

Oakwood Academy
Child Care

Parent Handbook

Operational Policies and Procedures

Oakwood Academy

Child Care

804 Oakwood Lane
Arlington, Texas 76012
817-299-3010

www.theoakwoodacademy.com

Dear Parent:

We are looking very forward to your child(ren) attending Oakwood Academy. We are a family owned and operated licensed child care center. We offer preschool, after school, and summer programs. We are guided by, but not limited to, the Minimum Standards set forth by the State of Texas. It is our goal to provide a safe, educational and fun atmosphere for your children.

We offer programs for all children aged 6 weeks to 12 years old. Each program follows age appropriate schedules and curriculums that will engage children and help them learn. Our teachers are trained and certified to work with children and are dedicated to keeping them safe and happy. We have an open door policy and we encourage all parents to stop by and visit us any time.

We look forward to your family becoming a part of our Oakwood family.

Steve Mello, Owner

Our Mission, Philosophy, and Curriculum:

Oakwood Academy's mission is to provide a high quality Early Childhood Program with an emphasis on fun, hands-on activities that are enriching and stimulating. Providing an environment that children feel safe and loved in is our number one priority. Our philosophy is quite simple. We believe that children learn best through play. We also know that each child is a unique individual, and we strive to help them grow and learn in a way that creates a strong foundation of self-worth and accomplishment. Therefore, we tailor our environment and curriculum to be developmentally appropriate for each age group while still catering to each child's unique needs. Children are often encouraged to choose their activities which have been shown to enhance their learning experiences and sense of independence. Our greatest joy at Oakwood Academy is sending children into the world with fond memories of the love and learning they received at Oakwood.

Here at Oakwood Academy, our curriculum goals are to:

- A. Prepare each child for kindergarten.
- B. Develop academic and developmental skills.
- C. Develop visual and auditory discrimination skills.
- D. Build a child's self-awareness, self-esteem, and self-confidence.
- E. Promote and instill a sense of caring for, and sensitivity towards others.
- F. Provide children with opportunities to gain competence in a variety of skills and techniques that increase their interest and control over their environment.
- G. Develop in the child an active curiosity about the world in which he/she lives, and an enthusiasm for learning which stimulates exploratory behavior and creativity.
- H. Help the child gain self-discipline in an environment where he/she knows the limits and expectations.
- I. Provide an atmosphere in the classroom which promotes respect for self, others, and materials.
- J. Provide large portions of time where the child can be alone or with friends participating in a range of different and satisfying activities.
- K. Provide a wide variety of activities within a routine where cooperative play/work is encouraged and multiple skills are developed. Through these activities, children are learning to trust their own desires/decisions about what they will learn, hear, see, and do and to begin sharing these experiences with others.

Enrollment Policies:

Children must be at least 6 weeks of age or older, not to exceed 12 years of age and meet all requirements listed:

- Completed Admission Form
- Records showing child(ren) are up to date on all current immunizations required by the State of Texas
- Completed Doctor Statement
- Completed Authorized Pick-Up Form
- Completed Special Nutrition Program Form 1531
- Completed Child Character Analysis
- Completed Photo Release Form
- Signed Forms:
 - Operational Discipline and Guidance Policy
 - Emergency Transportation Permission Slip
 - Parent Handbook Checklist
 - Tuition and Policy Contract
 - Text Message & Email Consent Form
 - Infant Food Contract, if applicable
 - Infant Schedule, if applicable

Policies are updated annually and as necessary. Parents will be notified in writing of all policy changes. Please remember it is imperative that Oakwood Academy is able to contact child(ren)'s parent/guardian. It is your responsibility to let the front desk know immediately of any changes to your contact information. Failure to provide correct contact information can result in termination of care.

Parents can change or update a child's basic information, such as address and telephone number by filling out an updated enrollment form or by logging on to their MyProcure account which can be accessed via <https://www.myprocure.com>

Facilities:

Oakwood Academy occupies approximately 1.75 acres. The main building includes separate rooms for each age group with bathrooms and hand washing stations, a kitchen, water fountains, and offices. There is also a separate building used by school age children. There are 3 separate playgrounds: one for infants, one for children aged 12 months to 3 years old, and one for children 4 years and older. Oakwood Academy is licensed by the State of Texas to accommodate 118 children. Oakwood Academy has parking in the front and back of the building. The parking lot can become quite crowded during peak drop off and pick up times. Vehicles must be parked in a *lined space* at all times. Please refrain from parking in the middle of the lot. We ask that families with older children park in the back lot and use the Oakwood

Trail. To access our back parking lot: turn on Windsor Drive. From here, you will see the Oakwood Trail which leads you to the front door.

