

# OAK & LILY ACADEMY PARENT HANDBOOK



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# OAK & LILY ACADEMY

## PARENT HANDBOOK

### **MISSION STATEMENT**

Oak & Lily Academy operates as a ministry under Believers Church in the Harborview area of Suffolk. We seek to minister to children and families in our community through a weekday preschool and lower elementary program as well as a before and after childcare program.

The environment and curriculum are designed to develop children spiritually, emotionally and educationally. This includes scripture within the lessons to reflect our mission to glorify God in everything we do.

### **RELIGIOUS EXEMPTION**

Oak & Lily Academy is religiously exempt from state licensure and adheres to all code compliances required for this.

### **NON DISCRIMINATORY POLICY AND ADA POLICY**

Oak & Lily Academy admits students of any race, color, nation and ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to the students at the school. It does not discriminate on the basis of race, color, national origin and ethnic origin in administration of its educational policies and admissions policies.

### **PAYMENTS**

1. Beginning September 1<sup>st</sup>, 2021, all families are required to register and pay using TUITION EXPRESS.
2. Each month's tuition is due on the first day of that month. For example, September's tuition will be billed and pulled through TUITION EXPRESS on September 1<sup>st</sup>. We will pull tuition on the 1<sup>st</sup> first of each month.
3. Tuition for the school year can be paid in 10 monthly payments over the 9 ½ month school term or it can be paid in full before September 1<sup>st</sup> (or before attending the first day if starting after the school year begins) with a 5% discount.
4. We do not give tuition refunds or credits for student absences, vacations or school closings due to holidays, classroom closures due to illness, scheduled breaks or inclement weather.
5. A year-end summary will be provided upon request.

## ILLNESS AND MEDICATION

1. I certify that my child is, to my knowledge, in good health and free of disabilities that would endanger him/her or other children.
2. When my child is ill, I understand and agree that OLA will not accept my child for care. This includes; fever, diarrhea, vomiting, bad cough and a communicable disease. If your child is contagiously sick, you will not bring the child into the center. If your child is ill, you will find alternative arrangements for childcare. When the child is no longer contagious and healthy enough to actively play with other children, he or she may come back to OLA. This helps protect the health and well-being of all the children at OLA and enables us to provide the best possible environment for the children.
3. Medication (prescription or OTC, including lotion, lip balm and sunscreen) can be given if it is in the original container, labeled with the child's name, and a signed authorization paper is included with the medications. (must be turned into the office)
4. These are common symptoms that a child has a contagious condition and should not be at school:
  - a. Active sneezing or coughing
  - b. Colored discharge from nose
  - c. Discharge from eyes or ears
  - d. Fever of 100 or more
  - e. Eye infection
  - f. Vomiting or Diarrhea (within 24 hours of last occurrence)
  - g. Sore throat
  - h. Rash
  - i. Any combination of the above
  - j. Evidence of head lice/nits

Please refer to Oak & Lily Academy's sick policy on our website ([www.oakandlilyacademy.org](http://www.oakandlilyacademy.org)) under Parent Resources.

## HOLIDAYS

OLA will be closed in observance of all federal holidays. We will also be closed for holiday and spring breaks, which will follow the dates that Suffolk Public schools are closed. Please see the school calendar on the Oak & Lily Academy website under Parent Resources.

## **COMMUNICATION**

1. Invoices, newsletters and general announcements will be sent via email. If you are unable to receive emails, it is the parent/guardian's responsibility to obtain information from the office.
2. The Procure Connect app is used for daily communication between staff and parents.

## **MEALS/FOOD**

1. OLA does not provide meals. Families should pack the following:  
Two snacks and a lunch
2. Items containing peanuts, tree nuts or nut products are not allowed

## **PERSONAL BELONGINGS**

1. Children's belongings must be labeled with their name. We cannot be responsible for lost items.
2. Children should be sent to school in appropriate clothing for the weather.
3. Parents will supply a change of clothes each day in the student's backpack, even if their child is fully potty trained.

## **ARRIVAL AND PICK-UP PROCEDURES**

1. Children in the 2 year old class and younger will be picked up from the lobby by a classroom staff member. Children in the 3 year old class and older will walk to class on their own. At pickup children in the 2 year old class and younger will be brought to the front by a staff member. Children in the 3 year old class and older will walk to the front on their own.
2. Designated persons will sign child in/out with the Procure Connect App.
3. Only designated persons will be allowed to pick up the child.
4. Designated pick up persons must be 18 years or older.
5. Any person unfamiliar to the staff will be required to show proof of identification. Under no circumstances will the child be released to anyone other than those on file, unless written permission is received from the parent.

## **CHILDCARE/PRESCHOOL AGREEMENT**

1. As of the admission date, the student must be at least 6 weeks old and no older than 11 years old or 5<sup>th</sup> grade.

