

# OAK GROVE SCHOOL PARENT HANDBOOK



Founded in 1991

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Manhattan, KS 66503.  
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**(Revised 2006)**

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## **I. GENERAL INFORMATION**

Oak Grove School (OGS) is a private, secular, nonprofit, parent-run co-operative educational facility, registered as both a child care center and private school with the State of Kansas. We provide a creative and individualized learning environment with professional instruction for children from 3 to 6 years old during the school year and summer. Children must be essentially toilet-trained and ready for a mildly structured program with other children to attend the school. OGS values diversity and we welcome children of any race, color, national, religious and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. There are scholarships available to families based on need and the availability of funds, and we are an SRS provider. At OGS, parental involvement is highly valued and considered as an integral part of education and school management. We believe that it helps to create a more comfortable learning environment that is an extension of each child's home, rather than an isolated learning institution. In addition, our cooperative idea goes beyond the school premises; we have a parent support system called Parents' Help Network. The purpose is to provide our families with caring help when needed.

### **Location**

OGS is located at the corner of Wreath and Dickens Avenue, across from Cico Park. The address is 3115 Dickens Avenue, Manhattan, Kansas 66503. The school has a large fenced-in area, with its own play equipment, organic garden, and unique tricycle path around a sunflower court, and an outdoor learning space on a large patio. The school also uses Cico Park for its age appropriate play equipment, large playing fields, nature trails, and pools during the summer session.

### **Schedule**

**School Calendar** Please see Appendices A which is provided along with the application packet.

### **School Closing due to Bad Weather, etc.**

In the event of an unanticipated closing because of bad weather or other conditions, the announcement will be broadcast on local radio stations. (KMAN 1350AM) Tuition refunds will not be given for the first two unanticipated closing days, but refunds will be given for any unanticipated closing days beyond two. Refunds will be given as tuition credits in the billing cycle following the unanticipated closings.

**Programs** We are open from 7:30 A.M. until 6:00 P.M., Monday through Friday. Parents have to pick up their child and leave the premises by 6:00. For morning session drop off is after 7:30 a.m. and pick up is before 12:30 p.m. and for afternoon session drop off is after 1:00 p.m. and pick up is before 6:00 p.m. Our lunch time will be from 11:45 to 12:15; children will brush their teeth after lunch and will be ready by 12:20 for afternoon pick up. Half day spots are created by splitting one full day spot into two, if you pick up your child late after a.m. session or drop off your child early for the afternoon session that will create problem with the licensing capacity. We offer both morning and afternoon programs for preschoolers and kindergartners. The morning program runs from 7:30 to 12:30 and includes lunch. The afternoon program runs from 1:00 to 6:00 and does not include lunch. Snacks are served in the morning and afternoon.

Kindergartners who are in partial day program at the public School can attend OGS either in the morning from 7:30 or in the afternoon until 6:00. Lunch is included in either program. Van transportation between the kindergarten and OGS will be arranged.

**Extra Hours** Your child may attend school besides the hours of the program s/he is enrolled in if space is available. Such an arrangement needs to be made beforehand with the Director.

### **Enrollment & Termination of Enrollment**

Enrollment is open throughout the year including summer time as long as there is an opening. The tuition will be prorated accordingly, or in special cases may be determined at the Director's discretion.

The "Application for Enrollment / Agreement between Oak Grove School and the Parents of OGS Students" can be picked up at Oak Grove School or can be mailed to you. As far as enrollment is concerned, we reserve the right to accept or deny.

After receiving the notification of acceptance from the Director, parents must submit the following forms, completed and signed, before the child begins attending.

- Medical Record for All Children in Day Care Facilities
- Authorization for Emergency Medical Care
- Oak Grove School Transportation Permission
- Entry Form
- Permission to Apply Sunscreen Lotion
- Permission for Photographs
- Parental Permission Form for regular outings (Cico Park for walks; the Library for story-time)

Families may terminate their child's enrollment with two weeks' notice. We would appreciate your comments about the program in general and the reason for termination. The portion of the tuition not used may be refunded, at the discretion of the Director.

