

# Oakwood Baptist Day School



a ministry of  
Oakwood Baptist Church  
4315 Chestnut Street  
Camp Hill, PA 17011

# Parent Handbook

May 2019

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## INTRODUCTION

### HISTORY OF OAKWOOD BAPTIST DAY SCHOOL

The Oakwood Baptist Day School is a ministry of the Oakwood Baptist Church, Camp Hill, Pennsylvania, and is owned and operated by the Oakwood Baptist Church. The OBC Constitution states that, "ministries of Oakwood Baptist Church are created to supplement and support the purpose, mission and outreach of Oakwood Baptist Church and is governed by the Oakwood Baptist Church Board. OBDS is registered with the PA Department of Education as a private, nonpublic school.

The school has been serving the West Shore community since 1968. Oakwood Baptist Day School offers Pre-School for children at least three years of age by September 1st and are toilet trained, Pre-Kindergarten for children four years of age by September 1st and Kindergarten for children five years of age by September 1st.

The school is a private academic school where Christian character is formed daily in a loving, safe environment by qualified, trained, instructors. The full day program includes strong academics, enrichment classes such as art, music and physical education, and a balanced daily hot lunch program. The early education faculty and staff are all professed believers in Jesus Christ who personally model mature discipleship and incorporate the teaching of Christian truths and values throughout our curriculum and daily activities and have signed that they support the doctrinal position of OBC. They are dedicated to educating and discipling the children in their care.

### STATEMENT OF FAITH

According to the Oakwood Baptist Church Constitution, the basis of the ministry is the Bible, the infallible Word of God, as interpreted in our Statement of Faith:

1. **The Word Of God:** We believe the sixty-six canonical books of the Old and New Testaments are the divinely inspired, infallible Word of God, without error in the original manuscripts, and God's complete, written revelation to humankind. The Bible is sufficient and trustworthy for life, faith, conduct, and practice, and is the supreme and final authority in all matters to which it speaks. We further believe that there is but one true interpretation of Scripture, although there may be several applications. The true meaning lies in the text and is that which the divinely-guided author willed to convey. It is recoverable through careful application of a literal (grammatical, historical, contextual) method of interpretation under the guidance of the Holy Spirit, and in the community of Christ. The Holy Spirit illumines the text, enabling the reader to embrace the significance of what God has communicated, and to see the glory of Christ in the Word of God. 2 Timothy 3:16-17; 2 Peter 1:19-21
2. **The Trinity:** We believe in one God Creator and Sustainer of all things, eternally divine, eternally existing in three persons: Father, Son and Holy Spirit; we believe that these are equal in every distinct perfection and they execute distinct but harmonious offices in the work of creation, providence, and redemption. 1 Peter 1:2; 3:18; Matthew 3:16-17; 28:18-19; Galatians 4:6; Romans 8:10-11; 2 Corinthians 13:14
3. **God the Father:** We believe in God the Father an infinite, personal Spirit, perfect in holiness, wisdom, power, and love. We believe that He concerns Himself mercifully in the affairs of humanity, that He hears and answers prayer, and that He saves from sin and death all who

come to Him through Jesus Christ. We believe God's knowledge is exhaustive; that He fully knows the past, present, and future independent of human decisions and actions. The Father does everything in accordance with His perfect will, though His sovereignty neither eliminates nor minimizes our personal responsibility. Exodus 20:2-3; 1 Corinthians 8:6; John 3:16; Matthew 7:7; Hebrews 7:25; Acts 4:12; Ephesians 1:11; Daniel 4:34-35; Romans 5:6-11

4. **Jesus Christ:** We believe that Jesus Christ is the incarnation of God's eternal Son. God the son has precisely the same nature, attributes, and perfections as God the father and God the Holy Spirit. We believe further that He is not only true God, but true man, conceived by the Holy Spirit and born of the virgin, Mary. We also believe in His sinless life, His substitutionary atonement, His bodily resurrection from the dead, His ascension into heaven, and His priestly intercession on behalf of His people. We further believe that He is the Second Adam, the federal head of His people. John 3:16; 1 Corinthians 15:3-4; Hebrews 2:17; Acts 1:11; John 1:1-4; Colossians 1:15-19; 2:9; Hebrews 1:1-4; 7:24-28; Romans 5:12ff; Matthew 1:21
5. **Holy Spirit:** We believe in the Holy Spirit, His personality and His work in regeneration, sanctification and preservation. We believe He came forth from God to convict the world of sin, of righteousness and of judgment, and to regenerate, sanctify, comfort and seal forever those who believe in Jesus Christ. We believe His ministry is to glorify the Lord Jesus Christ, to implement Christ's work of redeeming the lost, and to empower the believer for godly living and service. We believe the Holy Spirit distributes spiritual gifts to believers as He wills for the common good. No gift signifies His baptism or filling, nor does any gift provide authoritative revelation beyond what has already been revealed in the Holy Scriptures. Life in the Spirit includes trials and does not guarantee physical health, material wealth, nor confirming outward signs. John 14:16-18; 16:5-11; Acts 1:8; Romans 8:9-17; 1 Corinthians 12:4-13; Galatians 5:16-26; Ephesians 1:13-14; 2 Thessalonians 2:13-14; 2 Timothy 3:12; 2 Corinthians 12:9-10
6. **Man:** We believe God originally created persons, male and female, in the image of God and free from sin. We further believe that in the Fall the human race sinned in Adam, therefore, all people are sinners by nature and choice and are spiritually dead. We also believe that those who repent of sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit. We believe God established marriage to be a lifelong covenant relationship between one man and one woman. Marriage so defined is the only permissible context for intimate sexual expression and is the foundation for human family. We further believe that human life is precious and should be protected from beginning at fertilization, until death. Genesis 1:26-30; 2:18-25; Romans 3:23; Ephesians 2:1-4; Mark 1:14-15; Acts 2:37-39; 16:29-32; Romans 10:8-13; 1 Peter 1:22-23; Matthew 19:1-10; 1 Corinthians 7:1-5; Romans 13:8-10; Romans 5:12ff.
7. **Salvation:** We believe in salvation by grace through faith in the Lord Jesus Christ. We further believe that salvation is based upon divine election and the sovereign grace of God to which He regenerates, justifies, sanctifies, and glorifies sinners. We believe salvation was purchased by Jesus Christ on the cross, is eternally secured by the Holy Spirit, and is received by faith, apart from any human merit, works, or ritual. We further believe salvation results in righteous living,

good works, and proper social concern. Ephesians 2:8-9; Romans 9:10-13; Ephesians 1:4-7; Romans 3:21-28; Titus 2:14; James 2:14-24; Romans 8:28-39

