



OAK TREE PRESCHOOL

PARENT HANDBOOK 2023-2024

MISSION STATEMENT

Oak Tree Preschool is a nurturing, Christian, academic, and environmental play based preschool program focusing on the 3 to 5-year-old child's growth and development. This creates a screen-limiting environment that enables hands-on opportunities for the child's physical and mental growth. We strive with the parents help to prepare each child for their future.

STATEMENT OF SERVICES

Our preschool program is designed for children between the ages of 3 and 5 years old.

HOURS AND DAYS

Oak Tree Preschool operates Tuesday through Thursday from 8:30 a.m. to 2:00 p.m. The 2023-2024 school year starts on Tuesday, September 5, 2023, and will end on Thursday, May 23, 2024.

BAD WEATHER DAYS

If Prosper Independent School District (PISD) closes due to inclement weather, Oak Tree Preschool will also close. Should PISD declare a delay opening, Oak Tree will open at 10am. When we decide to close Oak Tree Preschool due to inclement weather, you will receive an email and text through your ProCare communication app.

OTHER CLOSURES

Oak Tree Preschool will follow Prosper Independent School District (PISD) holiday and staff development closures. Oak Tree Preschool will not necessarily follow Prosper Covid-19 related closures. We will follow the recommendation of Child Care Regulations (licensing) in determining whether to close.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations to ensure a quality environment for your child. Oak Tree Preschool complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facilities, playground, health and safety guidelines (including Covid-19), and child/staff ratios. The complete guidelines may be reviewed at <https://dfps.state.tx.us/training/reporting/default.asp>.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS

Oak Tree Preschool complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to provide special accommodation for children who require them if it is within our power and authority to do so.

STUDENT TO TEACHER RATIOS

Student to teacher ratios are regulated by guidelines set forth by the Texas Department of Family Services. We have opted to provide ratios that are significantly lower than what is required by minimum standard guidelines. Our preschool classroom ratio is 6 students to one teacher (6:1).

ENROLLMENT, TUITION AND FEES

ADMISSION REQUIREMENTS

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex, or national origin.

All forms provided to you upon enrollment must be completed before your child may attend Oak Tree Preschool and annually thereafter. All requested personal information is kept confidential.

Parents are required to update all emergency data biannually, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the preschool upon enrollment, and all immunizations must be current.

Oak Tree Preschool must be informed of any custody situation in advance. We request that the proper paperwork be in the child's file. Only a child's parent or legal guardian may enroll them, and proof of custody or guardianship may be required. Parents and guardians will be required to comply with all state regulations and school rules as set forth in this Parent Handbook.

ENROLLMENT & WITHDRAWAL

Upon registration you will receive a copy of the Parent Handbook and any forms necessary to enroll your child in the school. All children shall be considered enrolled from the time of enrollment until they are formally withdrawn in writing or until the calendar school year ends. Re-enrollment is required annually. Oak Tree Preschool requires a two-week written notice of withdrawal, or you will be charged for a full month of school.

We request a two-week written notice prior to your child leaving the school.

DIS-ENROLLMENT

The Oak Tree Preschool reserves the right to require the dis-enrollment of a child according to our Discipline Policy. The school also reserves the right to require the dis-enrollment of any child whose parent and/or guardian has become problematic.

IMPORTANT TUITION INFORMATION

Tuition fees are calculated for 34 weeks of instruction and split into 9 equal monthly payments. Holidays have been accounted for and prorated in your monthly tuition rate, therefore there is no discount or pro-rate applied during the school year. Your tuition payment will remain a constant amount from September through May.

REGISTRATION AND SUPPLIES FEES

There is an annual \$200 registration fee per student (max \$300per family) and a semester supply fee of \$200 per student.

- The registration fees are due upon initial enrollment, and annually at re-enrollment, starting each February.
- The supply fees will be billed in September and January. These will cover all classroom supplies for that semester and curriculum activities.

