



“Empowering a community of learners in an enriching, non-traditional learning environment while receiving individualized, differentiated instruction to meet specific learning goals and needs”.

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Oak Creek Academy

Parent/Student Handbook

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Section 1- Welcome

We are pleased that you have chosen Oak Creek Academy to educate your child. We understand what an important role we play in your child's life and we take this very seriously! We will strive daily to make your child feel safe and secure. We have an open door policy and wish to extend an open invitation for you to drop in any time for informal visits. The staff at Oak Creek Academy is excited to meet and become acquainted with you and your entire family.

This handbook was designed to communicate the policies, procedures and rules governing this educational facility to you, the parent/guardian of the students we serve. Revisions to this document are made from time to time as needed and you will be notified in writing. We pride ourselves in offering you a carefully structured program so these guidelines are used to help you function within our facility. You will help us help you by following these procedures.

Oak Creek Academy provides education from pre-kindergarten through graduation without regard to race, religion, gender, ability, or national origin. We will continually observe and abide by our set policies as well as maintain to the highest level, the State Minimum Standards.

Again, we thank you for the opportunity to teach, care for, love and nurture your developing child. We look forward to a long relationship between you, your child and our family here at Oak Creek Academy. Please feel free to see any of our Administrative Staff should you need any assistance.

1.1 Our Mission Statement

Oak Creek Academy empowers a community of learners in an enriching, non-traditional learning environment while receiving individualized, differentiated instruction to meet specific learning goals and needs.

1.2 Philosophy

It is the belief of Oak Creek Academy that every child deserves a high-quality academic program that addresses the social-emotional, language, cognitive, and physical aspects of a student's development. Using research-based curriculum, formal and informal assessments, effective teaching practices are implemented to fit the individual child. We further believe that the aspects of a student's identity including race, religion, language, family structure, political beliefs and heritage play a significant role in our program and are incorporated into our curriculum. We invite all parents and members of the community to actively participate and share information with us.

Oak Creek Academy educates children with most abilities. Partnering with families, therapists and others involved with the child's success, the quality of the child's experience is maximized. Therapists are welcome to work in and out of the classrooms to meet the individual needs of the children. Believing that all children can learn, we strive daily to create a program of excellence.

1.3 History

Oak Creek Academy was founded by Dr. Tracy Fogle Hanson. Tracy has a doctoral degree in educational leadership with an emphasis in intervention programs. She taught many years in the public school classroom before building and opening her partner business, Education Connection Child Development Center in 1995. Being born and raised in Killeen, Tracy understands the needs of the children in the community and is committed to providing quality, individualized instruction in a developmentally appropriate environment.

1.4 Statement of Non-Discrimination

Oak Creek Academy does not discriminate when admitting or providing services to children and their families on the basis of race, religion, national or ethnic origins, cultural heritage, political beliefs, sexual orientation, marital status or disabilities that can be accommodated.

Section 2: Parent Communication and Involvement

2.1 Involvement

We strongly encourage parent involvement. We appreciate parents:

- sharing cultural customs, hobbies, special interest or expertise with the students
- accompanying students on field trips
- reading to students in the classroom
- participating in outdoor classroom activities
- volunteering to help us maintain our gardens and landscaped play spaces
- telling us how you would like to help

All parents agree to volunteer 8 hours of time in the Summer/Fall semester and in the Winter/Spring semester or in lieu of volunteering will make a financial donation of \$80.00 per semester.

2.2 Open Door Policy

Parents are welcome and encouraged to visit the Academy anytime during the day. Phone calls are welcome within reason. We do reserve the right to hold interruptions to a minimum if they become excessive. If the teacher is busy with students, your call will be returned at their earliest convenience. Working collaboratively with families to incorporate family practices and ideas enhances the learning environment for the Academy. The only time we discourage visits is if it causes unnecessary strain on the student.

2.3 Parent Input

Members of management are available to answer questions about the Academy and welcome parent comments, concerns or suggestions. If you would like to visit with a certain member of administration, please call the front desk to schedule a time.

2.4 Parent Complaint Procedure

Parents are asked to abide by the following procedures for reporting complaints:

- Request a parent/teacher conference
- Meet with the teacher to resolve the issue
- After a reasonable period of time, if the situation is not resolved, request a conference with the principal

If the complaint involves issues not pertaining to your child's teacher or classroom, or if you are not comfortable speaking with your child's teacher for any reason, then feel free to request a conference with an administrator through the office.

2.5 Volunteers and Visitors

Parents, family and community members are always welcome to volunteer. To ensure the safety of children and staff in our program, all visitors and volunteers must follow strict guidelines and are expected to sign the visitor log and show an ID. Please remember we will copy ID's and keep on file. Reoccurring classroom volunteers must complete Criminal Background Record Checks and FBI fingerprinting annually and participate in a one-day orientation run by one of the administrative staff. Sharing special abilities, skills and interests with the children expands their knowledge of others beliefs and cultural backgrounds. Special projects and parent meetings are held to allow parents to get to know one another for encouragement and support. Each family is required to volunteer 8 hours per semester. Anyone is welcome to volunteer on behalf of the student. However, if hours are not complete by the end of the semester an \$80.00 fee will be added to your account. Parents are also able to purchase items for the school that total \$80.00 or more. Receipts must be turned into front office.

2.6 Parent Teacher Organization (P.T.O)

The Academy has a PTO that educates families on services and resources that are available in the local community. They also encourage and educate parents on advocating for your child. Individual concerns can also be discussed if needed. Training materials are also written and are available upon request. Please see any PTO member for more information.

2.7 Posted Information

There are many postings with information on the front door or within the entrance area. Please take time to read these as they may contain essential information for you and your child!

2.8 Communication Means

Oak Creek Academy has a website, Facebook and emails to keep parents informed of all activities, upcoming events and information.

Please "LIKE and FOLLOW" us on Facebook at:

<https://www.facebook.com/OakCreekAcademyKilleen/>

<https://www.facebook.com/oakcreekpokilleen/>

<https://www.facebook.com/groups/917338988373970/>

<https://www.facebook.com/Education-ConnectionOak-Creek-AcademyCommunity-174880292538955/>

Visit our website at oakcreekkilleen.org

email us at info@oakcreekkilleen.org

2.9 Support Services

A list of resources for child and family support services is available upon request at the front desk. Some examples of services include: health, mental health, oral health, nutrition, child welfare, parenting programs, early intervention- special education screening and assessment services and other basic needs such as housing and child care subsidies. Administration can assist in locating, contacting, and using community resources that support children's and families' well- being and development.

