

The Oak School Handbook 2024-25

Our Philosophy and Purpose

The mission of The Oak School is to provide the highest quality of care, support, and education for young children and their families. Our role is to encourage and guide each child individually in all areas of development, creating a positive self-image and opportunity for life long success.

The Oak School administration, staff members, parents and members of the community all play an integral part in promoting and providing an environment that is rich in learning experiences and opportunity for children within Oak's community.

Philosophy

At The Oak School, we believe that each child's growth is augmented through developmentally appropriate experiences. Thus, our philosophy aims to nurture each child's physical, social, emotional, and intellectual growth through:

- Providing children the opportunity to choose from activities in the areas of literacy, math, science, art, dramatic play, block, manipulative, and sensory.
- Providing group times that include music, movement, stories, sharing, discussion, and games.
- Encouraging creativity through emphasis on the process rather than the product.
- Choosing materials, activities, and games, which challenge each child to continue exploring, growing, and learning at his/her own pace.
- Encouraging children to think, reason, question, and experiment.
- Encouraging the development of social and self-help skills in order to create a healthy self-concept, develop compassion, and promote a positive attitude toward life.

We encourage parents to communicate with their child's teacher about classroom daily schedules and activities to ensure that individual needs and early childhood educational goals are met.

Learning Experiences

The goals of our center include providing a high quality early childhood program that promotes physical, emotional and cognitive development in a caring, home-like environment. The Oak School bases its program on the recommendations of developmentally appropriate and research-based practice.

Equal Opportunity

At The Oak School we believe every child and every family deserves fairness, justice and equality. We welcome families from all ethnic, racial, religious and national backgrounds. Within The Oak School it is a priority to ensure diversity, equity and inclusion. We do not discriminate based on background, race, creed or gender. The Oak School is a diverse organization in the children and families we serve. Parents and children can expect to be treated fairly and equally. The Oak School honors all individuals and families for their unique contributions to the community. We are committed to doing our best to meet each family and child's individual needs.

Special Needs

The Oak School accepts all children that may benefit from the group experiences provided at The Oak School. We, The Oak School reserve the right to determine whether or not the program can be adapted to meet a child's needs. We want to ensure we are able to provide quality care to each child, therefore we will work with the family, and any other entities that may be supporting the child such as a speech, physical, or occupational therapist. Enrolled children who are identified through our teachers observation screening protocol because of a concern in development, will be assessed and recommendations will be made in a parent-teacher conference. The Oak School assumes no responsibility for the costs associated with these referrals. Our center complies with ADA standards under The Americans with Disabilities Act.

The ages of children accepted

The Oak School accepts children between the ages of 3 and 7 years old. All children must be fully potty trained in order to attend.

School Operating Hours, Holidays, & Before/After Care

Days & Hours of Operation

The Oak School's preschool/preK typically operates year-round from 8 a.m. to 2:30 p.m. Monday through Friday. Oak School's after care program is from 2:30 p.m. - 4:30 p.m.

The Oak School's primary program (Kindergarten through 1st grade) operates during the school calendar year with summer's off. Oak's Preschool and PreK program runs year round, 12 months of the year.

The Oak School reserves the right to modify the center hours to meet the needs of the center at that time. The change in hours may include an early dismissal time or late arrival time. All changes in hours will be communicated via email. There are instances where the center may need to close for days, weeks or months to maintain the health and safety of the community. The Oak School is closed on all Jefferson County (JeffCo) designated holidays. Additionally, there are closure days during each semester for staff training. A center calendar will be provided to you outlining all closure dates for the school year.

The Oak School runs after care from 2:30pm - 4:30pm Monday through Friday. Prompt pick up is encouraged.

We encourage you to establish a routine with your child. Bringing your child to school in the morning between 8:00 a.m. and 8:30 a.m. is suggested. This allows for a smooth transition into the school day and ensures your child participates in the majority of classroom curriculum and learning.

Please be aware of certain times of day, such as naptime (12:30 to 1:30 p.m. approximately) for the Preschool/PreK children. Dropping off or picking up at naptime can be disruptive and therefore is discouraged. We understand that this may be unavoidable in certain situations and we want to work with your family. We ask that you please communicate any scheduling adjustments, changes or possible accommodations with administration so we can best support your family.

Late Pickup Policy and Procedures

When a child is picked up from the school after the school is closed, the parents will be contacted by phone after five minutes. The school will try contacting the parents up to 8 times and if there is no response, child services will be contacted after 1 hour of no contact with the parents. The late fee will be applied to that hour. The child will be cared for by one of Oak's qualified staff members until parents can be reached, or child services comes to pick up the child.

Visitors' Policy

All visitors must sign in and out and follow posted center policies. The sign-in sheet is located by the front door. Visitors must list name, address, time of visit, purpose of visit, and present identification to Center staff. The Oak School has the right to deny entry to any and all visitors if they do not follow proper identification and/or posted center policies.

Release Authorization

Children will not be allowed to leave the center with anyone other than the adults (18 and over) listed on the Emergency and Registration forms. Please inform those authorized to pick up your child that picture identification will be required. Written notice will also be accepted from parents only in emergencies and permission may be given over the phone for an alternate pick up person.

Custody

Persons identified as parents on a child's enrollment forms will be allowed to pick up that child at any time unless legal documents are submitted to The Oak School. If there is a court issued order limiting or restricting access of a parent to a child, a court stamped copy of such an order must be submitted to the Director. Parents may be asked to revise copies of emergency and registration forms prior to restricting a parent's access from their child.

Inclement Or Excessively Hot Weather Procedures

In inclement weather, such as severe snow or ice, The Oak School follows the JeffCo school closures. In the case of excessively hot weather, we will stay indoors during the hottest parts of the day between 10 a.m. - 3 p.m. in an air conditioned space. During the mornings we will still try to spend time outside before it gets too hot. We will have appropriate activities as well that include water play and other water cooling activities during the hottest months of the year.

Classrooms

The Oak School is currently composed of 3 classrooms:

Sprouts classroom (mixed age 3-5 years) is 15 max

Acorns classroom (2.5-3.5 years) is 8-10 max.

Saplings classroom (mixed age 3-5 years, as we enroll more kids) is 16 max.

The Oak School has a unique set up in teacher/student ratio. Per licensing, by law we need to have 1 adult to 8 children in the preschool age group, 1 adult to 12 children in the Pre-K age group, and 1 adult to 15 children in the K-1 age group. These are the maximum amounts we are allowed to have by law.

Everyday, we encourage parent/grandparent volunteers and when enrollment numbers rise, an aide in each classroom. If enrollment exceeds any of these numbers, we are required by law to have a second teacher, an aid, or ensure we have a regular volunteer(s) to ensure the child/adult ratio is appropriate.

Health Policies & Related Topics

Medical Statement and Immunizations

A medical statement with updated immunizations signed by an approved health professional is required of all children within 30 calendar days of admission. This medical statement must be submitted to the office after every well check that your child attends while attending The Oak School. State licensing requires that we have documentation of all recommended well-child visits after your child's enrollment unless otherwise stated by your health provider. Recommended well-child visits occur at 2 years, 3 years, 4 years and 5 years. All children must be up to date on required immunizations per the recommended immunization schedule, have signed exemptions or a written catch-up plan.

Immunization Exemptions

Per Colorado Law and the Colorado Department of Public Health and Environment (CDPHE), all students attending Colorado schools and licensed child care are to be vaccinated against certain diseases unless they have a certificate of medical or nonmedical exemption on file.

If a parent or guardian wishes to claim exemption from immunization due to religious, personal or medical reasons, a written statement signed by the child's parent or guardian who states the reason for such an exemption shall be submitted to the center. The Oak School does not accept unimmunized students until this criteria is met.

Parents/guardians must file a certificate of exemption at each school, or child care the student attends. **To protect unvaccinated children, students with an exemption from one or more required vaccines may be kept out of a school or child care during a disease outbreak.**

Medical Exemptions

- Students with a completed Certificate of medical exemption signed by an advanced practice nurse, a delegated physician assistant, or physician licensed to practice medicine or osteopathic medicine in any state or territory of the United States will need to submit this Certificate only once unless the student's information or school changes.
- You can submit a Certificate of medical exemption with CDPHE to include in the Colorado Immunization Information System (CIIS). Check with your student's school, child care or college/university to find out if they want the printed copy of the Certificate of medical exemption or, if they can access the "submitted" document from CIIS.
- Per Colorado Revised Statutes 25-4-2403(2.5), immunizing providers must submit medical exemption data to CIIS.

Non-Medical Exemptions

There are **two** ways to submit a nonmedical exemption.