- Children who leave the program for a specified or unspecified length of time will be required to pay a re-registration fee of \$200 upon returning. The exception to this will be children who are physically absent from the program but whose parents continue to pay their full monthly tuition to retain their child's spot in our program.
- The registration fee and the supply fee are non-refundable and must be paid to guarantee your child's spot in Oak Tree Preschool.
- If your child starts school on or after November 15, 2023, or March 15, 2023, the pro-rated supply fee will be billed at 50% of the total upon enrollment. In January, the regularly scheduled semester supply fee will be billed in full for the spring semester for late fall registrants.

There is a \$50 technology fee for students entering into Prekindergarten. It is a one-time fee billed in September with tuition. Technology fees are non-refundable.

MONTHLY TUITION FEES

It is our philosophy that clients are paying for the spot their child will take in our school. This is not based upon attendance but rather on a monthly fee that is due regardless of the attendance habits of the child who has the spot. Our tuition fee structure is based upon an annual tuition rate and divided into nine equal monthly payments.

Holidays and staff development days are accounted for in the annual tuition due, and tuition in those months will not vary. Contracts are renewed annually at registration. Since the monthly set fees remain the same, no bill will be given to remind you of these fees. A statement of activity will be accessible through the ProCare parent communication app.

PAYMENT POLICIES AND PROCEDURES

Monthly fees are processed on the first of each month and will automatically be charged to the credit or debit card maintained on file. If you prefer a different payment schedule, please communicate that to the Director. No account will be allowed to carry a balance unless arrangements have been approved by the Director.

Clients paying with credit or with debit card will be charged an additional 3% processing fee; ACH draft will be charged an additional \$1.00 processing fee. Tuition not received by 3:30 on the 1st of the month will be considered late. Late tuition payments will incur a 5% late fee. If tuition is not paid by the 1st of the month your child will not be able to attend until the tuition is paid in full.

All tuition is non-refundable except for prepaid tuition that is over-and-above any additional charges. Registration fees and supply fees are non-refundable. For ACH payments, a \$25.00 re-processing fee will be billed to your account.

REFUNDS

We do not issue refunds. In the event you have overpaid, the credit will be applied to your next month's tuition. In the event you have a balance after your child's last day, all applicable fees will be subtracted from any balance prior to a final refund being issued. Credits for this are processed monthly and will be completed according to our monthly bill payment schedule.

RECEIPTS AND STATEMENTS

Receipts and annual statements for tax purposes are accessible through the ProCare parent communication application.

LATE PICK-UP FEE

Students who are enrolled in the preschool program are expected to be picked up at 2:00 p.m. Any child not picked up by 2:15 will be charged a late pick-up fee of \$10, plus one dollar per minute, payable in cash upon pick up.

Children left at the school later than 30 minutes past closing without communication from a parent will be considered abandoned and Child Protective Services will be informed.

PAPERWORK AND FORMS

PAPERWORK, FORMS & ANNUAL RENEWAL

We are required by childcare regulations to have current and updated information on each child in our preschool. This is also for your safety. As mentioned above, we require all forms to be filled out for each child prior to their initial attendance at Oak Tree Preschool. At the start of each new school year, we renew all paperwork and forms as our policies are reviewed and updated annually. Throughout the school year, parents are responsible for updating address, phone number, authorized pick-up individuals, and emergency contact information. These changes can be made through the ProCare parent app. However, if you need assistance making these changes please stop by the school.

EMERGENCY MEDICAL CONSENT FORM

This form gives us your consent to call an ambulance, doctor, or dentist if emergency care is needed. Please list your child's doctor, dentist, and your hospital preference. Also, include phone numbers, addresses, and additional emergency numbers of contacts. Emergency contacts need to be listed in the ProCare app.

If your child has any allergies, please include this information on the medical consent form. In addition, we require a physician's food allergy emergency response plan. These forms will be resubmitted annually.

INFORMATION CHANGE

Parents are to update any changes in home or work phone numbers, addresses, or emergency contacts using the ProCare application communication app. This is for your child's safety so that we may reach you in an emergency. If you are unable to access the ProCare app, please visit the office for assistance.

