

I. School Policy

The Oakwood Baptist Day School is sponsored by the Oakwood Baptist Church, Camp Hill, Pennsylvania, and is governed by a Church Board.

A director gives overall immediate supervision, and teachers and aides staff the daily operation.

Our school is open to all children on a first-come basis, regardless of race, nationality, or creed, who may benefit from our type of program. Enrollment, however, is not guaranteed. The school reserves the right to deny enrollment to any person.

A child must be at least three years of age by September 1 and be toilet trained.

Our school is open Monday through Friday from 6:30 a.m. to 5:30 p.m. for all-day students. Classes start at 8:30 a.m. Half-day classes end at 11:30 a.m. Please reference the school calendar for vacation times.

II. Mission & Objectives

Our mission at Oakwood Baptist Day School is to offer every enrolled child an opportunity to grow physically, spiritually, socially, and academically. We strive to create a friendly Christian environment, teaching students the basic skills of learning, providing care and guidance, and administering discipline and instruction firmly but with great love.

III. Admission

A. Registration Fees

Non-refundable registration fees are required to reserve a space for your child at Oakwood Baptist Day School.

The fee for new students wishing to enroll in the school program is \$50.00, plus a \$10.00 refundable deposit for each security fob.

Currently enrolled students who are entering the summer program are required to pay \$10.00.

If a new student is entering the school during the summer program but is continuing on during the following school year, he/she is required to pay both the summer registration fee and the entrance registration fee, for a total of \$60.00.

The registration fee for students entering Kindergarten is \$100.00. The first full week of October, half of this fee (\$50.00) will be credited toward your child's first week's tuition payment.

Registration fees must be received prior to your child's enrollment.

Our summer program is for children 3 years old through finishing 5th grade. A \$200.00 deposit is due by May 15 and will be credited to your account during the month of August, as long as your child is still attending Oakwood.

B. Registration

Before your child is enrolled at Oakwood Baptist Day School, the following forms must be completed:

1. Application
 2. Medical Form
 3. Family & Social History
 4. Permission for Emergency Care
 5. Emergency Information Card
 6. Parent's Handbook Form (serves as a binding contract between the school and the parent)
 7. Health Policy Form
 8. Dental Form (Kindergarten Only)
- If these forms are not returned within 30 days of admission, your child will be dismissed from the school until the forms are returned.

IV. Financial Arrangements

A. Tuition

Oakwood Baptist Day School is a non-profit school. Tuition is based on the actual costs of operating the school. The tuition charges will be listed on each year's calendar.

There is a reduced fee for a second or third child from the same family in school at the same time. Tuition is payable in advance. Students should pay each Monday or the first day attended each week. The school depends on each week's income to pay its current expenses. Payments should be made in the morning; the office is not usually staffed in the afternoon.

Accounts not paid on time will be assessed a 1.5% late fee. This will be added to monthly accounts not paid by the 10th of the month and weekly accounts not paid by Friday.

Since most of our expenses (salaries, utilities, equipment) do not change with daily attendance, no tuition refund is made for occasional days missed, nor can those days be made up. **Fees are due regardless of holidays, vacations, weather, or illness.** If a serious illness occurs causing a lengthy absence from school, a tuition refund or reduction may be requested by contacting the Director.

B. Overtime Charges

Our school closes promptly at 5:30 p.m. If your child is not picked up by that time, by 11:30 if your child is half-day, or 1:00 if your child stays for lunch, there will be a charge of \$6.00 for each quarter hour or portion thereof. A late pick-up form will be filled out by the attendant and signed by both you and the attendant. If you have been charged a late fee four times in any given 20 consecutive school days, your child can be dismissed from the school.

C. Payment in Case of Withdrawal

Each child is enrolled for the entire school year or the 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. Your child may continue coming to the school during the final two weeks, but tuition payments are still required. If you choose to withdraw your child immediately, you

are still required to pay for the remaining two weeks of tuition.

In the event we determine that we can not meet your, or your child's needs, and it becomes necessary to dismiss your child, no further tuition or fees will be charged.

D. Returned Check Charge

There will be a \$40.00 charge for any check returned from your bank for any reason.

V. Attendance

Students must be here by 8:30 a.m. If they are late and their class has already started, they will need to wait in the school office until there is a time that they can go into the class without disrupting the other students.

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

VI. Food

Parents may bring breakfast for their children, provided the arrival time is before 8:00 a.m. Food must be simple and self-serving (e.g., yogurt, breakfast bar, cereal, fruit). We ask that you set out your child's breakfast before leaving. The teachers are not responsible for preparing breakfast.

We provide snack in the morning and in the afternoon. Children who stay for lunch must eat the

lunch that we provide. You may not bring in a lunch for your child.

VII. Classroom

Weekly lesson plans will be sent home to inform you of the skills that are being learned.

Assessments will be sent home in January and June so that you can see how your child is progressing.

VIII. Discipline

If your child is not following the rules, we put them in timeout. We will discuss the issue with the child to use it as a teachable moment.

If there is a severe incident, a green slip will go home to tell you about the behavior.

If the severe behaviors persist, your child may be dismissed from school.