Be sure to check with your student's school, child care or college/university to find out if they need a printed copy of the Certificate of nonmedical exemption. If you submit to CIIS, the school can access the exemption information in CIIS, but cannot access the completed Certificate of nonmedical exemption:

- Submit the Certificate of nonmedical exemption WITH a signature from an immunizing provider in Colorado who is a medical doctor, doctor of osteopathic medicine, advanced practice nurse, delegated physician's assistant, registered nurse, or pharmacist **OR**
- Submit the Certificate of nonmedical exemption received upon the completion of CDPHE's Online Immunization Education Module.
- Per Colorado Revised Statutes 25-4-2403, immunizing providers who sign the Certificate of Nonmedical Exemption must submit nonmedical exemption data to CIIS
- Parents of students in preschool or child care must submit nonmedical exemptions at 2, 4, 6, 12 and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten.
- Parents of students in grades K-12 claiming a nonmedical exemption must submit one annually. **Nonmedical exemptions expire June 30th each year.** If you submit a Certificate of nonmedical exemption on or before June 30th, it will not be

valid for the upcoming school year unless you submit the exemption during early registration.

You can download a certificate of medical or nonmedical exemption at:

<https://cdphe.colorado.gov/vaccine-exemptions>

Infectious Diseases

When a communicable disease has been introduced into the center, parents will be notified as deemed necessary by the school's health consultant, local health department and Centers for Disease Control and Prevention (CDC). The center will also report these occurrences to the state and local health departments when required. Parents are urged to notify the center when their child or they are known to have been exposed to a communicable disease outside the center.

The Oak School staff obtains the right to determine that a child, who does not appear to be fully recovered from an illness, cannot be readmitted to the center without a statement from a physician stating that the child is able to return and participate in the activities of the center, is no longer infectious or has a non-infectious condition.

In instances of cold-like symptoms, fatigue, fever, runny nose, shortness of breath, cough, sore throat, vomiting and diarrhea, it may be required that a family obtain a written note from a person with prescriptive authority, stating the child is able to return to school. In the instance a written note from a prescriptive authority cannot be acquired, the child may be subject to quarantine or isolation.

We reserve the right to refuse care due to illness, lack of requested medical forms and failure to provide necessary medication.

In the case of other illnesses, such as impetigo, lice, ringworm, rashes, chicken pox, thrush, hand-foot-mouth disease, etc., your child must be non-infectious before returning to the center. The Oak School follows The Jefferson County, Colorado Department of Public Health, and Environments Infectious Disease Guidelines for Child Care Settings alongside our school Health Consultant's recommendations. Please be aware these are guidelines and The Oak School has the right to strengthen these guidelines to improve or protect the health and safety of our community.

Illness

Our goal is to provide child care for well children. Having ill children at the center presents the very real possibility of others being infected. While we understand that parents need to be at work, we need to enforce our policy to protect all children and staff from unnecessary exposure to communicable disease and illness. Parents who repeatedly fail to follow policies related to keeping children at home, providing proper documentation to return and not following isolation or quarantine guidelines when they or their child are ill may be subject to disenrollment from the center.

Similarly, having an ill employee presents similar issues of possibly infecting others on site. Therefore, if an employee is feeling ill, displaying symptoms of a flu, virus, or infection, they are asked to stay home until no longer contagious.

For most cases, sick children waiting to be picked up to go home would wait in the office. However, for children who need access to the restroom uninterrupted with supervision, they would be provided a mat, blanket, and pillow in the hall-way gender neutral bathroom where a teacher would be with the child at all times and no other students or staff would be allowed entry. After the sick child goes home, the restroom will remain closed until properly disinfected.

Daily Health Inspection

For the safety and protection of the children, the center and each classroom will follow the recommendation of the Centers for Disease Control (CDC) by providing each child with a health check prior to the child entering the center and/or group.

Children will not be admitted to the center if they are experiencing any of the following symptoms, UNLESS they have a doctor's note stating the symptom(s) are not contagious. If symptoms appear while at school, the child will be sent home immediately UNLESS they have a doctor's note stating the symptom(s) are non-contagious OR the child's baseline (ex. runny nose due to allergies).

The Oak School may elect to send a child home if they seem unable to keep up, or are showing more than average tiredness or fatigue due to feeling under the weather.

- Major COVID-19 Symptoms
 - feeling feverish, having chills, temperature of 100.4 or higher
 - cough, shortness of breath or difficulty breathing
 - new loss of taste or smell
- Minor COVID-19 Symptoms
 - fatigue, muscle or body aches
 - headache
 - sore throat
 - congestion or runny nose
 - nausea or vomiting and diarrhea
- Other Symptoms of Contagious Illness
 - new or unexplained rash/blister(s)
 - pink color of eye, thick yellow/green discharge from eye

If your child is displaying any of the symptoms listed, even on a day they do not typically attend school, please notify the Oak School of the symptoms you are observing. In order for our center to maintain everyone's health and safety it is imperative that we accurately track all signs and symptoms of illness, including what the child is experiencing, when the symptoms began and ended.

If your child is experiencing symptoms, the administrative team will work with your family to determine your "Return to Learn", and/or necessary isolation and testing plans.

- If your child experienced major or minor COVID-19 symptoms (notated above), has no known exposure and symptoms resolved within 24 hours of onset you can return to school after symptoms have fully resolved without the use of medication.
- If your child experienced minor COVID-19 symptoms (notated above) ONLY, has no known exposure and symptoms resolve within 48 hours of onset you can return to school after symptoms have fully resolved without the use of medication.
- If major symptoms last longer than 24 hours or minor symptoms last for more than 48 hours from onset OR any symptoms are developed after known exposure, a negative COVID test will be required prior to returning. The test results must be emailed (photo if applicable) or brought in to the center before your child can return to school AND symptoms must be fully resolved without the use of medication UNLESS a doctor's note states the symptom(s) are non-contagious OR it has been 10 days from symptom onset.

If your child has a known exposure and is symptom free they may continue to attend school. Testing is recommended on day 5, the date of most recent exposure is Day 0. If symptoms are developed after a known exposure, isolate immediately and get tested.

If your child tests positive for COVID-19 they will complete a 10 day isolation period. The isolation period will be determined based on symptom onset and/or test collection date.

If a household member (someone the child lives with) tests positive for COVID-19 an isolation period is required. Please notify the center immediately upon a household member testing positive for COVID-19.

If your child is experiencing symptoms, the administrative team will work with your family to determine your "Return to Learn", and/or necessary isolation and testing plans.

Please note: The administrative staff and classroom teachers will use their best judgment, as well as the above guidelines, to determine when to send children home and when they may return. We appreciate your cooperation.

Handwashing Procedures for Staff and Children

We follow the Colorado Department of Public Health and Environment (CDPHE) policy for handwashing for both staff and children, for the safety of our school environment as outlined below.

Staff members and children will wash their hands using the following procedures:

1. moisten hands with warm running water
2. apply soap
3. run hands vigorously until a soapy lather appears
4. rinse hands under warm, running water until they are free of soap and dirt
5. dry hands with a disposable towel or a clean cloth washed after use.

Staff members and children will wash their hands at the following times:

1. arrival to school and after breaks
2. when staff and children move from one classroom to another (such as to the art room)
3. before and after: eating, giving medication (staff), administering first aid (staff), setup or use of a sensory table.

After:

1. using the toilet or assisting a child with toileting
2. handling body fluids
3. coming in from outdoors
4. cleaning or handling garbage
5. any other time that hands become soiled

Hand sanitizer is not to be used in lieu of handwashing. Hand sanitizers may be used for staff and children three years and above and only when handwashing is not available such as while out of doors in remote locations. Hand sanitizers and wipes are stored out of reach of children.

Staff supervises children's handwashing to ensure it is done thoroughly and completely.

All staff will practice good personal hygiene in order to reduce potential disease transmission

Medical Emergencies

When a medical emergency arises, every effort will be made to contact parents, guardians, or an emergency contact. In the event that parents or emergency contacts cannot be reached, the Director and/or lead teacher will decide the next step and a call to 911 will be placed. An authorized representative from the school will accompany the child and remain with him/her until parents arrive.

Our Emergency Information form, filled out at the time of enrollment, serves as consent for your child to be transported by ambulance to a local medical facility to receive emergency care. The Oak School assumes no responsibility for the costs associated with emergency care.

All center staff receive training in medication administration, childcare and preschool immunizations, cardiopulmonary resuscitation (CPR), First Aid, fire, flood and tornado procedures. The children practice flood drills periodically. Fire drills take place monthly throughout the year. Active Shooter drills take place bi-monthly, done in a way that is age appropriate and emotionally appropriate without the mention of guns or shooting.

Accidents and Injuries

First aid kits are kept in each classroom. All non-emergency accidents will be documented on an accident report. It will be given to the parent for their review and signature, at which time the parent can take a copy home. Another copy will be kept in the child's file.