2. All children 3 years old or older must be completely potty trained. No pull ups, able to communicate they need to go potty, able to pull up pants and undergarments and able to wipe independently.

### **ELEMENTARY AGREEMENT**

1. Kindergarten – Students must be 5 years old by September 30<sup>th</sup> of the school year enrolling for.
2. Students must have successfully completed the grade before the one they are enrolling for.
3. Students enrolling in 1<sup>st</sup> or 2<sup>nd</sup> grade from another program will be required to meet with our instructional coach and the grade level teacher before admission. Report cards, behavioral reports and any other available documentation is required before admission is finalized.

### **ENROLLMENT**

1. All information including enrollment, emergency and medical forms must be completely filled out and returned before beginning our program.
2. The registration fee is paid at the time of enrollment and secures enrollment for the child enrolling until 30 days after the start of the program or for 30 days following registration. (If registering after the start of the program) If your child is unable to start the program as intended, the registration fee will be forfeited. Registration is non-refundable and non-transferrable.
3. Activity fees are due on September 1<sup>st</sup> and January 1<sup>st</sup>. The fees are pulled automatically with tuition for the month they are due.
4. The parents understand that medication forms must be filled out before any medication will be administered. (No medication or topical product such as lotion, lip balm, or sunscreen may be kept in the child's backpack, classroom, or pockets).
5. The parent agrees to submit (on or before the first day of care) a copy of the child's current immunization record and health form.
6. The parent agrees to submit updated immunizations when the child is immunized.
7. The parent agrees to submit (on or before the first day of care) proof of the child's identity such as a Birth Certificate or Certified Letter of Birth.
8. The parent agrees to submit (on or before the first day of care) the signed acceptance form for the Parent Handbook.
9. The parent agrees to submit any applicable legal custody agreement or court orders.

10. A two-week written notice is required for any changes to enrollment schedules or tuition fees. All changes must be reviewed and approved by the director.
11. The parent understand OLA is responsible for informing parents of any accidents occurring during the day. We use the Procure Connect App for daily communication including activities, incidents, and accidents.

## **HOURS OF OPERATION**

1. Monday – Friday 6:30 am – 6:00 pm (enrollment hours may differ)
2. If care is offered during breaks the hours are 8:00 am – 4:00 pm (additional charge and limited sign ups). Please refer to the appropriate school calendar for more information. The calendars can be found on our website under Parent Resources.
3. A late pick fee will apply after your scheduled pick-up time. Please refer to the Financial Agreement for charges.
4. If no one can be contacted within the half hour, social services and/or local authorities, may be contacted, at which time they will inform the staff as to how to handle the situation.

## **ABSENCES**

1. Parents will contact OLA before the scheduled time of arrival if the student will be late or absent.
2. Elementary students need to refer to the Elementary Handbook issued at orientation for specifics on absences that affect attendance.

## **DISCIPLINE PROCEDURES**

1. In case of disciplinary measures, redirection is used first, and if necessary, the first child is removed from the situation and allowed to talk out their behavior.
2. If further discipline is required, parents will be notified so we can take a course of action together to rectify the problem.
3. Please see the appropriated Oak & Lily Academy Discipline Policy by age on our website ([www.oakandlilyacademy.org](http://www.oakandlilyacademy.org)) under Parent Resources.

## **TERMINATION**

1. OLA reserves the right to terminate this agreement at any time for any reason including but not limited to:
  - a. Nonpayment of tuition or excessive declines of tuition or late payments
  - b. Inability to fulfill requirements of enrollment

- c. Disruption of the program by student or parent
  - d. Refusal or inability to follow OLA policies
  - e. Any child whose needs cannot be met in our program
  - f. Behavior that presents a risk to the health, safety, or well being of the student, other children or staff members
  - g. Any behavior, action or communication that disrespects or reflects badly on the reputation of Oak & Lily Academy by parents or students.
2. OLA will make every effort to give reasonable notice to allow parents to make alternate arrangements.
  3. You will have the right to withdraw your child from OLA at any time for any reason. However, you must provide a two week notice in writing. We do not refund tuition mid month.

### **DAMAGES**

1. Any damages to OLA property or furnishings or other student's property caused by a student will be the responsibility of the student's parents/guardian.

### **REPORTING ABUSE AND NEGLECT**

1. Our staff members are mandatory reporters of suspected child abuse or neglect.
2. Suspected abuse will be reported to social services for investigation as required by Virginia state law.
3. All inquiries will be referred to the department of social services.
4. Staff members may not discuss these matters with a parent, guardian or outside source.

**\*\*Acknowledgement of this handbook is required on the registration paperwork for all students. \*\***