Hours of Operation:

Oakwood Academy is open from 6:30 am – 6:30 pm, Monday through Friday. Oakwood Academy operates year round. Oakwood Academy is closed for the following holidays:

- New Year's Eve
- New Year's Day
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the following day
- Christmas Eve
- Christmas Day

In the event the holiday falls on the weekend, we will be closed either the Friday before, the Monday after, or the day which falls closest to the holiday. All closing dates will be provided to parents in a timely manner.

Inclement Weather:

Oakwood Academy will be closed or delayed for inclement weather days in accordance with the Arlington Independent School District. Please watch the news for announcements of AISD closings and delays. We will also announce the closing or delay on our Facebook page.

Arrival & Departure:

Arrival

We require all children to be accompanied into the center and signed in. Children must arrive at the center each day no later than 10:30am. If your child has a doctor's appointment and will be late, please let us know in advance and provide a doctor's note. Please call us if your child will be absent for any reason. If your child attends public school and does not need to be picked up, you must call and inform Oakwood Academy by 2:30pm. Failure to inform Oakwood Academy that your child does not need to be picked up will result in a \$15 fee to be paid immediately.

Departure

Oakwood Academy will not release a child to anyone who has not been authorized to pick up the child(ren) by the parent or guardian during enrollment. A copy of each parent and/or guardian's photo ID will be kept on file. Written permission must be on file for every person that is allowed to pick up the child(ren). All authorized persons will be required to show a photo ID upon pick up. A copy of the photo ID will remain on file. Oakwood Academy is not authorized to release child(ren) to persons under the age of 18. Oakwood Academy will not release any child to a person whose behavior appears to endanger to health and safety of a child. This includes persons under the influence of alcohol or drugs. In the event this occurs, we

will call the parent/guardian or another authorized pick up person. In the event a person who is not on the authorized list is to pick up the following procedure will be used:

- 1) The parent must notify Oakwood Academy of the name of the person to pick up along with identifying information such as their driver's license number or a physical description.
- 2) The adult picking up the child(ren) must show their photo ID at the front desk
- 3) The next business day the parent must provide written permission if the adult is to pick up again

Late Pick-Up

Children must be picked up no later than 6:30 pm. Late pick up will result in a fee of \$2 per minute for each minute after 6:30 pm. The fee must be paid at the time the child is picked up. Consistent late pick up is subject to a fee increase and ultimately, in termination of the child's care.

What To Bring to Oakwood:

- Comfortable clothing and shoes (We play outside and get dirty sometimes)
- Two extra sets of clothing including underwear and socks
- Nap mat (ages 4 and under) – We sell nap mats for \$40.00 or you may supply your own
- Diapers, pull-ups, wipes, diaper cream for those still in diapers and potty training (all wipes are shared unless otherwise specified)
- Sunscreen and bug spray must be supplied by the parent/guardian. It will be applied each time the child(ren) go outside and reapplied according to the directions on the bottle.

Please mark all items with your child's name

What NOT to Bring to Oakwood:

- Toys from home
- Candy & Outside Food

Tuition & Fees:

All prices and fees are outlined on the tuition rate sheet. Oakwood Academy accepts CCMS. A non-refundable registration fee is due upon enrollment. This fee can be paid in advance to the child(ren)'s first day and holds your child(ren)'s spot for two weeks from the date the registration fee is paid. An annual supply fee will also be due once per year. This fee helps to cover all the educational supplies your child will need for the year. Parents will be given ample notice of the fee. Tuition is billed on a weekly basis. Tuition is due on Friday for the upcoming week. If tuition is not paid by the following Monday at noon, a late fee of \$10 per day will begin to accrue. If tuition is not paid in full by the following Wednesday, care will be terminated and your child(ren) will not be able to attend. Full tuition is still due if your child does not attend that week or Oakwood is closed for a planned holiday or inclement weather. School aged children will be charged an additional fee for AISD early dismissals and holidays as outlined on the tuition rate sheet. If your child is absent for a full week without prior contact letting

Oakwood Academy know of the absence, care will be terminated and registration fees and tuition will have to be paid to reenroll. We offer a 10% sibling discount for each subsequent child enrolled. The discount applies to the lowest tuition rate. The discount does not apply to registration fees, supply fees, or to school aged children during the AISD calendar year. Tuition rates and fees are subject to increase at any time.

