



**REACH**

**Kids Academy**

**Parent Handbook**

## **OBJECTIVE & PURPOSE**

Reach Kids Academy exists to provide a variety of early childhood learning experiences which will help young children develop socially, physically, mentally, emotionally, and spiritually. We seek to provide, in all age groups, the type of environment in which the child may learn concepts through concrete “hands- on” activities. Through the use of learning centers and special classes we provide a well-rounded foundation for growth. It is our desire to partner with parents in raising their children to be all that God has created them to be. We will do this by creating a fun and loving environment for your children by offering an excellent Bible based curriculum that encourages their development in all areas. We also strive to build relationships with parents to build a community of support and encouragement as we travel through parenthood together!

## **AGE ELIGIBLE**

Infants through 3 years old will meet on Tuesday, Wednesday and Thursday from 9:00AM – 2:00PM.

## **ADMISSIONS PROCEDURES**

To enroll your child, to view the school facilities, to discuss the program and/or discuss the individual needs of your child, please contact the Director, Matt Haffner at [matt@reachchurch.us](mailto:matt@reachchurch.us). Enrollment is completed when the proper forms have been filled out and a enrollment fee has been paid. The enrollment fee is non-refundable and due every new school year. All children’s records, as well as our compliance file, will be kept locked up in our Directors office and only available to approved staff.

## **PRESCHOOL STAFF**

A competent Christian staff has been chosen to give loving, gentle care to your child. These teachers have chosen to teach in this child care center because of their love of children and their enthusiasm for teaching children in a Christian setting. Our teachers have years of experience educating children and continue their training attending workshops offered by professionals as well as receiving in-house training by qualified personnel. All of our staff are CPR & First Aid Certified and have received their Infant Safe Sleep Certification.

## **CURRICULUM**

Our focus in every class is Pre-K readiness. Currently our curriculum is theme-based pulling material from numerous resources to expand class activities. Teachers share songs, stories, and Bible stories as they provide activities in the learning centers. The learning centers include art, blocks, books, puzzles, nature and home-living. Along with these activities, all students will be exposed to the alphabet, shapes, numbers and colors. Please remember that all children learn at a different pace and we expose your child to these skills in a fun environment. The daily schedule includes a balance of active and quiet play, indoor and outdoor activities and group and individual experiences. Teachers are flexible and sensitive to the needs of their class.

## **PROGRAM POLICIES FEE STRUCTURE**

### **Fee Structure**

**Registration**– A NON-REFUNDABLE enrollment fee of \$45.00 must accompany each registration form. Registration will begin in March for the following school year.

**Monthly Tuition** –Tuition payments are due by the 1<sup>st</sup> of each month. Tuition can be paid by credit or debit card, cash, check or money order. Checks and money orders can be made payable to Reach Church. We cannot make refunds or allowances for holidays, illness, days canceled due to bad weather, or absence for family convenience (vacation). The tuition will be the same each month regardless of the length of the month (no more for long months and no less for short months, this has already been taken into account for your monthly tuition rate). It is important that tuition be paid on time, as expenses must be met each month in order to assure the quality of our program. A late fee of \$25 will be charged if tuition is not paid by the 15<sup>th</sup> of each month. If for some reason you are unable to meet this schedule, please talk to the director to make special payment arrangements.

### **ATTENDANCE**

School begins at 9:00 a.m. and ends at 2:00 p.m. It is very important to a child to arrive on time so that they don't miss out on any of the planned activities. A child that is consistently late will have a harder time making friends and adjusting to the routine. If your child is unable to attend one day please contact your child's teacher or our director and let them know before that school day. If you do not contact our staff to notify them of your child's absence our staff will contact you before 10:00AM to find out where your child is and confirm that they are ok. Please NEVER let your child off at the outside door. You have no way of knowing if they arrived safely, nor do we. Reach Kids Academy facility is kept secured for your child's safety. Staff will be alerted of your arrival with a chime that is heard inside of the building. If no one is at the door to greet you upon your arrival, please ring the door bell and our staff will allow you to enter our facility after confirming your identity.

### **TOYS AND PERSONAL ITEMS**

We request that parents not allow a child to bring personal toys to their classroom. This helps avoid a wide variety of problems. We do, however, encourage a child to bring a personal item, which is needed for security or comfort.

### **SCHOOL RECORDS**

Because emergencies may arise, please keep the school up-to-date on home, cell, business and emergency phone numbers. In case of accident, every effort will be made to contact a parent or guardian. Should we not be able to contact a parent, we will use the emergency numbers listed.

## **PICK UP**

It is our goal to protect your child with the utmost care. These procedures will be followed if someone other than a parent must pick up your child. We do this to protect your child!