HEALTH AND MEDICATIONS

IMMUNIZATION REQUIREMENTS

All children enrolled must have their immunization records up-to-date or provide an original exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide a form signed by a health care provider indicating your child meets all health requirements to be in a group setting.

Employees of Oak Tree Preschool are not required to provide documentation of personal immunization history (including COVID-19) as this is a violation of HIPPA rules and regulations. In accordance with Collin County Department of Health Services, and current Health and Human Services standards, our staff is not required to provide initial or ongoing TB testing.

HEARING/VISION SCREENING

Hearing and vision screening documentation is *required* from your pediatrician for children who are four years of age.

MEDICATION

All medicines must be handed to the Director at the time of arrival so that an authorization form can be completed. Most medications can be dosed at home before and after school. *Only emergency medications such as EpiPens, inhalers and diabetic medications should need possible dosing at school.*

Please do not leave medications in your child's backpack. This is a safety issue for all students.

All medication to be given to children must be in the original bottle with the instructions clearly printed on the label by the doctor's prescription or by the pharmaceutical company. All medicine, including prescription and over-the-counter medication, must be in the original packaging and cannot be expired. All prescription medication must have that child's name. All non-prescription medicine must have a permanent label with the child's name and the date the medication was left at the school. A Medication Authorization form must accompany any medication left at school. This form is required prior to the administration of any medication and is available on our website and in our office. *A hard copy must be provided. Oak Tree Preschool can only administer medications in accordance with the prescribing directions.* Oak Tree Preschool reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications.

ALLERGIES

We must be aware of known allergies that affect your child, food or otherwise.

If your child has any known food allergies, you will need to submit a Physician's Emergency Response Plan. This allows us to alert our entire staff to be on guard of the allergy. *You will also need to fill out a "Medication Authorization" form if your child requires an EpiPen, inhaler, or other emergency treatment.* These forms must be updated annually.

If your child has any non-food allergies, you will need to fill out a "Non-Food Allergy Medical Statement" which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually.

ILLNESS AND CONTINUED HEALTH

To provide a safe and healthy preschool we rely on our parents to monitor their children with these guidelines in mind:

- All too often a child will equate feeling ill with the learning environment. This often makes returning to school difficult for the child.
- Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for school.
- A child that has a temperature of 100.5 degrees or above should be kept at home. The child will be sent home if he/she is running a temperature of 100.5 degrees or higher.
- Children who are vomiting, experiencing diarrhea, or are suspected of having a contagious disease (including Covid-19) should be kept at home.
- The presence of nits or lice requires your child to be kept at home and your doctor notified for instructions on treatment. Please let the school know so everything can be cleaned before their return.
- In the event you are called to come pick up an ill child, we request that you pick your child up within 60 minutes. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the authorized pick-up list.
- Oak Tree Preschool reserves the right to request the child to see a physician or have a physician's note prior to returning.

EMERGENCY MEDICAL ATTENTION

Despite everyone's best efforts in monitoring your children, we recognize that some illnesses or incidents will occur after a child has been dropped off. In the event of a life-threatening or severe emergency, we will first call 911 and locate your authorization for emergency medical treatment. Once we are certain Emergency Medical Services have been dispatched, the director will call the child's parents to provide the details of the situation. If the parents cannot be located, the emergency contacts will be notified in the order they are listed on the registration form.

For non-emergency illnesses requiring pick-up, we will supervise your child and provide first aid, as necessary, until a parent or other authorized pick-up person arrives. *If the parents cannot be notified after 30 minutes, the emergency contacts will be notified in order they are listed on the registration form.*

ACCIDENT REPORTS

Safety is our top priority at Oak Tree Preschool. Yet, there are times when a child will have an accident/incident while here at school. An accident report form will be completed

detailing what happened and the nature of the injuries. Please sign and return the form with any comments or concerns. If any first aid is administered, the treatment will be described to you. This document will be sent home in your child's bag. If further discussion about the incident is needed, a phone call will be made to the parent. All behavior problems are handled in a professional and appropriate way.