Accidents will be communicated to parents at the end of the day or after the accident, depending upon the severity of the event.

Medications

Medications will be administered to a child only when the parent and physician have completed and signed the "Permission to Administer Medication in Child Care" form. This form must accompany the medication or we will not be able to administer the medication to your child. A copy of this form is provided in the back of this handbook.

Parents will be asked to sign a medication permission slip for each prescription given, noting time, amount, and number of days to be given. Non-prescriptive medications will be given on a doctor's order only. A teacher trained to administer medication will do so and note time, date and amount given on a medication log. In the case we are unable to administer a medication for any reason, a parent or guardian will be contacted immediately.

Storage of Medication

All medication must be in the original container, with the proper device to deliver, legible label, and not be expired. Medication prescribed for an individual child must be kept in the original container bearing the original pharmacy label, which shows the prescription number, date filled, doctor's name, directions for use, and child's name. Parents need to check expiration dates on medications. We reserve the right to dispose of expired medications.

For students who have Diabetes, Seizures, and Severe Allergies or Asthma, a Health Care Plan must be on file and updated annually or whenever there are changes.

Allergies

If your child has allergies, please discuss them in detail with the teacher and Director. For food allergies, a written allergy plan must be signed by a parent and doctor prior to the child's first day of attendance, and then reviewed by our Health Consultant for further input and implementation on site. The allergy plan must be on file and updated every year. Every time your child develops an allergy, please let us know *immediately* so we can develop an appropriate plan of action for the safety of your child.

Food Allergy Conscious

For food allergies we evaluate each student on a case by case basis. We will work with your family to determine the steps we can take to prevent exposure to certain items.

Please keep in mind we are a nut-aware facility when you are packing your child's healthy lunch and two snacks. Sunflower seed butter, and tamari roasted sunflower seeds (found at Natural Grocers in their bulk section) are excellent alternatives to nuts!

Infection Control and Personal Hygiene

Children are encouraged to develop desirable habits of personal hygiene, including washing hands after toileting, and before and after meals. Eating a variety of nutritious foods is also encouraged to be packed in their lunches. In addition to instructing, guiding and teaching children in these tasks, teachers also model positive, healthy, personal hygiene behaviors.

Health Consultant

Our Health Consultant, Christine (Chris) Frost, follows the guidelines under the Colorado Nurse Practices Act. The qualifications of a health consultant may include pediatrician, pediatric nurse practitioner or an R.N. or BSN, experienced in childcare health. Our health consultant reviews changes to health policies before implementation, trains our staff in medicine administration, and is on-call during our hours of operation in case of questions and/or emergencies.

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Pandemic

In the instance of a pandemic, the center will follow any and all requirements issued by the Colorado Department of the Public Health and Environment, Centers for Disease Control and Prevention and Jefferson County Public Health. The center will also follow any state, county or city mandated orders. The Oak School expects families to follow all requirements and orders as a member of The Oak School community. The Oak School reserves the right to tighten or strengthen the requirements or recommendations to ensure health and safety of our community.

In the instance the center needs to close to maintain health and safety during a pandemic, families will be notified via email. If the closure is less than 14 days, parents will be asked to pay full tuition during the extent of the closure. If the closure extends 14 days, we will roll out our online connections program and have social distanced activities for families and kids outdoors as weather permits until we reopen, with tuition payments continuing as normal.

In the case JeffCo government offices, businesses, and services close, or work remotely due to a pandemic, The Oak School's potential for closure will be evaluated based on requirements of licensed childcare facilities as outlined by the Colorado Department of Health and Jefferson County Department of Health, at that time. The health, safety and the need of child care services will be the main drivers in the decision making process to remain open or closed.

Smoking Policy

It is our desire that the environment around the children is as safe as possible. Therefore, The Oak School is a smoke-free environment both inside our building and on the grounds (including parking lots, in/outside of vehicles). Parents/guardians, staff, and visitors are required to comply with this policy.

How Sick Is Too Sick?

Our Illness Policy is that we follow CDPHE's document "How Sick Is Too Sick?" located in the back of this handbook. **When in doubt, please reference this document to see whether it is appropriate to send your child to school or not.** We will reference this document if a sick child is sent to school to determine if the child should stay or be sent home.

Activities

Outdoor Play

Outdoor activities provide an extension of our learning environment. With the exception of days of excessive heat or cold all classes spend a portion of the day outside. If you feel your child is not well enough to participate in outdoor time then he/she is not well enough to be at school. Please make sure your child has appropriate clothes in order to be comfortable in the changing weather conditions. Before children go outside teachers do a daily playground safety check and apply sunscreen. Classroom ratios are maintained outside.

Parents are given the option to provide their own sunscreen or use school provided sunscreen. Families will select their preference on the back of the emergency/registration form. Upon enrollment and once a year thereafter, an emergency/registration form will be distributed for parents to complete and turn in to the center. Families are welcome to change their sunscreen preference at any time throughout the year by completing a new form.

Inclement or excessively hot weather policy

If the school director determines the outdoor weather to be too extreme, either due to heat, cold or other conditions, for children to participate in outdoor activities, children will not go outside.

Indoor Activities

Television and Video

We do not watch videos, television, or use screens at The Oak School in the preschool and preK programs. Instead, we play outside and use our imaginations.

There is no restriction for children using personal adaptive equipment.

In Oak's Primary Program (K-1), educational videos are occasionally used to enhance classroom curriculum for no longer than 10 minutes. This is compliant with the American Pediatrics Association's guidelines for children 5 and older. The Oak School's media plan includes ongoing communication with the children 5 and older in the elementary grades about online safe practices.

Field Trips/Excursions

On occasion, elementary classrooms may go on a field trip/excursion, take a walk, or go to the park. Whenever a field trip is planned, parents will receive notice in advance specifying the date, destination and departure time, approximate time the children are due back at the center and any fee required. Children will take walking field trips only.

Preschool and PreK children will take small excursions around the Church property as facilitated by their learning. Children will walk together as a group with the teachers and aids to the specified site on campus including, but not limited to, the grassy area on the other side of the parking lot, the upper gardens, and the shaded gardens. Children are accounted for by doing frequent head counts and having them in small groups.

Parents/guardians give permission for The Oak School to take their children around the Church campus on excursions by signing the Excursion Permission Form at the end of the handbook.

Transportation is not provided by The Oak School for any field trip.

If a family arrives at the center after the class has already left for the excursion/field trip, the parent is responsible for taking care of their child until the classroom returns. When the classroom returns, then the parent/guardian may sign in their child for attendance and begin the day with The Oak School.

Parent/guardian permission for excursions is signed upon enrollment. Parents/guardians must sign the Excursions Permission Form (in back of handbook) yearly for The Oak School's files. Parents/guardians are notified prior to all field trips occurring off the School's property for older, elementary children: for example, walking to the library or another local park, etc. Preschool/PreK children will remain on the church's campus at all times.

Special Activities

On occasion, The Oak School will invite special groups in to facilitate enrichment activities such as music, dance, naturalists, yoga, and more. When these groups are invited, all children will take an excursion/field trip to the multi-purpose room or Charter Hall in the church where the event will take place. Children will be accounted for by doing frequent head counts and staying with their class group during the presentation or enrichment activity.

Meals and Snacks

The Oak School does not serve food to the children. Each child must bring two (2) snacks and one (1) lunch.

We highly recommend a **bento style lunch box** which can easily be found at stores like Target or on Amazon.

Snacks and lunches are encouraged to have at least one fruit or vegetable in each and a protein. Here's a handy list of healthy foods that you can combo in endless ways in your child's lunch:

- **PROTEINS:** Hard boiled eggs + Hummus + Turkey + Ham + Chicken + Pepperoni + Salami + Yogurt + Nuts + Almond Butter + Black Beans + Chickpeas

- **CARB:** Pretzels + Sweet Potato Chips + Crackers + Bagels + Bread + English Muffin + Tortilla + Waffles + Pancakes + Muffins + Sweet potatoes + Rice + Pasta + Granola
- **FRUIT:** Applesauce + Strawberries + Blueberries + Blackberries + Raspberries + Watermelon + Cuties/Clementines + Pineapple + Mango + Banana + Mandarin Oranges + Raisins
- **VEGGIES:** Carrots (carrot chips, carrot sticks, baby carrots) + Bell Peppers + Snow or Snap Peas + Cucumber + Jicama + Celery sticks
- **FUN:** Energy Bites + Fruit Leather + Healthy Cookie + Tortilla Chips + Trail Mix + Granola Bar + Natural Fruit Snacks

Per Colorado state early childhood regulations, as The Oak School does not regularly provide a meal, if a child brings a meal from home that does not appear to meet current USDA Child and Adult Care Food Program meal pattern requirements, The Oak School must have foods available to offer as a supplement to that meal. Staff members must sit with the children and encourage them to try a variety of food. Food must not be denied to or forced upon a child as a disciplinary measure.