Parents are always free to review and discuss any questions or concerns about policies and procedures of the Academy with the Director or member of Administrative staff.

Section 3: General Information

3.1 Days and Hours of Operation

Oak Creek Academy is a year- round program open Monday through Friday from 8:00 a.m. to 3:00 p.m. Before and after school care is available from 5:30 a.m. to 8:00 a.m. and 3:00 p.m. to 6:00 p.m. for an additional fee that is provided by Education Connection.

3.2 Arrival and Dismissal

Structure and routine are essential to a quality- learning environment. To ensure an optimal level of learning, **we require that all children are in their classrooms at 8:00 a.m.** Arriving after this time not only deprives your child of a great start to their day, but also interrupts a classroom of other students as well as the teacher. If your child must be late, please call ahead. If there is a healthcare appointment, we ask for a note from your healthcare provider. The Principal may be notified if you continually arrive late.

Curb-side drop-off is available for first graders and up beginning at 7:45 a.m. Our high school students are curb-side to accept students and walk those to class that need assistance. Parents must walk pre-k and kindergartners to class each morning. It is essential that you make contact with the teacher before leaving your student. **We are not legally responsible for your child until he/she has been handed over to a teacher and has been signed in.**

Your student is permitted to leave the facility **only** with you or an adult authorized on your child's enrollment form. When you pick up your child at the end of the day, be sure to speak with your child's teacher to receive any messages and to let the teacher know you are leaving with your child. Once you have taken possession of your child, **you must keep him/her with you at all times!** High school students are dismissed through the front doors to be picked up.

We understand there may be times when parents may wish to send a sibling into the school to pick up their child. For safety purposes anyone on the authorization list must be at least 16 years of age to sign a child in and out of our facility. **If the staff person in the classroom does not know you when you arrive to pick up your child (such as a substitute), you must provide a photo ID or a member of administration will identify you and let the teacher know it is okay for you to pick up the child.**

If, in an emergency situation, you wish a person to pick up your child that is not on the authorized pick-up list, you should provide in person a signed and dated note to the front desk. If you must make this change through a phone call, there are security measures in place with these phone calls. You will be asked to verify certain information before we can accept a change by phone. This emergency pick-up person **will not** be added to the authorized pick up list in the child's file until you officially put it in writing.

Identification is **required** if your child leaves with anyone we are not familiar with. Once we know a person, it will not be mandatory each time. Please let any individuals who have come to pick up your child know to have ID readily available and it will be copied and kept in your child's file. They must stop by the front desk for verification **before** going to the classroom.

3.3 Late Pick-Up Policy

Oak Creek Academy dismisses at 3:00p.m. If your child is enrolled in the before and after school program, they will be escorted to their designated areas. If your child is not enrolled in this program, you must be available to pick up promptly at 3:00p.m. The school policy for late pick up is a fee of \$1.00 per

minute per child. If an emergency arises and a parent is late to pick up his/her child, it is important that the school is notified *promptly* of the situation. Persistent or chronic tardiness will result in a meeting with one of the Administrators and may lead to a recommendation to withdraw the child from enrollment.

In instances where a child is not picked up by 6:00p.m. from the before and after school program and attempts to reach the parents and emergency contacts have failed, the Killeen Police Department and Department of Protective and Regulatory Services will be contacted.

3.4 Tardy Policy

From the time our students start school, we are teaching them about time management. It is good practice to always be on time or early for school, appointments, etc. This practice teaches them respect for others, proper roles of a student and time management skills. Appointments with a doctor's note is an exception to the tardy policy. We realize that it is the parent's responsibility to get the student to school on time and therefore have implemented the following policy:

- 3 tardies in a 9 week grading period: meet with the principal**
- 5 tardies in a 9 week grading period: student suspended for a day**

It is very disrespectful and disruptive to other students learning when a student is consistently late. Please teach your student the good practice of being on time.

3.5 Transportation: Arrivals/Departures- Field Trips, Extra- Curricular Activities

Staff ensures children who are transported during the program day are accounted for- before, during and after transport. They do so by:

- Keeping a current roster of children in attendance as they leave the facility
- COUNTING upon exiting classroom; before boarding vehicle; upon exiting vehicle (Driver will check vehicle from back to front and top to bottom to ensure no child is on vehicle); multiple times during trip; before departure from location; upon arrival to center and as re- entering classroom.
- On field trips, each child is given an identification tag that shows the school name, address and phone number in case of an emergency. The child's name is not used on the tags.
- We will attempt to make any necessary accommodations for children with disabilities when transporting.

Before taking any walks, entering a vehicle or going on any trip, children are reminded of safety rules to protect them while away from the facility.

3.6 Vacation Time

Oak Creek Academy is a year-round school that provides several days off during the school year. A calendar is provided to show days and weeks that the Academy is not in session. Tuition is not due for any non-academic week. Non-academic weeks are defined as any week that the private school is closed. Camps are set up for those needing to attend during these days for an additional fee.

3.7 Closings

The following days are days that the **entire** Community is closed. There will be no school or care held on these days:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Two days prior to the start of the new public school year (ex. KISD, CCISD, BISD, etc.) for teacher In- Service training and facility maintenance. Days closed will be posted one month in advance.
- Labor Day
- Veteran's Day
- Thanksgiving Eve- closed at NOON
- Thanksgiving Day and Day After
- Christmas Holiday: One day will close at NOON then two days remain CLOSED- days will be determined annually.
- New Year's Eve

Education Connection offers camps during the school year for non-academic weeks for an additional fee.

Oak Creek Community reserves the right to close for additional holidays, government closings or trainings if deemed necessary with a one- month notice.

3.8 Emergency Closing/ Inclement Weather Policy

In case of bad weather (snow, ice), stay tuned to a local radio or television channel to be advised as to school closings (www.kctx.com; www.kxxv.com). We follow the Killeen Independent School District's (KISD) ruling on bad weather. This means that if KISD closes, then so do we. If they are on a delay, we will open at 9:00am. All announcements of delays and closings will be posted on our Facebook page.

If your child is at school and bad weather causes an early closing, IT IS IMPERATIVE THAT YOU LISTEN AND PICK UP YOUR CHILD WHEN A DECISION IS MADE THROUGH KISD.

