

Council Oak Preschool

Operational Policies and Parent Handbook 2023-2024

Council Oak Preschool

A Ministry of FUMC Round Rock

1004 N. Mays

Round Rock, TX 78664

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OUR PHILOSOPHY

Council Oak Preschool offers activities and experiences planned for the growth and development of the whole child. This includes social, emotional, physical and cognitive stages of development.

Each child is unique and at a different stage of development. Council Oak Preschool will work to assess and meet the needs of every child on an individual basis, providing the most appropriate approach for each student.

Our purpose is to develop an enthusiastic attitude toward learning. It is our desire that we help each child become aware of God's love, and in so doing, help them know what a special person he or she is through that love.

We strive to provide opportunities for each child to develop positive self concept; be accepting of others; be curious; be expressive; feel loved; feel secure; be full participants in God's world.

Our program is carefully planned for the needs of young children. Activities include stories, music, art, crafts, dramatic play, physical fitness, games and other various experiences that meet the needs of children and stimulate their learning. We offer a balance between free and structured play, quiet and active times, indoor and outdoor activities, along with group and individual experiences.

“Train a child in the way he should go, and when he is old he will not turn from it”

Proverbs 22:6 NIV

Council Oak Preschool is licensed by the Texas Department of Health and Human Services and follows the minimum standards as set forth by the state of Texas at all times. Parents may view a copy of the current minimum standards and licensing report in the preschool office or on the DFPS website. Parents may contact the local licensing office at 512-834-3426, DFPS website at www.dfps.state.tx.us/, or the DFPS Child Abuse Hotline at 800-252-5400.

All staff are certified in CPR/First Aid and Child Abuse Prevention along with earning 24 hours of continued education each year focused on early childhood.

OUR GOALS

SOCIAL AND EMOTIONAL:

To help the child:

- Grow in his/her ability to enjoy work and play with other children
- Coordinate different points of view by cooperating and resolving conflict
- Cope with fears, anxieties, and frustrations constructively
- Develop an attitude of kindness and helpfulness towards others
- Feel secure in relationships with adults and other children

COGNITIVE:

To help the child:

- Develop the ability to concentrate and think independently
- Express ideas through language
- Use initiative in pursuing interests

PHYSICAL:

To help the child:

- Participate in variety of fine and gross motor activities
- Become aware of his/her body in the environment

SPIRITUAL:

To help the child:

- Foster a belief in God as our Creator
- Experience God's love through loving, caring relationships with adults and other children
- Develop positive character traits

NOTICE OF NON-DISCRIMINATION POLICY AS TO STUDENTS

Council Oak Preschool admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies and other school-administered programs.

When at all possible, Council Oak Preschool makes every effort to include children with special care needs in our programs. We work to provide care that is recommended by the child's health care professional, early childhood interventionist and professionals affiliated with local school districts.

CURRICULUM

Council Oak Preschool bases its curriculum on the philosophy that children learn through play. Our curriculum emphasizes a “hands on” approach to learning. Classroom routines encourage active involvement, meaningful experimentation, and reinforcement through repetition. Schedules are designed to balance structure and free choice, as well as active and quiet times. Sensory, motor, perceptual and language skills are introduced through materials and activities which are both child-centered and teacher-directed. Work is planned which emphasizes the process rather than the product, fostering a sense of accomplishment and pride. Equipment, materials, and activities are selected based on the appropriate ages and stages of the children.

Classrooms include learning centers, which vary somewhat for each age level. Examples of these centers include dramatic play, art, books, science, math, blocks and manipulatives. The teachers base their weekly plans on different themes or units. The units chosen are relevant, understandable, suitable for the children’s age level, and capable of leading to many activities and discussions.

Bible stories are included in our curriculum and are chosen to enhance the units or themes that the teacher may be working on. A short prayer is said at lunch with all the children. Positive character traits are also a focus in our curriculum. Council Oak encourages loving, caring relationships with others in a Christian environment.

Once a month, Council Oak students and staff gather for a school-wide chapel service where our school unites together for a short praise service with a message from one of the ministers of First United Methodist Church.

MUSIC

In addition to singing in the classroom, children in all classes attend music class with our music teacher. Emphasis is on enjoyment of music and movement. Children are exposed to instruments, rhythm, finger plays, singing and music from other cultures.