The school may terminate a child's enrollment, with or without two weeks' notice. This may be done either because of failure to pay tuition, or to protect other students if a child's behavior has been persistently disruptive or has become dangerously aggressive. Such action will be taken only after all other possible solutions that had been discussed and enacted by teachers and parents have not produced acceptable results. The portion of the tuition not used will be refunded. Decisions will be made by the Director with the Board of Director's approval.

**Tuition & Fees** Please see Appendices B and C which is provided along with the application packet.

Tuition is divided evenly throughout the duration of your child enrollment. Therefore, the amount of each payment remains the same **regardless of your child's attendance** and school closing days.

Your tuition needs to be paid in a timely manner so that we can pay our teachers and bills. TUITION IS TO BE PAID, **IN ADVANCE**, EVERY WEEK, EVERY TWO WEEKS, OR EVERY FOUR WEEKS DEPENDING ON YOUR CHOICE unless other arrangements are made and approved by the Director. It doesn't matter which option you choose but you have to be **TWO WEEKS AHEAD ALWAYS**. Tuition due dates are on Fridays. If payment is not received by the end of the following week, a reminder will be put in the parent pocket, along with a LATE FEE CHARGE of TEN DOLLARS. Unless some other arrangement is made with the school within 5 days of the receipt of the reminder, the child's enrollment will be terminated if tuition is not paid.

**Fees will be assessed for LATE PICK-UPS as follows:**

- First time --- You will receive a notice.
- Second, and third times --- \$5 per 15 minutes after the scheduled pick-up time
- Fourth time ~ --- \$1 per minute after the scheduled pick-up time.

Parents will be given notice the first 3 times and the late fee which is a dollar a minute will be automatically added to the invoice from the fourth time.

**Discounts**

If you refer and if that child enrolls and starts attending Oak Grove, then you will get a 10% tuition reduction for one month.

If more than one child in a family is attending OGS, there is a 10% tuition reduction for the second child and each additional child.

**Vacation Time**

Children enrolled in our school may take a one-week long Vacation Time each year (August to July) during which the tuition is waived (A minimum of two-week advance notice is required).

**Scholarships**

OGS has always assisted families in need with tuition, either by directly granting scholarships or by establishing work scholarships. Scholarships may be applied for, and are granted based on family need and availability of scholarship funds, on an equal opportunity basis; however, first priority is given to kindergartners. We use the family income criterion established by the federal government. For more information, or to apply for a scholarship, please contact the Director.

## II. PHILOSOPHY AND ACTIVITIES

### OGS Philosophy

OGS is based on the belief that children are naturally adept learners, and when given the materials, guidance, time, and opportunity, they will choose to learn joyfully and spontaneously. Children are individuals, and learn differently from each other, at their own pace and in their own way. Children learn best in a safe environment, free from fear of failure, and when they are physically and emotionally comfortable. Children need to know that their work is important and relevant. They learn to read, write, understand math and science, in the same way they learned to walk and talk--by experimentation, practice, watching role models, trying and not succeeding, and finally trying and succeeding. Children learn best when their family is involved in and supportive of their education. Children learn best when the teacher is a facilitator of learning rather than a director of learning and they have choice and control of their learning process.

### Curriculum/Program Description

Our children engage in discovery-oriented learning based on individual ability rather than age. We provide them with the environment, the materials, and a talented and committed professional staff to facilitate the acquisition of new skills. The teachers maintain a highly individualized and flexible curriculum to allow the children to learn in their own way, and at their own pace. Our teacher-student ratio is no more than 1:12, which is required by the state, and often lower than required. Critical thinking and creative decision-making skills are modeled and encouraged. The children have opportunities to move freely about and choose individual activities as well as engage in group projects and activities. Group games and projects are generally non-competitive, and we strive to promote positive self-image in all work and play. Preschoolers and kindergartners mingle for various activities and programs during the day and frequently one child will act as mentor and tutor for another child.