If your child is here at Oak Creek Academy, and inclement weather makes it necessary for us to close, we will contact our parents via Facebook, email, text or phone calls. Please keep all information current so we can contact you for closings. **Please come as soon as you are made aware, either through local news/weather or other means, as it is important that we get all of the students and staff home safely in situations such as these!**

If weather is bad during a public school holiday, then Oak Creek Academy will follow Ft. Hood's decision on closings. Again, please LIKE us on Facebook to keep up with current developments.

3.9 Clothing Requirements

Please send your child in appropriate clothing each day. Layers work best with cool/warm days. Articles of clothing that are easy to run and play in, easily washable, and free of complicated fastenings, are most acceptable. Please consider rubber- soled shoes instead of boots, sandals, or any type of shoe that is difficult to provide stability during walk and play. For the purpose of physical movement activities, any skirts or dresses should have shorts worn underneath.

Please make sure your child's name is CLEARLY marked with permanent marker on all belongings. This includes items such as: coats, hats, gloves, backpacks, lunchboxes, blankets, ETC.! Lost items are easily identified and returned if they are properly marked. Any unidentified belongings will be placed in Lost & Found. If they have not been claimed in a reasonable amount of time, they will be donated to a charity.

Because of spills, accidents and other mishaps, an extra set of clothing is required to be kept AT THE ACADEMY AT ALL TIMES FOR PRE-K/KINDERGARTEN! If clothing is sent home soiled, you must send a clean set in the following day. We do not have extra clothing on hand to be worn home.

3.10 Photos and Videos

Snapshots and videos of the children are taken from time- to- time for displays and advertising. You are given an opportunity upon enrollment to allow photographs and postings of your child for the purpose of advertising, marketing, and social media such as Facebook (this list is not to be all- inclusive). *All safety precautions are taken when using these photos/ videos.*

3.11 Parties:

The following parties are allowed at the teacher's discretion:

- * New Year's Day
- * Valentine's Day
- * St. Patrick's Day
- * Easter Egg Hunts/ Spring
- * End of School Year
- * Fall Festival
- * Thanksgiving
- * Christmas & Other Winter Holidays
- * Birthdays

As we encourage multi- cultural diversity, please let us know if there is a holiday your family celebrates that we can incorporate into our lessons. **These are great volunteer opportunities!**

Birthday Parties

Birthday parties for your child are very welcomed. We must insist, however, that all edible items are store- bought. **We cannot accept home- baked items.** Please give your teacher proper notification so the class will be adequately prepared. The teacher will inform you if there are food allergies or diet restrictions so that all students can participate. If a parent wishes to pass out invitations to a party away from the school, each child in the class should receive one. If every child is not going to be invited, distribution of invitations in class will NOT be permitted. The purpose of this policy is to insure that we avoid hurting the feelings of students.

Parents who do not wish their child to participate in class parties need to keep them home that day.

3.12 Personal Belongings

Please do not allow your student to bring any items (toys, etc.) from home unless they are needed for a special project, or if permission was given by your child's teacher.

OAK CREEK IS NOT RESPONSIBLE FOR ANY LOST, BROKEN, OR STOLEN ITEMS THAT ARE BROUGHT FROM HOME.

3.13 Field Trips, Transportation & Special Activities

From time-to-time, your child is given the opportunity to participate in exciting recreational and educational field trips. Some examples of field trips are: library visits, fire station, police station, local grocery stores, etc. We will give you notification and obtain a permission slip so your child can attend. If a parent forgets to sign for a field trip, we will make every effort to contact the parents to get permission. If you do not wish for your child to participate, you will be responsible for care until the class returns. On all field trips teachers take an emergency backpack that contains emergency items such as a first aid kit, cell phone and children's medical records information. A general permission form that each parent signs when they first enroll gives permission to take children on walking field trips around the school property and close vicinity to the property. Parents are welcome to attend special events at any time by letting the teacher know. As always, we encourage parent involvement.

During certain thematic units, we may have visits from animal keepers. The children will not be allowed to handle the animals but will be taught many interesting facts about them. Up-to-date immunizations will be required for any animal on the premises. Please do not bring your pet in when you pick up your child unless there is pre-approval from administration.

3.14 School pictures

Professional photos are offered twice a year, usually in Spring and Fall, for purchase.

3.15 Withdrawal

Early withdrawal during the school year will be charged a fee of four weeks of academic tuition payable at the time of withdrawal. A documented military move is the only exception.

3.16 Transitioning from the Program

As students prepare to leave the program, we will continue to work collaboratively with parents to ensure the greatest success for their child. Oak Creek Academy will use its relationship with other programs such as the Killeen Independent School district or other school districts, to provide a smooth transition for your child.

If a situation arises in which the family and administrative/ teaching team determine that our program is not able to meet the specific needs of a student or family, we will work collaboratively to make families aware of other programs in the area that may be better suited for their needs. Staff will continue to follow the confidentiality policy when dealing with a child who is leaving the program.

3.17 Termination of Services

We reserve the right to terminate enrollment if:

- a child's needs cannot be met, or
- a parent or guardian refuses the action plan or recommended services, or
- if services are provided or behavior plans implemented and the child's condition does not improve satisfactorily, or

- if continued enrollment of the child does not represent the best interest of the child, the Academy, the staff, or the other children in the classroom.
- If a student becomes 2 weeks past due, without contacting the school and discussing payment issues, the child will not be allowed to attend until the account is brought up to date.

Oak Creek Academy reserves the right to give parent or guardians a termination of all services at the end of a stated amount of time or date. If the child's behavior is physically or emotionally dangerous to other children or staff, immediate termination of enrollment will be necessary. The philosophy of the Academy is to do everything possible to meet each child's needs. However, if the Academy cannot meet the student's needs while at the same time successfully providing care and education for all the other students in the classroom, the Academy will recommend alternative placement to the parent. At all times, what is best for all students drives the decision.

3.18 Tuition and fees

There is an ***INITIAL non-refundable*** enrollment fee required to be paid before your student begins. There is an administrative fee due in July and January to help cover curriculum and administrative fees. There is a discount for annual tuition paid up front. A summary of fees will be given upon enrollment.

