



Parent Handbook
2nd Edition

Oxford Kinder Academy

Parent Handbook

Welcome to Oxford Kinder Academy. Thank you for choosing the staff at OKA to love and tend to your child/children. This handbook has been created so there are no misunderstandings, and so that everyone is aware of the requirements of Oxford Kinder Academy as well as the requirements of you, the parent/guardian. This handbook covers our childcare philosophies, business policies and expectations. Please read this handbook carefully and feel free to discuss with OKA administrative staff any questions you may have.

We are committed to creating a safe, warm, and loving environment for children where they can learn and grow physically, emotionally, creatively, intellectually, and socially at their own pace. We want to help your child increase their confidence and self esteem by treating them as unique individuals also allowing them to express themselves in a variety of facets. We strive to make your child's time at OKA the best experience it can be for them as well as for you, the parents.

Oxford Kinder Academy is excited to be using ABC Jesus Loves Me for ages 1-4 years. The ABCJLM curriculum provides materials that will help OKA teachers be intentional with the students in their classrooms. At its core are research-based curricula focused on academics, development and Bible learning through play. ABCJLM is a low-cost curriculum that will prepare each age group with the skills they need to reach each milestone.

We are committed to supporting families by maintaining open communication and we encourage parental involvement in our programming and care activities. Our objective is to care for your child the same way you would care for them.

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Hours of Operation

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Monday – Friday 6:00am – 6:00pm

Facility Closings/Holidays

- New Year's Day
- Good Friday
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving Day and the day after
- Christmas Week (full week of Christmas)
- (Closings are subject to change at any time for staff development, training and sanitation.)

Late Pick-up Policy

If you are late picking up your child (after closing time), you will be charged a late fee of \$10.00 per minute. If you are late due to an emergency, there may be an exception with proper documentation. This will be reviewed and determined by OKA administration and our decision on the matter is final. All late fees must be paid before you can check your child in the next business day and must be paid in cash to the office.

Initial Fees for Enrollment

- Registration Fee: \$100.00 annually - Non-refundable
- First week - Non-refundable
- Spaces will not be held by verbal contract, registration fee and first week must be paid in advance for a spot to be held for your child.
- Curriculum Fees
 - 1 year - \$50.00 Annually
 - 2 year - \$50.00 Annually
 - 3 & 4 year - \$60.00 Annually

Enrollment Requirements

Before your child can be enrolled in OKA you must complete and provide the following documents:

- Signed Parent Contract and Rate Agreement
- Completed Child Profile and Copy of Immunization
- Signed Consent Forms (those that are applicable)

Full Time Weekly Fees

Full-Time is defined as having access to our services on all days that we are open. Monday thru Friday from 6:00am – 6:00pm.

Child's Age:

6 weeks to 3 years - \$140.00 Weekly

3 years (potty trained completely) to 4 years - \$120.00 Weekly

All fees are due on the Friday before the new week begins by 5:00pm (no staff member will take ANY payment after 6:00pm on Friday). If payment isn't made, it will be considered late and a late fee of \$25.00 will be added. Parents will not be able to check their child/children in the next business day until all fees are paid and an additional \$25.00 late fee will be added to the weekly rate. All returned checks are subject to a \$40.00 returned check fee. Returned checks will result in a CASH ONLY payment policy for future services. Full fees are due regardless of a child's illness, holidays off or unexpected closings. Receipts will be given with every payment and at the end of the year for tax purposes. Fees are subject to change at any time with a minimum of two-week notice.

Registration Fees

An annual registration fee of \$100.00 per child is required upon enrollment and will be collected the first business day in January each year. This registration fee will be dedicated for the administrative needs of your child throughout the year.

Supply Account

The supply fee is \$10.00 per month per child. This helps us keep each room sanitized and cleaned daily to prevent the spread of germs and sickness throughout the facility. This must be paid on the first business day of the month, or you can pay several months in advance, or for the full year.

Payment Procedures

All fees must be paid a week in advance on the Friday before closing. If your child begins any time during the week (new enrollment), your fees will be prorated for the current week and will begin full weekly tuition that Friday when payment is made for the following week. Fees that are not paid before Monday, or the next business day, will result in a \$25.00 late fee and your child/children not being allowed to check-in. It could possibly result in their dismissal from the program or their spot being filled.

- ❖ We will not stay later to wait for you to pay.