EMERGENCY PREPAREDNESS

Tornado

Using the marked route posted in each classroom, students will be led by teachers to the "safety zone" as designated on their classroom evacuation plans. Children will sit facing the wall leaning over their laps. The director will be the last person into the safety zone after ensuring all children are in place.

Fire

Using the marked route posted in each classroom, students will be led out of the building to the driveway east of the building as far back from the building as safely possible while remaining on the cement. If the main door to the driveway is obstructed by the fire, we will exit through a secondary emergency door into the backyard then away from the building. Once away from the building, students will sit on the ground until given instructions. Then 911 will be called in the event of a fire.

If we are not able to re-enter the building, we will move to our evacuation location across the street. The children will be able to walk to our evacuation location as it is a short distance.

Dangerous Person

During a lockdown, the director will dial 911 and each classroom teacher will escort their class into their designated lockdown area. Due to our security needs, we do not publicly disclose details of our lockdown locations.

Evacuation Location

Once we have arrived at our evacuation location, all children will be accounted for. After we have ensured the safety of all students, phone calls to all parents with an emergency message will be made through text. Upon arrival at our evacuation site, you will proceed to the Director and sign out your child. We will release your child only after you have completed the sign out form.

The main phone number of our school will be available during emergencies. This is the number that will be calling our state licensing office, authorities, and parents. Please program 972- 571- 6311 into your phone so you recognize Oak Tree Preschool in the event of an emergency phone call.

In any kind of emergency, we will be relying on the contact information we have on the emergency contact form. Please make sure this form information is always accurate and up to date.

DISCIPLINE PROCEDURES

DISCIPLINE

At Oak Tree Preschool, we adhere to the Texas Health and Human Services minimum standards with respect to discipline guidelines. Oak Tree preschool uses Conflict Resolution and conscious discipline methods for redirecting behaviors. At Oak Tree Preschool the belief is that many conflicts arise due to misunderstandings and miscommunications between children.

Teaching children how to handle conflict is a much-needed life skill. Children are taught how to manage their feelings, use their words and compromise with others.

SUSPENSION AND EXPULSION

You will be made aware of any behavior concerns as soon as they arise. Once a concern is identified, the director will request a parent meeting to discuss how we plan to address the situation consistent with our discipline practices. Our goal in this meeting is to establish a consistent behavioral plan moving forward. This will be a collaborative approach between parents and teacher.

Often situations at home (new baby, parent working away from home, or a death of a grandparent) can trigger new behaviors. insight from the parent's perspective of what might be triggering the behavior and what works at home to alleviate the situation will all be part of the meeting. The meeting will be documented to provide clarification to all parties, not as a punishment or threat to your child or their enrollment at Oak Tree Preschool.

After all avenues are exhausted in trying to alleviate a behavioral concern, your child may be suspended from Oak Tree Preschool for one school day.

After three suspensions during the 2023 - 2024 school year, your child will be expelled. When a child is suspended or expelled, there is no tuition refund.

Please understand, our goal is to provide a safe, engaging, and nurturing learning environment for all students. Students are not suspended or expelled for developmentally appropriate but undesirable behaviors. This policy applies to extremely disruptive or potentially dangerous behaviors.

ARRIVAL AND DISMISSAL

CAR DROP-OFF

The teacher will meet your child at the door to the classroom at 8:30 am.

Please note children will not be permitted in the building prior to opening hours, and children will not be permitted to sign in without their parent or guardian present.