Tuition fees are due each Friday before the next week of school. If payment is not received on or before Friday, you will obtain a late fee of \$5 per day until the amount is paid. Late fees are assessed from Friday evening at the close of business through Wednesday of the following week. Potentially, one could have up to \$20 in late fees per billing cycle. **Instruction for your student may be interrupted if your account balance is not paid in full each week.**

Payments are accepted in the form of check or money order as well as Visa/MC credit/ debit cards. When using a card, we prefer you pay IN PERSON (as opposed over the phone) as a fee may be assessed by the credit card company for a 'manual input' of your information. We in turn, may have to collect this charge from you. We understand certain circumstances may prevent this; however, we reserve the right to collect this fee. You may also make payments online at www.myprocare.com. Just make sure your email is on file in the office to gain access.

In-person payments will need to be given to one of our administrative staff at the desk, and you will receive a receipt if needed. DO NOT leave any form of payment with your child's teacher or in his/her bags.

Please note: Oak Creek Academy will give you a statement of payments at the end of each year to be used for tax purposes upon request. After your last payment of the year, please stop by the front desk and ask for this printout. This will keep you from saving receipts all year.

Returned checks are first handled through Oak Creek Academy. If you know a check will be returned, please contact our office immediately. There is an automatic charge of \$25 per returned check.

Payments made to cover any returned check and the fees must be paid in full the same week the check is returned to us and may be paid in the form of CREDIT/ DEBIT CARD or MONEY ORDER ONLY! Accounts may be placed on a money- order- only status in the event of reoccurring returned checks. **As a last resort to collect on a returned check, we will submit the check to Bell County for prosecution. If you are military personnel, we are at liberty to contact your chain of command for assistance in this matter.**

Oak Creek Academy incurs all staff salaries and other fixed costs even during days closed for inclement weather, emergency closing days and planned closing days and **cannot refund fees or discount tuition for the days we are closed.**

Tuition is not charged for full weeks that the Academy is closed. Day camps are held for students that need care for a separate fee.

Section 4: Enrollment Policies

4.1 Forms

There are several forms that must be completely filled out before your student is able to begin our program. Much of the information is required by law, while some is used so we may better serve your student. We ask that all areas are completely filled out **before** your child begins. If your phone number or any other contact information changes, please immediately fill-out an information change form at the front desk so that your child's records may be updated. It is so important that we have current information on your child. Admission forms are filled out yearly to keep information current.

One of the requirements for any student who does **NOT** attend a public school, is a copy of an updated shot record. Any time more immunizations are given, you are required to bring us a copy from your pediatrician. Your student may be excused from school if these immunization requirements are not kept up to date.

Administration will orientate you and your child to the Academy prior to the first day of your child's attendance. Key components of the handbook are discussed as well as tuition and fee responsibilities. Your child will be introduced to the teacher that will be caring for him/her to make transition smoother on the first day. **It is your responsibility as the parent/guardian to read the entire handbook.** If any questions arise, please see the front desk.

4.2 List of Items to Bring on the First Day

Any unfinished paperwork
Shot Records
Lunch
Backpack for personal belongings
Change of clothes for pre-k/kindergarteners, those not potty-trained, or at parent's discretion
Morning snack
School supplies from supply list

4.3 Confidentiality and Security of Records

The school will maintain the confidentiality of all student's records including assessments and screenings. Administration, teacher, therapists and other professionals that are directly involved with the child may have access to the records on an as needed basis. Written consent must be received prior to releasing any information or photographs to outside entities, except for authorized state and federal agencies. Medical information and insurance will be released to medical personnel (i.e. EMT, emergency doctors, dentists) in the event of an emergency in which school staff seek medical treatment for a child. Parents/legal guardians have access to their child's file upon request. All files are stored in a locked office.

Section 5: Health & Medical

Schools are notorious for the spread of illness and disease. The only way to control this is to enforce the state regulations on exclusion of sick children. This is done not only to protect your child but also to protect others, including our staff. A doctor's note may be required for re-admittance for reoccurring illnesses. Keep in mind that it is very difficult in a group setting for a sick child to receive the individual attention and nurturing he or she needs. **As part of your enrollment process, it is necessary for you to have a back- up plan in place in the event that your child needs to be picked up. Please make these arrangements BEFORE you need it!**

5.1 When To Keep Your Child At Home

We are required by licensing regulations to send your child home if he/she is experiencing any of the following symptoms:

- Fever of or over 100.4
- Vomiting
- Unexplained diarrhea
- Abdominal pain that continues for more than 2 hours
- ***Inability to participate in group activities for ANY reason***
- Acute change in behavior (including: lethargy/lack of response, persistent crying, difficulty breathing, uncontrolled coughing)
- Infectious/communicable disease (for example: whooping cough, chicken pox, or strep throat)
- Oozing sores
- Unexplained/ Undiagnosed Rashes
- Head lice
- Pink-eye
- Impetigo
- Thrush
- Ringworm

If your child experiences any of the above symptoms while at the Academy, you will be contacted to pick him/her up within the hour. In the event you cannot be reached, we will contact those you have authorized to pick up your child. A supervised area away from other children will be provided until the child is picked up.

5.2 Illness Re- Admittance

Your child may be readmitted 24 hours after:

- Taking antibiotic medication for bacterial or other infection.
- Temperature has returned to normal without fever reducers.
- Your child has stopped vomiting.
- Your child no longer has diarrhea.
- Treatment for head lice is completed.
- Treatment for Pink-eye is started (we will need to see the prescription and medication).
- Lesions from chicken pox have crusted over.
- Treatment has begun for thrush.
- Treatment has begun for Ringworm/ **must be kept covered** while at school.
- All signs or symptoms of illness have ceased.

*Treatment for impetigo must be given for at least 2 days.

****OAK CREEK ACADEMY RESERVES THE RIGHT TO SEND A CHILD HOME DUE TO ILLNESS EVEN WITH A DOCTOR'S NOTE, IF THE CHILD IS UNABLE TO FUNCTION WITHIN THE CLASSROOM ENVIRONMENT!**

5.3 Immunizations and Physicals

Your child's health is a matter of major importance to all of us. Upon enrollment, we require the **parent/guardian** to complete a health form acknowledging that the child is able to participate in a child care environment. We also require a statement signed by a **physician** stating that the child is healthy and able to attend our school. If the physician's statement is not available upon enrollment, you are allowed one year from the time your child begins to obtain this document and submit it to our office for filing. If this is not received in a timely manner, we do reserve the right to withdraw your child from this facility or suspend care until information has been provided to us.