Payment Methods:

There are many methods in which you may make a payment to Oakwood Academy. We accept cash, money order, and debit/credit cards. Payments can be made with someone at the front desk. You may also make debit or credit card payments at the check in station or online. We also encourage parents to sign up for automatically recurring payments.

To Pay Online:	To Sign Up for Automatic Payments:	To Pay at Check In:
Go to https://www.myprocare.com	Fill out attached form authorizing payment	Sign in with fingerprint
Create account	Return form to front desk	Hit Make Payment
Make Payment	That's it! We will process your payment automatically on Friday each week	That's it! Your receipt will be emailed to you.

Vacation:

Each child enrolled at Oakwood Academy will receive one week of vacation for every 6 months of enrollment, to total 2 weeks of vacation per year. When using a vacation week, the child(ren) may not attend Oakwood Academy for the week. Parents must submit written request to utilize their vacation week at least one week in advance. Vacation does not accrue and resets on the child's enrollment anniversary date each year.

Referral Program:

Parents who refer a family to Oakwood Academy will receive a \$50.00 tuition credit for each family that enrolls a full-time child. The credit will be received two weeks after the child is enrolled full-time. This credit applies to newly enrolled children only.

Tuition & Fees

Full Time Care

Infants (6 weeks – 12 months).....	\$250.00 per week
Pre-Toddler (13 months – 18 months).....	\$240.00 per week
Toddler (19 months – 23 months).....	\$230.00 per week
Two Year Olds.....	\$220.00 per week
Pre-School 3 Year Olds (Potty Trained).....	\$210.00 per week
Pre-School 4 & 5 Year Olds.....	\$210.00 per week
A.I.S.D Pre-K Morning.....	\$140.00 per week
A.I.S.D Pre-K Afternoon.....	\$170.00 per week

School Age Care

Before & After School Care.....	\$90.00 per week
Before School Care Only.....	\$70.00 per week
After School Care Only.....	\$80.00 per week
Summer & Holiday Care.....	\$155.00 per week
A.I.S.D Early Dismissal Fee.....	\$20.00 per day
A.I.S.D Holiday Fee.....	\$30.00 per day

Drop In Rates

Drop in space is based on availability. Drop in care is not offered for children under the age of 19 months.

Toddler.....	\$60.00 per day
Two Year Olds.....	\$60.00 per day
Three Year Olds.....	\$60.00 per day
Pre-School Four & Five Year Olds.....	\$60.00 per day
School Age.....	\$60.00 per day

Fees

Single Child Registration Fee.....	\$75.00
Family Registration Fee.....	\$140.00
Annual Supply Fee.....	\$65.00
Nap Mat (Optional).....	\$40.00
No Call for NPU on Bus Run.....	1 st \$20.00, 2 nd \$25, 3 rd \$30, 4 th Released

Communication:

Communication is key to a successful relationship between Oakwood Academy and your family. Parents are encouraged to be active participants. The infant, toddler, and two's classes send home daily sheets outlining your child's day. The 3's and 4's teachers utilize folders in which completed lesson worksheets and information is provided. Please take the time to read these bulletins. They often contain important information and we will use these to inform you of needed supplies. Please also remember to check your child(ren)'s cubby each day. Throughout the summer months there are lots of ongoing activities. You will be provided with monthly calendars to keep you informed. Please also be mindful of the message board located at the front desk. We do our best to keep this up to date with all of the information you may need. Parent and teacher communication is ongoing throughout the year, but formal meetings with teachers, the director, or owner can be scheduled as needed by speaking with the front desk.

Accommodating Families and Children:

- A. Our Parent Resources are available in Various Languages.
- B. We Provide Accommodations for Differing Abilities
- C. We have a Designated Space Available for Intervention Sessions or therapies when needed.
- D. Our Lesson Plan Strategies meet the needs of children requiring accommodation.
- E. Our Bulletin Board Postings Promote and Provide Information on Cultural Inclusiveness

Accommodating Children with Special Needs:

Oakwood Academy strives to be an open and inclusive environment for all children while doing our best to accommodate any physical, emotional, and dietary special needs.