Check-in/Check-out Attendance Records Policy

Children will be checked in and out every day. Parents/Guardians must first come to the office and show a government issued I.D. Office Administration will either have you electronically sign them in or provide an authorization slip. Before you take your child to class please assist them in washing their hands. This will deter the spreading of sickness/germs and will keep your child and other children well throughout the year. Once you take your child to class, hand your slip to the teacher so they will know you have checked the child in. The process will be the same for check out.

No child will be released to anyone unauthorized for pick-up. If a staff member, teacher or the administration feel that someone picking up a child could be a danger to the child in ANY way, we will not allow the child to leave until local P.D. authorizes the parent/guardian fit. (ie...If administration or a staff member detects the odor of alcohol or the individual seems to be impaired by possible drug usage,

etc.) This policy has been put in place for the sole purpose of maintaining the safety of the children that have been placed in our care. It is not to cause embarrassment or to make anyone feel uncomfortable. We are committed to ensuring the safety of the children.

Telephone Communication

If you need to contact the daycare for any reason, please do not hesitate to contact us. (662-236-4676). If you get our voicemail please leave a message, as we are often out of the front office or busy with the children and unable to get to the phone. We do check messages regularly and return phone calls as soon as possible. We do not mind calls to check to see how your children are doing during the day. We do ask that you limit calls to once per day. Thank you for understanding. If you call outside normal business hours, please leave a detailed message. Someone will return your call at our earliest convenience.

Photographs/Video Cameras

We like to take lots of pictures at the daycare to share with the children and show the parents how much fun we have. These photos may be used for advertising purposes, for Facebook, or even printed material. We ask each parent that is comfortable with OKA using their child's photo to sign a consent form to give permission to use any photos taken at or given to OKA. Parents are welcome to save any online pictures of their own child. Please ensure no other child's face is shown. You must have written consent from a child's parent before using any image that contains a child other than your own and has been obtained through OKA or its affiliates.

Parental Concerns

If you have any issues or concerns about anything at OKA, please feel free to contact the daycare administrator, Courtney Hill or in her absence, Edie King.

Phone: 662-236-4676

Email: oxfordkinderacademy@gmail.com

Absences/Exclusion from Daycare

If a child is too sick to attend daycare, please keep him/her home. There is no “sick room” at Oxford Kinder Academy, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being allowed to partake in everyday activities.

If your child experiences any of the following please keep them home until they are gone, or the child is well enough to participate in normal everyday activities.

- Fever greater than or equal to 100.5 degrees F.
- Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s).
- Skin rashes, as they are difficult to diagnose unless seen by a physician.
- A deep, hacking cough.
- Difficulty breathing or untreated wheezing.
- Yellow discharge from the eyes.
- An unusual yellow coloring of the skin or eyes.
- Cuts or openings on the skin that are pus-filled or oozing.
- Lice or nits. – Lice is highly contagious and quickly spreads from one child to another. If it is not dealt with correctly, it can become an infestation and

will be quite difficult to get rid of at that point. If needed, OKA will provide instructions to any parent for the proper procedures to prevent reoccurrence. If your child comes 3 times with lice, it will result in a 48-hour dismissal from daycare. Please check your child every morning before signing them in.

If your child(ren) are sent to daycare with any of the above listed symptoms or if symptoms develop during the day, they will be sent home. Children should never be medicated, and then sent to daycare (i.e. given Tylenol to break fever). If we find out that a child has been medicated for fever before bringing them to daycare, it will result in immediate dismissal for daycare. You should arrange for back-up care when your child is sick, and unfortunately there are no refunds or discounts for the days your child does not attend daycare. There are still costs associated with each childcare spot each day that cannot be avoided if your child is not in attendance.

If your child will not be attending daycare due to illness or any other reason, please let the office know as soon as possible, as well as the reason they will not be attending. This will prevent activities from being delayed.

Developing Illness Policy

In the event a child becomes ill during the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and will be required to come pick up the child ASAP. If you are contacted to pick up your child, please understand that this must be done in a timely manner. We are not staffed to care for children that have been removed from the regular classroom location. Please arrange to have the child picked up within one hour from the time you have been contacted. Allergy related and common cold

symptoms as well as non-communicable diseases/illnesses do not require the child be excluded from care.

If any of the following conditions are present, it is required that children be excluded from care. Children may return to care when they are free of symptoms or are approved to return by the Director or in writing by a physician.