Your child's shot records are **required** at the time of enrollment. Please keep all immunizations up-to-date and bring copies of updated shots as they are received. We follow the immunizations schedule required by Texas Department of State Health Services. **Remember, your care may be interrupted if you are not proactive in keeping immunizations current.**

5.4 Exclusions from Immunizations

If your child is excluded from the immunization requirements for reasons of conscience, including a religious belief, an official notarized affidavit form developed and issued by the Department of State Health Services must be on file with the Academy upon enrollment. Forms can be downloaded from www.dshs.state.tx.us/immunize/public.shtm. If a vaccine-preventable disease occurs, parents will be notified immediately so that the child may be excluded from care until the risk of exposure is eliminated. Likewise, any staff member with a vaccine-preventable illness is removed from care of children when necessary or safety precautions are required in order to remain employed/ in care of children- at the recommendation/ discretion of a physician and the Administration.

At this time, no immunizations are required by Oak Creek Academy, for staff personnel. If at any time a high level of threat has been assessed by local health authorities; staff members will be required to receive a vaccine. Refusal to comply due to prior health conditions or reasons of conscience will result in further requirements being met by the staff member as well as the recommendation of a physician/ discretion of the Administration in order to remain in care of children or even to remain employed. Please see the front desk if you have any questions or concerns.

5.5 Medications

We will administer oral medications prescribed by your child's physician. **All medications must be checked in at the front desk with a Medication Authorization Form filled out and signed by the parent along with the appropriate syringe, cup or dispensing tool. Teachers and therapists cannot administer any medication!**

Medications are administered between the hours of 8- 9 a.m., 11-12 p.m. and/or 3- 4 p.m. We ask that you give your child the medication at home and do not bring it to the facility when possible. Medication forms must be updated when there is a change with any reoccurring medication; the administrative staff requests an updated form; or for any other change. Medications are kept in a locked container.

Prescription bottles must include the following information:

- Child's Name
- Name of Medication
- Dosage Amounts and Intervals
- Physician's Name
- Date Prescription was Filled
- Recommended duration of use (where applicable)
- Expiration Date of Medication
- How Medication should be stored

Non-Prescription Medications (other than those listed below) must be in the original container and have a doctor's note that states:

- Child's Name
- Name of Medication
- Reason for medication
- Dosage Amounts and Intervals
- How Medication should be stored
- Starting and Ending Dates for Medication

The Academy will not administer more than the recommended dosage or for a longer period than stated on the medication.

We WILL NOT administer Tylenol/ Motrin for any reason except when "prescribed" by a physician as needed for pain.

If your child is diagnosed with a respiratory/ allergy condition, you MUST have your physician complete a **Medical Action Plan** and ensure that any required 'emergency rescue' medications are kept at the center at all times as we may not have ample time to reach you in the event of an attack.

Items such as sunscreen, insect repellent, non- medicated diaper rash ointments, lotion, and/ or lip balm only require parent/ guardian consent. Please leave the medication at the Front Desk with a completed **Medication Authorization Form**. A member of the administrative staff will take the medication to your child's classroom.

5.6 Emergency Medical Care

In case of illness or injury, requiring medical attention, we make an immediate attempt to contact a parent/guardian. If we cannot reach you, we will attempt to contact an emergency contact. As a last resort, if the situation is severe enough, we will call 911. If this becomes necessary, a staff member will accompany your child to the hospital and stay with your child until you arrive. We will make any decisions concerning your child's medical situation until someone has been reached. Parents/Guardians will be responsible for any resulting expenses that may be incurred. **It is for your child's benefit, that we require you to keep up- to- date information on file for emergencies. ANY CHANGE in CONTACT information such as phone number changes, emergency numbers, parent's work information, etc. is required to be kept current at all times!**

5.7 Health Insurance

Current information regarding the child's health insurance coverage must be on file, updated annually and should include the insurance carrier, policy number, name of insured, and a list of individuals who are authorized access to the child's health information. Medical information and insurance will be released to medical personnel (i.e. EMT, emergency doctors, dentists) in the event of an emergency in which center staff seek medical treatment for a child.

5.8 Communicable Diseases

We are required to report certain cases of contagious diseases to the Texas Department of Health Services and to all parents of the Academy. To keep you informed of any current communicable diseases, a sign located outside of each classroom and at the front desk listing the date of onset, type, and name of classroom where child was diagnosed with the illness will be available.

Parents should notify the school immediately if their child is exposed to or contracts a contagious illness such as strep throat, conjunctivitis, head lice, etc. In some cases, a physician's note is required before the child is allowed to return to school.

5.9 Accidents and Injuries

All incidents and injuries are documented on forms that describe the incident and steps taken by staff to assist your child. You will be shown the accident/incident report when you pick up your student and will be asked to sign it. Please ask for a copy if you should need one.

If your child comes to the Academy and has been injured at home or elsewhere, please inform your child's teacher and indicate any special care the injury may require. You may be asked to sign a form notating the injury before leaving. We appreciate your full cooperation in this type of situation.

5.10 Outdoor Play

Children WILL GO OUTSIDE in colder weather. It is imperative that you send a coat, hats, gloves, etc. for your child to wear. ***You will be called if you have not provided adequate outerwear for your child.*** Of course in extreme conditions, there will be indoor activities provided. We understand the importance for our children to receive fresh air and have opportunity for large muscle movement. Administration will make the call if it is not suitable for children to go outside in extreme weather situations. Unless a child is ill and going home, children will go outside with their class. ***Accommodations cannot be made to keep a child inside for any reason. If your child is not able to go outside due to illness, he or she should be kept home for the day.***

Children have the opportunity to play in the shade. When sun exposure is at a dangerous level, we encourage you to dress your child in sun- protective clothing and/or sunscreen/sun block of SPF 15 or higher BEFORE dropping off for the day. During the day, we will apply either sunscreen or sun block with a UVB and UVA protection of SPF 15 or higher to exposed skin. ***Written parental permission is required before applying.***

When public health authorities recommend use of insect repellents due to a high risk of insect borne disease, repellents only containing DEET are used with parental permission. Application is made once a day and is not applied to children 2 months or younger.

5.11 Toilet Training

Toilet training is done after taking into consideration the student's physical and emotional readiness and prefer parental consent before beginning training. Toilet training does not "officially" begin until the child's teacher and the parents confer and both parties agree that the child is ready. Staff members and parents must work as a team on this effort, providing consistency with methods used at home and at school.