These accommodations include the following:

- Caregivers will follow the recommendations provide by the child's health-care professional or other qualified professional
- Caregivers will ensure activities are adapted to include both children with and without special needs
- Using any adaptive equipment that has been provided by the parent/guardian
- Offer a private space where the child can receive early intervention and/or special education services with parental request

However, we recognize that each child and their special needs are unique and we will not be able to provide all children with special needs with a safe and nurturing environment.

We are unable to do the following:

- Accommodate severe physical or emotional special needs that require 1:1 care or disrupt the classroom environment
- Initiate or ensure ECI or another qualified service provider visits to provide services
- Provide adaptive equipment

Meals:

Oakwood Academy follows the Child and Adult Care Food Program. We provide a nutritious breakfast, lunch and afternoon snack. Breakfast is served each day between 7:15 am – 9:15am, lunch between 11:00 am – 12:00 pm, and afternoon snack from 3:00 pm – 4:30 pm. Our

monthly menu is posted on the bulletin board in the hallway for your review. We do our best to serve food that is both nutritious and that your child(ren) will actually eat and enjoy. If your child has an allergy, please let the front desk know immediately upon enrollment. If the food allergy has been diagnosed by a doctor, you are required to submit a food allergy plan that has been signed by your child(ren)'s doctor. Please do not send additional food for your child without speaking to the front desk. We have many children with allergies, so we require that all permitted outside food pass through the kitchen to ensure each child's safety. If your child(ren) has an allergy or special diet, it is your responsibility to provide the necessary food.

We conduct an annual consultation with a TX CCHC to review the program's nutrition and health practices. We host an annual Training and/or conference specific to health and nutrition with staff and families. Finally, we provide Supportive Resources pertaining to growth and development periodically to parents and staff.

We ensure safe meal practices and provide nutrition information upon request:

- A. We ensure that foods hotter than 110 degrees are kept out of reach.
- B. We provide education on food allergies, precautions, and procedures.
- C. We provide Healthy Options
- D. We inform parents of the program's home lunch practices.
- E. We provide sample menus and/or menus upon parent request.

Breast-Feeding Mothers:

Parent/Guardians have the right to breast feed or provide breast milk for their child(ren) while in care. Our infant room has an adult rocking chair and bathroom that is available for mothers needing to breastfeed their child(ren). Additionally, families are provided with resources that may include a list of benefits of breastfeeding and contact information for local agencies that can support a breastfeeding parent.

Infant Policies:

Parents/Guardians of children under one year of age are required to supply their own breast milk, formula, and baby food. Once a child reaches the age of 12 months they may be served food from the Oakwood kitchen. Parents/Guardians are required to sign the baby food contract prior to enrollment. Parents/Guardians are required to fill out a monthly schedule for their infant. We do not accept the Infant Safe Sleep exemption form and abide by all policies set forth by Texas Minimum Standards for child care centers.

These policies include:

- No blankets or stuffed animals are allowed in cribs while an infant sleeps.
- No pacifiers with attachments are permitted (i.e. Wubbanubs).
- No bottles are allowed in the crib while an infant sleeps.

Transportation:

Transportation will be provided to and from public school, as well as to any other planned Oakwood activities. Transportation consent must be provided on the admission information form. Transportation takes place in one our Oakwood school busses which are driven by a

transportation certified staff member. Children transported to school will be dropped off at the front entrance to the school and the driver will remain at the school until all children have entered the building. Bus drivers carry a binder that contains a list of all the children being dropped off/picked up and the driver will ensure each child is accounted for before leaving the school. Our drivers do not leave a school without every child accounted for. It is imperative that you call us if your child(ren) do not need to be picked up from school that day. Failure to notify Oakwood will result in a \$20.00 fee. Upon returning to Oakwood, each bus is checked to ensure no child remains on the bus.

Screen Time Policy:

Our Early Learning Program allows for Screen Time. However, we do ensure the following:

- 1) Is related to the planned activities that meet educational goals;
- 2) Is age-appropriate;
- 3) Does not exceed one hour per day;
- 4) Is not used during mealtime, snack times, naptimes, or rest times;
- 5) Does not include advertising or violence; and
- 6) Is turned off when not in use.
- 7) A school-age child may use screen time without restriction for homework.

Physical Activity Policies:

At Oakwood Academy we provide our children with various opportunities for physical activity such as indoor and outdoor gross motor activities and play areas.