1. The person's name must appear on the Child Information Sheet
2. The person picking up the child must come prepared to show a photo ID.
3. When a child needs to be released to a person other than the ones listed on the form, a parent must call the director to authorize the pick-up and PHOTO ID IS REQUIRED. The parent will also be required to verify their identity to the director by giving their photo ID Number before any changes will be allowed to be made to their child's pick-up information sheet.

If the person who comes to pick up your child, whether it is you, a grandparent or friend, appears to be impaired either mentally and /or physically, we will not release your child. This will be a judgment call from the Director. If you have custody of your child, and have a court order for the non-custodial parent or anyone else NOT to have access to your child, please list it on the Child Information Sheet and provide us with a copy of the court order. If we do not have a copy in your child's file, we cannot help you protect your child. A court order gives us the power to protect if we need to legally take action in protecting your child.

## **INCLEMENT WEATHER**

In the circumstance, we have inclement weather and are unable to attend school after the first missed week RKA will prorate tuition starting the second week and so on. This policy **does not** apply for planned holiday breaks, only inclement weather.

We will close due to bad weather when Sand Spring Public Schools are closed. Please listen to the local television and radio stations for that information.

## **EMERGENCY PROCEDURES**

Our staff is trained for all emergency procedures that may occur. They will care for your child in a safe place until the emergency situation has subsided. In case of a tornado we will take all children into the 3 year old room until the danger has passed. This room is located in the central part of our facility and does not have windows or exterior walls. If you would like to see this area, please let us know. We practice monthly fire drills. In case of a fire, we will follow the escape routes posted in our classrooms. In case of an intruder on campus, we have a plan in place. Our teachers are trained how to lock down their classrooms and keep children as safe as possible.

**ILLNESS/MEDICATION REGULATIONS**

Please notify the school if your child will not be attending due to illness, call (918)245-0262 or by messaging the Facebook page. You will be called to pick up your child if they appear to have symptoms of illness during the day. We follow the following Wellness Guidelines:

I NEED TO STAY HOME IF...						
I HAVE A FEVER	I AM VOMITING	I HAVE DIARRHEA	I HAVE A RASH	I HAVE HEAD LICE	I HAVE AN EYE INFECTION	I HAVE BEEN IN THE HOSPITAL
						
Temperature of 100 or higher	Within the past 24 hours	Within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and/or "crusty" drainage from eye.	Hospital stay and/or ER visit

I AM READY TO GO BACK TO SCHOOL WHEN I AM...						
Fever free for 24 hours without the use of fever reducing medication i.e. Tylenol, Motrin	Free from vomiting for at least 2 solid meals	Free from diarrhea for at least 24 hours	Free from rash, itching, or fever. I have been evaluated by my doctor if needed	Treated with appropriate lice treatment at home and proof is provided by the county health office	Evaluated by my doctor and have a note to return to school	Released by my medical provider to return to school

**\*If I have been to the doctor, I need a doctor’s note with an approved date to return to school clearly listed on it\***

COVID-19:

- If you suspect that you or your child have COVID-19, contact Matt Haffner ASAP @ (918) 807-8444.
- Your child may return to RKA after:
  - 3 Days with no fever
  - Symptoms improve
  - 10 days since symptoms first appeared
  - If you have been tested for Covid-19, but have no symptoms, you may return to work 10 days after being tested.
  - If you are exposed to someone with Covid-19 you may return to RKA after a 7 day quarantine to confirm you have no symptoms.

Our staff will closely monitor your children through-out the day and will notify you of any injury, illness, or anything else unusual that is observed upon pick up each day. If immediate assistance is required our staff will call and make you aware of the situation and notify you of how we are handling it. We will also make you aware of any illness that your child may have been exposed to while in our care at the end of each day. We will maintain confidentiality and will not share any illness information concerning any other child other than your own.

### **HEALTH OR WELLBEING EMERGENCYS/INJURIES**

We will make every effort possible to contact the child's parent or guardian in the event of an emergency. Any financial responsibility incurred will be the responsibility of the parent or guardian of the child injured. It is a parent's responsibility to fill out an emergency form provided by CCO Kids and return the form to the director with your insurance information filled out.

### **HEALTH FORMS**

State law requires that we have a current copy of your child's immunization record on file. Our child will not be able to attend CCO Kids until we have his/her immunization record on file.

### **REST TIME**

All Children will be required to rest quietly for 30 minutes during rest time each day. This does not mean that they are required to go to sleep but they are required to rest their bodies from the days activities. Please encourage your children to take advantage of rest time. We do not have staff available to give your child an alternative during rest time. Our staff will help with resting by turning the lights down low, playing soft music, and patting your child on the back. You are required to provide a 1" mat and blanket for your child to rest on. Please make sure that all of your child's rest time belongings have their first and last name on them. Your child may bring a pillow and a small personal item to comfort them during rest time. After rest time, all of their belonging will be put away with the nap mat. All infants will sleep in a crib on their backs with no blankets or padded materials to ensure their safety. Reach Kids Academy staff will always be present and monitoring you children while they sleep.

