

# *Oak Grove School*

## 2023 Parent Handbook

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## Welcome to Oak Grove School

Dear Parents,

Welcome to Oak Grove Preschool where we believe childhood is a journey, not a race! With a variety of program opportunities available for preschool children in the Manhattan area, we are excited that you have chosen us as the learning environment for your child.

We value a collaborative approach and are devoted to developing strong relationships with families and watching these relationships grow and evolve through mutual respect. As your child's first teacher, you will always bring a wealth of information to the classroom regarding your child's individuality, and we welcome you to share this information with us so that together we can help your child reach his/her highest potential.

To support your child's experience at Oak Grove, we are committed to helping our staff grow and strengthen their knowledge of early learning and child development. In conjunction with community partners, we provide quality professional development to help them strengthen their skills as teachers, as well as training tracks to expand their education and career.

Oak Grove is excited and thankful that you have chosen to grow with us this school year. We are committed to providing a positive learning foundation that ensures each child leaves our program ready to succeed, not only in kindergarten, but later in life! Please feel free to contact me or any of our staff if there are questions or concerns throughout the school year.

Sincerely,

Reann Parker

Program Director

## **About Oak Grove**

Oak Grove School (OGS), established in 1991, is a private, secular, nonprofit, parent-run Preschool facility, registered and licensed with KDHE as a childcare center. We provide a creative and individualized learning environment with professional instruction for children from ages 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. We are a Raising Riley partner, through which scholarships are available to families based on need and the availability of funds. At OGS, parental involvement is highly valued and considered 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.

## **Oak Grove 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 when the teacher is a facilitator of learning rather than a director of learning and they have choice and control of their learning process. 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.

## ENROLLMENT

### Enrollment

Enrollment at Oak Grove is open year-round, including summers, if there is an opening. If there is not an opening, applications to be placed on the waiting list are accepted year-round. Families on the waiting list will be taken care of on a first come, first serve basis, but are welcome to contact the director regarding their position on the list. No fees are collected when applications are submitted, a \$100.00 enrollment fee is due on the child's start date.

The "Application for Enrollment", which serves as an Agreement between Oak Grove School and the Parents of OGS Students, can be picked up at 3115 Dickens Ave., is available online at [oakgroveschoolonline.org](http://oakgroveschoolonline.org), or can be mailed or e-mailed to you upon request. We reserve the right to accept or deny applicants. We encourage families to tour the facility and get to know the teachers before attempting to enroll their child to ensure we are the best fit for the child and family.

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

CCL 029 Medical Record for All Children in Day Care Facilities

CCL 029a Health Assessment

CCL 029b History of Immunizations

CCL 010 Authorization for Emergency Medical Care

CCL 034 Parental Permission Form for Off-Premises Trips

Entry Survey-Permission for Photographs, to Apply Sunscreen/Bug Spray

Signed Authorization for Video/Audio Recording-Wavier of Privacy Rights

### Tuition & Fees

There is a \$100.00 application fee to enroll. A deposit of half a month's tuition will be required to hold a child's spot and the spot will be available to others until the deposit is received. Tuition is divided evenly throughout the duration of your child's enrollment. Therefore, the amount of each payment remains the same **regardless of your child's attendance** and school closing days.

Your tuition should be placed in the tuition box provided by the daily check-in location at the entrance of the school. Tuition is to be paid on the 1st of every month, or semi-monthly on the 1st and 15th, unless other arrangements are made and approved by the Director. If payment is not received by the end of the following week, a reminder will be sent in Brightwheel, Late Fee Charges may apply if payments are not made in a timely manner. Payment arrangements must be made with the school within 5 days of the receipt of the reminder, failure to do so can result in the child's termination from Oak Grove School.

## **Late Pick Up**

As noted above, children are to be picked up by 6:00pm every day. **Fees will be assessed for LATE PICK-UPS as follows:**

- First time --- You will receive a notice.
- Second time --- \$1 per minute after the scheduled pick-up time.
- Third time --- \$2 per minute after the scheduled pick-up time and may result in Termination from OGS

Parents will receive notice of fees via Brightwheel, and the Third Occurrence will require a Parent Conference with the Director.

**No Contact Policy:** If no contact has been made by the parent or guardian by 6:00PM, phone calls will be made in the following order.

- Parents/Guardians
- Director
- Emergency Contacts
- Approved Pick-Ups

If no contact has been made by any member of the above list by 6:30PM, the police department will be called.

## **Discounts and Scholarship Opportunities**

**Referral Discounts:** If you refer a family, and their child enrolls and attends Oak Grove, then you will get a 10% tuition reduction for one month.