- Lice/Nits – please note parents could be responsible for fumigation if their child is sent home due to lice/nits on a continual basis.
- Pain – any unexplained or undiagnosed pain
- Difficulty breathing – wheezing or persistent cough
- Fever (100.5 F/38.3 C or higher without being medicated) for 24 hours before returning to care at the facility.
- Sore throat or trouble swallowing
- Infected skin or eyes (mucus/pus draining) or an undiagnosed rash
- Severe body or scalp itching
- Children with a known or suspected communicable disease/illness
- Vomiting 2 or more times in 24 hours: child may return after 24 hours without vomiting.
- Diarrhea (as defined by an increase in frequency and loosening of stool) 2 or more times in 24 hours. Child may return to daycare after 24 hours without loose stool/diarrhea.

Parents are required to inform staff of any serious illness or communicable/contagious disease (within their family or with their child) within 24 hours to allow other families within the child care center to be alerted.

Medication Policy

Oxford Kinder Academy will not dispense over the counter medication or medication prescribed by a physician. Medications will need to be administered at home if possible. If you have questions about this policy, please speak with the facility administration.

Biting Policy

We understand that biting is something that many children turn to when things are not going their way. Biting can become a serious issue and we treat it as such. When a biting incident takes place, the parents will be notified and will be required to sign documentation.

- Any child that bites more than once a day will have to be picked up immediately.
- Any child that bites or attempts to bite multiple days consecutively will have to take a “decision day”. This would include the day the occurrence took place and one additional day afterward.
- Once a child has had to be picked up three times for biting and continues with the same behavior, this will be cause for dismissal from our program.

Clothing Code

Children should come dressed in comfortable, season appropriate **clothing that can get dirty** since some activities we do daily are messy. A spare change of clothing is required in case of soiling of clothes. Children under the age of 3, and those not

potty trained require at least 2 changes of clothing (including socks and shoes). We want to keep your children happy and comfortable.

- ❖ For girls that are wearing dresses or skirts: Please be sure to put bloomers, shorts or leggings underneath. There are little boys in the rooms and girls need to be covered properly while playing.

Closed toe and heel shoes are required during attendance at Oxford Kinder Academy. Shoes that do not properly fit the child are not allowed. Shoes that are too large or do not properly fasten to the child's feet are a hazard. A child cannot move rapidly in shoes that do not fit without tripping, losing a shoe, falling, or stopping to fix their shoes. During emergency evacuation drills or if there is a true emergency this could be a determining factor in whether a classroom is evacuated safely or not. **Crocks, cowboy boots and rain boots are not allowed.** We apologize for any inconvenience this may create but we must always take every precaution for the wellbeing and safety of the children in our care. If you bring your child in any shoes other than allowed, you will not be allowed to check them in.

Any personal items brought or worn to the center must be labeled with the child's name, (example: shoes should have a label on each shoe). We are not responsible for any child's items that are not properly labeled.

Parents are also required to label multiple gallon sized zip-lock bags in case of soiled clothing.

Please also remember whenever weather permits the children are taken outside for 1-2 hours per day. Please ensure that you have proper outerwear provided for your child so that they are comfortable and don't miss out on outdoor play. If a child does not have proper outdoor apparel they will have to remain indoors with another teacher/classroom.

Potty Training Policies

We strive to support your efforts of potty training at home right through the day here at OKA. However, there are some key signs to look for before we can help you train your child at the center. The key signs of readiness for potty training include:

- The child can pull down and up their pants and underwear/pull-ups on their own with little or no assistance.
- The child can communicate to you when they need to go to the bathroom.
- The child's diaper is dry after nap times and for long periods during the day.
- The child can hold their bowels and bladder until they get to the potty once they realize they need to go.

If these signs are not present, your child is not ready to potty train at daycare.

Emergency Evacuation Policy Procedures

In case of an emergency (fire/flood/tornado/otherwise), children will be evacuated to Lafayette County Fire Department, Station 2 (254 MS-30, Oxford, MS 38655) or Lafayette County Fire Department, Station 1 (401 McElroy Dr. Oxford, MS 38655). Emergency contact information will be transported along with us, so you will be contacted to pick up your child at one of the alternate locations. We will use staff and/or emergency vehicles to transport your child to safety.

Transportation/Outings

For any field trips or outings that require transportation, parents will be asked if they would like to volunteer to drive their own children, stay for the outing, and then return their children back home with them; or back to the center. If parents are unable to attend we will use a bus, or staff vehicles to transport the children.