### **ABUSE**

Reach Kids Academy must, by law, report any physical or sexual abuse cases to the Department of Human Services. Oklahoma Statues define child abuse as harm or threatening harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect.

### **LUNCHES**

Children will be responsible for their own lunch, including a drink. Please make lunches of "finger-type" foods, and nothing that must be heated or refrigerated. Please limit the amount of sweets in the lunch and refrain from sending sugary drinks. Label all lunch boxes and plastic lunch items with your child's first and last name. Please inform your child's teacher and the front office of any allergies that you child may have.

## **DRESS**

Please think of your child's comfort and dress him/her simply in easy to manage play clothes. Although the child wears a nice outfit, many of our activities are messy and accidents do happen. For your child's safety and comfort closed toe shoes are required. We go outside even on "chilly" days. Dress your child with a coat, hat and mittens on these days.

LABEL ALL belongings, blankets and containers with the child's first and last name. Label outerwear and any other clothing that the child might remove. Children should have another change of clothing in their cubby, especially those who are in diapers or potty training.

## **BIRTHDAYS**

Birthdays are a special time for children and they often like to share it with their friends. If you wish to provide a special snack for your child's birthday, please inform the teacher.

## **HOLIDAYS**

We love to celebrate the holidays! For individual class parties, teachers will ask parents to provide snacks. There will be sign-up sheets outside each classroom. At Halloween, we will have class parties and look forward to seeing all your cute costumes. We ask that you not send your child in any ghost, goblin, witch costumes, or anything scary to other children or costumes that include weapons. Teachers WILL NOT use these symbols in any art, book, song or finger play activity.

## **PARENT/TEACHER COMMUNICATIONS**

Please feel free at any time to discuss your child's development with their teacher. We encourage you to discuss your child's day with them daily. **INCLEMENT WEATHER** We will close due to bad weather when Owasso Public Schools are closed. Please listen to the local television and radio stations for that information.

## **DISCIPLINE POLICIES**

Discipline Guidelines: In a combined effort to ensure our preschoolers are successful in the classroom and to learn self-discipline, Reach Kids Academy teachers will:

1. Have age appropriate activities to help all preschoolers remain interested and occupied.
2. Provide structure to help our preschoolers have a basic routine that is followed every day.
3. Try to anticipate difficult situations, and adjust plans to help alleviate problems.
4. Work with parents to discover what approaches work best to help each preschooler have a happy and successful day at school.

Because this is a combined effort, we must establish the following rules: We know that the characteristics of preschoolers may include biting, hitting, saying no, taking away toys, etc. The discipline policy we use in the classroom is redirection and timeout. If at any time, the classroom teachers and/or the director feels that any of the above actions are becoming a physical danger to self, other children, or any adult, your child will be sent to the director's office and you will be called to come and pick up your child. If you are asked to pick up your child a total of three times for discipline problems, your child will be removed from the program. We feel that each child should learn and show the proper respect at all times.

**Discipline Policy for Verbal Outburst: (Verbal outburst: inappropriate language, yelling at teacher, or any defiant behavior, etc.)**

1st verbal outburst- verbal warning

2nd verbal outburst- timeout in the classroom

3rd verbal outburst- sent to administrator's office

4th verbal outburst- parent will be called to pick child up

The 2nd time a parent is called to pick up a child for verbal outburst, the child will be required to miss 2 consecutive days of school. Prior to the child returning to the program, there will be a teacher/parent meeting. The 3rd time a parent is called to pick up a child for verbal outburst, the child will be removed from the program.

**Discipline Policy for Physical Outburst: (Physical outburst: hitting, spitting, biting, etc.)**

For example, if a child hits a teacher, the child will be sent to the director's office and the parent will be called to come and pick up the child. The 2nd time a parent is called to pick up a child for an inappropriate physical action, the child will be required to miss 2 consecutive days and will not be able to return to class prior to a teacher/director meeting. If a 3rd inappropriate action happens, a child will be removed from the program. For example, if a child bites another child, the child will be put into an age appropriate timeout. The second time a child bites, the director will notify the parent immediately so that the child may be picked up from school. If biting continues to be a problem the parent may be asked to accompany the child to class until the problem is under control or removed from the program for 1 week.

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.
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.

**OTHER REACH KIDS ACADEMY OPPORTUNITIES FOR FAMILIES**

Church Services - Sundays @ 10:00AM. Special Events are announced on our church website ([reachchurch.us](http://reachchurch.us)) and our Facebook and Instagram pages. Special events will include Easter Egg Hunt, Back to School Party, Christmas Service and many more opportunities for the whole family!

Contact Us: Reach Church 918-245-0262 or our Director, Matt Haffner at [matt@reachchurch.us](mailto:matt@reachchurch.us)