Parents, teachers and children together develop an individualized learning program that describes activities appropriate to the developmental level of the child, and set goals to be achieved by the child. Evaluations are interactive between the child and the teacher, a process by which learning is facilitated rather than judged. The evaluation process is directly related to goals previously set by the child, teacher and parents. The evaluation process is thus private and individualized, and designed to promote the child's self-esteem as well as her/his critical thinking abilities. Areas of instruction include science, mathematics, language skills, reading, writing, music, art, geography, history, and physical recreation. We also offer various "enrichment programs" which may include dance, drama, art, sports, and storytelling and music lessons including Suzuki violin, outdoor projects, and foreign language studies. Written program plans are posted weekly, and amended daily. Portfolios are used to record the student's progress over the year, and as a permanent record of achievement.

### Daily Schedule

Our daily schedule is structured in a fairly stable manner so that the children can learn to anticipate what their next event or activity is. Occasionally, changes are made in the schedule to accommodate weather changes, special trips, and visitors. The current schedule is posted in the Bulletin Board, along with weekly themes or special topics. **Please read the Bulletin Board and check Parent Pockets for messages.**

## **Celebrations**

OGS is a secular institution. The school will neither sponsor nor devote resources to religious celebrations or cultural holidays with religious roots. At the same time, OGS welcomes and values the diverse legacies of the families, communities and cultures of our students. We therefore encourage child-led sharing of family traditions and experiences. Teachers will participate in discussions of religion only as necessary in response to children's actions or questions. Non-religious seasonal celebrations will take place as the children and staff desire. In the past we had such events as Summer Day, Thanksgiving Day and International Day. The common holidays which are not celebrated include Rosh Hashanah, Yom Kippur, Halloween, Hanukkah, Christmas, Ramadan, Easter, and St. Patrick's Day. Around Valentines' Day, OGS children will have a "Friendship Day" where they learn how to express love and care towards each other in an educational context.

## **Participation in the Local Community**

We wish our children to be positive and productive members of society, and this begins by involving them in the local community. Many of our frequent field trips are designed to be learning experiences about how the community operates and the individual's role in our society. We have visited many places around the area, including the fire station, Kansas State University, the recycling center, area museums and parks, Pillsbury Crossing, Sunset Zoo, K-State Insect Zoo, and the Community Garden. We have also traveled to Old Abilene Town and the Salina Wild Refuge Center. The school has been visited by the ambulance service, the zoo mobile, and many educational groups and individuals throughout the years. The MAC truck (Art mobile) comes to us delivering art lessons when their service is available.

## **Field Trips**

The school takes a variety of field trips to places of interest in the community including parents' places of work and family farms run by OGS families. Permission slips for these field trips must be signed in advance. Children will be transported in safe vehicles with appropriate restraints during all field trips. Parents who drive must have insurance, working seat belts, a safe car, and are expected to read the rules provided by the state. All OGS students and parents are welcome on any field trip, whether or not they are normally at school at that time.

### III. PROGRAM POLICIES

#### Daily Arrival and Departure

In addition to the driveway and the parking space by the front yard, we are also allowed to use the Jewish Congregation's parking lot on Wreath Avenue. Please walk your child into our building. Sign in the time of your child's arrival and departure. **Parent information and notes will be placed in the pocket with each child's name on the wall in the entry way.** Other important information may be posted on the door and by the Sign-In area.

When you return to pick up your child, make sure that staff knows you have arrived, and sign your child out promptly. You are responsible for the care of your child once you arrive to pick him/her up. (Statistically, most accidents at day care centers happen during this transition period.) For the safety of the children, we will not allow them to leave with other people unless you have included their name on the permission form, or you send a signed and dated note asking that we release children to someone else.

#### Food & Snacks

Lunch is provided for the children in the morning program and the kindergartners in the afternoon program who are brought in from the public school. We follow the state nutritional guidelines and seek to provide a healthy, well-rounded meal. Parents are welcome to be "guest chefs" for the day. We have experienced delicious ethnic cuisines as a result of this parental involvement.

Snacks are provided once in the morning, once in the afternoon after the quiet time (for timings please check the current schedule).

- **Let us know if your child has any food allergies, and provide a list to post on the school's two refrigerators. Please tell your child's teacher and the Director.**

#### Child's Special Day

Once a month, your child will be asked to stand up and do a brief presentation about an item of his or her special interest, family, culture, or a special custom or tradition. Parents are welcome to help their child with his/her presentation. Your child's special day will be assigned to you on a monthly calendar. As part of your child's special day, you may want to prepare a snack for the children in the school. **Please note: This snack is completely optional. You are not required to prepare a snack.** If you choose to prepare a snack, please provide enough to feed 28 children and 4 teachers.