8. **The Church:** We believe that the local church is composed of regenerated, immersed believers, voluntarily united together for the purpose of the worship of God, the fellowship of believers and the proclamation of the Gospel of Christ throughout the world. We believe that the Church of the firstborn, whose names are registered in heaven, is the bride of Christ, whom He purchased with His own blood, and is loved, chosen, called, and secure in Christ for all eternity. Acts 2:41-42; 1 Corinthians 11:2; Acts 1:8; Matthew 28:19-20; Hebrews 12:22-24; Acts 20:28; Ephesians 5:22-27; Revelation 19:6-9; 21:9
9. **Baptist Distinctives:** We believe in the competence of the individual soul in direct approach to God; the priesthood of all believers, a regenerated church membership; the symbolic ordinances of believer's baptism by immersion and the Lord's Supper; that each church is autonomous and must be free from interference by any ecclesiastical or political authority; the absolute separation of church and state; and a world-wide program of missionary endeavor in obedience to the final command of our Lord. 1 Peter 2:5, 9; Acts 8:26-39; 1 Corinthians 11:23-30; Acts 4:19-20; Matthew 22:21; Matthew 28:18-20
10. **Last Things:** We believe that God, in His own time and in His own way, will bring the world to its appropriate end. According to His promise, Jesus Christ will return personally and visibly in glory to the earth; the dead will be raised; and Christ will judge all men in righteousness. The unrighteous will be consigned to Hell, the place of everlasting punishment. The righteous in their resurrected and glorified bodies will receive their reward and will dwell forever in the New Heaven and New Earth with the Lord. 1 Thessalonians 4:13-5:1-5; 2 Thessalonians 1:7-2:1-15; 2 Peter 3:7-13; Matthew 25:31-46; Revelation 21:1-27; 1 Corinthians 15:50-58

## **MISSION STATEMENT**

“Make disciples...teaching them to embody everything I have commanded.” Luke 2:52

Oakwood Baptist Day School exists to glorify God by providing a safe, quality, Christ-centered environment that nurtures students to embody the Kingdom - cognitively, physically, spiritually and socially. The school strives to prepare students to:

- ❖ Grow cognitively by acquiring academic knowledge, critical thinking skills, and creative problem solving skills
- ❖ Grow physically through physical education classes and balanced lunches
- ❖ Grow spiritually through understanding the Storyline of the Bible and so embodying God's Kingdom
- ❖ Grow socially through positive interaction with peers and teachers

## **VISION STATEMENT**

Oakwood Baptist Day School strives to be a school grounded in a Christian Worldview where students are taught that they are created by God to glorify and enjoy Him forever. The faculty and staff help form Christian character through learning, loving, caring, and nurturing.

## CORE VALUES

1. **Embody the Word of God:** The Bible is God's authoritative direction for thinking, speaking, acting and living. (Hebrews 4:12; II Timothy 2:15 & 3:16)
2. **Christian Character Formation:** The adults in the Oakwood Baptist Church Day School community model Christ-like character and faith before the students. The students cultivate love for God and neighbors, a holy fear and reverence for God and demonstrate the fruit of the Spirit in their actions and words. (Matthew 22:36-40; Corinthians 11:1; Galatians 5:22-26)
3. **Academic Excellence:** Oakwood Baptist Day School values learning and achievement. Parents and faculty teach the children, by example, the importance of inquiry, investigation, discovery, study, critical thinking, problem solving, creativity, and diligence in the pursuit of learning. (Colossians 3:23)
4. **Partnership between Home, Church, and School:** The Oakwood Baptist Church Board members, the Oakwood Baptist Day School parents, students, faculty and staff partner together in the pursuit of the school's mission. Parents ensure that their children receive spiritual training in the home and church, and that the children fulfill their academic obligations. In turn the school commits to fulfilling its mission and to earning the trust of the parents. This partnership is characterized by love, respect, and being at peace. (Philippians 1:3-6; Proverbs 1:7; Ephesians 5:21-6:4; Hebrews 13:7; Luke 17:3-4; Matthew 18:15-17; Galatians 6:1; Matthew 7:1-5)
5. **Staging God's Love:** The members of the Oakwood Baptist Day School family Stage God's Love to one another and the surrounding community. (John 13:34-35; 1 John 4:7-21; Philippians 2:3,4; Galatians 6:2)

## PHILOSOPHY OF CHRISTIAN EDUCATION

Oakwood Baptist Day School values each child as a unique and special creation of God, made in His image. Each child will be nurtured to recognize that they are a citizen in God's world and so become a disciple of Jesus Christ. We strive to provide a learning environment in which each student may reach his or her highest potential. Research shows that preschool age children (three to five years old) acquire knowledge and skills in ways that are significantly different than older children. This research supports our belief that the love for learning begins at a very young age and that preschool age children learn best through direct sensory encounters within their environment. At Oakwood Baptist Day School, we incorporate basic math, reading, science, language and problem solving skills into fun activities that allow children to explore our world cognitively, socially, spiritually and physically. Children in our school experience a stimulating environment where they are given the opportunity to grow through active participation and play.

## OBJECTIVES

To support Oakwood Baptist Day School's Mission, Vision, Core Values and Educational Philosophy, specific objectives were established.

The Oakwood Baptist Day School has the responsibility to:

- Teach the Bible as God's inerrant, authoritative, inspired Word and help each student embody it in their daily life (Luke 2:52)
- Prepare a curriculum that teaches the fundamentals necessary for lifelong learning as a disciple of Jesus. (Matthew 28:19-20)
- Provide a nurturing environment that facilitates learning how to love God, to respect His world, and to love the people God places around them (Matthew 22:37-40)

- Provide staff who model Biblical character and support parents in nurturing their children (Ephesians 6:1-4)
- Develop a respect for God's authority over everything in our world and how to show obedience as God's children (Daniel 4:34-35 & 37)
- Instill in each student a respect for civil authority, love of country, and good citizenship (Romans 13:1-7)
- Encourage regular attendance and involvement in their local church (Hebrews 10:24-25)

The Oakwood Baptist Day School student has the responsibility to:

- Come to school prepared to learn
- Show respect to the school community in attitude and actions
- Accept responsibility for their personal choices and actions with regard to their effects upon the school community

The Oakwood Baptist Day School parents have the responsibility to:

- Cooperate closely with the school in the student's education and development (Mark 10:45)
- Recognize that their child is a gift that has been entrusted to them by God and assume the responsibility to be an example (Deut. 6:4-7; Prov. 22:6; and Col. 3:20-21)
- Recognize and respect the structure of school authority
- Support the mission and vision by working cooperatively with the school and the community

## **VOLUNTEER CLEARANCES**

A volunteer is any adult responsible for the welfare (acting in lieu of or on behalf of a parent) of a child or having direct contact (provide supervision, care, control of or routine interaction) with children. Volunteers will be under the direct or indirect supervision of an OBDS employee and will work in cooperation with the direction given by that supervisor.

At no time will one student be in the sole care of one adult.

At no time are students left in the sole care of a supervisor who is not yet eighteen years of age.

All volunteers **must** have, in accordance with PA State Law, all required current child abuse clearances, criminal background checks, and possibly fingerprinting. Fingerprinting is only necessary if the volunteer has not lived in the state of PA for the past ten years. The items must be on file in the school office before an individual may volunteer in the school in any capacity. The clearances and checks are at the expense of the OBDS.

## **MEMBERSHIPS**

Oakwood Baptist Day School is a member of the Association of Christian Schools, International (ACSI). Oakwood Baptist Day School will keep this membership active unless otherwise determined by the Oakwood Baptist Church Board.

## **NOTICE OF NONDISCRIMINATION**

Oakwood Baptist Day School enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its Educational Policies, Admissions Policies, Financial Aid Policies, and other school-administered programs.



# ADMISSIONS POLICIES AND PROCEDURES

## Admissions Overview

Enrollment at OBDS is a privilege and not a right. The Director maintains the responsibility for admitting students academically and behaviorally mission-focused and open and submissive to the Gospel, Christian instruction and maturation, and school governance based upon the Scriptures. If at any time a student's conduct, academic progress, or cooperation with the Director or Faculty is not acceptable, the School has the right, in its sole discretion, to dismiss the student from enrollment at OBDS.