**Scholarships:** Oak Grove participates in the Raising Riley Smart Start Scholarship program. Information regarding the scholarship can be retrieved from the Raising Riley department at the Riley County Health Department.

## **Termination**

Families may terminate their child's enrollment at any time, **with two weeks' notice** to the school's director. We would appreciate your comments about the program in general and the reason for termination. **The portion of the tuition not used will only be refunded if a full two weeks' notice is given.**

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, to protect other students if a child's behavior has been persistently disruptive or has become dangerously aggressive, or to encourage the family to find a center that fits the family's needs better. Such action will be taken only after all other possible solutions have been discussed and enacted by teachers and parents but have failed to produce acceptable results. Please see the section regarding discipline and guidance for a more specific policy. The portion of the tuition not used will be refunded. Decisions regarding termination will be made at the discretion of the Director. Board Officers are always available to discuss the situation, but Parents must initiate contact to protect confidentiality, if you ask for Board oversight you waive the right to privacy.

## PROGRAMS AND CURRICULUM

### Program Overview

We are a full-day program open from 7:30 A.M. until 6:00 P.M., Monday through Friday. Parents may drop off their children after 7:30 and must pick up their child and leave the premises by 6:00 but pick up and drop off times are flexible. There are two classrooms. The upstairs class is typically our 4- and 5-year-olds who are going to kindergarten. Our downstairs class is ages 3-5, this is a mixed age classroom with peer models. We have

full-time slots that are 5 days/week, and part-time slots that are 3 days/week (M/W/F) and 2 days/week (T/TH). We do not offer half-day tuition; part-time is defined by the whole day/specific days of the week.

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. We use the **Creative Curriculum by Teaching Strategies**. This curriculum helps teachers interact with children in ways that promote development and learning, foster children's social competence, and support learning through play in content rich environments. 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 a positive self-image in all work and play.

Parents and Teachers will collaborate through conferences and communication, to prepare individualized learning goals to support the developmental level of 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 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, and physical activity. Screen time is limited to 1-2 times per week and must be relevant to the children's interests as well as educational.

While academics are a large part of Oak Grove's curriculum, building the child's communication skills and socio-emotional intelligence plays a more important role in our preschool. We believe that children at this age are able to learn their numbers, letters, shapes and colors through simple exposure over time, but resolving conflicts, identifying and understanding their feelings, and communicating in a social setting are vital skills to their future, but much more difficult to learn and require consistent and daily guidance.

### Extra/Drop-in Hours

If your child is enrolled part-time, they may attend school on nonscheduled days of the program, if space is available. Such an arrangement needs to be made beforehand with the Director and the daily prorated tuition will be billed.



## Daily Schedule

Our daily schedule is structured in a consistent 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. Each classroom has their own individual schedule posted. Children are not required to nap; we just ask that all students rest quietly for 20 minutes before engaging in a quiet time activity.

<b>Time</b>	<b>Activity</b>
7:30-8:15 AM	Classrooms combined/Sunroom Activities
8:15-9:00 AM	Outside Play or Table toys
9:00 AM	Both classrooms open
<b>9:00-9:20 AM</b>	<b>Breakfast</b>
9:20-9:40 AM	Circle Time
10:00-11:00 AM	Outside/ Group Play
11:00- 12:00 PM	Center Play/Morning Activity
<b>12:00-12:20 PM</b>	<b>Lunch</b>
12:20-12:45 PM	Brush Teeth
12:45-1:00 PM	Lights out
1:00-2:30 PM	Nap/Quiet Time
2:30-3:00 PM	Story time/Free Choice
<b>3:00-3:20 PM</b>	<b>PM Snack</b>
3:20-3:45 PM	Free Choice Play
3:45-4:15 PM	Afternoon Activity
4:15-5:00 PM	Outside/Group Play
5:00-6:00 PM	Cleanup/Teacher Choice/Parent pickup Classrooms Combine

\*Outside time depends on weather and season

## School Closing due to Bad Weather, etc.

In the event of inclement weather conditions, please make sure you are signed up for **text alerts via USD 383** <http://my.textcaster.com/ServePopup.aspx?id=1259> , we will follow the school district for weather related delays or closures. If USD 383 is not in session, then the Director will decide if it is safe for staff and families to travel based on weather reports, road conditions, and proximity of staff to the school.

## 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 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.

## **Show and Tell**

Once a month, your child will be invited to bring an item of special interest, family, toy, book, or a special custom or tradition. Parents are welcome to help their child with his/her presentation. Show and Tell days are determined by each classroom, teachers will send out the date by the 1st of each month.