PHYSICAL FITNESS

Physical development is an important part of growing for all children. At Council Oak Preschool, children will engage in a minimum of 60 minutes of physical activity each day. Opportunities for physical activity will take place during recess, in our regular classroom activities and during our PE class. During these times, children will participate in both moderate and vigorous activity. Our school campus offers us many locations, both indoors and out, for physical activities including the courtyard area in front of the pods, the area surrounding our Council Oak tree, our playground and the Family Life Center. Please remember to dress your child in proper clothing and footwear each day to ensure safe participation in these activities. If extreme temperatures or weather keep us from using the playground, we will use the Family Life Center for indoor playground time. We will take guidance from local weather authorities. Our goal is to help children develop their gross motor skills and a love for physical fitness to maintain a healthy lifestyle.

ART

Art has a daily place in all of our classrooms. Children enjoy doing crafts and artistic activities related to our planned themes. In addition to these projects, children in our threes, fours and Ready Rockets will attend art class twice a week. The emphasis is on developing a love of art, learning the fundamentals of art and free expression.

POSITIVE GUIDANCE

Council Oak Preschool believes that guiding young children toward appropriate and acceptable social behavior is one of our most important tasks. Effective classroom management ensures that children are constructively involved in activities that they enjoy and will help them learn. We strive to provide an environment that is thoughtfully planned, giving special attention to daily schedules, physical space, and providing stimulating activities. In this environment, inappropriate behavior is less likely to occur.

Each teacher is committed to helping your child feel safe and secure and providing sensible limits and genuine encouragement.

The staff will not use abusive, neglectful, corporal, humiliating, or frightening punishment under any circumstances. No child shall be physically restrained unless it is necessary to protect the safety and health of the child or others.

Removal of a child from their classroom is done infrequently and is focused on calming the child and resetting so the child can return to the classroom.

POSITIVE GUIDANCE METHODS USED ARE:

- Positive suggestions
- Positive reinforcement
- Redirection
- Modeling

COP BOARD

The Council Oak Preschool board is made up of volunteer parents who serve as representatives of the families that attend our school. These individuals work with the Council Oak Preschool directors and FUMC leadership to review policy changes, program offerings, tuition pricing and annual budgets. If you have an interest in serving Council Oak in this capacity, please contact the preschool office.

CLASSROOM PLACEMENT

Children are placed in the appropriate class based on their age as of September 1st. All two-year-old students are placed with peers that are close in age. All other classes are placed with a variety of birthdays as they do in the public schools. **All three-year-old students must be “potty” trained** before attending this program as we have no provisions to change them in Pod B.

CHILD/STAFF RATIO

18 months to 23 months	8/9 children to 2 teachers
2 year olds	10/11 children to 1 teacher/1 assistant
3 year olds	10/12 children to 1 teacher/1 assistant
4 year olds	12/13 children to 1 teacher/1 assistant
5 year olds	12-14 children to 2 teachers

FORMS AND RECORDS

The Texas Department of Health and Human Services requires in its Minimum Standards that current children's records be maintained. Council Oak Preschool will store digitally, through Brightwheel, your child's enrollment form, health form, emergency medical release, media release and the Discipline and Guidance Policy. These files must be uploaded via Brightwheel before school starts. A form is also required, via Brightwheel, acknowledging that you have read this handbook and accept the policies and procedures contained within. This form must also be maintained with your child's records.

CHILD ARRIVAL AND RELEASE POLICY

Arrival: The bell rings at 9:00 a.m., which signifies the beginning of the school day. Children are to be walked into their classroom by an adult and signed in via Brightwheel. We encourage you to bring your child promptly at 9:00 in order to experience the full day's activities. If children arrive late, it becomes distracting and they miss out on the planned activities for the day. Doors will lock at 9:15. If you arrive after that time, please come to the office and one of the office staff will take you to the class. We do request that you not enter the classrooms until the bell rings at 9:00. This time is used by the teachers to prepare their rooms for the day.

Dismissal: A bell will ring at 2:00 p.m. to inform you that it is time to enter the building. Please stay outside on the walkway until the bell rings. Children are to be picked up in their classrooms by an adult. A picture ID must be shown to the teacher during the first week of school or when someone other than the parent picks up the child. You must sign your child out of Brightwheel before leaving. If you must pick your child up early, please make arrangements with the teacher so that the other children will not be disturbed when you arrive.

Permission by the parent must be given for the release of a child to anyone other than the parent. Authorized persons must be listed on the Student Enrollment form and under Approved Pick Ups in Brightwheel. Teachers will be able to access approved pick ups in Brightwheel. If they are not listed, prior arrangements must be made and proper I. D. (driver's license) presented in order to obtain the release of the child. When leaving, please keep your child in sight at all times when walking to your car.