Students are admitted when their parents agree to abide by the mission, vision and policies of the Oakwood Baptist Day School. The Director shall consider admission of children with special needs on a case-by-case basis.

To enter the preschool class a child must be 3 years old before September 1st and be completely toilet trained. "Toilet trained" means that a child will independently use the bathroom on a consistent basis without being asked to do so by the teachers. The child will not wear pull-ups as underwear. It is understood that a child needs time to adjust to a new situation and a few accidents may be expected. However, daily accidents or multiple accidents usually suggest that a child is not completely toilet trained. Daily notes will be sent to parents addressing any toilet accidents. If OBDS feels that the child is not ready to independently use the bathroom, the family will need to find a school or childcare center where "toilet-trained" is not required.

To enter into the Pre-K class a child must be 4 years old by September 1<sup>st</sup>

To enter into the K class a child must be 5 years old by September 1<sup>st</sup>

OBDS's goal is to meet the needs of every child and to help them acquire the skills to be successful. A child may meet the age requirements for our programs but his or her enjoyment and success will be influenced by his or her maturity level and any special needs he or she may have. The director and teachers will work closely with a child's parents/guardians responsible for the child's growth and well-being. If a child's maturity level is a concern, a conference with the parents/guardians will be held to determine if OBDS is able to adequately care for the child. If OBDS is unable to meet the needs of the child, the family will be given a reasonable amount of time to find a more appropriate placement.

## Admissions Procedures

Submit the nonrefundable Registration Fee (required to reserve a space for each child).

New Student Fee for new students enrolling in OBDS or in OBDS' Summer Program must be submitted (\$50.00.) Each subsequent session requires a \$10.00 Registration Fee.

If a new student is entering the school during the Summer Program but is continuing on during the following school year, the family is required to pay both the Summer Registration Fee and the New Student Registration Fee (for a total of \$60.)

Families of currently enrolled students entering the Summer Program must pay a \$10 Fee per child. The Summer Program is for children 3 years old through through students that finished 5<sup>th</sup> Grade. A \$200 deposit is due by March 1<sup>st</sup> and will be credited to the family's account during the month of August, provided the child(ren) still attend Oakwood Baptist Day School.

Registration Fee for Kindergarten is \$100.00. After first full week of October, half of the fee (\$50.00)

will be credited toward your child(ren)'s account.

Families are also required to have one security fob. A \$10.00 deposit, refundable when turned in once child(ren) no longer attend OBDS, is required.

Along with the above fees, the following items must be completed and turned in to the school:

Parent/Guardian Agreement: Parent(s)/guardian(s) must sign and agree to support the Parental/Guardian Agreement which includes:

- a. The Statement of Faith
- b. School Parent(s)/Guardian(s) Responsibilities
- c. Student Dress Code
- d. Financial Policies & Tuition/Fees Schedule

Student Record and Information: For each student applying, the following must be provided:

- a. Nonrefundable Registration Fee (\$50)
- b. Family Application/Family & Social History
- c. Provide copies of any custody agreements.
- d. Copy of Student's Birth Certificate / Proof of Age
- e. Copy of Student's Immunization Record/Child Health Report
- f. Dental Form (Kindergarten Only)
- g. Permission for Emergency Care Form/Emergency Care Card
- h. Dietary Restrictions Form
- i. Asbestos Information Form
- j. Signed and initialed Parent/Guardian Agreement Form
- k. Multi-Disciplinary Evaluation/Individualized Education Plan (If Applicable)

All forms MUST be completed/turned in to the School Office no later than the first day of school. If not turned in by the first day the child(ren) will not be permitted to attend school until all forms are completed/returned to the School Office.

Admissions Meeting/Interview:

The Director, or designee, will meet/interview all new parents seeking to enroll their child(ren) in OBDS.

Communication of Admissions Decisions:

Communication of acceptance or denial of applicants will be by written notification from the Director. Based upon circumstances not previously considered, a written appeal may be made to the Director.

### **Child Custody Information**

For parents who are not married, separated or divorced, OBDS must have a copy of any legal documents, **on site**, concerning visitation and custody, as well as any subsequent change in status.

Without legal documents on site, OBDS will assume that both parents have full custody of the child. OBDS has policies and procedures in place for releasing children only to adults authorized to pick them up.

It is the responsibility of the custodial parent to inform the Director of specific visitation rights and/or changes in legal documents.

## **Disenrollment**

OBDS reserves the right to disenroll a child from the school. Parents will be consulted prior to OBDS disenrolling a child. Possible circumstances and reasons for disenrollment include:

- Parent/guardian fails to abide by Parent/Guardian Agreement and/or Parent Handbook
- Child is not toilet trained
- Payments are more than 30 days past due

Possible circumstances/reasons for temporary or permanent dismissal/expulsion include:

- Persistent disruptive behavior
- Behavior that endangers the health, safety and/or welfare of the child, other children, or staff members
- Behavior that the teacher is not equipped to handle
- Behavior by the child or parent/guardian that detrimentally interferes with the learning environment and/or Christian-based atmosphere for which OBDS was designed

Should a parent/guardian need to withdraw their child from OBDS, a minimum of two weeks written notice is required. Unless circumstances warrant a withdrawal during the school year, solely at the Director's discretion, the parent/guardian understands he/she is responsible for tuition for the two weeks from the date of notification.

## **Expulsion**

OBDS adheres carefully to its Discipline Policy. It is the desire of the staff to work with families to help children grow in understanding and demonstrating acceptable behavior. Parents will be contacted if a child is demonstrating harmful or disruptive behavior. If these behaviors continue the following plan will be implemented.

1. Teachers document behavior/incidents either witnessed or were made aware of that were harmful, disruptive, or unacceptable
2. If the behaviors are repeated a conference with the parent/guardian, teacher(s) and Director will be scheduled.
  - a. Initial Conference: Goal will be to define the behavior(s) that need to be addressed and develop a plan to resolve the issues. The method of follow-up to evaluate progress that is being made to meet the goals will be determined. This may include phone calls, daily verbal reports, email correspondence, or a behavior folder or communication sheet.
  - b. Follow-up Conference: May be called if the unacceptable behavior(s) continue or the initial plan of action needs to be modified. Outside resources may be suggested or sought out if staff believes that would be of benefit to child/family. A probationary period, during which OBDS expects to see improvements, will be established.
  - c. Expulsion Conference: Child will be asked to leave OBDS if there is not sufficient progress in meeting the established behavior goals during the probationary period.

The Director has full discretion on establishing the time frame for the above policy based on the severity of the behavior demonstrated by the child. Current tuition and fees are non-refundable if a child is asked to leave.

## **Open House Orientation**

Open House Orientation is held in August for all parents/guardians of enrolled students. Pertinent information is reviewed & disseminated to all families.

## **Other Admissions Policies**

### Parent Agreement and Information Updates

The Parental Agreement signed upon each child(ren)'s initial enrollment will remain in effect until the child(ren)'s withdrawal from OBDS. Any updates to the Parental Agreement will be communicated in writing, as they occur.

### Admission of Students after School Year Begins

The Director reserves the right to admit a student after the school year begins.

### Financial Aid

Financial aid is available to families and is distributed based on the recommendation of a needs assessment and fund availability. (See Tuition/Fees)

### Financial Obligations

Families transferring their child(ren) from private or Christian schools must have settled all financial obligations at the previous school before enrollment.

## **Re-Registration Procedures**

Re-registration of current students is subject to the student's ability to successfully maintain academic, attendance, and behavioral standards. OBDS reserves the right to deny re-registration to students who have had difficulty maintaining the aforementioned standards.