We ask that toy guns, war toys, or superhero figures who solve problems through violent acts (such as Power Rangers, Ninja Turtles, Batman, war figures) are kept at home. Show and Tell items will need to be placed in their cubby out of reach until our designated show and tell time that day.

## **Quiet Time**

We have a rest period in the afternoon after lunch for all the children of at least one hour. Those who do not or cannot nap are encouraged to quietly lie down, or sit, read, color 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. Sheets and blankets are provided by the school, but your child is welcome to bring a blanket and/or stuffed animal to sleep with should that help him/her rest. Sheets and blankets that OGS owns are washed weekly. Parents are required to take their child's blankets home weekly to wash as well.

## **Participation in the Local Community**

OGS participates in Raising Riley story time, a representative from Raising Riley comes out to the school once a month to share a story and art activity with each classroom. We also participate in the book lending program at Manhattan Public library, we pick up a variety of library books monthly to support our curriculum. The Manhattan Fire Department brings a fire truck by for our students to visit once a year, and we schedule visits from the Police Department as well. If you have suggestions for community visitors, please feel free to submit your ideas/requests to the Director.

## **Field Trips**

The school will take field trips to CiCo park, go on walks around the neighborhood, and may plan special outings. Permission slips for these field trips must be signed in advance. All OGS students and parents are welcome on any field trip, whether they are scheduled to be at school at that time.

## **PROGRAM POLICIES**

### **Philosophy**

An essential part of education is understanding where a child is developmentally and then enabling a child to develop self-control and inner-directed discipline, based on where they are in development. 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. Because feelings are usually the root of behavior, we first help them identify feelings and guide them in choosing appropriate ways of coping. 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. With guidance, our goal is to help children develop their own skills to identify and cope with their emotions. 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, verbal, or emotional 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. Throughout the year, the rules are visible and in use. Children are also reminded often of the rules to establish expectations and create repetition for the children.

### **Pick Up & Drop Off**

As you may have noticed, parking is somewhat limited at the school. In addition to the driveway and the parking space by the front yard, we are also allowed to use the parking lot at Cico Park, or along the street across from Manhattan Area Technical College. Please be courteous to other parents, especially during busy morning and evening hours. We ask that if you park in the driveway, pull your car into the front spot to allow someone to park behind you. If you are not able to wait for another parent should someone park behind you, we encourage you to park in one of the other options listed above. Please walk your child all the way into our building and make sure the teacher knows you are present. Sign-in in and out via the iPad or the Brightwheel app on your phone.

When you return to pick up your child, make sure that staff know 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 the children to someone else. Anyone other than parents picking up for the first time will be asked to show a valid Driver's License or other form of identification.

## **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. Blanket, pillow, and/or stuffed animal if it will help your child nap/rest.
3. A pair of tennis shoes to play outside.
4. One- or two-family photos to display on the wall.
5. A water bottle to leave at school.

## **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 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 30 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. A change of clothing should always be available as well.

## **Food & Snacks**

All food and snacks are prepared at the school by trained staff members. Breakfast, lunch, and an afternoon snack is provided. We participate in the federal Child and Adult Care Food Program which has strict nutritional guidelines that determine what we can serve. Since we participate in a food program we do not allow outside food and drinks, if your child is eating during arrival they can finish it, but we cannot store food from home.

\*\*In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write to USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

**We can adhere to any allergies or food restrictions your child might have. Please make sure the Director and your child's teacher are aware of these and discuss alternatives to ensure a balanced diet is provided.**

## **Guidance Policy**

Most behavior troubles arise if a child is bored, tired, frustrated, etc. Our teachers are trained to always look for cues from the children and provide activities to meet their needs and interests. If necessary, they find ways to redirect their interest in an appropriate way and environment.

## **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 move to an area away from others that we call the “quiet area” to facilitate brainstorming. This gives children the chance to do an activity that could help calm them down and clear their mind so that they might be more open to alternative behaviors.
4. Logical and natural consequences may be used to reinforce guidance. The teacher will discuss the event to allow re-establishment of positive communication with each child, and ensures she/he understands what happened, what they can do in the future and what they cannot do.
5. In the event a child becomes physically violent, the teacher separates the child from the others and stays near the child until he or she regains self-control.

If a child's behavior is in any way cause for concern, we will request a Parent Teacher conference. We prefer problems to be handled sooner rather than later, and behavior is easier to change before it becomes a habit. If problems become unsafe to the child, other children, or staff, the child will be excluded from care for the day at the Directors discretion. If a Child's behavior continues to become a danger to other children, staff, or property, the Director will meet with caregivers to implement an individualized Behavior Modification Plan. In the event a Behavior Modification plan fails to produce acceptable results within the agreed upon time frame, a written termination of care notice may be given.