PICK-UP PERMISSION FORM

All persons authorized to pick a child up from the school must be listed in the ProCare parent application. To avoid confusion, it is the responsibility of the parent registering the child into our school to properly fill out all forms. In a custody situation, the parent signing the child into our school takes full responsibility to ensure that this is in accordance with their specific court agreement. *If there are any court orders pertaining to the custody or care of your child, we must have a copy to place in your child's folder.*

PICK-UP

Children may only be checked out by a person approved by the parent and the school. Anyone, including all parents, who pick the child up must be listed in the authorized pick-up section of the parent emergency contact form and be approved in writing (including text message) by a parent. It is the parent's responsibility to notify the office and make changes to this form whenever necessary. This form is to be completed biannually.

In an emergency, parents may call the school and give verbal approval of an alternate pick-up person. In the event an unlisted adult is to pick-up the child, please notify the teacher prior to pick-up time.

Anyone not recognized by sight will be asked for picture identification.

The school reserves the right to restrict the access of any individual for drop-off or pick-up if they have created a problem or present safety concerns to Oak Tree Preschool.

PARKING POLICY

We strongly urge you to turn your car off and lock it when you park to enter our school. Oak Tree Preschool is not responsible for items lost or stolen from vehicles, the parking area or facility.

VISITORS AND VOLUNTEERS

VISITING THE SCHOOL

Typically, you are welcome to visit the preschool at any time during operating hours to observe your child, the preschool program activities, building premises and/or equipment. When this option is limited due to COVID-19, we will alert you. There will be special activities throughout the year that will provide an opportunity for grandparents and siblings to visit.

CLASSIFICATIONS

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

- A scheduled employee during the regular course of their workday.
- A registered child who is in our care (all paperwork has been completed).
- Parents or others present during regular drop-off or pick-up times.
- Visitor – Must be approved by the office and should always be accompanied by an employee.
- Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a “visitor” more than once a month or for over 2 hours.

- Delivery personnel – From a regular or expected company delivering items to the school (should be in eyesight of an employee at all times and arriving at an expected time)
- An Intruder – Action will be taken by the staff to notify the proper authorities.

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a “visitor”, a “volunteer”, or an “intruder.”

VOLUNTEERS

Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, a background check, fingerprinting, and reference check. Any parent wishing to help chaperone an event must go through our screening process.

INTRUDERS

The safety of your child is our first concern. Although we have an open-door policy, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process, we cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies.

ABSENCES

ABSENCES AND VACATIONS

We request that all absences be reported to the Oak Tree Preschool office prior to or the day of the absence when possible.

MAKE-UP DAYS

We are unable to accommodate make-up days. If your child is sick or on vacation, tuition will not be prorated or refunded.

TOILET TRAINING

All children must be toilet trained before entering Oak Tree Preschool. Accidents happen, please work with your child on how to change their clothes. This is an important self-help skill they will need to learn moving forward. Please provide a complete change of clothes in their backpack. The clothes will remain at school. Please send something you will not miss if he or she outgrows the clothes before they are needed.

CLOTHING AND SUPPLIES

CLOTHING

We encourage the children to dress for play and comfort as the seasons change. Because our program is play based with both indoor and outdoor exploration, your child WILL get dirty!! *Children will have outdoor play time every day, weather permitting.* Children will go outside if the temperature is above 40 degrees and below 100 degrees with the wind chill and heat index taken into consideration. Our schedule may change to allow outside play during warmer and cooler months.

Please bring one set of extra clothes for your child in case of a spill or accident. We do not routinely have spare clothes at school in case messy activities render their clothes dirty/wet and uncomfortable. We may have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in preschool issued clothes, please wash the clothes, and return them within one week. *Please **do not** throw them away.* It is strongly suggested that all clothing brought or worn to school have the child's name written inside.

FOOTWEAR

Closed-toed shoes are requested so that children may run, jump, climb and explore comfortably during outdoor activities.

SUNSCREEN AND BUG REPELLANT

If your child needs sunscreen or bug repellent, please apply it at home. The application should be sufficient for the day at school.

SUPPLIES

Each child's supply fee will ensure all the instructional supplies will be covered for each semester. Each semester, in September and January, a supply fee will be billed to your account. Children who enter the preschool after November 15, 2023, will pay half of the August fee upon registering, and the full supply fee in January. Children who enter the preschool after March 15, 2023, will pay half of the January fee upon registering. This is the only pro-ration given on this fee.