The family must provide several *complete* changes of clothing, including socks and shoes for children who are toilet training. Staff must promptly change soiled or wet diapers, pull-ups or clothing. **Soiled clothing must be put in a sealed container for parents to take home and wash.**

Section 6: Nutrition

6.1 Family Style Dining

Meal menus for breakfast and afternoon snacks are posted in the front office and copies may be obtained by request in order to prevent allergic reactions. Please see Administration if you have any concerns regarding food allergies. Meal and snack times are a time for teachers to sit and eat with the children and engage in conversation. Conversations are surrounded around the events of the children's lives and help to form personal relationships. Parents are always welcome to join their children for meal times.

6.2 Breakfast

If the student is enrolled in the before/after school program through Education Connection, then breakfast is served from 7:30 and ends at 7:50 daily. Please be sure your student arrives during this time if you wish for him/ her to have time to eat. Our teachers are kept to a tight schedule and we want any child who needs to eat to have a calm, pleasant amount of time to do so. **Please do not send your child into the facility with breakfast from home unless it is during this time out of fairness to other students.**

6.3 Lunch

Lunch times vary by groups and are subject to change. Upon enrollment, please ask when your child will have lunch. Parents need to provide a balanced meal for his/her child each day and we ask that you do not include candy or soda in the lunch. *We are able to refrigerate and warm meals for your student; however PLEASE INCLUDE an ICEPACK in your child's lunchbox to keep cold foods cold until they can be refrigerated in our kitchen.* Older students are taught to warm their own meals with the use of a microwave. We are more than happy to assist you with lunch ideas if you need. We do not have space to store meals for more than one day.

6.4 Morning/Afternoon Snacks

Students may bring a morning snack for a snack break at 9:45. Afternoon snacks are served on a schedule beginning at 3:30 if the child is enrolled in the in the after-school program.

6.5 Milk, Water and Juice

Depending on our menu, we will serve 1% milk or 100% juice. Water is available throughout the day but is also served at snack, mealtimes, and after active play. Feel free to send in water bottles for your children to use.

Section 7: General Safety and Sanitation

7.1 Rules

Students are reminded daily of classroom, hallway and playground rules to ensure safety in these areas.

7.2 Appropriate Hand Washing

Parents and teachers help prevent the spread of disease by modeling frequent hand washing and by requiring students to wash hands when arriving in the classroom. We ask that you prompt your student to wash his/her hands upon drop-off. In addition, we also follow hand washing practices, before eating, after going to the bathroom, after playing in water that is shared by two or more people, after handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals. Additionally, hands are washed after blowing noses or sneezing. **If parents are staying in the classroom for reasons other than dropping off or picking up, hands must be washed upon arriving to the room.**

Proper hand- washing procedures include:

- Using liquid soap and running water;
- Rubbing hands vigorously in running water for at least 20 seconds including back of hands, wrists, between fingers, under and around jewelry, and under fingernails;
- Rinsing well;
- Drying hands with a paper towel, a single- use towel or a dryer;
- Avoid touching the faucet with just- washed hands use a paper towel to turn off water.

Please practice these procedures at home as well. ☺

7.3 Sanitation Procedures

The procedure for sanitizing is removing dirt and bacteria so that the number of germs is reduced to such a level that the spread of the disease is unlikely.

Daily

Mouthed toys are put into a container to be sanitized at the end of the day. Tables are cleaned and sanitized at the beginning and end of each day, prior to and after each meal and when soiled. A daily cleaning service is responsible for cleaning and sanitizing of floors, bathrooms including sinks, soap dispensers, faucets, toilet seats, toilet handles, cubicle handles and other touchable surfaces, doors and handles and cabinet handles along with vacuuming all rugs and carpets. Throughout the day, staff immediately clean any areas that are visibly soiled or contaminated by body fluids.

Monthly

All rugs and carpets are steam cleaned on a monthly basis by our cleaning team or as needed.

7.4 Safety Outlets

Outlets are covered with covers and/or plugs to prevent electrical shock.

7.5 Tripping Hazards

Floor coverings and objects are secured to keep students from tripping, slipping or falling.

7.6 Smoke-Free Environment

Our facility and grounds are smoke-free. ***No smoking*** is permitted in the presence of children or on the premises. Please discard all cigarette butts in your own possession. Discarding them properly and not throwing them on the ground prevents butts from blowing into play areas which can in turn be harmful to our children. Anyone violating this policy may be banned from the property.

7.7 Drug-Free / Alcohol-Free

Parents and employees are prohibited from unlawfully consuming, distributing, possessing, selling, or using controlled substances while on premises.

7.8 Cell Phone Use

Please refrain from using your cell phone while you are in the building. We need to have your full attention to discuss your student's needs with you as needed.

Cell phone use is not permitted during school hours. Your student may be asked to leave his/her cell phone in the front office if they are unable to leave it in their backpack. It is preferred that all cell phones stay at home; however, we understand that there are circumstances that call for the use of one.

7.9 Gang Free

Oak Creek Academy is a "Gang Free Zone" per ***Section 42.064 of the Human Resource Code of House Bill 2086.***

7.10 Weapons Policy

A parent, student, or staff member, shall not knowingly, intentionally, or recklessly possess or bring on to the school premises, nor attend any school activity with any item that may be considered to be dangerous to that person or other persons. This includes, but is not limited to, any item that is designed to look like, or is purported to be or represented to be, a weapon. Law enforcement required to carry firearms is excluded.

A parent, student, or staff member who threatens to use a weapon on any other parent, student, or staff member, (even if a weapon is not present), will be dealt severe consequences.

All violations of the weapon policy may result in expulsion of student or parent and/or termination of staff member.

7.11 Non-Harassment Policy / Non-Discrimination Policy

(Involving parents and/or staff)

Oak Creek Academy prohibits discrimination or harassment based on race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law.

Harassment is generally defined as unwelcome verbal or non-verbal conduct, based upon a person's protected characteristic, that degrades or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating

jokes and display or circulation in the workplace of written or graphic material that belittles or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, visual or physical conduct of a sexual nature. Examples of sexual harassment include: unwelcome or unsolicited sexual advances; displaying sexually suggestive material; unwelcome sexual flirtations, advances or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; crude or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching or brushing against someone's body; or physical assault of a sexual nature.