- Each child has access to age specific playground equipment that has been tested and certified for their age group. Children are monitored, both on the playground and throughout our facility, by their respective teachers.
- Infants will engage in outdoor time as tolerated and weather permitting.
- Children 13 months and older will engage in 60 minutes of outdoor time each day, weather permitting.
- Children will engage in unstructured outdoor play where they will have access to age appropriate outdoor toys and equipment.
- When extreme weather prevents outdoor play, caregivers will initiate structured physical play in the classroom such as dancing, stretching, etc.
- All children are encouraged to wear comfortable and weather appropriate clothing and footwear. Tennis shoes or other closed-toe shoes are highly encouraged.
- Sunscreen and bug spray will be applied each time the child(ren) go outside and reapplied according to the directions on the bottle. Sunscreen and bug spray must be supplied by the parent/guardian.

Benefits Of Outdoor Activity:

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Water Activities:

Water activity consent must be provided on the admission information form. All child to caregiver ratios are adjusted during water activities to meet Texas Minimum Standards requirements. Oakwood Academy provides the following water activities:

Water Table

- We utilize water centers in the classroom to enhance sensory and motor skills.
- Water containers and tables are emptied, cleaned and sanitized after each use.

Outside Water Play

- Outside water activities such as sprinklers and wading pools are utilized throughout the summer months.
- All wading pools are drained, cleaned, and sanitized after each use.
- Wading pools are stored out of children's reach when not in use.

Swimming Pools

Oakwood Academy does not have an on-site swimming pool. Oakwood utilizes local Arlington Parks and Recreation City Pools. Oakwood Academy ensures that:

- The Arlington City pools meet the safety guidelines
- Certified lifeguards are on duty at all times
- Oakwood employees are counted in ratios and are able and required to swim
- Life saving devices are located at the recreation center pools
- Oakwood caregivers are able to clearly see the entire swimming area
- The bottom of the pool is visible at all times- no swimming in lakes, ponds, etc.
- Children are not able to reach pool chemicals, pumps or machinery
- No furniture or equipment is accessible for children to be able to scale a pool fence or release a lock
- Swimming pools are well maintained and drains are covered with grates which are in good condition
- Recreation pool staff are able to immediately shut down the pump and filtering system when a child is in the pool

Field Trips:

Children enrolled at Oakwood Academy who are at least 4 years of age will go on field trips away from the center. Field trip consent must be provided on the admission information form. All child to caregiver ratios are adjusted during field trips to meet Texas Minimum Standards requirements. Parents will be notified of all field trips at least 48 hours in advance. Notice of field trips will be posted on the message board at the front desk and will remain until all children have returned to the center.

Oakwood Academy will ensure:

- Signed permission from the parent to take a child on a field trip, including permission to transport the child, if applicable
- One or more caregivers carry emergency medical consent forms and emergency contact information for each child on the field trip
- Caregivers have a written list of all children on the field trip and must check the list frequently to account for the presence of all children
- Caregivers must have a first-aid kit immediately available on field trips
- Each child must wear a shirt, nametag, or other identification listing the name of the childcare center and the child-care center's telephone number
- Each caregiver must be easily identifiable by all children on the field trip by wearing a hat, child-care center tee-shirt, brightly-colored clothes, or other easily spotted identification
- Each caregiver supervising a field trip will have transportation available, or a communication device such as a cellular phone, message pager, or two-way radio available or an alternate plan for transportation at the field-trip location in case of emergency
- Caregivers with training in CPR and first aid with rescue breathing and choking will be present on field trip

Parent Volunteers:

We welcome parents to visit Oakwood Academy and participate in activities. If a parent would like to spend significant time at Oakwood, or attend a field trip, they are required to pass a criminal background check. Parents must request approval and submit their information for a background check at least 3 weeks in advance of the activity. This allows Oakwood Academy ample time to submit the background check and receive the results.

Birthdays & Celebrations:

Oakwood Academy encourages birthday celebrations. We celebrate birthdays during regular afternoon snack time. Parents are welcome to provide a special snack and participate in the celebration. Please remember that all snacks need to be cleared with the front desk and given to the kitchen to ensure the safety of all children enrolled at Oakwood. Oakwood Academy also observes many holidays throughout the year such as Halloween, Easter, Christmas, and Thanksgiving. We often have parties and events occur on such days. We encourage parents to participate. We will provide ample notice of the events and teachers will send home information regarding what your child(ren) needs to bring for the event. If you do not wish for your child(ren) to participate in the activities, please make other arrangements for your child(ren) during the time of the event.