The Oak School is a nut free environment and does not allow candy, cakes, or other sweets in the children’s snacks or lunches. Nutrient dense foods that are satisfying for your child are encouraged.

***Bento style lunch box examples:**



*Images are approved examples of lunchboxes. Simple bento style lunch boxes can be found on Amazon or Target. Parents can also use silicone cupcake holders in a regular lunch box to separate lunch items. Lunch bento box must then be placed in an insulated bag with a lunch box cold pack (see examples above).

Sleeping and Naps

Children have a designated rest/quiet time each day at The Oak School. Children are invited to rest in a quiet space with a mat, nap roll, blanket, and pillow.

A designated assistant teacher or teacher will be sitting with the children as they rest, observing them and checking on them periodically. For children who are no longer napping, they will be given a quiet activity to do on their mat, like color or look at some books for about 20 minutes. After 20 minutes, if the child is not resting, they will be invited by the nap teacher to another part of the room to engage in available quiet activities with the quiet play time teacher who has set up specific quiet activities for this time.

Nap/rest time is contingent on the group – some classes need more, some less. But rest time will generally be around an hour, give or take. If a child is resting longer than our designated time, we will wake them to join us in our last activities for the day.

Additionally, per Colorado state early childhood licensing regulations:

- an assistant teacher (TA) may be alone with sleeping children up to one (1) hour. The child to staff ratio may be doubled for children two and one half (2 ½) years of age and older in preschool classrooms when the following conditions have been met:
 - At least half of the children are sleeping;
 - Another staff member is onsite in the center and immediately available;
 - Maximum group size and room capacity are not exceeded; and,
 - Staff members supervising children are qualified as an Early Childhood Teacher or Assistant Early Childhood Teacher.
- Children will never be forced to sleep. In rooms used for napping, the lighting is dimmed to promote an atmosphere conducive to sleep but bright enough for supervision.
- Children are allowed to form and observe their own pattern of sleep and waking periods. Special provisions are made so that children requiring a morning nap time have a separate area for their nap apart from space used for play.

What To Bring

Clothing and Other Items

Each child will be assigned a cubby in his or her classroom. This is a place to store all items brought from home. To avoid lost items, make sure everything is labeled with your child's first and last name. Please refrain from bringing toys from home to school, unless it is requested by the teachers for a classroom or student learning experience. Please note, although we do our best, items occasionally get lost. Therefore we ask that you not bring items that are important to you or are a high-cost value.

Personal Belongings

Families are responsible for keeping track of their child's belongings. All items brought to school will be clearly labeled with the child's name. Regularly checking each child's bag of extra clothes and restocking as needed, weekly laundering of their bed rolls at home, ensuring their sunscreen, lotion and chapstick are full and usable. There will be a lost/found at the school for any unlabeled items.

Preschool and Pre-K

Please bring:

- For Pre-K, at minimum one change of clothes (seasonally appropriate), more depending upon developmental stage
- For Preschool, at minimum two (2) changes of clothes (seasonally appropriate). If your child is freshly potty trained, three (3) to four (4) changes of clothes including: underwear, pants/shorts, shirts, and socks. A second pair of shoes may also be packed
- A lovey or transitional object
- Slippers to keep at school
- A mat roll for napping (if napping)
- A small, favorite blanket for napping or quiet time
- Appropriate clothing for sun and weather changes
- A family picture
- Parent provided sunscreen
- 2 healthy snacks and one healthy lunch packed in a Bento style lunch box

Primary School (K-1)

- A family picture
- 2 healthy snacks and one healthy lunch packed in a Bento style lunch box
- Optional - a lovey or transitional object
- Slippers to keep at school

Dressing For All Weather

We at Oak spend as much time outdoors as possible. This means making sure children are dressed appropriately for the weather.

- **Warmer months**, make sure your child's extra clothing at the school reflects the weather: lightweight clothing such as shorts, t-shirts, and tanks.
- **Colder months**: warm clothing such as sweaters/sweatshirts, long sleeves, socks, and pants; an extra set of gloves/mittens and hats; snow pants, boots, and warm, thick socks.

It is recommended to have on hand an extra layer kept at school during the winter months such as a sweater, sweatshirt, and/or long sleeve shirt, and warm socks. During the warmer months, the extra pair of clothing kept at school should reflect the weather: shorts and t-shirts.

Toilet Training

Oak School's youngest students in the preschool class often come in freshly potty trained. Accidents are expected and each preschool family is required to keep at the school two (2) or three (3) changes of clothes including: underwear, pants/shorts, socks and shirts.

Please make sure the clothing is seasonally appropriate, and allows your child to use the toilet easily. Please no belts, overalls or "onesies". We will need lots of extra clothing for mishaps, so please send your child with 1-3 extra seasonally appropriate clothing options.

Per Colorado Early Childhood Licensing, Teacher's Aids may supervise no more than two (2) preschool age children while assisting the children with or toileting. Guidance is not associated with food, rest, or toileting. No child will ever be punished for toileting accidents.

What Not To Bring

Children are not allowed to bring :

- Money (cash or coins)
- Personal toys
- Clip on hand-sanitizer on backpacks
- Anything that states on the bottle or package “keep out of reach of children”

Discipline

The root word for discipline is *discipulus*, the Latin word for “student.” Contrary to popular culture, the correct usage of the word discipline honors the fact that a student is, in fact, learning. This means students are met where they are and it is understood that they are on a trajectory of learning. With this knowledge, there is no room for shame or judgment or punitive measures. *Discipline does not mean control, rather it is a mindful and caring aspect of teaching.* Discernment is used in approaching how best to serve a student based on their unique needs. Therefore, discipline becomes a peaceful, service-based approach to guiding a student towards living out their best selves.

The Goal

The goal of our program is to help develop positive self-discipline, encouraging adaptation to acceptable standards of behavior from inner motivation rather than from external controls.

How We Discipline: Conscious Discipline

Discipline emphasizes limits and rules that are understandable and consistent. In particular, we utilize Conscious Discipline, developed by Dr. Becky Bailey. Conscious Discipline teaches young people to become responsible, respectful and resourceful members of their communities, as well as important social and life skills in a manner that is deeply respectful and encouraging for both children and adults.

The Criteria of Conscious Discipline

1. Is **Kind and Firm** at the same time. (Respectful and encouraging)
2. Helps children feel a sense of **Belonging and Significance**. (Connection)
3. Is **Effective Long-Term**. (Punishment may work short term, but has negative long-term results on the psyche and well-being of the child.)
4. Teaches valuable **Social and Life Skills** for good character. (Respect, concern for others, problem-solving, accountability, contribution, cooperation)
5. Invites children to discover how **Capable** they are and to use their personal power in constructive ways.

Conscious Discipline within a classroom is aimed at developing mutually respectful relationships. Conscious Discipline teaches adults to employ kindness and firmness at the same time, and is neither punitive nor permissive. Instead, it fosters a sense of connection, empathy, and compassion between (and for both individually), child and adult. For more information, please visit: <https://www.consciousdiscipline.com/>

Teachers are expected to try to prevent problems before they arise by arranging programs and classrooms that meet the developmental needs of the children. Examples include having a wide selection of toys, arranging classrooms so that children can be as independent as possible, offering a daily schedule that balances the need for physical activity and rest, and allowing children the choice of challenging activities suited to their developmental level.

Discipline is caring guidance. When correction is necessary, teachers will use a kind, firm voice to redirect or restate the rule. No physical or harsh verbal discipline of children is allowed. The tone of our school environment is respect. Teachers model and encourage respect for each other, the children and the environment. We do not allow children to hurt others, themselves, or to damage the classroom materials. Children whose behavior endangers others are supervised away from the situation until they are ready to rejoin the group in a more socially acceptable manner. Teachers facilitate the development of responsibility, self-regulation, and self-control in children.

Behavior Management Policy

Behavior management is treated case by case at Oak School. If disruptive or inappropriate behavior is encountered and unable to be addressed through our regular means of conscious discipline and connection, an option will be to create a behavior management plan. We will do what we can within our normal staffing limits to address the individual needs of each child. In the cases where the child's needs are beyond our normal staffing limits and abilities, we will ask the family to unenroll.

Behavior Management Plan

At the first incident or sign of inappropriate behavior (defined as actions that cause harm to the child him/herself, another child, or staff member) the teacher notifies the parents as well as the director. This may include verbal abuse, hitting, kicking, biting, throwing objects, or any behavior that regularly disrupts the daily routine in the classroom.