Additional Items needed each day (please mark all items clearly with your child's name):

- Lunch,
- Water bottle
- Stuffed toy or doll for rest time

TOYS

Oak Tree Preschool provides a wide variety of activities, toys, games, and other resources to foster your child's learning during their school day. Please leave personal toys at home. The exception to this rule would be a single sleep-toy which should be labeled with the child's name. Oak Tree Preschool is not responsible for stolen, lost, or broken toys or clothing. Please do not let your child bring toy guns, war toys, weapons, or other toys of destruction as they are prohibited in a school setting.

DAILY ACTIVITIES AND CURRICULUM

PRESCHOOL CURRICULUM

Children learn by doing. They learn through hands-on play, creating, experimentation, and exploration. The activities used in the classroom are based on individual needs and styles of learning. The targeted developmental needs of each child are skillfully identified. Planning for the continued growth and success of your child is the first priority at Oak Tree Preschool. Lesson plans and the schedule are posted on the parent board in the classroom.

The state minimum standards for preschool age children are implemented at Oak Tree Preschool. The Prosper Pre-Kindergarten report card is used to prepare four year old children for Kindergarten. The report card is based on state minimum standards.

DAILY SCHEDULE

At Oak Tree Preschool, a project-based approach is used throughout the day. With this approach all subject areas are integrated and worked on at pre-kindergarten level.

Morning Circle: Greeting time with songs and number, color, letter, sound of the day. These build on skills as needed. Books about our theme for the month are read and embedded throughout the day. Learn the pledge to both Texas and US flag.

Journal Time: Learn that the spoken word can be written with letters to make words. A variety of approaches are used. Journaling is not always paper and pencil or crayons, it may include the use of dry erase board, letter wall work, or a game. Children draw pictures with the teacher writing their story, progressing to the child writing.

Outside Time: Explore the acre of land, garden, use of play equipment varies each day. This time encourages the development of motor skills. Playing outside and learning from our environment is fostered daily.

Small Group: Learning activity at tables or on rug. STEM appropriate activities are done during this time. Multiple developmentally appropriate skills are worked on during this time.

Work Time: Play is their work! All centers revolve around a big theme for the month. Weekly themes are developed within the larger theme. Materials to support the learning goals are brought into the classroom. Your child will learn to verbally plan and recall their work that day.

Large Group: The children will play developmentally targeted gross motor games. These activities require a facilitator (teacher) to lead the games and present rules for the group.

Snacks and Mealtime: Discussing the day, learning to take turns, listening to others and building conversation skills.

Rest Time: Children are given the opportunity to nap or rest each day.

Goodbye Circle: Children will pack their bags for home each day. Each child will recall/share a part of their day. Review theme, letter, number shape, color and sing goodbye to each child.

QUIET/ REST TIME

It is our philosophy that children need adequate quiet time and/or rest as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on their mat after lunch.

MEALS AND SNACKS

All meals are to be brought from home and labeled with your student's name. Oak Tree Preschool is not responsible for the nutritional value of those foods nor for meeting your child's daily food needs. However, we encourage you to provide meals with adequate nutritional lunch value. On days Oak Tree Preschool provides food (i.e., pizza days), prepared food that is served will be commercially prepared.

Our facility is nut free due to the commonality of nut allergies. If your child has any allergies, please notify the director. The safety of ALL students is our primary concern. All staff members are educated about food allergies, and they take precautions to ensure children are protected.

CHILDREN'S BIRTHDAYS

Birthdays are special days for children, and we want to celebrate with them! If you wish to celebrate your child's birthday at Oak Tree Preschool, please make arrangements with your child's teacher.

Hard or chewy candy and balloons are *not permitted* because they *pose a choking risk*. (See "Meals and Snacks" in the previous section for more specifics concerning food snacks brought for parties.) All birthday treats must be prepared in a commercial bakery.