## **Responsibilities of Parent(s)/Guardian(s)**

For purpose of Admission/Re-Registration to OBDS, the parent(s)/guardian(s) of the student enrolling/re-registering shall adhere to the following responsibilities:

To lend practical help in areas of service for the school.

To seek unity, especially when offense is taken by following the guidelines found in Matthew 18:15-20.

To follow the Financial Policies of OBDS, including the responsibility to promptly pay tuition.

To understand that parents are responsible for any visual, dental, or medical attention and/or insurance needed by their children while they are in attendance at Oakwood Baptist Day School. The school is not responsible to pay for medical treatment for student injuries sustained in school activities.

To give the Director and Faculty full discretion, within the stated policies of the school, in regard to student discipline while your child(ren) are under their authority.

To understand that families involved at OBDS on any level are expected to maintain positive, cooperative attitudes and behavior at school.

To not bring law suit against Oakwood Baptist Day School or a member of the school, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose, such as The Peacemakers.

## **Reservation of Right to Dismiss a Student/Family from OBDS**

The school reserves the right to dismiss any student for, but not limited to the following reasons: the

student's poor attendance record, the student's poor behavior record, the student's desire not to attend OBDS, the family's inability or failure to fulfill its obligations as stated in the Parental/Guardian Agreement.

### **Notice of Non-Discrimination**

Oakwood Baptist Day School enrolls students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its policies and school-administered programs.

Oakwood Baptist Day School does reserve the right to expel a student for any reason that lies outside the "spirit" of the institution.

### **Waiting Lists**

Once the maximum number of students has been enrolled for a class, additional applicants are placed on a waiting list. Students on the waiting list will be contacted for enrollment when an opening occurs. Family contact is made per factors to be considered. These factors to be considered are, but are not limited to: siblings already enrolled in the school; behavioral record; financial ability to pay the tuition.

### **Class Size**

Because the teacher/student ratio is critical to the teaching/learning process, OBDS will set a ceiling on classroom enrollment for:

- Pre-School of 24 students per class (two teacher aides)
- Pre-Kindergarten of 26 students per class (two teacher aides)
- Kindergarten of 12 students per class

## **ATTENDANCE POLICIES AND PROCEDURES**

### **OBDS Programs/Hours**

OBDS is open daily (M-F) from 6:30 AM – 5:30 PM. Children attending OBDS must be toilet trained.

OBDS offers a full or half day program with flexible scheduling for a:

- Pre-School Class for 3 year olds and young 4s
- Pre-Kindergarten Class for 4 year olds and young 5s
- Kindergarten Class for 5 year olds (full day program includes Art, Music, Physical Education, Missions....)

OBDS Classes begin at 8:30 AM

Half Day Schedule: 8:30 AM -11:30 AM (with lunch until 1 PM)

Full Day Schedule: 8:30 AM – 5:30 PM

Optional Summer Program available during June, July and August for Pre-School through end of 5<sup>th</sup> grade students. Students currently enrolled in OBDS will receive advance notice of registration for the Summer Program. A deposit of \$200 is required by OBDS families by March 1<sup>st</sup> for their children to attend the program. The \$200 will be credited to a family's account during the month of August, provided the child stays for the entire summer. Tuition is due regardless of illness or vacation time.

### **Office Hours**

The School Office is open from 7:45 AM until 1:00 PM throughout the year.

### **School Holidays**

School will be officially closed for the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving (includes Thursday & Friday)
- Christmas (through January 1)
- Presidents' Day
- Teacher Training Day (March)
- Good Friday/Easter (through Easter Monday)
- Memorial Day
- Independence Day
- Turn Around Days (2 Days – one at end of school year and one before school starts)

### **Closed Campus**

OBDS is a closed campus. Requests for visitation during the school day are limited to prospective students upon appointment, family members/out-of-town family members.

### **Inclement Weather/Emergency Cancellations**

OBDS is open daily, if at all possible. When weather/emergency situations arise, which call for delays, early dismissals and closings. OBDS will post information on its website ([www.oakday.org](http://www.oakday.org)). Information regarding the school's status will also be found at: ABC/WHTM 27, CBS/WHP 21, NBC/WGAL 8, FOX 4(TV), OBDS's Facebook Page.

If on a day the school is open and weather conditions deteriorate, it may be necessary to close early for the safety of the children and the staff. On such occasions, OBDS will notify the TV stations and attempt to call you at work or at home. If you have any questions about the school's status during the day, please call.

### **Student Attendance**

Classes officially begin at 8:30 AM. To be counted present for the day a student **must** be at OBDS no later than 9:00 AM.

Students **must** stay for the entire class time for which they are scheduled unless they have an excused absence. Students may **not** come after class time is over.

If a student arrives late, a note will be placed in the student's file. Repeated late arrivals may result in the student being turned away for the day, as per the Director's discretion. Continual tardiness will **not** be tolerated and will result in the student either being suspended or dismissed from the school.

### Procedures When Absent for One or More Days

When a student returns to school following an absence, they must present a note from their parent/guardian explaining the reason for the absence(s). The note is to be given to their classroom teacher who will turn it in to the Office.

### **Delivery and Pick-up of Your Child**

When delivering or picking up your child:

- Park the car along the fence
- Do not block the sidewalk by parking in front of it
- Do not leave the car running
- Do not leave any unattended child(ren) in the car
- Bring your child inside the building, sign him/her in, and give us any messages for the day
- Drop off and pick-up must be done by an adult (18 years of age or older) – under NO circumstances should your child brought in or picked-up by a minor

OBDS cannot assume responsibility for children until they are actually in the building and seen by our staff.

If the children are outside when you come to pick them up, please come to your child – we instruct them to wait inside the fence or barrier until their parent reaches them.

Excited children running through the parking lot could have disastrous results. Therefore, *do not* leave your child unattended by an adult or allowed to run through the parking lot at any time.

*It is critical that you remember to sign in and out* – the state requires us to know what children are in our building at all times.

### **Authorization to Pick Up Your Child**

Please notify the school if a different person is going to pick up your child. That person must show identification if we are not familiar with the person you have authorized to pick up your child.

Under no circumstances will a child be voluntarily released to a person not authorized by a parent.

OBDS must have your permission to release your child to someone other than those designated on the original application form.



## **ACADEMICS/STUDENT LIFE POLICIES AND PROCEDURES**

### **Academic Program/Curriculum**

All instruction at Oakwood Baptist Day School is designed to honor God and is taught from a biblical perspective. Faculty strive to create classroom environments that support and develop a love of learning, respect, cooperation, leadership, an ability to make good choices, pride in individual and group accomplishments and problem solving skills. Emphasis is placed on the development of the whole child with the goal that each child will acquire the readiness and social skills for a successful elementary experience.

Weekly newsletters are sent home to inform parents of the skills that are being learned. You may use them to encourage your child to talk about his/her day, and will allow you to re-inforce what he/she is learning. It will also allow you to review Bible stories and help them learn their Bible verses.

Assessments are sent home in January and at the end of the school year (May/June) for each student. Feel free to speak with your child's teacher anytime you have a question or concern.

### **Bible Version and Memorization**

The use of the Bible in the classroom is a fundamental, integral and principle piece of the Oakwood Baptist Day School Program. OBDS recognizes the English Standard Version (ESV) as the translation typically used in the classrooms and for Bible Verse memorization.