Late Pick-Up charge: A late fee will be assessed when picking your child up after 2:15 p.m. Children will be brought to the office after 2:15 in order to wait for their parents. After this time, the charge is \$5.00 for every five minutes thereafter. The clock in the preschool office will be used to determine the lateness.

ENROLLMENT

As a school-year based program, we enroll students for one school year at a time. Currently registered students and their siblings are given the first opportunity to enroll in late January – early February. Any remaining openings in our program will be made available to the community in February during the community open enrollment period. After that time, any remaining openings will be filled on a first-come, first-served basis until classes are full.

TUITION AND FEES

Registration Fee

\$100.00 per child for any area of our program.

The registration fee is an annual fee due at the time of registration and is non-refundable. After a child is enrolled in the program and has attended, that registration fee cannot be transferred to another child. The registration fee is non-refundable even if we are able to fill your child's space.

Tuition for 2023-2024 School Year

\$2600 per year or \$260 per month for two-day program (18 mo - 4 yrs old)

\$3450 per year or \$345 per month for three-day program (2 yrs old – 4 yrs old)

\$4500 per year or \$450 per month for four-day program (4 yrs old)

\$850 per year or \$85 per month for Monday Enrichment (an extra educational opportunity for our 4 and 5 year olds)

\$4600 per year or \$460 per month for four-day Ready Rockets program (5 years old by Sept. 1)

Tuition is figured on a yearly basis and therefore the amount is not flexible with long or short months. Refunds or reductions are not available for the time a child is absent for any reason, including illness or vacation, or if the school is closed due to bad weather.

All monthly tuition payments are due on the first day of the month. Our payments run for 10 months, August 1 – May 1. A late fee goes into effect after the 10th of the month. To avoid a \$20.00 late fee when the 10th falls on a weekend or holiday, tuition must be received in the preschool office on the last working day of the week prior to the 10th.

You will receive an invoice via email five days prior to the first of the month, August 1 – May 1, through Brightwheel.

Reduce or Avoid Online Payment Fees:

- Choose ACH (bank-to-bank transfers - just like a check!) which have a low processing fee of just .50 cents/transaction.
- Pay with cash or check in the office or leave in the locked dropbox to the left of the office door.
- Set up payments using the bill-pay service at your bank. Here's the info you'll need:
 - PO Box 1448
 - Round Rock, TX 78680
 - Account #: Child's Last Name and First Initial

If choosing to set up automatic recurring payments, please remember to set an end date in May that will allow the correct number of payments to process. Our payment schedule is 10 payments running August-May.

Council Oak Preschool offers a \$100 discount for full annual tuition payments that are received in August. After August, the discount will be prorated. You may contact Julie Roberson at julie@fumc-rr.org to receive the annual total due.

To keep your child's space, you will be charged for every class day of the month regardless of any absences, including illness, vacation, or weather-related closures.

Returned Check Charge: A \$30.00 fee will be charged for all returned checks. After two returned checks, tuition must be paid in cash or online through Brightwheel.

School Supplies

School supplies will be purchased and distributed to your child's classroom. Each child will be charged **\$125.00** for these supplies. This payment is due on August 1.

Prorated refunds of the supply fee and any tuition paid will be given for reasons such as relocation or job change. The registration fee will not be refunded.

PROGRAM DAYS AND HOURS OF OPERATION

Program Hours are 8:30 a.m. – 2:00 p.m. Kindergarten Readiness only (Ready Rockets)

Program Hours are 9:00 a.m. – 2:00 p.m. all other classes

Council Oak Preschool offers classes on:

Tuesday – Thursday

18 months through 4's

Wednesday- Friday

18 months through 23 months

Monday-Wednesday-Friday

2's, 3's, 4's

Pre-K and Kindergarten Readiness

Tuesday, Wednesday, Thursday, Friday

Monday Enrichment

4's supplement

Council Oak Preschool is in operation from August 28 through May 21. We will follow the Round Rock Independent School District Calendar for vacation days. Council Oak Preschool will not hold class on Round Rock School District teacher in-service days and will end our school year two days earlier than the school district. Below is a general calendar – please refer to the website for special events.