Reporting:

Any Oak Creek Academy parent who feels that he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment in violation of these policies, should bring the matter to the immediate attention of his or her supervisor. Oak Creek Academy will promptly investigate all allegations of discrimination and harassment, and take action as appropriate based on the outcome of the investigation. An investigation and its results will be treated as confidential to the extent feasible, and Oak Creek Academy will take appropriate action based on the outcome of the investigation.

No parent will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies.

7.12 Child Abuse/ Neglect

We are required by state law to report any suspected child abuse or neglect. If you feel the need to contact the Licensing office, you may call 254-526-9011 or the PRS child abuse hotline at 800-252-5400.

You may also seek additional information at www.tdprs.state.tx.us.

Section 8: Evacuation and Emergency Drills

8.1 Fire Drills

Fire drills are conducted on a monthly basis and emergency drills are conducted routinely as is required by the State.

8.2 Tornado

If weather conditions indicate that tornadoes or severe thunderstorms may occur, the National Weather Service issues an advisory bulletin that is broadcast on television or radio. Police in the endangered area may use sirens to warn people to take cover. A tornado WATCH means that conditions are right for a tornado to form. A tornado WARNING means that a tornado has actually been sighted and precautions should be taken. The school takes every precaution to protect the student in severe weather conditions. A tornado plan is clearly posted in every classroom, indicating designated safe areas. Quarterly drills will be conducted to ensure a quick and orderly move to assigned safety areas.

After arrival to designated safe areas, teachers will instruct children, when possible, to sit with their backs against the wall, bend knees to chest, and put hands over their heads.

8.3 Evacuation Site

The Killeen Mall has been designated as our “safe place” in the event of an evacuation. If this becomes necessary, we will relocate all staff and students to the following address:

Killeen Mall Dillard’s, 2100 South W. S. Young Drive

Section 9: Staffing, Curriculum, Assessments and Other

9.1 Staffing

Our classrooms are made up of exceptional, trained teachers who are dedicated to teaching developmentally appropriate skills in a safe, secure and loving environment. All staff members are trained on the most current criteria, as set forth by the American Red Cross, in pediatric first aid and CPR, including managing a blocked airway and providing rescue breathing for infants and children. Additionally, staff must be at least 18 years of age with a high school diploma or equivalent, have a clear background and FBI check before being allowed to work with students. Personal and professional references and a statement attesting to the ability to perform the tasks required to carry out the responsibilities of the position are also required.

Efforts are made to hire and maintain staff with the cultural and racial characteristics of the families served. Policies are in place for obtaining staff or volunteers who speak the language of the children served, and these individuals regularly interact with the children and families.

9.2 Curriculum

Oak Creek Academy uses a variety of curriculum choices to promote learning opportunities that meet the following goals:

- Students will achieve a positive sense of self and become confident, curious, independent learners.
- Students will engage in productive play and learning experiences that promote individual development in the following domains: social/emotional, cognitive, physical, and language.
- Students will treat others with respect and will develop caring human connections within their community.
- Students will demonstrate an understanding and appreciation of the natural environment.
- Students will develop social competence.

Staff informs families about community events such as museum and art exhibits, concerts, storytelling, and theater intended for students. Members of the community are invited frequently to share their interests and talents with the students and to share cultural experiences to enrich and broaden their repertoire.

9.3 Assessments (Child & Program)

Child: Assessments obtain information on all areas of children’s development and learning, including cognitive skills, language, social-emotional, approaches to learning, health and physical development (including self-help skills). Formal assessments are conducted using MAPS three times a year. Informal assessments are completed on an on- going basis to check for understanding and growth. The results of all assessments, observations and work samplings are used by teachers in cooperation with parents, to set individualized goals for each student and implement activities into lesson planning. Family members are provided information on progress three times a year during parent/teacher conferences.

Program: Oak Creek Academy continually strives to improve the services it offers students, families and staff. The Administration is always open to verbal or written letters of concern, praise or suggestions that family, staff or community members may have. We welcome your input!

Formal surveys will be dispersed bi-annually to families and staff to rate program operations. Oak Creek Academy allows for complete anonymity in order for your responses to elicit accurate data. Teaching and administrative staff will work together to collect and analyze these results. Results will be shared with families and staff. A team of admin, staff, and families will be created to develop and later review a “Program Improvement Plan” based on these results.

9.4 Plans for Using Written Assessments

Assessments determine the level of the child. If a child is developmentally ready for a transition to a higher group, we make every effort to place them in an appropriate environment of peers with curriculum that best fits their needs.

In accordance with the Individuals with Disabilities Education Act (IDEA), Oak Creek believes early intervention is the key to future success. If assessments show that a child’s developmental growth is not progressing, parents are notified for a conference to discuss the possibilities of arranging for a developmental screening and more in- depth assessment by a developmental pediatrician, diagnostician, psychologist, psychiatrist, therapists or other trained professionals trained in assessments.

The Academy works together with all professionals and families to discuss results, to discuss adaptations to the curriculum, teaching practices and environment to meet the individual needs of the child. An Individual Education Plan (IEP) is put into place for teachers to follow in the classroom. Formal assessments, informal assessments, observations and work samples are used to modify the plans as needed.

9.5 Parent Conferences

Conferences shall be designed so there is open conversation and two-sided discussion about the student’s development in all areas utilizing assessments and checklist results as well as observations and work samples. **THESE CONFERENCES ARE MANDATORY.** These conferences provide an opportunity for the family member to share concerns and goals they have for their student. Conferences are held three times a year. If a student receives in-house therapy, the input of the therapists will be included in the conference either verbally or in writing.

9.6 Diagnostic Testing

Oak Creek has resources available to make referrals for diagnostic testing if needed.

9.7 In- House Therapies

Oak Creek provides outside therapists opportunities to work with children in the areas of counseling and speech, occupational, physical and behavioral therapies. Through IEP goals, therapies are incorporated into the everyday learning environment of a student if needed. Administration and parents work together to ensure the best schedule for the student.

9.8 The Outdoor Classroom

As part of a well- rounded program, students will spend time outside each day in order to develop coordination and gross motor skills. They enjoy a change in environment and freedom of movement that is only provided outdoors. Outdoor activities develop social/emotional, physical, and language skills, increase the health and well- being of students and connect them to nature and the natural environment.

When outdoor opportunities for large- motor activities are not possible, furniture is rearranged in the classroom to offer large open spaces or activities are moved to the gymnasium.