#### Items to Bring

Please bring the following PERSONAL ITEMS. They will be kept at OGS throughout the year. Please label them with your child's name:

1. Two changes of entire clothing, for the appropriate season, including two sets of underwear
2. Indoor slippers or soft shoes (so we can leave muddy shoes outside)
3. Blanket, pillow and a sheet if your child naps
4. Throughout the warm months: Sun screen lotion and insect repellent

## **Clothing**

We play outdoors every day, weather permitting, and may go for walks at Cico Park or do nature studies or gardening outdoors; it is often muddy. Please dress children in clothing that they can play hard in without fear of damage. (We do have paint-and-glue smocks at the school.) As mentioned above, children need a complete change of (seasonal) clothes to be kept at the school in case of spills or other mishaps. We also request that the children have a pair of indoor shoes or slippers so the mud stays at the door. We request you to not to dress your child in clothes with super-hero figures, as this encourages the children to "act out" the violence with others as a form of play. We have a cubby for each of the children for clothing and personal items.

## **Cold Weather Policy & Clothing**

Outdoor activities are an essential part of our program and children at school are presumed to be healthy and able to participate in all parts of the school day. It is important that the children be safe and warm during outdoor activities. The children will be kept indoors on days when the temperature or wind chill factor is less than 10 degrees Fahrenheit. They may also be kept indoors at the teacher's discretion. Children must have proper outdoor clothing at all times. This includes a hat or hood that covers the scalp and ears, mittens or gloves, a cold-weather coat, and boots or outdoor shoes if it is snowy or wet. Several layers of clothing may be substituted for a coat. A change of clothing should always be available as well.

## **Sharing**

We ask parents to help children keep their personal toys at home since it is hard for them to share with other children at school. However, we DO encourage children and families to bring things to share, such as games, books, art or nature objects, or activities and stories. Many of our school resources have been loaned or donated by generous parents. The children are taught to respect other people's possessions, and in general have taken very good care of loaned equipment; however, objects precious to either children or parents should not be brought, or should be identified as such to the teacher.

Toy guns, war toys, or super hero figures who solve problems through violent acts (such as Power Rangers, Ninja Turtles, Batman, war figures) are **NOT** allowed at school because we feel they encourage and legitimize aggressive behavior. We also do not allow paraphernalia, toys and games with such super-hero figures to be used at school. If such objects are brought, we will put them in the child's cubby for the day. We also would strongly prefer that you not dress your child in clothing with these figures displayed on them.

## **Discipline**

Some of the discipline issues arise when the children are bored, tired, frustrated, etc. Our teachers always look for cues from the children and provide activities to meet their needs and interest. They find ways to redirect their interest in an appropriate way and environment.

**Philosophy** An essential part of education is enabling a child to develop self-control, and inner-directed discipline. We wish to help our children learn to control their own behavior by modeling non-violent conflict resolution, and by reinforcing positive behaviors. At OGS, our children learn to work through conflict by talking or reasoning, and they are listened to and respected in their opinions, no less than adults. We feel it is very important for the child to be able to share his/her concerns and feelings about an event, especially when angry or upset, and the teacher makes this sharing both possible and safe. We also believe the teacher is a strong role model for sharing

feelings, and children seem to have an inherent sense of honesty in communications with adults. Problem behaviors will be handled sensitively and privately; a child will not feel humiliated or publicly shamed. We will not tolerate any shaming or intimidation of a child, including yelling at or scolding; mocking or laughing at a child; withholding food or fluids; physical pushing, pulling up, pinching, or hitting a child; or any other type of behavior that could be considered physical or verbal abuse toward a child.

**Establishing Rules** Usually one of the first things the teachers do at OGS is to meet with the children and jointly establish school rules. The rules are simple and basic, and few in number. Throughout the year, the rules are visible and in use.

