ fresh Fruits/ Juice/Milk / yogurt drink along with some crackers.
2. Bread varieties, bagel and cream cheese.
3. Milk and Healthy cereals (not the colorful sugary ones), short bread, etc...
4. Trail mix.
5. Banana, pumpkin, pineapple bread etc.
6. Muffins.
7. Fruit bars, granola bars.
8. Crackers and Yogurt.
9. Cookies made with cereal, oatmeal, raisins, etc.
10. Pretzel and dip.
11. Burrito wraps with cheese.
12. Saltine crackers with cheese, peanut butter and/jelly.
13. Finger sandwiches with apple butter, cheese, cinnamon and butter, peanut butter jelly, etc.
14. Graham crackers, vanilla wafers, animal crackers, cheese crackers, etc. with out much sugar in it.
15. Waffles and pancakes.
16. Cereal mix.
17. Cupcakes made with oatmeal, raisins, apple, banana, etc. (no icing please)
18. String cheese and crackers.
19. Apple sauce.

Q. Where can I park my car if there is no parking in front of the school?

A. You can park your car in Cico Park or in the Jewish community center on Wreath if there is no parking space in our school. We cannot park on the street because it is a no parking zone and you will get a ticket. When you are parking on the drive way please make sure you are parking the car all the way in so another car can park behind you.

Q. Can I bring breakfast for my child if she / he did not eat it at home?

A. Yes. If parents wants to bring breakfast (only healthy breakfast and no soda please), we will let the children eat before 8:30 a.m. and at 8:30 they have to clean up (Please don't ask us to make any exceptions). We cannot save any food or drink that is left over. Our snack is at 9:30 and lunch is at 12:00 a.m.

Q. What do I do if my child is sick?

A. We would appreciate if parents can call the school if your child will be absent.

Q. Can I bring my child on a different day, if my child is sick or if we were on vacation on the scheduled day?

A. No. We would very much like to accommodate every one but unfortunately out of fairness to all the families we are unable to do that. How ever if you need any extra days you can check with the director in advance whether we have opening, and we charge \$40 for the whole day and \$20 for half-a-day.

Q. What time can I drop off and pick up my child?

A. We are open from 7:30 a.m. to 6:00 p.m. The parents can drop after 7:30 a.m. and has to pick up their children and leave the premises by 6:00 p.m.

Q. In case of bad weather how will we know if the school is open or not?

A. We will email, announce in KMAN 1350 AM and you can check their website under school closing. If the weather gets bad in the middle of the day then we will email, announce in the radio and also call the parents whose children are at school, to pick up their children.

Q. When do I pay the tuition?

A. You may choose to pay tuition monthly or semi-monthly. Tuition will be due on the 1<sup>st</sup> and 16<sup>th</sup> of each month. If the 1<sup>st</sup> or the 16<sup>th</sup> falls on a holiday then the tuition will be due on the following working day. If you know that your child will not be here on the due date please remember to put the tuition earlier that week. Our accountant works only part time and the school has bills and payroll to pay, so please be considerate and make sure the tuition is here on or before the due date.

Q. How do we know how my child's day was?

A. You can always ask the teacher. We usually try to communicate with the parents everyday. We also have Parent teacher conferences twice a year.

Q. Can my child come to the field trip if my child is not scheduled on the field trip day?

A. Yes. Your child can come but you have to accompany us since your child is not scheduled to come that day / not included in the ratio. Please let the director know ahead of time that you and your child are going to the field trip.

Q. Does Oak Grove School celebrate any religious holidays?

A. No. In fact we do not do anything to do with any religion because we have children from all different countries and religion. We don't do Halloween dress up, Christmas, Valentine, etc...

Q. Do you have alumni get-to-gather?

A. Yes, the Alumni get-to-gather will be on the 3<sup>rd</sup> Friday of September every year.

Q. How do I know what is going on with Oak Grove?

A. We try to communicate verbally as much as possible and we always put a note in the email. If you want a hard copy please let us know. The note will also be posted on the wall upstairs above the sign in sheet folder.

- Board meetings: - 1<sup>st</sup> Wednesday of every month from 7:00 to 9:00 p.m.
- When our accountant puts any note in your parent pocket please respond to him by leaving a note in the tuition box or talk to the director.
- Please remember to send your child with appropriate clothes and also check, now and then, in your child's cubby to make sure your child has extra clothes suitable for the weather.
- Forgetfully if your child brings home any of the toys from school please bring it back.
- When the parents are here to pick up their children, children cannot leave the building and go to the car without the parent according to the child protection services. Also parents cannot leave children unattended in the car at any time.
- If you have a special talent please don't hesitate to share it with the children (If you can play an instrument, read stories, puppet show and mimic, etc).

***Thanks for sharing your child with us.***

***CHILDHOOD IS A JOURNEY AND NOT A RACE***

***“Greatness is not in what we do but it is always how we do what we do”***

***If you have any questions please feel free to call us.***