### **Breakfast, Lunch and Snacks**

Parents may bring breakfast for their children, provided the arrival time is before 8:00 AM. Food must be simple and self-serving (e.g. yogurt, breakfast bar, cereal, cheese, egg, fruit). It must also be a nutritious meal – please do not bring candy, donuts, cookies, brownies, and similar items to serve as your child's breakfast. We ask that you set out your child's meal before leaving – the teachers are not responsible for preparing breakfast.

OBDS provides a snack in the morning, a snack in the afternoon and a hot lunch for the children (covered by tuition). Children who stay for lunch must eat the hot lunch that OBDS provides. Parents may not bring in a lunch for their child(ren). A monthly lunch menu is posted outside the Office and is also emailed to each family.

### **Before and After Care Program**

OBDS is open daily (M-F) from 6:30 AM – 5:30 PM. OBDS Classes begin at 8:30 AM. The Half Day Schedule: 8:30 AM -11:30 AM (with lunch until 1 PM) and the Full Day Schedule: 8:30 AM – 5:30 PM.

### **Summer Program**

An Optional Summer Program is available during June, July and August for Pre-School through end of 5<sup>th</sup> grade students. Students currently enrolled in OBDS will receive advance notice of registration for the Summer Program. A deposit of \$200 is required by OBDS families by March 1<sup>st</sup> for their children to attend the program. The \$200 will be credited to a family's account during the month of August, provided the child stays for the entire summer. Tuition is due regardless of illness or vacation time.

### **Student Attire and "Extra Clothing"**

It is the desire of OBDS that students live and conduct themselves in a manner that is pleasing to God and glorifying the name of Christ. Standards of appearance are a means of building character and distinction in the lives of our students. The standard of dress is not intended to measure spirituality, but rather to serve as a tool in fostering the academic and character development of the students as

they participate in the educational process.

Students are to wear modest, simple, comfortable clothing that is free of complicated fastenings. No disrespectful slogans on t-shirts, jackets, etc.

Sneakers or keens are to be worn. Dress shoes and sandals are ill-suited for the playground and equipment. No flip-flops may be worn.

The children will play outdoors if the temperature is 20 degrees or warmer. Please dress your child according to the weather and remember to have them bring in a hat, gloves and heavy coats in cold weather.

Water activities, messy art activities, lunch spills and occasional bathroom accidents necessitate that *an extra set of clothing* be kept in a labeled plastic bag. The extra clothing should include: underwear; socks; pants; shirt. If wet or dirty clothes are sent home, please return a clean set of clothes the next day of attendance.

Put your child's name on ALL garments, including hats and boots. You may use commercial labels or adhesive tape and a laundry marker. A spring type clothespin with your child's name on it is ideal for keeping boots together.

### **Reservation of Rights Concerning Student Attire**

The Director has the reserved right and discretion to enforce and administer anything mentioned and not mentioned in the above rules and regulations concerning student attire while at school or while participating in a school event.

### **Items to Bring to School**

All Pre-School and Pre-K students that attend all day should bring nap gear. This can be a sleeping bag or two small blankets, a small pillow, and a stuffed animal or doll if they like. Please label everything with your child's name. Everything you bring should fit into the large bag that will be provided to you by OBDS. Each weekend, the nap gear will go home with your child to be washed before it comes back to school for the following week of use. .

If you have a book, movie or CD that goes with the week's theme, or may be of interest to all the children, we will appreciate this being shared with the class, but plan to leave it for several days so that the teacher will have time to use it during class time.

### **Items to NOT Bring to School**

No toys should be brought to school unless it is your child's day for Show & Tell.

Do not bring back packs for Pre-School and Pre-K students. There is really no need for them, and they end up falling off the hooks and onto the floor.

### **Use of School Telephone**

OBDS recognizes the occasional need for students to communicate to their parents during the school day. Therefore, an office phone is available to a student to contact their parent. A student desiring to call home must come to the Office to request use of the school phone to call home.

## **Playground Rules**

- Fences and walls are not to be climbed on
- Slides are to be used by one person at a time. Children are to be seated and go down feet first
- Small equipment, such as balls and Frisbees, may be used only in appropriate places
- Bikes may be used only in designated areas

## **Student Conduct and Discipline**

Good discipline is carried out consistently in love. OBDS teaches that disobedience is against God. OBDS partners with parents to direct the child's path according to God's standards. Positive reinforcement and praise is used to encourage appropriate behavior. OBDS endeavors to guide students in making good choices and learning how to use their words to express their feelings to one another.

All student behavior should reflect (Psalm 101:2):

- Obedience to authority (parents, teachers, director etc.) even when the person in authority is not immediately present. Such obedience should be willing, cheerful and immediate.
- Responsibility in doing assigned or expected tasks
- Courtesy and respect for other students, teachers, visitors, etc.
- Respect for the property of others and of the school

Every child is unique and God has entrusted OBDS to provide guidance to all the children in a gentle and loving manner. OBDS works hard to create an environment that guides the children to engage in appropriate behavior. This includes:

- Training the children in Godly character through Scriptural applications in all areas of the curriculum
- Modeling acceptable behavior
- Using positive communication techniques
- Providing and communicating age appropriate activities and lessons

Discipline is not punishment. It is training to help children learn self-control, acceptance of others, problem solving, conflict resolution and ultimately self-discipline. Correction, forgiveness and restoration are all important to the discipline process. Discipline techniques include:

- Redirection to an alternative activity or behavior
- Clear, brief explanation of the undesirable behavior followed by an example of desired behavior
- Logical consequences (child must clean up blocks the child knocked over)
- Teacher intervention to help resolve conflicts with others
- Time out (short separation from group) followed by teacher talking to child about the best choices to make
- Withdrawal of a special privilege
- Sent to Director's Office
- Contacting parent to pick up child if unacceptable behavior continues

## **Biting**

Will not be tolerated. Parents will be contacted if a child bites. After the third episode the child may be

removed from the program at the Director and Board's direction.

### Bullying

OBDS strives to maintain a safe, Christ-like learning and work environment. Students, staff, and school community members are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards one another. The school prohibits all forms of bullying.

Definition: Bullying is the *intentional* harmful behavior initiated by one or more students or persons and directed toward another student or person. Bullying is different than conflict. Bullying exists when a student with more social and/or physical power *deliberately* dominates and harasses another who has less power.

If a student or parent suspects that bullying occurs, the student or parent should share their concern with a teacher. The teacher, with help from the parents, will seek to resolve the issue between the students. In serious or ongoing cases, the teacher, student, or parent will report their concern to the Director. Potential outcomes for bullying may be, but not limited to, requesting a genuine apology from the bully leading to reconciliation. Disciplinary actions may include suspension, and/or calling of the Discipline Committee.

### Sexual Harassment

All students are entitled to a school free of sexual harassment. OBDS expects courteous, dignified, respectful treatment for all involved with the school. Any form of sexual harassment is sin and may be grounds for immediate expulsion. Any such behavior must be reported immediately to the Director or to the OBC Board, if the Director is involved.

### Discipline Code

Christian discipline has its foundation in the Scriptures (Hebrews 12; II Timothy 3:14-17; II Peter 1:5-8). Its purpose is to bring about Godly conduct, character, obedience and self-control. Discipline becomes a vital means of instruction in correcting behavior and training students in self-discipline, responsibility and righteous living.

The OBDS Discipline Code outlines the policy and procedure for the Director to follow in order to accomplish the objectives stated above, set a foundation for proper conduct in the school and provides faculty and parents with an outline of proper and accepted procedures for discipline.