Birthday celebrations will take place at the end of the school day or during snack time at the teacher's discretion.

PARENT INFORMATION

VERBAL COMMUNICATION

We strive to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the teachers have responsibilities for all the children in the group. You can call to see how your child's day is going or to speak to your

child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime from 12:30pm – 1:30pm.

PARENTAL INVOLVEMENT

Parental participation is key to any successful preschool program. We typically have an open-door policy that allows parents to access the school during operating hours. Below is a sample list of some of the opportunities for involvement in our school. Parents are not limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact Oak Tree Preschool with their suggestion.

- Two individual conferences/year
- Programs and special activities, such as the Christmas Program
- Classroom Volunteer
- Send special treats for snack or meals (please notify the teacher at least a day in advance)
- Reverse field trips (we bring a "field trip" to our school)

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS

If a parent feels like they would like to be more involved in the school but are unable due to their schedule, we will work together to find a project that they can complete on their own time.

FAMILY FEEDBACK

For us to best serve the needs of your family we need your input. Any time you have comments, suggestions, or ideas please let us know. At the beginning and end of each school year, you will be asked to complete a brief survey that will be used to tailor our plans and policies. You may also be asked to complete brief surveys throughout the year on special topics as needed. The surveys are voluntary but provide us with valuable feedback, so we strongly encourage your participation.

ADDITIONAL POLICIES

CHILD ABUSE REPORTING POLICY

The State of Texas requires that Oak Tree Preschool and all members of childcare facilities be on the lookout for, and report to appropriate authorities, any and all suspected cases of

abuse to a child. Our teachers are required to complete annual training courses to increase awareness of issues related to abuse and neglect. These training sessions are informative and publicly available at no cost to you.

At Oak Tree Preschool, we are mandatory reporters of all incidents or suspected incidents of child abuse. These concerns will be passed on to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature.

It is advised that parents and guardians make the staff aware of any lingering bruising or other visible injury that happened at home upon checking the child into school for the day.

The following steps are to be taken if a staff member is suspected of child abuse:

- 1) A staff member who has a situation or investigation pending should immediately notify the Director.
- 2) The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- 3) The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and Child Care Regulations.
- 4) We will then follow the advice of Child Protective Services and Child Care Regulations regarding whether to suspend the staff member.
- 5) If a staff member is charged in a case of child abuse, we will take the following steps:
 - a. We will allow the staff member to appeal the decision.

To report abuse or neglect, call the 24-Hour Texas Abuse and Neglect Hotline number at 800-252-5400. If you have any general questions or concerns about abuse and neglect, please call the intake number at 214-583-4253.

INSURANCE REQUIREMENTS

Oak Tree Preschool complies with the insurance coverage required by Texas Health and Human Services and as suggested by our independent agent. For more information concerning policies and liability see management.

TEXAS HEALTH AND HUMAN SERVICES LICENSING OFFICE

Our local Texas Health and Human Services Licensing office can be contacted at 469-229-6906. It is located at 550 E 15th Street in Plano, TX 75074. The official website is <https://www.hhs.texas.gov>

GANG-FREE ZONE

Under the Texas Penal Code any area within 1000 feet of a child-care center is a gang-free zone. Criminal offenses related to organized criminal activity are subject to a harsher penalty.

ADDITIONS AND CHANGES

Oak Tree Preschool reserves the right to edit or adapt the policies in this handbook as the need arises. The school will make all changes and additions available at the time these changes are made. Families will be notified of these changes through the ProCare system at the time they are made effective.

QUESTIONS OR CONCERNS

The primary responsibility is the safety and education of our students. If you have questions or concerns with regards to our school policies, please make an appointment to discuss them with our director.

End of Handbook

The last page is the parent signature page retained by Oak Tree Preschool.

I have read, and agree to comply with, all operational policies and procedures of Oak Tree Preschool

Parent Signature

Date

Please keep the handbook portion of this document for your reference. ONLY return this signature page.