If harmful behaviors are seen to continue on a regular basis, the school will determine what plan of action to take next in a behavior management plan. This may include:

- charting the behavior(s),
- arranging a planning meeting with parents,
- identify and consult with an early childhood mental health consultant or other specialist as needed in order to better understand a behavior outside of our own pool of knowledge and understanding.
- and/or requesting a referral to an early childhood mental health specialist, early intervention, child find or other early childhood referral agency – or all of the above.

When a parent/teacher behavior management meeting takes place, it will focus on a plan designed to assist the parent, child, and teacher with the behavior. After agreeing to a plan to address the child's behavior all parties will sign a conference sheet, which details the discussion. All parties may meet again in several weeks to discuss and evaluate progress. At this time, parent cooperation will be determined. If the parent chooses not to participate, this may be grounds to ask the family to leave the school.

The center will participate, document, and help with referrals completing assessment and working with the family. If the child is referred to an agency, the lead teacher will contact that agency to convey factual, pertinent information. If an independent agency is involved in observation, the center has a right to a copy of the observer's report.

Given ample time to evaluate the child, with or without parental cooperation, if we do not see progress in harmful behavior enabling the child to participate in a group setting, The Oak School has the right to ask the family to leave the center if we determine that our program is not able to meet the child's needs.

We strive to make every child's experience in our center successful and attempt to adapt our classroom to meet the needs of all children. We consider it a last resort, after exhausting all possible resources, to exclude a family from our program.

Transitions

During regular, day-time transitions at the school, teachers do a headcount before and after the transition has taken place. Teachers also do headcounts periodically throughout the day to ensure each child is accounted for and where they need to be.

Our Curriculum

The most important goal of our early childhood curriculum is to help children become enthusiastic learners. This means encouraging children to be active and creative explorers who are not afraid to try out their ideas and to think their own thoughts. Our goal is to help children become independent, self-confident, inquisitive learners. We do this by allowing them to learn at their own pace and in ways that are best for them. By giving children good habits and attitudes, particularly a positive sense of themselves, we will make a difference throughout their lives.

The activities we plan for children, the way we organize the environment, select toys and materials, plan the daily schedule, and talk with children, are all designed to accomplish the goals of our curriculum and give your child a successful start in school.

Creative Curriculum embodies our philosophy and we utilize Creative Curriculum to guide our lesson planning and curriculum. Creative Curriculum is based on age appropriateness, individual appropriateness, and cultural/social appropriateness.

The seven major aspects to the curriculum are:

- The curriculum is based on generally accepted theories of child development.
- It is individualized to meet the needs of every child.
- Each family's culture is respected and family members are encouraged to participate in the program.

- The physical environment is safe, healthy, and contains a variety of toys and materials that are both stimulating and familiar.
- Children select activities and materials that interest them and they learn by being actively involved.
- Adults show respect for children and interact with them in caring ways.
- Staff and providers have specialized training in child development and appropriate programming.

Assessment

Teachers use on-going, observational assessment to monitor progress of children enrolled in our program. The intent of informal assessments is to help teaching staff with the opportunity to plan for individualized instruction. Progress in language development, early literacy, early mathematics, fine and gross motor skills as well as social/emotional skills are assessed three to four times per year using COR Advantage via our Kaymbu app, based on Teaching Strategies (TS) GOLD.

The first assessment occurs at the end of the first quarter. Teachers use the data from the assessment in order to begin creating an Individual Learning Plan (ILP). This plan notes the academic and developmental skills your child is currently demonstrating. Teachers use the opportunity to meet with families during Fall Parent/Teacher Conferences in order to review student data. These assessments are conducted two to three other times during the school year and occur in the second semester.

Teachers and Staff

The most important component of a preschool program is its teachers and staff. The Oak School staff is a professional team of individuals who share one common goal: the nurturing, guidance, safety, and education of young children.

All of our staff members have college education in early childhood education or a related field. This is rare in an ECE setting and sets Oak apart from other centers in the area.

When hiring teaching staff, we make every effort to hire the most qualified candidates available. At minimum each year, we provide 15 hours of ongoing training opportunities, 3 of which must be social and emotional training for our staff.

The staff is carefully chosen to provide the best care and consistency for your children. All classrooms undergo yearly evaluations by the Director and participating parents to determine the program's effectiveness in meeting the needs of children and families.

Teachers attend bi-monthly staff meetings, have planning times, and attend state and local trainings, webinars and conferences for early childhood education.

Each teacher is required to be evaluated every year by their supervisor. When necessary, we follow the guidelines of the State Personnel Department and Social Services on corrective action and discipline.

Special Circumstances

Holiday Policy

The Oak School is a reflection of the families enrolled. Our goal is to bring each child's culture, traditions, celebrations, and interests into our school so that each child feels accepted and gains a sense of belonging. We recognize that our families do not celebrate holidays in the same manner. We desire to remain respectful and neutral when planning activities for the children. We invite and encourage parents to visit the classrooms when health and safety allows to share a family holiday tradition with the children. We believe our children benefit greatly by knowing how other families celebrate the holiday season.

Depending on the ages of the children in the class, it may be appropriate to engage them in a cooking activity, share family pictures, create a special art project or read a special book. Here are some suggestions of how to share your traditions with us so that our environment is truly representative of you: perhaps you would like to bring in literature or music, traditional holiday food items to share, or pictures from your home country.

Birthday Policy

Birthdays are very special for young children, and we want to recognize that day. However, we ask that the celebration is not disruptive to the day nor poses a safety risk for anyone involved. A special snack or a book donated to the class with your child's name in it. If you would like to provide a special treat for your child's birthday, it must be store bought with the original label with all ingredients. Parents are asked to check with teachers beforehand on birthday parties.

Emergency Preparedness and Disaster Plans

Inclement Weather: Disaster Evacuation Plan*

In the event that The Oak School is determined to be temporarily unsafe, such as but not limited to a flood, pandemic, construction or fire, parents will need to make other arrangements for child care. If the closure is less than 14 days, parents will be asked to pay full tuition during the extent of the closure. If the closure extends 14 days, tuition will cease.

The Oak School follows JeffCo closure for all snow and weather related closures. In the instance we close for non-weather related events, The Oak School's closure will be evaluated on a case-by-case basis, health, safety and the need of child care services at that time will be main drivers in the decision making process to remain open or close. You are encouraged to sign up for JeffCo Alerts.

Children with Disabilities Evacuation

Children with a physical disability that renders them unable to move quickly on their own and with the group at the group's pace, will be personally assisted by any of the teachers on duty during the evacuation process.

Tornados

Children will be moved to the school's inner hallways, or bathrooms and away from all flying debris. When a safe condition exists, efforts will be made to contact parents.

Lockdown

The Oak School will ensure all doors and windows are closed and locked, and blinds are shut. Children may be moved to the school's inner hallways, closets, or bathrooms during a lockdown, depending upon the severity of the situation. During a lockdown, parents may not come into the center. When a safe condition exists, efforts will be made to contact parents and parents will be able to pick up their children.

Fire

Fire drills are conducted each month to help children practice what to do in case of a fire. All staff and children exit the building according to planned evacuation routes (posted in all classrooms). The staff takes attendance using the daily sign-in sheets and checks classrooms, bathrooms, the kitchen, and other areas to ensure thorough evacuation.

Procedure for identifying where children are at all times

Children are signed in and out at the start and end of each class by the parent/guardian or other adult person for whom written authorization has been given by the parent/guardian. Only full signatures are acceptable, not initials. Teachers do regular roll-calls and head counts at daily transition times, such as returning from the playground, lining up for a trip to the playground, etc. Children are not allowed to leave the classroom or group unaccompanied at any time. Teachers are expected to use reasonable accountability procedures at all times.

Missing/Lost Children

Staff members will notify the director immediately when it is suspected that a child may be missing. Staff will look for the child for 5 minutes. If the child is not located, 911 will be called. After the police have been notified, the parents will be notified of the situation.

Suspicious Activity

All staff members are trained to be observant and aware of their surroundings. Any suspicious persons or activities will be reported to the director immediately. JeffCo PD will be contacted if necessary.

Child Abuse and Related Issues

If your child has sustained any physical injuries (bruises, cuts, burns, etc.) please bring this to the director or teacher's attention. The Oak School is required by Colorado State Law to report any incidence of physical or emotional injury or neglect. All professional school personnel at The Oak School are mandatory reporters. We are required to report to the hotline of Child Protective Services when it appears that there is reasonable cause to believe that a child has been: non-accidentally physically or mentally injured, negligently treated or maltreated, or sexually abused.

The law also states that any person who in good faith makes a report or gives testimony in regard to possible non-accidental injury or neglect is immune to possible civil or criminal suit.

Colorado Department of Social Services A-7412.6:

“The childcare facility shall report instances of suspected child abuse. Any person who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions that would reasonably result in abuse or neglect shall immediately report or cause a report to be made of such fact to the County Department of local law enforcement agency.