The specific definitions and offenses, along with the procedures for handling offenses, are outlined in this Code.

The OBDS Discipline Code applies to students while they are at school or at any school-sponsored function or activity. Behavior that impairs the testimony of the school will not be ignored. Therefore, behavioral offenses that occur outside the limits of the jurisdiction of the school will be considered as to the severity and the impact on the school's reputation.

## FINANCIAL POLICIES AND PROCEDURES

### FINANCIAL PHILOSOPHY

Oakwood Baptist Day School is operated as a service to its constituency and is a non-profit organization. The OBDS financial philosophy is to manage the fiscal matters of the school with integrity, to ensure operational success, to practice good stewardship, and to remain a financially accessible school for the community.

### TUITION AND FEES

Oakwood Baptist Day School is a non-profit institution. Tuition is based on the actual costs of operating the school. The school depends on each week's income to pay its current expenses (salaries, utilities and equipment). All tuition and fees generated are considered part of the OBDS operating budget and should be reflected therein. Tuition and fees, as well as the authorization to collect revenue, will be established by the Board in conjunction with the annual budget approval process. Revenue projections shall be based on realistic enrollment estimates.

Tuition is payable in advance. If payment is made on a weekly basis it is due on the first day attended each week.

Accounts not paid on time will be assessed a 1.5% late fee and will be added to weekly accounts not paid by Friday.

Tuition is based on one full school year, and is divided by the number of weeks in the period (usually 40 weeks for the school semester, and 12 for summer). No tuition refund is made for occasional days missed, nor can those days be made up. Tuition is due regardless of holidays, vacations, weather or illness. If a serious illness occurs causing a lengthy absence from school, a tuition reduction may be requested by contacting the Director.

A pre-payment tuition option is available at a **3%** discount. To qualify for this benefit, payment must be made before the school year (or summer session) begins.

### TUITION ASSISTANCE

OBDS desires to serve mission appropriate students from families of all economic means by keeping tuition rates as low as possible. On the basis of demonstrated need (letter to Director including most recent tax return, employment status, statement of amount family can contribute and explanation of why family chose OBDS/Christian education), parents of students enrolled in OBDS may apply for Tuition Grants. Tuition Assistance is determined after enrollment, and should not be an expectation for enrollment. The Board authorizes the distribution of Tuition Grants as determined by the OBDS Director. Grants are paid dependent upon the availability of funds for that particular year and will not exceed 50% of tuition. Grants will normally be awarded on an annual basis.

#### **Award Determinations:**

1. The total amount of tuition assistance available in any school year is determined by the OBC Board and OBDS Director as part of the annual budget process.
2. Tuition assistance is only available for tuition. Fees and other incidental expenses are not covered by the Tuition Assistance Policy.
3. Tuition assistance awards are determined annually but applied to accounts monthly and are subject to withdrawal in the case of families/students who fall out of compliance with any of the eligibility requirements used in determining the annual award.

4. The amount of tuition assistance awarded to any individual family is solely at the discretion of OBC.

**Tuition Discounts:** OBDS awards the following discounts to qualified families.

**Christian Worker Discount:** OBDS may grant tuition discounts of 10% to those in full-time Christian ministry, such as pastors, youth ministers, and missionaries.

**Family Discounts:** The Board may authorize a family tuition discount in conjunction with the annual approval of tuition for OBC families of 10%.

There is also a 10% discount for a second or third child from the same family enrolled during the same school year at OBDS.

**Tuition/Registration Refund Policy:** There is no registration refund for application withdrawal by a family. Nor is there a tuition refund, with the possible exception of a family relocating out of the geographical area, or at the discretion of the OBC Board and OBDS Director.

One hundred percent (100%) refund is made for students placed on a waiting list and then rejected due to no available space.

**Fundraising:** OBDS's fundraising efforts go to support the school's financial aid needs and educational goals. Therefore, all families are encouraged to support the school's fundraising efforts.

No person may conduct fundraising activities on behalf of OBDS except as approved by the Board of Directors and the OBDS Director. The OBDS Director coordinates all fundraising activities. The Director develops, organizes, and implements fundraising campaigns and maintains records of all gifts or contributions made to OBDS. It keeps those records confidential.

The Director reviews and approves all fundraising materials. Discouraged and prohibited fundraising activities include any game of chance or gambling and any illegal or morally questionable activity.

**Auxiliary Revenue - Government Funding:** Oakwood Baptist Day School will not participate in any federal or state programs which are not clearly and legally designated as "aid to the families" of the school.

Any such program in which OBDS does take part which in the view of the Board of OBC, becomes, or threatens to become, restrictive to the mission of the school will be discontinued.

**Other Fees:** Oakwood Baptist Day school also assesses the following fees.

**Registration Fee:**

New students entering OBDS must pay the Registration Fee at the time of registration. This fee is non-refundable if the student or parent withdraws the registration request. All new families, regardless of enrollment date, are charged a Registration Fee.

Returning students must pay the Registration Fee at time of re-enrollment. The school will not accept Registration Fees and Forms from families who are behind in their tuition payments. Final decisions are left to the Director.

The Fee Schedule, as approved annually by the OBC Board, is deemed to be part of these policies and procedures.

A place for a child is reserved in the school year once the Registration Fee has been received.

Should the registration be complete and the first or second tuition payment not paid when due, the child may lose the reserved place.

**Overtime Fees:** OBDS closes promptly at 5:30 PM. Pick-up times are as follows.

Morning Session - 11:30 AM

Morning Session including Lunch – 1:00 PM

Full Day – 5:30 PM

If a child is picked up late on any given day, a \$6.00/quarter hour fee will be assessed. A late pick-up form must be completed by the parent/guardian and signed by both the staff person in charge and the parent/guardian. If a late fee has been charged four or more times in any given 20 consecutive days of school to a family, that family's child(ren) may be dismissed from OBDS

**Payment Fee in Case of Withdrawal:** Each child is enrolled for the entire school year (or balance of the school year). If a child is withdrawn prior to the end of the school year, a **written two-week notice must be given to the Director**. Families are responsible for the two weeks of tuition at the rate the family was paying when notice was given to OBDS. The child(ren) may continue coming to school during those final two weeks, and tuition payments are required. If a family chooses to withdraw their child(ren) immediately, the family is still responsible for payment of the remaining two weeks of tuition.

**Returned Check Fees:** A \$40.00 NSF charge will be applied to that account if a check is returned for any reason. If any other fees are associated with the returned check charge, they will also be the responsibility of the parents.

**Delinquent Accounts:** A Late Fee may be assessed if a family's tuition payment is not paid by the Friday of the week that it is due. If a family's account is four weeks past due, the child(ren) may be suspended from OBDS until the account is paid. Tuition will continue to accrue until a family officially withdraws its child(ren) from OBDS. Should a family encounter a financial hardship, they are asked to speak to the Director. The Director will meet with the OBC Board about the hardship. It is the desire of OBC/OBDS to work with a family experiencing a difficult time. Families with delinquent tuition accounts will not be permitted to enroll the following year. In the event an account becomes delinquent, all costs relating to collection and/or attorney fees shall be the responsibility of the parents.

**Dismissal from OBDS:** In the event OBDS determines it cannot meet a family's child(ren)'s needs, and it becomes necessary to dismiss the child(ren), no further tuition or fees will be assessed (except, if applicable, additional late fees). Payment will be required for all services rendered prior to a child's dismissal.

**Withholding of Transcripts:** The policy of Oakwood Baptist Day School is to withhold transcripts until all tuition and fees have been paid in full. Official student records will be sent to a requesting school when all obligations are fulfilled.