## **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, teachers, or administration. We will copy and send them to other institutions at your written request. A portfolio of work is kept at the school but given to parents at conference time and at the end of the child's enrollment.

## **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 all 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. Parents will be given a copy of any incident report for their records, upon request. 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.

### **Video/Audio Recording of Children in Attendance**

To ensure the safety and security of our childcare facility, children, staff, parents, and visitors OGS is equipped with a closed-circuit video surveillance system. Our CCTV is not connected to the Internet and is for internal purposes only. Cameras will not be in the classroom bathrooms, changing areas, storage rooms, or staff break rooms. Video footage will be kept on site for up to 120 days. A Waiver of Privacy Rights will be signed at enrollment, this authorization form includes additional privacy information.

### **Illnesses**

When you learn that your child is ill and will not attend school that day, please call us or message via Brightwheel. 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 and report it to the Riley County Health Department as we are required.

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. 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 he or she is vomiting, has diarrhea, has a fever of over 100 degrees (axially), or has oozing sores, head lice, pinkeye, 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.
- for hand, foot, and mouth, after all sores have ceased oozing.

## **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 always stay with the children until "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.

## **Security**

The front door has a number code that will be changed every 6 months. We ask that parents please keep the code confidential, and that all visitors please ring the doorbell. Parents, please notify the school ahead of time if a visitor is picking up or visiting your child for the day. All visitors must have a picture I.D. at the time of pick up.

## V. OGS: CO-OPERATIVE SCHOOL

### Family Involvement

OGS's Board Officers are family members or caregivers with children currently enrolled. Family involvement is indispensable and highly valued. Parents are welcome and encouraged to 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. **If you are volunteering at the school while children are present, a by name background check must be completed with the Director prior to volunteer hours starting.**

### Parents as Teachers

Of all the types of assistance a parent can provide, helping the children and teaching staff during their class is perhaps the most enjoyable and rewarding experience. Parents/Caregivers are welcome to volunteer in the classroom to teach a lesson. Such visits are highly appreciated, and the children simply love them! In the past, we had Tie-Dye, Origami, puppet shows, 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 possible, please leave siblings at home when volunteering at OGS. Your child appreciates your undivided attention.

### Oak Grove's Network

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 Officer know about your needs; other parents and the staff 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.)**

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 they will be out of town for a day, needing someone to pick up and care for the child until they return in the evening.



## **Parent/Board Meetings**

The Board of Director's is made up of parents/caregivers that currently have a child attend Oak Grove School. The Board of Director's meeting is held 4 times per year between September and May, with a 5th meeting held during the summer months. The elected Board Officers, President, Vice president, and Secretary, are the only voting members during the Board of Director's meetings. The Director and a Community Liaison, familiar with Early Care and Education, give input to the Board Officers when issues/topics need to be officially voted upon. At the annual meeting each September each parent/caregiver can cast one vote to select the Board Officers for the year, for additional information please ask for a copy of the current By-Laws.

Board meeting dates and times are posted at the school and/or emailed prior to the meeting. Everyone is welcome to attend these meetings. If you have an item for the agenda, please contact the President of the Board.

Please note there is a strict confidentiality standard upheld for board members and teachers. The director and other teachers do not discuss children by name with board members or other parents and all identities are kept private.

## **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. 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 families. Please contact the Director for dates and times for scheduled meetings.

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.

## **Communication**

Communication is very important to your child's success at Oak Grove. We welcome your comments, suggestions, or criticisms at all times. We value open and honest communication between parents and staff and hope that parents will play an engaged and interactive part in their child's experience at Oak Grove. 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 operations of the school. Please take the time to fill out an Exit Survey or give parent feedback when you leave Oak Grove School.

Communication is done primarily through e-mail and/or via the Brightwheel app. Please let the Director know if you do not have an e-mail or do not utilize it regularly as you will miss very important updates if you do not. Parent pockets are in each classroom and will be where your child's weekly reports, artwork, and other important reminders are placed. Reminders will also be written on the sign-in book or hung above the sign-in book kept in the upstairs entryway or posted on bulletin boards. Daily communication logs are electronic through the Brightwheel app. Daily communications are private between teachers and parents.

## **Events**

Oak Grove hosts multiple get-togethers throughout the year to engage and interact with families regularly. We are a small school and become quite close knit as the year goes on. Participation at parties is not required, but encouraged as the children, teachers, and past parents have enjoyed them very much.

## **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 fundraisers.

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