Photographs:

We often take photographs of the children in our care and display them throughout the center, or on our website and social media pages. If you do not wish to have your child's photograph taken please check the proper box on the photo release form.

Illness & Medical Emergencies:

Children who are ill will not be admitted to Oakwood Academy. Please keep your child(ren) home when the child(ren) have:

- A temperature of at least 100.4 degrees Fahrenheit
- Signs of a fresh cold, sore throat, runny nose, bad cough, or frequent sneezing
- An upset stomach, vomiting or diarrhea
- A rash, open/oozing sores or blisters
- Oozing, irritated eye/Pink eye
- Lice/Nits (once a child has been treated and is free of lice/nits they may be readmitted once they are checked by someone at the front desk)
- Communicable disease

If a child becomes ill or is seriously injured while in care at Oakwood Academy, parents/guardians will be notified immediately. We ask that you pick up your ill/injured child(ren) within one hour of being notified. Children are required to be fever and symptom free for at least 24 hours or provide a note from a doctor stating the child is not contagious before returning to Oakwood Academy. In the event of a serious accident, parents will be notified as soon as possible. We will seek emergency treatment for the child by dialing 911. We will not transport the child to the hospital; this will be done by ambulance. We will provide emergency information from your enrollment form to the hospital/doctor. Payment for this care/treatment is the sole responsibility of the parent/guardian.

Medication:

Medication shall be given at Oakwood Academy to a child only upon the written authorization of the parent. Parents/guardians must stop at the front desk and sign the medication authorization form each day the medicine needs to be given. This applies to all prescription medications as well as non-prescription medications taken internally or topically. All prescription medications must be in the original containers and clearly marked with the child's name, doctor's name and date. All non-prescription medications must be clearly marked with the child's name and date, No antihistamines will be administered without a doctor's statement of authorization, except for emergency purposes. Medication is given between 11:30 am – 12:30 pm or as needed. Medication will then be logged on our medication form. Medications will be given by an authorized employee and documented with a signature. If for some reason child was not given medication at the specified time, a reason or time will be stated on the medication form.

TB Testing Requirements:

All employees are required to be tested for TB upon employment with Oakwood Academy. Children are not currently required to be tested for TB by the state of Texas.

Immunization & Vision/Hearing Screening Requirements:

In order to comply with Texas state requirements, current immunizations are required for all children enrolled at Oakwood Academy. We must receive records that show your child(ren) are

up to date on all immunizations. Child(ren) without current immunizations cannot enroll at Oakwood Academy. Once enrolled, it is the responsibility of the parent or guardian to provide all updated immunization records on an ongoing basis. Failure to provide updated records will result in termination of care. Please refer to the Texas Health and Human Services website for an up to date listing of all immunization requirements. The website can be accessed through the following web address:

<https://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx>

It is also required by the state of Texas for all four year old children to have a vision and hearing screening. Oakwood Academy will have a certified person available once per year to perform this screening for a fee. Parents may also opt to have the screening completed by the child(ren)'s doctor and provide a record of the screening for the child(ren)'s file. Failure to have your child(ren) screened will result in termination of care.

Discipline & Guidance:

Discipline will be:

- 1) Individualized and consistent for each child;
- 2) Appropriate to the child's level of understanding; and
- 3) Directed toward teaching the child acceptable behavior and self-control.
- 4) Excessive incidents of aggressive behavior can result in suspension or termination. The Director will determine what is excessive.**

A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There will be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed or open; and

- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Challenging behaviors often happen when children feel they don't have another way to express their feelings or another way to get what they need. At Oakwood Academy, we encourage our teachers to stay calm, patient, and consistent as we help your child understand our expectations. Once we have provided the necessary support to the child(ren), and depending on the severity of the circumstance, we will notify our parents/guardians and work to schedule a time to discuss further action and supports that we can collaborate with parents/guardians to accomplish.

Withdrawal & Termination of Care:

Parent/Guardians are required to provide written notice one week in advance prior to the withdrawal of their child(ren) from Oakwood Academy. If advanced notice is not given, you will be charged for the week. If Oakwood Academy determines that we cannot meet your child(ren)'s needs or the parent/guardian fails to abide by our policies, we reserve the right to terminate care at any time. All dismissals are the discretion of the director and owner.

Emergency Preparedness:

Drills

Fire and tornado drills are practiced on a monthly basis. Emergency exit routes are posted in each classroom. Every Oakwood employee is responsible for knowing the primary and secondary exit routes. Children are closely supervised during drills and each drill is treated as though it were an actual emergency until the "all clear" signal is given.