Section 10: Discipline and Behavior Policy

It is the policy of the Academy to use positive guidance techniques with students for correction and encouragement. Punishment does not accomplish anything positive and does not teach children how to handle problems. Therefore, **punishment is never used**. The goal of discipline and guidance is to foster self- discipline and teach children social competence. Interactions between teachers and children will always foster the development of positive self- concepts and will be conducive to the development of self- discipline and independence.

When inappropriate behavior occurs, it is dealt with immediately. Teachers individualize responses to the children's behavior, in relation to the particular child and the situation. They try to identify the cause of the inappropriate behavior and recognize that repeated problem behavior may be the student's way of communicating that he/she needs help in dealing with a certain task or situation.

Intervention Methods:

1. **Anticipate-** "An ounce of prevention is worth a pound of cure." Teachers attempt to anticipate potential problems and take preventive action before problems start.
2. **Gentle Reminders-** Ongoing reminders of classroom rules, limits, and acceptable behavior. Reminders are stated positively (i.e. "Please walk" rather than "Stop running").
3. **Redirection-** Redirection of student's attention from an inappropriate choice of behavior to an appropriate choice.
4. **Substitution-** Substitution of appropriate choices and/or materials when a student has made an inappropriate choice and/or inappropriate use of materials.
5. **Choices-** Students are given the opportunity to make decisions about their behavior. Teachers help children learn to make choices, through training and practice. This helps students understand that they have the ability to make good judgments and decisions on their own. The essential element in giving students choices is that all the choices offered are acceptable to the student and the adult.
6. **Problem Solving-** By asking open- ended questions, teachers encourage students to problem solve/talk about their behavior and/ or use materials properly. This method is only used when the student is not hurting or endangering him/her or others.
7. **Praise-** Statements used to positively reinforce appropriate behavior. Praise increases the probability that the behavior will occur again. Praise is meaningful and specific and describes exactly what the child did.
8. **Logical or natural consequences-** Consequences for behavior that are directly related the children's actions.
9. **Ignore-** Ignoring inappropriate behavior does not produce any interesting consequences, which may lead to the disappearance of the behavior. This method is only to be used when the child is not hurting or endangering him/herself or others.
10. **Removal-** Removing a student from a situation that is not safe for the student and/or other students in the room.
11. **Renewal Time-** Helping students regain control of their behavior through time away from the disruptive situation. Renewal time is done in the *spirit of support*, not in the spirit of punishment. An adult will sit with the child in a quiet area and help the student regain control of his behavior and emotions. The adult can also use this opportunity to talk with the child about his or her behavior and the situation. The Academy does not use "time out" due to the fact that it does not teach the child an appropriate way to handle situations.

The following types of discipline and guidance, considered to be harsh, cruel, and/or unusual treatment are prohibited by the Texas Department of Family and Protective Services. These apply to any person on the property of Oak Creek Academy (parent/ staff member).

1. Corporal punishment or threats of corporal punishment
2. Punishment associated with food, naps, or toilet training
3. Pinching, shaking, or biting a student
4. Hitting a student with a hand or instrument
5. Putting anything in or on a student's mouth
6. Humiliating, ridiculing, rejecting, or yelling at a student
7. Subjecting a student to harsh, abusive, or profane language
8. Placing a student in a locked or dark room, bathroom, or closet with the door closed
9. Requiring a student to remain silent or inactive for inappropriate periods of time for the student's age.

Punishment and verbal abuse of any kind is prohibited.

When the teacher sees a conflict situation rising, he/she tries to identify causes and responds by stating what the student should do instead. For example, "You can put the block here on the shelf" instead of "Don't throw the block on the floor." If the inappropriate behavior continues, the teacher will tell the student the rule and consequences of the behavior. For example, "Throwing blocks may hurt someone, so we don't throw blocks at school. If you throw blocks, you will need to make another choice of where to play." The teacher is careful to emphasize that it is the behavior that is unacceptable, not the student.

We ask that to keep consistency with discipline, families use our policies at and away from the Academy.

To keep parents informed of all situations involving serious behaviors, the teacher completes a behavior incident form that will be available for the parent to read and sign at pick up time. If a student displays repeated **challenging behavior**, teachers, families, and other professionals work as a team to develop and implement an individualized plan that supports the student's inclusion and success.

"Challenging behavior is any behavior that (1) interferes with student's learning, development and success at play, (2) is harmful to the student, other students, or adults, or (3) puts a student at high risk for later social problems or school failure."

Some examples of "challenging behavior" includes physical aggression (hitting, biting, shoving, hurting friends with toys), relational aggression ("You can't play with us", verbal bullying), tantrums, whining, testing limits, refusal to follow directions or observe classroom rules.

If serious adjustment or behavior challenges occur after a student is enrolled and intervention methods have not deemed successful, a conference will be scheduled with the family, teacher and administration to come up with a plan of action.

Supplemental services are offered within the Academy with a psychologist, diagnostician, counselor, speech, occupational and physical therapists as well as Board Certified Behavior Analysts. We realize that early intervention is the key to a student's future success and are committed to making that happen. We also believe that when students can have the influence of their peers in a safe and secure environment, their educational experience is enhanced.

In-School Suspension (ISS) is used from time to time when other behavior modifications have not worked. Parents are notified prior to placement and the principal and teacher monitors the student.

Section 11: Classroom Equipment/Environment

Students are expected to care for all books, equipment, furniture, walls, and windows within their classroom. If a student **intentionally** damages any of the above, parents may be required to pay for their replacement.

Section 12: Building/ Maintenance

12.1 Painting

Painting inside the building is only done on weekends and doors are propped open for proper ventilation prior to students returning.

12.2 Pest Control Services

Our Academy and grounds are treated quarterly and on an as needed basis by a contracted professional pest control service to prevent pests and unwanted vegetation. Pesticides and herbicides, if used, are applied according to the manufacturer's instructions when students are not at the facility and in a manner that prevents skin contact, inhalation, and other exposure to students.

If you wish to view the most recent copies of our fire, health, pest control or licensing inspections, or a copy of Minimum Standards, please feel free to ask someone in Administration.

In conclusion

We hope your experience with us is a pleasant one! Please give us any suggestions on ways for us to better serve you or your student. Your input is greatly valued and appreciated.

As always, thank you for giving us the greatest opportunity- to serve and educate your student.

Revised on March 11, 2020