Persons required to report such abuse or neglect or circumstances or conditions should include: Social workers or workers in a family care home or childcare center. Any person participating in good faith in making a report or in a judicial proceeding pursuant to this title...shall be immune from any liability civil or criminal, which otherwise might result because of such reporting.” Additionally, the law provides for protection of the identity of the reporting party.

“Legally mandated reporters who willfully fail to report can be punished and can be liable for all damages (19-10-104, CRS 1986).” In Colorado, “the person reporting the suspected neglect or abuse need not and should not attempt to verify the facts. It is simply your responsibility to report the situation and allow the proper authorities to handle the case and prove or disprove the allegations.”

If there is any reason to question whether or not an incident, circumstance, or concern should be reported, it categorically should.

Department of Human Services Information

The center is maintained on a level to fulfill the requirements necessary to be fully licensed as a Child Care Center by the Colorado State Department of Social Services. The below information is a notice from the Department of Human Services Division of Childcare for the State of Colorado.

Dear Parent:

Your child was recently enrolled in a childcare program that is licensed by the Colorado Department of Human Services. The license indicates that the program has met the required standards for the operation of a childcare facility. If you have not done so, please ask to see the license and inspection reports.

Colorado requires that childcare providers report all known or suspected cases of child abuse or neglect. Most licensed facilities make every effort to provide a safe and healthy environment for children. Unfortunately, on rare occasions, an incident of neglect, physical or sexual abuse may occur. If you believe that your child has been abused, you should seek immediate assistance from Colorado Child Abuse and Neglect Hotline.

Colorado Child Abuse and Neglect Hotline

1-844-CO-4-KIDS or 1-844-264-5437.

Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, if you have any concerns about a childcare facility or would like to file a complaint about this facility, you can do so by contacting the Colorado Department of Human Services Division of Childcare.

Colorado Department of Human Services Division of Childcare

2575 Sherman Street
Denver, Colorado 80203
303-866-5958 or 1-800-799-5876

Confidentiality

"Maintaining confidentiality about each child is legally required and must always be respected. We are prohibited from disclosing a child's health, behavior, home situation or other personal information to another parent or third party. We do not discuss a particular child in front of other children or third parties. If we are seeking advice from a professional, we do not refer to the child by name, but, instead refer to him/her as "a child in my class."

“In addition, we are also prohibited from disclosing personal information and internal personal matters about individual staff members to parents or other third parties.”

Children’s records are considered confidential and will only be viewed by the following personnel associated with our program:

- Classroom staff
- Administrative staff
- Licensing agency
- Nurse Consultant
- Accrediting Body reviewer(s)
- Public Health Department (Medical and Immunization Records)
- Professional Consultant (with parent permission only)

Information Dissemination

All efforts will be made to provide parents with the most timely and accurate information on issues regarding program quality, as well as events and circumstances which affect the safety and welfare of their children.

Events which require different forms of notification:

- The suspected abuse of a student by center staff, as identified by anyone
- The investigation of alleged abuse by center staff, under investigation by CU police or Jefferson County Social Services
- The arrest or summons of center personnel associated with allegations of abuse or failure to report abuse
- Personnel no longer employed at the center
- Personnel hired by the center
- Personnel responsibility changes
- Teacher assignment or schedule changes
- Accreditation status
- License Status
- Pedagogy, training and materials: changes in program emphasis, changes in material,
- Subjects and timing of training
- Costs: changes in current rates, proposed changes, exceptions to rate structure
- Staff members placed on administrative leave

Notification of these items will be done through written memo as well as e-mail notification. If a situation necessitates public meetings, these will be scheduled as soon as possible to ensure that all parents are fully informed. If it is determined that a circumstance or event affects the safety and welfare of the children, all attempts will be made to contact affected parents of children who are not currently attending the center, to inform them of these events. All community publications will include any changes to the centers' licensing or accreditation status.

Itemized Fee Schedule

Program	Ages	Days/Hours	Tuition
Toddler 3 day	2.5 - 3.5	8:30 - 2:30, M-W	\$1210 per mo/ \$12,100 per yr
Toddler half day	2.5-3.5	8:30-11:30, M-F	\$1056 per mo/ \$10,560 per yr
Toddler 5 day	2.5 - 3.5	8:30 - 2:30 M-F	\$1584 per mo/ \$15,840 per yr
Preschool 3 days	3-4	8:30 - 2:30, M-W	\$1210 per mo/ \$12,100 per yr
Preschool 5 days	3-4	8:30 - 2:30, M-F	\$1584 per mo/ \$15,840 per yr
PreK and TK	4-5	8:30 - 2:30, M-F	\$1584 per mo/ \$15,840 per yr
Kindergarten	5-7	8:30 - 2:30, M-F	\$1850 per mo/ \$18500 per yr
Alternative Education, 3 day	6 - 11	9 - 12:30pm, M, Tu, F	\$600 per mo
Alternative Education, 5 day	6 - 11	9 - 12:30pm, M-F	\$867 per mo
Preschool/PreK/Kindergarten Before School Program	3-6	8 - 8:30am	\$100 per month flat fee
Preschool/PreK/Kindergarten After School Program	3-6	2:30 - 4:30pm	\$550 per month flat fee

The Oak School undergoes a yearly financial review and tuition rate comparison. During this review, The Oak School may make the decision to increase tuition rates. If the decision to increase tuition is decided upon, this increase will occur once a year in August.

Enrollment

The following items are required PRIOR to your child's first day at the center, and due on July 1st if starting the following fall:

1. Completed enrollment forms on Early Learning Ventures (ELV) Parent App, which includes the following:

- Emergency, Health, and Registration Information Forms
- Release and Agreement Forms
- Child Intake Form
- Demographics
- Enrollment Agreement Form

2. Non-Refundable Registration Fee of \$150.00

3. Non-Refundable Supply/Activities Fee of \$300.00

3. At Minimum, One Parent-Child Visit with the Classroom Teacher

- Visit details will be determined with each family and the classroom teaching team. Visits may include a digital meeting, home visit, visiting the prospective classroom for a shortened time or phone call.

Notification of Changes

1. Parents are expected to notify the school admin immediately in writing of any **changes in name, address, email address, employment location and/or phone numbers so all contact information is correct** in the event of an emergency and/or daily communications.
2. Parents are also expected to notify the school admin and teacher if the child has a **new medication and/or medical condition** so we can notify our nurse and put a plan in place.
3. In the event of **needing after school care**, parents are expected to also notify the school admin, in writing through an email, of their needs.
4. Last, in the event **your child's physician changes**, this information must also be provided to the center as soon as possible.

Withdrawal

Withdrawal happens only if the family decides not to come back the following year, after their full year term has completed. This means, when time comes to renew next year's enrollment contract, they will simply opt not to. If a family is experiencing an economic hardship, please let The Oak School know sooner than later to work together and create a plan.

Notice of Mid-Year Withdrawal

The Oak School is a small school with limited resources and has hired staff based on your student's commitment to the academic year. The Oak School is dependent upon tuition for funds necessary to pay for employees' salaries and operating expenses. Upon the execution of the Enrollment Agreement, the signee(s) agrees to pay the student's tuition in full for the current academic year and further agrees that all tuition payments are nonrefundable. While mid year withdrawals are permitted, there will be no reduction in the yearly tuition for absence, withdrawal, or dismissal from the Oak School during the school year. Mid-year withdrawal notification will be communicated via email by the family, followed by a phone call or in-person meeting to plan how payments will be made for the duration of the year.

Tuition Late Fees

You understand that the Oak School depends on your timely tuition payments to pay staff and operating expenses. Your late tuition payment threatens the Oak School's ability to operate. Payments more than 5 days late will be subject to a late payment fee of \$50. Payments more than 10 days late will be subject to an additional late payment fee of \$100. Accounts more than 10 days past due shall accrue interest equal to 20% APR.

Parent Feedback and Involvement

We encourage parents to discuss their concerns with a teacher or director whenever questions or problems arise. We encourage parental involvement with the center by:

1. Inviting parents to participate in social activities or trainings held by the center.
2. Inviting parents to visit the center and share skills/interests, culture or quality time with children.

3. Inviting parents to accompany us on outdoor activities.
4. Inviting families to participate in community events.
5. Inviting families to participate in parent-teacher conferences to discuss your child's developmental progress, behavior, social and physical needs.
6. Inviting families to read and review classroom newsletters that include curriculum and school news.

All communication will be sent via email, including information pertaining to billing and school events. We urge you to read all communications as well as notices posted throughout the center. It is imperative that parents respond to emails where a response is asked for, or required. This will guarantee you keep current on our school's happenings, changes, and specific requests or questions regarding your family.