Evacuations

❖ **Fire**

Staff is notified by alarm or verbal notice. Employees move the children to the designated area which is located on the furthest back fence on the large play-ground. Count all children to ensure they are accounted for. 911 is called.

❖ **Tornado**

Children are moved to the hallway and restrooms where there are no windows. Mats and blankets are used to cover children as needed. Emergency weather radio is turned on.

❖ **Flash Flood**

Move children to part of building with highest ground, the school-age class room. Count all children to ensure all are account for. Call 911. Call and notify parents to pick up children.

❖ **Disruption of Utilities**

Contact parents if Oakwood Academy has gone more than 3 hours without the use of utilities or the lack of utilities put the children in harm's way (i.e. extreme heat or cold). Arrange for children to be picked up. Contact licensing within 24 hours.

❖ **Intruder with a Weapon – In the Building**

Notify all teachers of intruder. If possible, evacuate all children to the back parking lot through the emergency exit doors. If evacuation is not possible, staff and children shelter in place. 911 is called. Staff waits for emergency instructions from first responders.

❖ **Intruder with a Weapon – In the Area**

Notify all teachers of intruder. Shelter children in place but out of view of doors and windows. All doors and windows are locked. Teachers activate protocol measures by using a door stop and covering windows. 911 is called. Staff waits for emergency instructions from first responders.

Emergency Communication:

Oakwood Academy keeps an emergency binder containing class records, emergency contact information and emergency medical information. The designated employee will be responsible for the binder in the event of an emergency. In the event of an emergency, 911 will be notified immediately and parents/guardians will be notified as soon as possible. If a relocation is necessary, children will be transported by Oakwood buses and employee vehicles. All information on relocation and emergency contact information will be relayed to parents as quickly as possible either through direct contact, media outlets, or posted on Oakwood Academy's entrance door.

Gang Free Zone:

As a result of House Bill 2086 that passed during the 81st Legislature, Regular Session, Chapter 42 of the Human Resource Code includes section 42.064, effective September 1, 2009. This statute requires that we inform parents and guardians of children attending our center that we are a gang-free zone. A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The gang-free zone is within 1000 feet of Oakwood Academy.

Child Abuse and Neglect:

Signs of Abuse and Neglect:

- Frequent and unexplained injuries
- Sudden changes in behavior or school performance
- Is overly compliant, passive, or withdrawn
- Seems frightened of a particular family member or family friend
- Lacks sufficient clothing for the weather
- Is consistently dirty and has severe body odor
- Lacks needed medical or dental care
- Nightmares or bedwetting
- Demonstrates sophisticated or unusual sexual behavior
- Reports any type of physical, emotional or sexual abuse

Risk Factors for Child Abuse and Neglect:

Most child abuse occurs within the family. Risk factors include parental depression or other mental health issues, a parental history of childhood abuse or neglect, parental substance abuse

and domestic violence. Child neglect and other forms of maltreatment are also more common in families living in poverty and among parents who are teenagers or who abuse drugs or alcohol.

Reporting Suspected Child Abuse and Neglect:

Parents are encouraged to be watchful and report any suspicions of abuse by calling the DFPS Texas Abuse Hotline at 1-800-252-5400 or online at <https://www.txabusehotline.org/>. If you suspect your child has been abused, get help immediately through your pediatrician or a local child protective agency. Physicians are legally obligated to report all suspected cases of abuse or neglect to state authorities. Your pediatrician also will detect and treat any medical injuries or conditions, recommend a therapist, and provide necessary information to investigators.

All Oakwood Academy staff members are required by law to report any suspicion of child abuse or neglect to authorities. Our employees all receive training recognizing the signs of abuse and neglect in children on an annual basis.

Texas Health and Human Services Child Care Licensing:

- A copy of Minimum Standards for Child Care and our latest Licensing inspection is available for your review at the center.
- If you would like a copy of the Minimum Standards, you can contact the Licensing office at 1-800-582-8286 (TDFPS) Contacts pertaining to Child Care:
- Phone Number: 817-321-8604
- HHSC Website: <https://www.hhs.texas.gov/>

If you have any questions or concerns regarding Oakwood Academy's policy or procedures:

- You can stop by the front desk and speak with a director or owner
- You can call to discuss the question/concern with the director or owner
- Schedule an in person meeting to discuss your questions/concerns with the director and/or owner