### **When Problems Arise**

1. Limits are stated in a positive way, and children are encouraged to talk about conflicts and feelings together, and resolve the problem.
2. If children need external control to change their behavior, the teacher requests a behavior change, with reasons for the request explained, and helps them find alternative behaviors.
3. If children still cannot or will not change their behavior as requested, they will be asked to calm their body by reading a book. Logical and natural consequences may be used. The teacher will discuss the event to allow reestablishment of positive communication with each child, and ensures she/he understands what happened, what they can do and what they cannot do.
4. In the event a child becomes physically violent, the teacher separates the child from the others, and holds her/him firmly but gently until s/he calms down; or otherwise stays in close proximity to the child until s/he regains self-control.

If a child's behavior is in any way cause for concern, please do not hesitate to conference with the teacher. We prefer problems be handled sooner rather than later, and behavior is easier to change before it becomes a habit.

### **Quiet Time**

We have a rest period in the afternoon after lunch for all the children of at least 30 minutes. Those who do not or cannot nap are encouraged to quietly lie down, or sit, read or do puzzles. The quiet time is not only required by the state but also helps the children learn to calm them and be rested for later activities. Please bring in a pillow, blanket, and any comfort item your child needs when taking a nap (Normally this concerns the children in the Upstairs classroom). Sheets, blankets and pillow cases are kept clean by parent volunteers who wash them at home at the end of every week and bring them back on Monday.

### **Tobacco and Alcohol Use**

For the protection of our children, the use of alcohol or tobacco is prohibited during school hours. Smoking is not allowed in the building at any time or on the grounds during school hours or special events.

### **Records**

Your child's records will be confidential, available only to you, the staff, and certain members of the Board who file the records or apply for State licensing. We will copy and send them to other institutions at your written request. The portfolio of work is kept by the parents when school is not in session.

## **IV. HEALTH & SAFETY**

### **Injuries**

Children will be supervised by a staff member at all times, both inside and outside the facility. In spite of our most careful efforts, however, accidents might occur. Our teachers have been trained in First Aid and certified in CPR.

If a child needs medical attention of a non-emergency nature, the staff will notify parents to transport the child to receive the appropriate medical care. If the injury is an emergency or might be serious, the staff will call an ambulance, notify the parents, and accompany the child to the hospital. The staff member will stay with the injured child until the parents arrive at the hospital. The staff will fill out incident reports on both major and minor injuries that the parents must sign. Any major incidents will be reported to the Riley Co. Board of Health, and the state-licensing agency (KDHE).

Our facility is carefully inspected by the Riley County Health Department and the State Fire Marshall each year in order to maintain our license. We remove any hazards which might compromise our children's health and safety, and are constantly striving with your help to maintain high safety and sanitary conditions. Please let a teacher, the Director or a board member know if you think something is unsafe or unsanitary so that we can correct the problem if necessary.

### **Illnesses**

When you learn that your child is ill and will not attend school that day, please call us. In case your child has a communicable disease, please report it to us as soon as possible so that we can post that information for other parents.

If a child becomes ill at school, staff will call parents to come and take the child home. If a child needs emergency medical attention for illness, we will follow the same course as for injuries. (See Injuries above.)

Medication may be administered to your child while at school for non-contagious conditions after the proper permission forms have been filled and signed. All medications to be administered must be provided by you in the original container, including cold medicine, fever reducer, etc., in order to comply with licensing requirements. Over the counter medicine cannot be given to the children unless it has the label from the pharmacy with the dose, etc like a prescription medicine. Medicine must never be sent to school with the child alone. It must be given directly to the teacher.

We urge parents to respect the needs of the other children in evaluating their children's health. If your child is not well enough to play outside, the child is probably not well enough to be at school. If illness is likely to spread, please do not send her/him to school. We will send the child home if s/he is vomiting, has diarrhea, has a fever of over 99 degrees (axially), and has oozing sores, head lice, pink-eye, or other contagious conditions.

The child will be welcomed back when s/he can participate fully in the program:

- 24 hours after the cessation of fever, vomiting, or diarrhea(without medication);
- 24 hours after the beginning of antibiotic or parasitic treatment;
- for chicken pox, 6 days after onset of eruptions;
- for measles, 5 days after onset of rash;
- for mumps, 7 days after arrest of swelling;

for lice, after all nits have been removed.  
for whooping cough, 21 days after onset of illness

## **Safety Procedures**

As required by the state, we conduct monthly fire drills and tornado drills.