OBDS reserves the right to add additional fees as deemed appropriate upon approval of the OBC Board.

## MEDICAL/HEALTH POLICIES AND PROCEDURES

### **Health and Safety of Your Child**

Your child's health is a matter of major importance to all of us. Upon enrollment, you must file with us a health form signed by a physician. We also require that the child have certain standard immunizations.

When your child is ill or will not be attending school for any reason, please phone the school office (717-7378-7308) before class time and report the absence.

### **Student Medications:**

Students may bring medication prescribed by their physician, or over the counter medication, to school. Students who bring such medications must bring written instructions from the physician for prescription medication or, for non-prescription medications, must have written permission and instructions from and signed by the parent. These must be turned in to the Office immediately upon arrival. Students may not carry medication with them after arrival. Forms are available in the Office

If your child must be given medication during school hours, we will do so provided you fill out a "Permission to Administer Medication" form and attach it to the medicine. These forms are available in the school office.

### **Medical Emergency Procedure:**

Parents will complete a Medical Emergency Contact Form at the beginning of each school year for each student. In the event of an emergency, an attempt will be made to reach the persons listed on the Form. The Director has the responsibility to call 911 in cases of medical emergencies.

Should a minor injury occur, an incident report will be completed and sent home.

In case of a more severe injury we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance. Until the arrival of a parent, the physician, or the ambulance, the Director or the Assistant Director will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resultant expense. The school will maintain a parent's signed consent form for emergency care. It is your responsibility to keep the school up to date on phone numbers, emergency numbers, and other pertinent information.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover.

### **Do not send your child to school if he/she has any of the following problems:**

- Vomiting
- Diarrhea
- "Pink Eye"
- A rash of undetermined origin
- A suspected contagious condition
- Temperature over 100.4 degrees Fahrenheit in the last 24 hours (do not administer a fever reducer prior to bringing him/her to school)



- Any symptom (coughing, continually runny nose, sleepiness, drowsiness) which would prevent full classroom participation, including outdoor play. Our teacher ratio does not allow for children to stay inside when the rest of the class is going out.

### **Common Cold and Upper Respiratory Infections**

A runny nose, watery eyes, cough and a slight fever are the usual symptoms of the common cold and upper respiratory infections. These are the most common illnesses seen in school. Antibiotics are not helpful in treating this condition.

Your child may return to school when their energy level returns to a reasonable level, and their temperature is less than 100.4 degrees Fahrenheit for 24 hours without fever reducing medication.

### **Streptococcal Infection**

The symptoms of strep throat often include fever, sore and inflamed throat, pus spots on the back of the throat, as well as tender and swollen glands of the neck. There may be a minimum of symptoms. The symptoms for scarlet fever include all of the above, as well as a strawberry tongue and body rash. High fever, nausea, and vomiting may also occur. This can be spread through direct or intimate contact with an infected person *or carrier*.

Your child may return to school once he/she has been seen by your primary care provider and has had 24 hours on an antibiotic. Please provide documentation of care. Early diagnosis and medical treatment are essential for the prevention of serious complications.

### **Conjunctivitis or “Pink Eye”**

Conjunctivitis is an inflammation of the thin, transparent outer layer of the eyeball and the inner surface of the eyelids. The inflammation causes redness, tearing and occasionally the formation of pus. Because of the redness, it is commonly called pink eye, and the most common causes are bacteria, viruses and allergy. This condition is quite contagious; therefore, you must keep your child home if this is suspected.

Your child may return to school after he/she has been seen by your primary care provider and has had 24 hours of treatment. Please provide documentation of care.

### **Vomiting**

Vomiting usually lasts from 12-24 hours. Medicine is usually not necessary for this condition.

Your child may return to school when he/she has been able to eat regular food without vomiting for 12 hours.

If our teachers see evidence of illness, we will contact you to pick up your child. Please be considerate of our staff and other students by coming within two hours of contact. If you cannot come yourself, please contact a relative or friend to pick up your child.

### **Medical & Health Policies & Procedures**

Pennsylvania Public Health Law requires children entering OBDS to have had a doctor's physical before the child begins classes. OBDS provides a form for this purpose. Upon enrollment this "Student Health Form" must be on file. (Appendix)

Parents are responsible to keep OBDS up to date on all current phone numbers, all emergency phone

numbers, pertinent health information and turn in a signed consent form for emergency care each year.

When a child is ill or will not be attending school, for any reason, OBDS must be called before class time to report the child's absence to the school.

### **Immunization Policy**

The school's immunization policy adheres to Pennsylvania Public Health Law, which requires all entering and attending students to meet the established immunization requirements. All students entering OBDS must present documentation of the immunizations that are required. These immunizations are listed on the school's "Student Health Requirements." (Appendix)

Any parent wishing to decline immunizations for religious reasons must sign and date the PA Department of Health-Certificate of Immunization Card for their child. Parents are to state in writing their objections to immunizations/that their religious belief teaches opposition to such immunizations.

*Parents must be aware that there are state mandates to exclude non-immunized children from school for a certain number of days when an outbreak of a communicable disease occurs in the school setting.*

Medical Exemption for Immunizations requires authorization from a child's physician who must sign and date the PA Department of Health – Certificate of Immunization card and identify the temporary medical condition that would contra-indicate immunizations for a specified time frame.

### **Medical Emergency Procedure**

Parents will complete a Medical Emergency Form at the beginning of each academic year for each child enrolled at OBDS. This form is used to contact the proper people in case of a medical emergency. In cases of minor illness or injury, the Director/Office personnel will assist students. Parents will be notified as to the situation and its seriousness. With more serious conditions or injuries, the family will be contacted immediately and parents requested to pick up their child. In cases where no contact can be made, the Director may have to make a decision to contact the child's physician and/or call an ambulance.

Until the arrival of a parent, the physician, or an ambulance/EMT personnel, the Director will be in charge and will make all decisions about the care of the child. Parents/guardians will assume responsibility for any and all resultant expenses incurred.

### **Infectious Diseases**

Each admitting case will be considered on an individual basis. The decision about admitting or continuing to enroll an infected student will be based upon evaluation of contagion, the behavior, neurological development, and the physical condition of the student. The expected type of interaction with others in the school environment and the possibility of contagion will likewise be considered in the decision.

### **FOOD ALLERGIES**

OBDS is committed to provide a safe and secure environment for all students. Care for students with food allergies is a team approach, involving the school, parents and healthcare providers. Students with severe food allergies will require a "OBDS Individual Food Allergy Management Plan" which is an individualized plan that helps to ensure the proper care for each student with food allergies.

## PARENTAL INVOLVEMENT POLICIES AND PROCEDURES

### HOME-SCHOOL COOPERATION

The school and the home must work cooperatively. The school endeavors to keep each family informed about their child(ren)'s progress and school activities. Parents need to follow through in various ways such as to:

Work with teachers - The teacher is a very important person in your child's life. Please work with the teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child.

Promote OBDS - Many times parents can help the school by promoting the school to other parents or to businesses or institutions that may help. This type of promotion is greatly appreciated.

### VISITORS

All visitors and parents who come to OBDS for ANY reason are required to stop at the office to sign in. OBDS encourages your participation with your child – such as attending class parties, lunch, events, etc. OBDS asks that you notify the teacher in advance of your visit to the school.