Volunteering

Parents are welcome in our school. Oak values and appreciates parent involvement both inside and outside the classroom! As an Oak family, we require 40 hours per year of volunteer time, on or off site. We understand your time is valuable and greatly appreciate your contributions – as do your children.

By volunteering, parents model care and a personal connection to the loving community their child is immersed in each day. In addition, it shows the child how we as parents value –and are still an active participant of – the child's daily life and experiences, even away from home. Regular interaction in your child's life outside of home fosters deeper trust, safety, and a supportive community for our children.

Additionally, per state licensing requirements, volunteers who are used to meet staff to child ratio must be equally qualified as an Early Childhood Teacher, Assistant Early Childhood Teacher, or Staff Aide. Equally qualified volunteers must have complete staff records as required in Section 7.702.35 and complete training requirements as required in Section 7.702.42. Volunteers who are not required to be equally qualified or successfully complete background checks must be supervised and given instruction as to the center's policies and procedures. Volunteers between the ages of twelve (12) and sixteen (16) must have a written purpose developed by the center for volunteering and may not volunteer for more than two (2) hours per day.

Parent Communication

Open communication is encouraged and necessary for us to be able to best support your child. As a school, we communicate via email, each staff member with specific responsibilities. It is vital that parents have an email address that they check daily for messages, and respond to said emails. **If prompted to verify or respond to an email, a response is expected. Inability to respond can result in asking a family to unenroll.**

As a school, we rely on a strong foundation of clear understanding. The enrollment process with our admin allows us to know exactly what each family needs in terms of care, if there are special circumstances we need to be aware of, or if there are allergies we must care for, just to name a few examples. By ensuring you, as the parent, are responsive, we are then able to provide the best quality care for your child and family.

We also ask that you please keep us informed of special circumstances in your family that may be new, challenging or upsetting to your child. We can help support your family and child(ren) as they navigate these special circumstances, such as an ill family member, changes in living situations, a parent traveling, etc. If we know that your child is experiencing something new, we are able to help the child address his or her emotions, worries and fears. We are here to help and have access to referral or resource information if your child or family is needing additional support. If you have questions, problems, concerns or suggestions, please feel free to approach the owner, director, or your child's teacher. We are always open to feedback and strive to provide the best quality for your family.

Who to contact:

Admin: enrollment process, tuition/billing, immunization and medical forms, enrollment changes (adding after care, for example), help with the ELV app system.

Our admin takes care of the foundation building blocks so we as a school know what each family needs, clearly and in writing. This is why it's imperative that emails are responded to within 24 hours from the school.

Your Teacher: child is out sick that day, a vacation coming up, your child gets sick that day (teacher will contact you), behavior questions and strategies, concerns in the classroom, allergy care.

Our teachers are highly qualified and able to provide guidance and feedback on questions concerning your child directly. If necessary, a meeting can/will be scheduled to include the director or assistant director or owner.

Director/Assistant Director/Owner: questions on policy, clarification, or a final answer.

Our Director is the connective tissue of the school, ensuring that communication is disseminated appropriately and clearly from our admin or parent meetings, and upholding our school's philosophy via guidance, training, time in the classroom for continued implementation of best practices, and more.

Appointments

Please make an appointment if you need to speak with a teacher or the director to ensure uninterrupted time is scheduled for you. We try to keep classroom interruptions to a minimum so if you need to speak with a teacher immediately, please email the Owner or Teacher so they know the nature of your concern. We can schedule an appointment with your child's teacher as soon as possible.

Evaluations

Annually, parents will be asked to fill out a program evaluation. We use this information to help plan for the future. All families are encouraged to participate in the annual evaluation. If you have feedback prior to the evaluation, please do not hesitate to communicate with the director.

Parent/Teacher Conferences

Parent/Teacher conferences are an exciting experience at Oak for both the children and teachers. We will have at least one parent teacher conference during the year.

For the first part of the conference, children walk their parents through the room, engaging in the learning provocations and showing them what each is and how it works, while the teacher is available to explain and answer any questions for the parents. Children look forward to showing their parents what they do each day and feel extremely proud to be able to do so.

In the second part of the conference, the child will be allowed to play while the parents and teacher discuss the child's progress, social, emotional, and physical needs.

Grievance Procedure

All personal matters, such as concerns regarding children, parent or staff relationships, should be raised directly with the center through the director or staff. The procedure to be followed is:

1. Make an appointment to talk with the person who knows about the situation (e.g. the teacher, the director, and/or the owner). When possible, always start with the person who is directly concerned. Often, the situation can be resolved if the two people sit down together and talk openly and honestly about the situation.
2. Sometimes meeting together does not work. If together you are unable to resolve the problem, let the person know you will need to speak to the director and owner. Make an appointment to speak to the director, making sure you provide information which will allow the meeting to be as productive as possible.

To file a complaint about The Oak School, please contact:

The Colorado Department of Early Childhood at
1575 Sherman St.
Denver, CO 80203
303-866-5950

Dismissal from The Oak School

1. Failure to Pay Tuition – Students on annual or semester-based payment plans may not be seated for the school term until the student's tuition is paid for the applicable term. Students on monthly payment plans may be withdrawn from enrollment if payment if tuition payments are more than 30 days late.
2. Failure to provide or renew your child's medical statement and immunization record can be cause for dismissal. Both forms are required by state licensing.
3. Lack of cooperation with the school's efforts to resolve differences or to address behavioral issues disruptive to normal class functioning.
4. Abusive behavior and/or verbal threats toward children, staff or other parents on school property.
5. Failure to provide accurate updated contact information, including a best email.
6. Lack of cooperation or failure to adhere to written and/or posted school policies and procedures.

7. Failure to respond to emails from the school in which a response or verification is explicitly asked for.
8. The Oak School's inability to address specific, individual needs of a child and/or their family within our normal staffing limits.
9. All reasons for dismissal are at the discretion of the director and/or owner.

Dismissal will be communicated via email. If dismissed for one of the above reasons, the family is still responsible for the duration of the academic year's tuition, as per the tuition agreement.

Oak School Contact Information

11500 W. 20th Ave.
Lakewood CO 80215
admin@theoakschool.org
720-620-7334

All enrollment questions and inquiries, changes in care (adding after care, for example), medical and immunization forms, tuition/billing, or any formal information we need for clarity and licensing purposes that needs to be provided or updated goes to admin@theoakschool.org

After care: 720-620-7334

Issues within the classroom, behavior strategies, out for vacation, out sick, questions about your child goes to your child's classroom teacher email:

Acorns@theoakschool.org
Sprouts@theoakschool.org
Saplings@theoakschool.org

Concerns about your child if not met by your teacher first, policy questions, clarity on an issue, scheduling a team meeting to discuss best strategies for you or your child, email:

Tricia@theoakschool.org

Forms

Forms will be filled out in the Early Learning Ventures App we use to manage enrollment, tuition, attendance, and communication. We've provided them below for review, only.

Parent Acknowledgment

1. In accordance with Colorado Department of Human Services child care licensing requirements, I and any adults I have designated will sign my child in and out each day with both the correct time and a complete signature.

2. I give my permission for my child to share in food tasting experiences. YES NO

Does your child have any food allergies/restrictions? YES NO

If YES, what are they?

3. If I provide my child with a homemade lunch, it will contain only age-appropriate, nutritious foods (a protein and a fruit/veggie in each meal) that do not pose a choking hazard.

4. In compliance with Colorado Department of Human Services child care licensing requirements, I will not send any food or other items with my child to school in a plastic bag that is larger than a quart (sandwich bag). Oak School highly recommends a bento style lunch box.

5. I have received, read and understand the handbook above which outlines the Oak School's and Colorado State Licensing Policies & Procedures.

6. I realize my active involvement in my child's life and education is very important. Therefore, I agree to:

- Support my child's education
- Attend parent/teacher meetings and conferences, and
- Volunteer in the classroom as much as I am willing and able.

I, _____ (parent/guardian) have read and understand the above rules, regulations, and policies of The Oak School. By signing, I agree to adhere to and follow the aforementioned policies and procedures.

Parent/Guardian

Date

Parent/Guardian

Date

Permission to Administer Medication

The parent/guardian of _____ ask that school/ staff give the following medication(s) at the following dosage time(s) to my child, according to the Health Care Provider's signed instructions on the lower part of this form.

Medication Name	Dosage Time(s)

Prescription medications must come in a container labeled with: child's name, name of medicine, time medicine is to be given, dosage, route, date medicine is to be stopped, and licensed Health Care Provider's name. Pharmacy name and phone number must also be included on the label. Over the counter medication must be labeled with the child's name. Dosage must match the signed Health Care Provider authorization, and medicine must be packaged in the original container.