**Fire** We conduct fire drills once every month. There are three entrances/exits on the upper level and two entrance/exits on the basement level. During the fire drills, we take time to practice escaping through each exit. During each drill we emphasize that when a fire is noticed and/or the alarm sounds, everyone is to leave the school building orderly.

**Tornado** We conduct a tornado drill once each month from April through September. The storage area of the basement is used as shelter at the time of tornado and strong storms. The staff member(s) will stay with the children at all times until the "All Clear" is sound.

**Storms** During all storms, the children are to remain inside. In the event of a strong storm with dangerous wind, we will follow the procedure for tornadoes as described above until the storm passes.

**Floods** In the event the school building becomes threatened by flood waters or back-up flooding, we will evacuate the building and move to the Jewish Synagogue located two doors down the street or higher ground. Plans to continue school activities will be determined at that time.

## V. OGS: CO-OPERATIVE SCHOOL

### Family Involvement

OGS is a parent-run, co-operative school. Family involvement is indispensable and highly valued. Parents sign up for specific duties to help the school operate as well as to be an active participant in your child's education. It may be with direct student contact, or in ways that help keep the school functioning, such as maintenance of grounds/building, serving on a committee, serving on the Board of Directors, coordinating field trips, community liaison, fund raising, accounting, computer maintenance, etc.

**Flexible** In consideration of each family's situation such as work schedule and other obligations, we are flexible in deciding on the type, hours, and manner of your assistance. For example, there are tasks you can do over the weekend at home; if you cannot spare time in a given month, you can compensate during the following month; and so on. Although man and woman power is needed and your personal involvement is ideal, you may choose to give monetary assistance so that the school can hire someone (to deep clean, for example), thus avoiding imposition upon the other parents.

**You are the teacher** Of all the types of assistance a parent can provide, helping the children and the teachers during their class is perhaps the most enjoyable and rewarding experience. Parents and friends are welcome to become the "Teacher of the Day." Such visits are highly appreciated and the children simply love them! In the past, we had Tie-Dye, Origami, Moot Court, puppet show, singing in foreign languages, and other countries' and cultures' lessons. Why not bring your child's favorite book and share the story! Please feel free to talk with your child's teacher or the Director if you have an idea of activity or mini-lesson you can share with our teachers and children. If at all possible, please leave siblings at home when volunteering at OGS. Your child appreciates your undivided attention.

### Parents' Help Network

Deadlines must be met. Work takes us out of town. Illnesses afflict us and accidents happen. From time to time, we the parents need help in one way or another. In the past, the parents, staff and friends of OGS have helped each other when emergencies, illnesses and other situations where parents are unable to care for their child have arisen. While there is a limit to what we can do for each other, some forms of caring help have been offered by peer parents. Here are examples:

Other parents brought, picked up or cared for the children of a single parent, who was a college student from abroad trying to finish her degree, desperately needing time to prepare for her Ph.D. examinations.

Mother became hospitalized. Other parents coordinated so that food was brought to the family over a few days. They also looked after the child when Father had to work after school hours.

Husband passed away in a work related accident. Food was brought to the family. Money was collected to ease the family's emergent financial burden.

These examples may be extreme cases. A more familiar instance would be when a parent knows that s/he will be out of town for a day, needing someone to pick up and care for the child until s/he comes back in town in the evening.

Once your child is enrolled, you are part of this caring network of families and staff. More often than we want, we are pressured for time and in need of an extra pair of eyes or hands. Don't be shy when you need help, because soon you will find yourself helping others. Just let your child's teacher or a Board member know of your needs; other parents will be there on your side.

**(OGS is not responsible for accidents and injuries that happen to the child outside the school premises and activities. Any form of help between the parents is based on their mutual agreement and understanding.)**

### **Staff**

All OGS teachers are chosen by a committee consisting of parents and Board members, and have extensive education and experience in working with young children.