### ROOM PARENTS/ PARENT CHAPERONES

Room Parents assist with parties and field trips. At all times the teacher is in charge of the children. *Room parents ARE NOT to bring siblings to room parties or field trips.* All volunteers must follow the PA Guidelines for Volunteers' Clearances

Birthdays - Parents are welcome to bring in treats to celebrate their child's birthday. OBDS asks that parents check with their child's teacher first to make sure that there are no conflicts that day. The teacher will let parents know how many children will be in attendance and if there are any children with allergies in the class.

Field Trips - Field trips are a valuable part of the OBDS experience for students. They are used to enhance class instruction and integrate the subject matter with "real life" experiences. When field trips are scheduled, all students are expected to participate and must have a signed permission slip on file with the teacher. Any parent driver, must have a copy of their current insurance coverage on file in the School Office before the trip.

The OBC Board requires the following minimum insurance coverage on all vehicles carrying school students to and from activities sanctioned by OBDS. Parents driving students in their own vehicles must also provide OBDS with a copy of that information from their own insurance policy along with the policy expiration date. The minimum coverage is:

Bodily Injury and Liability	\$100,000-\$300,000
Property Damage	\$ 50,000
Personal Injury	\$100,000-\$300,000

OBDS also has a policy that students **may not ride in the front passenger seat of any vehicle** due to the increased potential for injury in the event of an accident.

#### *Parent Chaperone Responsibilities*

- Chaperones will be responsible for the supervision of a small number of students during the entire trip, under the supervision of the OBDS staff

- Chaperones must be adults 21 years or older and must be related to a student attending the field trip
- Chaperones are not permitted to bring other children on the field trip
- In case of emergency, the chaperone must contact the faculty member in charge of the field trip

## **PARENTAL AGREEMENT**

Parent(s)/guardian(s) of the students enrolled at OBDS shall adhere to the following responsibilities:

To lend practical help in areas of service for the school.

To seek unity, especially when offense is taken by following the guidelines found in Matthew 18:15-20.

To follow the Financial Policies of OBDS, including the responsibility to promptly pay tuition.

To understand that parents are responsible for any visual, dental, or medical attention and/or insurance needed by their children while they are in attendance at Oakwood Baptist Day School. The school is not responsible to pay for medical treatment for student injuries sustained in school activities.

To give the Director and Faculty full discretion, within the stated policies of the school, in regard to student discipline while your child(ren) are under their authority.

To understand that families involved at OBDS on any level are expected to maintain positive, cooperative attitudes and behavior at school.

To not bring law suit against Oakwood Baptist Day School or a member of the school, but to seek problem resolution and reconciliation through Christian mediation or arbitration through a recognized Christian ministry set up for that purpose, such as The Peacemakers.

## **GENERAL POLICIES AND PROCEDURES**

### **SECURITY SYSTEM and SIGN IN SIGN OUT PROCEDURES**

In order to gain entrance to the school, each family must have at least one security fob. If several people will be transporting your child, you will need more than one fob. OBDS takes a \$10.00 deposit on each fob.

Parents are to return all fobs when their child(ren) is no longer attending OBDS (end of summer, end of school year or withdrawal. When all fobs assigned to a family are returned, you must sign a form and your deposit(s) will be refunded.

The fobs will work from 6:30-9:00 AM. If you arrive late, you will need to ring the bell and you will be admitted by an OBDS employee. The fobs work again from 11:00 AM until 5:15 PM. Parents must ring the doorbell after 5:15 PM.

Additionally, on days that the school is closed (holidays, turn-around days or staff training days) parent fobs will not work.

To use the fob you simply place it close to the sensor. This unlocks the door and permits you to enter the school building.

Once inside the building, you must sign in at the office and then again sign out once your visit has ended. The Procedures for signing in and out are the same. You must:

- Go to the Sign In/Sign Out Computer right inside the Office
- Enter your family 4 digit code into the computer
- Press ENTER
- Look to see that your child(ren)'s name(s) appear
- Press ENTER until your child(ren)'s name(s) disappear
- After you sign your child(ren) in, walk them to the classroom for the teacher to take responsibility for their safety

When picking up your child(ren), please note the following:

- If the children are INSIDE, go to the classroom after checking your mailbox for any correspondence from the school. Children are not to open the building door without you by their side. You are responsible for them when you sign them out.
- If the children are OUTSIDE, go through the classroom and exit by the kitchen door to pick up your child(ren). For their safety, all children must stay within the cones until you get to them.
- If the children are on the PLAYGROUND they may NOT open the gate. For the safety of all the children, only the teacher or you may open the gate.
- YOU are responsible for your child while you and your child are in the parking lot

### **SAFETY/EMERGENCY POLICIES & PROCEDURES**

In the event of an emergency, a natural disaster, severe weather, or on the advice of law enforcement or the fire department, the emergency evacuation and disaster preparedness plan will be activated by the OBDS Director. During an emergency situation, parents will be notified through phone and text messages. If necessary, reunification procedures will be communicated in the same way. The school will conduct emergency preparedness practice drills during the year.

## **Fire Drills**

Fire drills are performed bi-monthly. All emergency exits are clearly marked in each classroom. Individual teachers will review fire drill procedures with the students. All students, staff and visitors must evacuate and are expected to leave the building quietly and orderly and line up in the designated areas around the campus. The teacher will take attendance and inform the Director of any students unaccounted for. After all necessary procedures have taken place to ensure safety and efficiency, the signal will be sounded for all to return to class in an orderly fashion.

## **Tornado/Severe Weather Drills**

Upon hearing the alert, students are to sit on the floor facing the wall with knees up, heads down, and arms wrapped over their heads in their assigned area.

## **Lockdowns**

Lockdown procedures will be used when OBDS is threatened by an individual or an event that poses an imminent or perceived danger to the school. This may include actions such as an invasion of an outsider, drive by shooting, hostage situation, police request or observing threatening activity on or near the school.

During a lockdown, students and staff will remain in a classroom with the doors and windows locked and secured. Teaching will cease and lockdown protocol will be implemented.

Parents are **never** allowed to drop off or pick up their child during a lockdown or a lockdown drill.

## **Shelter in Place**

A shelter in place will be instituted when there is a threat or potential threat in the area of the school but not on the school property. This may include police, fire or other emergency activity in the neighborhood, as well as, environmental health alerts. Everyone will stay in the building and all doors will be locked and exterior/entrance cameras will be closely monitored. Classes will continue as scheduled with the exception of outdoor activities.

## **Evacuation**

An evacuation of the building may be necessary if remaining in the building poses a threat to the students and faculty. OBDS has evacuation sites for both on and off the property.

## **Reunification**

In the event of an evacuation, instructions for reunification will be texted to parents/guardians. Students will only be released to a person on the child's authorized pick up list. Identification will be required.

## **CONFIDENTIALITY**

OBDS keeps records pertaining to a student's academic progress, conduct, and attendance. Only the Board, Director and designated personnel in the fulfillment of their respective functions have access to those records. A student's records will not be released unless written permission is received from the parent/guardian.

## **WAYS IN WHICH WE MAY BE OF SERVICE TO YOU**

When you enrolled your child in OBDS, we partnered with you to provide your child(ren) with:

- Help in their adjustment to a school environment

- Conferences in relation to your child's progress and referrals to persons who provide special services if we feel that is warranted
- Individualized care/consideration
- A planned program that is developmentally sound and educationally beneficial to your child
- A safe and healthy environment for your child

**RESERVATION OF RIGHT**

The OBDS Director and the OBC Board reserve the right to change any policy or procedure in this Handbook at any time.