The school agrees to administer medication prescribed by a licensed Health Care Provider with prescriptive authority. The parent agrees to pick up expired or unused medication within one week of notification by staff. All medication(s) left at the school will be discarded according to the most current state regulatory recommendations for safe medication disposal.

By signing this document, I give permission for my child's Health Care Provider to share information about the administration of this medication with the school staff delegated to administer medication.

Parent/Legal Guardian's Name

Parent/Legal Guardian Signature Date

Work Phone

Alternate Phone

Health Care Provider Authorization

Child's Name:	DOB:
Medication/ Dosage/ Route:	
To Be Given At The Following Times:	
Start Date:	End Date:
Special Instructions:	
Purpose of Medication:	
Side Effects to be Reported:	

Signature of Health Care Provider with Prescriptive Authority Date

Print Name of Health Care Provider Phone Number

Signature of Child Care Health Consultant Date

Model Release

I, _____ (Parent/Guardian First and Last Name) grant The Oak School LLC (“the Oak School”) the right to use the images of me and my minor child(ren), _____ (Student First/Last Name(s)).

The Oak School may use these images for any purpose, including advertising, without restriction. I waive any right to compensation for the use of my likeness and the likeness of my minor children.

The Oak School will not publish your child’s name or personal identifying information at any time on a public website or social media account.

If you wish to opt-out and not allow images of you or your child to be used, please check this box:

Signed:

Name

Date

Activity Liability Waiver & Permission To Seek Emergency Medical Treatment

I _____ (*Parent/Guardian First and Last Name*), parent
of _____ (*Student First and Last
Name(s)*) agree to assume full responsibility for any and all risks associated with school activities
my child(ren) participate in at the Oak School.

These activities may include:

- Outdoor play on playground equipment and/or in natural areas.
- Use of age-appropriate tools and equipment such as art, craft, wood working, and food preparation tools.
- Yoga, sports, and other physically strenuous activities.

Further, students and their families are responsible for bringing their own food to the Oak School. The Oak School is not responsible for allergy accommodation and does not guarantee an allergen-free environment.

I release the Oak School and its representatives from any claim, demand, action, or cause of action whatsoever arising out of any damage, loss, or injury to me or my child(ren) resulting from my child(ren)'s participation in activities at the Oak School, whether such claims result from the Oak School's negligence or some other cause.

I understand that it is my responsibility to keep the Oak School informed about my child's health history and medical needs. I warrant that any medical information I provide to the Oak School is complete, accurate, and true. I agree to update the Oak School as my child's health and medical needs change during the academic year.

In the event of a medical emergency, school personnel will make a good faith effort to reach me. If the Oak School is unable to reach me or if circumstances require immediate action, I hereby authorize representatives of the Oak School school to engage emergency medical providers to provide medical care to my child. I understand I will be responsible for any emergency medical treatment expenses.

Signature of Parent or Guardian:

Date:

Sunscreen Authorization Form

State licensing requires a parent/guardian to provide written authorization for applying sunscreen or another form of approved sun protection to their child's exposed skin prior to outdoor play. The school staff may apply sunscreen or, if a child is over four (4) years of age, by the child him/herself under the direct supervision of a staff member. Special instructions for sunscreen application, or another form of sun protection, if necessary, must be given to the teacher in writing.

I, _____(Parent/Guardian First and Last Name) grant The Oak School LLC ("The Oak School") the right to apply the sunscreen of my choice that I will send with my child(ren), _____ (Student First/Last Name(s)).

I agree to provide a clearly labeled container of sunscreen for my child, named above, to be applied prior to outdoor play. I understand that children who have turned 4 years old may apply sunscreen to themselves under the direct supervision of a staff member.

Signed:

Parent/Guardian Signature

Date

Lotion, Lip Balm, & Bug Spray

I give my permission for my child(ren) to use lotion & lip balm at school. YES NO

I give my permission for my child(ren) to use bug spray at school. YES NO

If YES, please fill out the forms below...

Lotion, Lip Balm and Bug Spray Authorization Form

Lotion and Lip Balm

I, _____ (Parent/Guardian First and Last Name) grant

The Oak School LLC ("The Oak School") the right to apply hand lotion (**Aveeno products provided by the school, or a labeled bottle of my choice I send to the school**) and/or lip balm

(labeled and provided by the parent/guardian) to my child(ren), _____

_____ (Student First/Last Name(s)).

I agree to provide a labeled stick/tube of lip balm for my child, named above, to be applied in the case of dry or chapped lips. I understand that children who have turned 4 years old may apply lotion and lip balm to themselves under the direct supervision of a staff member.

Bug Spray

I, _____ (Parent/Guardian First and Last Name) grant The Oak

School LLC ("The Oak School") the right to apply bug spray of my choice that I will send with my

child(ren), _____ (Student First/Last Name(s)).

I agree to provide a clearly labeled container of bug spray for my child, named above, to be applied prior to outdoor play by a staff member.

Signed:

Parent/Guardian Signature

Date

Child's Statement of Health Status for Enrollment

Please have your pediatrician or nurse practitioner complete, sign and date this statement of your child's current health status upon admission to The Oak School, indicating your child's ability and/or limitations to participate in a regularly scheduled program in a group of young children. This report is to be completed by a licensed physician or licensed nurse practitioner who has seen the child in the last twelve months. No later than 30 days after admission, this report or a written verification of a scheduled appointment with a health care provider must be given to the teacher. The Oak School may refuse to admit a child if a statement from an approved health care professional is not submitted.

Child's Name _____ Gender _____

Birth Date _____ Address _____

City & Zip _____

Date of child's most recent examination: _____

Date next visit is required: _____

Known allergies _____

Medications being taken and possible side effects: _____

Prescribed routine: _____

Past Illnesses - Check those the child has had and give approximate dates:

Chicken Pox _____ Rubeola _____ Rubella _____ Rheumatic

Fever _____ Asthma _____ Hay Fever _____ Diabetes _____

Mumps _____ Epilepsy _____ Whooping Cough _____

Poliomyelitis _____ Other _____

If tuberculin test given: Date _____ Result _____

If chest X ray taken: Date _____ Result _____

Date of Screening for: Vision _____ Hearing _____

Dental _____

Surgery/Accidents/Illnesses/Chronic or Handicapping

Problems: _____

Describe any physical condition requiring special attention by staff: _____

This child is _____ is not _____ physically and/or emotionally able to participate in school at The Oak School.

Comments: _____

Health Provider Name _____

Phone _____

Address _____

City & Zip _____

Signature of licensed physician or licensed nurse practitioner

Date

Authorized Person(s) for Alternative Pickup

I, _____ (Parent/Guardian First and Last Name) grant the following adult (over 18 yrs of age) person(s) explicit permission to pick up my child(ren), _____

(Student First/Last Name(s)) from The Oak School LLC ("the Oak School"). Picture identification will be required.

In the event that a parent or guardian cannot be reached in an emergency, I will provide at least two (2) adults on the list below who will assume responsibility for your child in an emergency situation.

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Signed:

Parent/Guardian Signature

Date

Emergency Medical Authorization

Child's Physician

Name: _____

Address: _____

Phone: _____

Child's Dentist

Name: _____

Address: _____

Phone: _____

Hospital Of Choice

Name: _____

Address: _____

Phone: _____

Please read the statements below and acknowledge that you understand them, by signing and dating below:

- In an emergency, the student will be transported to the hospital determined by the Emergency Personnel.
- If a parent/legal guardian cannot be reached and immediate medical care is needed, the school will call 911. However, The Oak School does not accept financial responsibility for care, in any case.

Parent/Guardian Signature

Date

Emergency Contact Information

I, _____ (Parent/Guardian First and Last Name) grant the following adult (over 18 yrs of age) person(s) explicit permission to pick up my child(ren), _____

(Student First/Last Name(s)) from The Oak School LLC ("the Oak School") in an emergency situation. Picture identification will be required.

In the event that a parent or guardian cannot be reached in an emergency, please provide at least two adults on the list below who will assume responsibility for your child in an emergency situation. Children will only be released to those designated in writing below.

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Name: _____ Relationship: _____

Phone: _____

Parent/Guardian Signature

Date

Excursion Permission Form

I, _____ (Parent/Guardian First and Last Name) grant The Oak School LLC (“the Oak School”) permission to allow my child(ren), _____

_____ (Student First/Last Name(s)) to go on walking excursions around Shepherd Of The Hills Church 5 acre property.

Walking excursions will take place throughout the week and include, but are not limited to: the garden beds in the Church’s park at the opposite end of the parking lot, the upper playground, wooded and natural areas around the property, to the multi-use room, and to Charter Hall Stage.

The Oak School welcomes parent volunteers to accompany us on our walking excursions. If interested, please let your child’s teacher know so they can inform you of upcoming trips when planned.

Parent/Guardian Signature

Date