OGS is staffed by two lead teachers, one for each of our classes "Branches" (Upstairs younger children) and "Acorns" (Downstairs older children). Ms. Lakshmi Ramaswamy has degrees in early childhood education and business administration and successfully ran her own daycare/preschool in Michigan before moving to Kansas. She is also our current Director. She has been with OGS since 2002.

Ms. Linda Cohagan has Montessori training and spent 10 years in California --- the first 6 years as preschool / kindergarten teacher and the remaining 4 years as the director of a Montessori School. After moving to Kansas, she directed two daycare/preschools, first the Clay County Child Care Center and then OGS. She has been with OGS since 1999.

There are assistant teachers who work side by side with the lead teachers and provide extra individualized attention to the children. Historically we hire K-State students specializing in early childhood education or related fields. Those who are recognized for outstanding job and long term commitment to the care of our children may be awarded a Scholarship for Outstanding Student-Teacher.

In addition, we have teacher aids and substitute teachers, who are also as devoted as our lead teachers and assistant teachers. For our arts, music (violin), and other enrichment programs, special teachers may be employed.

OGS teachers most appreciate your suggestions, concerns and feedback. Communication between all those involved in your child's education is crucial in understanding your child's development, effectively facilitating his/her learning and creating a healthy, nurturing school environment.

The performance of each staff member is routinely evaluated biannually following the Oak Grove School's evaluation procedure. When a concern is raised from parents about a particular staff member, evaluation may be conducted at that time as part of his or her performance assessment.

### **Parent/Board Meetings**

Parent meetings will be held once every six months. You will be given advance notice of the meeting. The annual meeting is held at our graduation in May. The Board of Director's meeting is held at least once a month. Board meeting times are posted at the school in advance of the meeting. Everyone is welcome to attend these meetings. If you have an item for the agenda, please contact the President of the Board.

## **Corporate Concerns**

OGS has been incorporated according to the laws of the State of Kansas. All parents of children enrolled in OGS are members of the corporation. The corporation does not own stock, and is non-profit. Decisions are made by the Board of Directors, whose members are elected by the parents at the annual meeting held in May. To date, no major changes have been made in the school's operations or functions without extensive parent input and consultation. Board meetings are open to all members, and will be held on the 1<sup>st</sup> Monday of every month (unless otherwise notified).

The school's financial records are open to all members. While income figures are available in these records, individual tuition payment information will not be made public in keeping with the members' needs for privacy.

## **Donations**

OGS is a nonprofit corporation, having 501(c) (3) status. All donations of materials, food, money or other items are tax-deductible. Please keep your receipts for your tax records.

### **Tax Deductible Contributions**

Items you purchase and donate to OGS (e.g., materials, food, etc.)  
Items that are brought by you and sold at OGS' Garage Sales  
Items that are purchased by you for fund raisers  
Monetary contributions

FOOGs ("Friends of Oak Grove") Generous donors who can give \$200 or more become FOOGs and they will be recognized, with their names on a special plaque at the school.

**Tax ID Number:** # 48-1102881

## **Communication**

We welcome your comments, suggestions, or criticisms at all times. The teachers will be available for conferences as needed, as well as regularly scheduled conferences once or twice a year. Parents are encouraged to bring questions or concerns about classroom structure, class content or other related issues to the teachers and the Board of Directors. Final responsibility for the school rests with the Board of Directors. We welcome your insights and need to hear your unresolved problems with the program or any other aspect of the school. We also need your assistance in making our program the best one possible for our children, and encourage you to become involved in the management of the school.

**Please check your parent pocket in the entry foyer and bulletin boards daily for notices, and important announcements and forms.** Your tuition should be placed in the enveloped marked "Tuition" on the bulletin board in the office. A receipt will be placed in your pocket after payment is received.

The Directory of the staff and Board members as well as Parents Directory is available at school.

## VI. ON-GOING FUND RAISERS

OGS is a private school dependent on our tuition, donations and fund raisers in order to thrive. Fund raising is essential in order to provide our children with the best educational program and materials possible.