IX. Birthdays

You are permitted to bring in treats to celebrate your child's birthday. Please check with your child's teacher first to make sure **that there are no conflicts** that day. The teacher will let you know how many children will be there and if there are any children with allergies.

X. Visitations

We encourage your participation with your child. Feel free to attend class parties, lunch, events, etc. Please notify the teacher when you will be coming.

XI. 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.

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.

When your child is ill or will not be attending school for any reason, please make sure you phone the school office (737-7308) before class time and report the absence.

In case of accidental 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 an Assistant 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.

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

For additional health and safety information, please see our "Health Policies" booklet.

XII. Inclement Weather

The following policy will be in effect during periods of inclement weather:

- A. We will remain open if at all possible. You must use your judgment to determine if you and your child can safely travel to school.

- B. If, on a day we are open, weather conditions deteriorate during the day, we may feel it is necessary to close early for the safety of the children and our staff. On such occasions, we will notify TV stations and attempt to call you at work or at home. If you have any questions about our status during the day, please call us.

- C. If the weather is bad enough that we cannot open our school on any particular day or must open late, TV stations will be notified and asked to announce our closing or delay. A list TV stations will be available in the fall. Another way to check the school's status is by calling 737-7308 and pressing extension number 3. It will also be on our school Facebook page. You can also check the school's web-site at www.oakday.org and click on Oakwood Day School.

XIII. Authorization to Pick Up Child

We have a system of signing every child in and out each day attended. You will be given codes to use to sign your child in and out using the system provided. Under no circumstances will a child be voluntarily released to a person not authorized by a parent to

pick the child up. We must have your authorization to release your child to someone other than those designated on the original application form. Please notify us if a different person is going to pick up your child. We will ask to see identification if we are not familiar with the person you have authorized to pick up your child.

XIV. Security System

In order to gain entrance to the school, you must have a security fob. Each family will be issued one fob upon enrollment. Additional fobs are \$10.00. Your fob deposits will be refunded when all of your fobs have been returned.

Please return your fobs when your child is no longer attending Oakwood Baptist Day School (end of summer, end of school year or withdrawal.) When you turn in your fob, you will sign a form and your \$10.00 deposit will be refunded.

To use the fob you simply place it close to the sensor. This unlocks the door for you to come in. The fob will only work from 6:30 a.m. – 5:15 p.m. when school is in session. If arrive after 5:15, you will need to ring the bell to gain admittance.

On those days when the school is closed, your fob will not work. This includes holidays or in-service days.

XV. Ways in Which We May Be of Service to You

When you enroll your child in our school, we assume the responsibility of giving you assistance with special needs in relation to your child's school adjustment and his/her growth and development.

- A. Conferences in relation to your child's progress will be arranged upon request.
- B. Tests that we administer are primarily for screening purposes. You will be referred to persons who provide special services if we feel that your child needs further evaluation.
- C. Your child will be given maximum consideration as an individual. We will look after his/her health and safety while your child is at school, and present a planned program geared to what we believe to be developmentally sound and educationally beneficial.

XVI. What to Wear to School

Wear simple clothing that is free of complicated fastenings. For your child's safety have them wear sneakers to school. Dress shoes, shoes with slippery soles and sandals are especially ill-suited for the playground and equipment.

The children will play outdoors if the temperature is 20 degrees or warmer. Please dress you child according to the weather and remember to bring in 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, and shirt. If wet or dirty clothes are sent home, please return a clean set of clothes the next day of attendance.

Finally, **put your child's name on all garments, including hats and boots.** If you do not have commercial labels, use adhesive tape and a laundry marking pen. A spring type clothes pin with your child's name on it is ideal for keeping boots together. Each year we take about two bags of unclaimed clothing to the Goodwill.

XVII. What Should Be Brought to School

We ask that you **do not** bring your child's toys to school, unless it is their day for show and tell. If you have a book, movie, or CD that 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 the teacher will have time to use it during class time.

All Pre-School and Pre-K students that attend all-day should bring a sleeping bag or sheet and a small blanket for rest time. **NAMES MUST BE ON THESE!** These items should be bagged for easy carrying (large trash bags are fine if labeled). If your child likes to sleep with a small doll or stuffed animal, this is permissible. You should plan to leave it for the week rather than taking it home each day.

XVIII. Delivery and Pick-Up of Children

When you bring your child to school or pick him/her up from school, please park your car along the fence. Do **NOT** block the sidewalk by parking in front of it. Please do not leave your car running or any unattended children in the car.

Please bring your child inside the building, sign him/her in on laptop, and give us any messages for the day. We cannot assume responsibility for children until they are actually in the building and seen by our staff. There may also be messages to be delivered to you from your child's teacher.

Upon pick up, your child will need to be signed out on the computer. **If we are outside when you come to pick up your child, please come to the end of the fence or the barrier. We instruct the children to wait inside the fence or barrier until their parent reaches them.** Excited children running through the parking lot could have disastrous results.

Both drop off and pick up should be done by an adult, 18 years of age or older. Under **NO** circumstances should your child be brought in by a minor. Your cooperation will be appreciated.