If any parent is uncomfortable with this, they have the option to transport the child themselves, or the parent can arrange for their child not to attend OKA on that particular day. Outings are important, and participation by all families is encouraged. If there is anything we can do to help anyone feel more comfortable with their children participating, feel free to speak with Administration.

No child will be permitted to go on an outing without written parental consent.

Child Abuse or Neglect

If there is any abuse or neglect suspected of any children in our care, we are required by law to report it to the Mississippi Department of Human Services in accordance with the state's Youth Court Act. Please be aware also that children will NOT be released under any circumstances to impaired individuals. If we have reason to believe that any person/persons picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child. The incident will be reported.

Discipline Policy

At Oxford Kinder Academy we believe in guiding with love, guidance and developmentally appropriate learning experiences. Since we believe in providing age appropriate and actively engaging programs, few discipline problems should occur because children who are actively involved do not have time to act out in a negative manner. We do realize that sometimes a discipline problem may occur, and we have outlined an appropriate discipline policy that never involves any form of corporal punishment.

Appropriate behavior is expected of each child; however, when a discipline problem does arise, Oxford Kinder Academy staff will strive to teach acceptable behavior and self-control through the following practices:

- The teacher will guide the child in focusing on the appropriate behavior.
- The teacher will help the child realize why his\her behavior choice was not appropriate.
- The teacher will guide the child in a manner that builds self-esteem and teaches self-control.
- The teacher will be consistent with the child and create a guidance plan that is individualized and specific to the child.
- The teacher will guide the child in a manner that is developmentally and age appropriate.
- The teacher will never use embarrassment, humiliation, making an example of the child, or physical\verbal punishment as an attempt in changing a child's behavior.
- The teacher may choose to remove the child from the situation and place them in time-out for one minute per the child's age.

Withdrawal of Service Policy

A MINIMUM OF 2 WEEKS WRITTEN NOTICE is required for termination of childcare services. Even if your child does not attend during that two-week period, payment is still required. Any bill not paid will incur late fees daily until bill is paid in full.

Items Needed from Home

- Nap Bedding – mat, blanket, small pillow. (Tri-fold or rolled mats only)
- Diapers, rash ointment (training pants or pull-ups for those potty-training)
- Spare clothing, including underwear, socks, shoes and at least 3 complete sets for those potty-training age and under.
- Sunscreen/Sunblock
- Weather appropriate clothing – jacket, hats, mitts, etc. Lack of weather appropriate clothing will prevent your child from enjoying our outdoor play time. Please ensure you dress your child for outdoor play each day.
- ALL items (diapers, wipes, ointment, etc.) must be labeled before bringing them to class.

Please ensure that children come dressed in “play” clothes. Although we are careful while doing art and playing outside; there are instances where clothes could become dirty/stained. We appreciate your understanding and so do the children. Extra supplies can be left at the daycare and replenished when necessary, space permitting.

Children are NOT permitted to bring any toys from home.

NO EXCEPTIONS.

Any items brought to OKA must be labeled with child’s name. We are not responsible for lost or stolen items.

Infant/Toddler Items

- All infant bottles must be labeled with baby’s name. Be sure to supply plenty of bottles daily. At no time will OKA allow the sharing of formula. Baby food and snacks need to be labeled with the child’s name.

- Sippy cups need to be labeled with child's name. Cups must also be spill proof. Please provide 2 cups to leave at the facility. One will be for milk and one for water. The label must be waterproof. We wash and sanitize multiple times daily.

Drop-off Policy

Teachers are required to follow a daily schedule for each class. This environment creates routine and structure for the children. Please be sure your child is dropped off no later than 10:00am. If your child has a doctor's appointment and will arrive late, please inform administration prior to that day to allow planning for the class adjustments. Please bring a doctor's excuse to be placed in your child's folder.

Pick-up Policy

Nap time is from 12:00pm – 2:30pm for the 1 year old class and 1:00pm – 3:00pm for the 2-4 year old class. Please do not come for pick up during nap time without notifying office personnel ahead of time. This will allow preparation to be made so that the other children are not disturbed during their scheduled rest period.

Parties

OKA will provide food for any party.

Birthdays – If a parent would like to bring party favors, they can do that. Candy would not be allowed due to possible allergies and choking hazards.

Staff Contact

If there is an issue, sickness, late arrival, absentee, etc., this information should **ONLY** be addressed with Administration. The teacher will then be informed about whatever is deemed necessary. **DO NOT** contact staff members/teachers during working hours. They are not allowed to use their phones during working hours. Their full attention is needed to attend to the needs of the children in their care.