We have participated in fund raising activities described below and hope to continue to do so. They are all coordinated by parent volunteers:

- **Campbell's Labels** OGS can obtain additional school supplies through this program.
- **Garage/Bulb Sale** We have had fund raising garage sales in the past. If you think you have "junk" to donate to a garage sale, set it aside.
- **General Mills Box Top** Box Top logos from General Mills cereals, Betty Crocker fruit snacks, Yoplait yogurt, Lloyds BB Buckets, and other products can be collected and mailed in for cash donation from these manufacturers.
- **Krispy Kreme Doughnut Sale** Kids' favorite and nothing complements grown-ups' coffee better than Krispy Kreme Doughnuts. The cash profit from these sales is usually designated to a specific scholarship, project or purchase of equipment.
- **Scholastic and Troll Books** Your orders for books from these book clubs are taken monthly. In return for your purchases, OGS receives books and tapes for the school.
- **Tea Towels, T-Shirts and Tote Bag Sale** Our children draw their portraits, which are sent to Paris, France to be transformed into a beautiful tea towel, T-shirt and/or tote-bag. They make a wonderful gift for friends and family.

All of these fund raisers are successful only with heavy parent cooperation and leadership. Help us make OGS better for you.

**Appendix A**  
**Calendar: 2006 – 2007**

August 17	Thursday	School Year Starts
August 21	Monday	Kindergarten Shuttle Services Starts
September 4	Monday	Labor Day --- School Closed
November 23 & 24	Thur - Fri	Thanksgiving --- School Closed
December 25 & 26	Mon - Tue	Winter Break ---- School Closed
January 1	Monday	New Years ---- School Closed
January 15	Monday	Martin Luther King Jr. Holiday --- School Closed
March 23	Friday	School Closed - (last day of Spring Break, USD 383 & KSU)
May 28	Monday	Memorial Day ---- School Closed
July 4	Wednesday	Independence Day -- School Closed

**Appendix C**  
**Calendar: 2006 – 2007 Tuition Payment Schedule**  
**All on Fridays except for the days marked**

2 week payments	4 week payments
August 11	August 11
August 25	
September 8	September 8
September 22	
October 6	October 6
October 20	
November 3	November 3
November 17	
December 1	December 1
December 15	
December 29	December 29
January 12	
January 26	January 26
February 9	
February 23	February 23
March 9	
March 22 Thursday	March 22 Thursday
April 6	
April 20	April 20
May 4	
May 18	May 18
June 1	
June 15	June 15
June 29	
July 13	July 13

## Appendix B

Tuition is varied depending on the program. You may choose to pay your tuition every 2 or 4 weeks. Please refer to Appendix C for Tuition Payment Dates.

### **Full Day**

7:30am to 6:00pm Monday-Friday

Tuition: \_\_\_ \$520 every 4 weeks  
 \_\_\_ \$260 every 2 weeks

### **Kindergarten \*\***

Half day, Monday-Friday

Tuition: \_\_\_ \$370 every 4 weeks  
 \_\_\_ \$185 every 2 weeks

### **Mornings**

7:30am to 12:30pm Monday-Friday

Tuition: \_\_\_ \$290 every 4 weeks  
 weeks  
 \_\_\_ \$145 every 2 weeks  
 weeks

### **Afternoons**

1:00pm to 6:00pm Monday-Friday

Tuition: \_\_\_ \$280 every 4  
 weeks  
 \_\_\_ \$140 every 2  
 weeks

### **Monday/Wednesday/Friday**

Mornings\* or Afternoons\*

Tuition: \_\_\_ \$190 every 4 weeks  
 weeks  
 \_\_\_ \$95 every 2 weeks

### **Tuesday/Thursday**

Mornings\* or Afternoons\*

Tuition: \_\_\_ \$130 every 4  
 weeks  
 \_\_\_ \$65 every 2 weeks

\* (Morning Sessions are 7:30am to 12:30pm which includes lunch and afternoon sessions are 1:00pm to 6:00pm)

- Children who are enrolled can do “drop in” if there is a spot available. Such arrangement needs to be made before hand with the Director. The charge for additional attendance is \$26/day or 13 /half-day.
- A one-time non- refundable Enrollment Fee of \$40 is due at the time of registration.

\*\* Kindergarten tuition includes van run (pick up from public school) and lunch.