August

Wednesday 8/23 –Meet the Teacher (PP)

Thursday 8/24 – Meet the Teacher

Monday 8/28 – First day of school

Tuesday 8/29 – First day of school

September

Monday 9/4 – School closed for Labor Day

Thursday 9/14 - 4's Water Day

Friday 9/15 - 4's Water Day

Wednesday 9/20 - Vision & Hearing Screening 9:30

Thursday 9/21 - Vision & Hearing Screening 9:30

Thursday 9/21 - 3's STEM/Sensory Bin Day

Friday 9/22 - 3's STEM/Sensory Bin Day

Monday 9/25 - School closed due to RRISD Staff Development

Thursday 9/28 - 4's Book Character Parade

Friday 9/29 - 4's Book Character Parade

October

Thursday 10/5 - Chalk Walk

Friday 10/6 - Chalk Walk

Monday 10/9 – School closed due to RRISD Staff Development

Wednesday 10/11 - Chapel @ 9:15 am

Thursday 10/12 - Chapel @ 9:15 am

Thursday 10/12 - 4's Bike Day

Friday 10/13 - 4's Bike Day

Wednesday 10/25 - Individual Pictures

Thursday 10/26 - Individual Pictures

Friday 10/27 - W/F Toddlers - Fall Festival Party

Monday 10/30 – Fall festival parties

Tuesday 10/31 – Fall festival parties

November

Monday 11/6– COP Election Day

Tuesday 11/7 - COP Election Day

Wednesday 11/8 - Chapel @ 9:15 am

Thursday 11/9 - Chapel @ 9:15 am

Friday 11/10 - School closed due to RRISD Staff Development

Thursday 11/16 – Thanksgiving Event

(3's Turkey Waddle & 4's Turkey Trot)

Friday 11/17 – Thanksgiving Event

(3's Turkey Waddle & 4's Turkey Trot)

Monday 11/20 thru Friday 11/24 – School closed for Thanksgiving holiday

December

Tuesday 12/5 – Christmas Program 9:15 am (RR)

Wednesday 12/6 – Christmas Program 9:15 am (PP)

Wednesday 12/13 – Christmas parties and Santa visit

Thursday 12/14 – Christmas parties and Santa visit

Friday 12/15 thru Wednesday 1/3 – School closed for winter break

January

Wednesday 1/10 - Chapel @ 9:15 am

Thursday 1/11 - Chapel @ 9:15 am

Monday 1/15 – School closed for MLK Day

Thursday 1/18 - School-wide Pajama Day

Friday 1/19 -School-wide Pajama Day

Thursday 1/25 - 3's Teddy Bear Picnic (FLC)

Friday 1/26 - 3's Teddy Bear Picnic (FLC)

February

Wednesday 2/7 - Chapel @ 9:15 am

Thursday 2/8 - Chapel @ 9:15 am

Tuesday 2/13 – Valentine's Day parties

Wednesday 2/14 – Valentine's Day parties

Monday 2/19 – School closed for President's Day

March

Thursday 3/7 - Cowboy Coffee Event (Event for Students & Special Men in their Lives) @ 9:15 am (RR)

Friday 3/8 – Cowboy Coffee Event (Event for Students & Special Men in their Lives) @ 9:15 am (PP)

Monday 3/11 thru Friday 3/15 – School closed for Spring Break

Wednesday 3/20 - Chapel @ 9:15 am

Thursday 3/21 - Chapel @ 9:15 am

Wednesday 3/27 - Easter Parties

Thursday 3/28 - Easter Parties

Friday 3/29 - School Closed for Good Friday

April

Tuesday 4/2 – Class and Graduation Pictures

Wednesday 4/3 – Class and Graduation Pictures

Wednesday 4/10 - School Closed for RRISD Staff Development

Wednesday 4/17 - Chapel @ 9:15 am

Thursday 4/18 - Chapel @ 9:15 am

May

Thursday 5/2 - 3's Bike Day

Friday 5/3 - 3's Bike Day

Thursday 5/9 – Mother's Day Tea (Event for Students & Special Women in their lives) @ 9:15 (RR)

Friday 5/10 – Mother's Day Tea Event (Event for Students & Special Women in their lives) @ 9:15 (PP)

Thursday 5/16 – Graduation @ 9:15 am

Thursday 5/16 - 2's Outdoor Day

Friday 5/17 – Graduation @ 9:15 am

Friday 5/17 - 2's Outdoor Day

Monday 5/20 - Last School Day of Council Oak Preschool

Tuesday 5/21 - Last School Day of Council Oak Preschool

VACCINATION POLICY AND IMMUNIZATION RECORDS

The Texas Department of Health and Human Services requires us to have a current record of your child's immunizations on file at Council Oak Preschool by the first day of school. A signature of their personal physician, health care clinic, or stamp is required on the form.

If your child has not been vaccinated or is on a delayed immunization schedule, we must have one of these two affidavits on file before we are able to accept your child into our care:

- Affidavit signed by a physician stating that the immunization poses a significant risk to the child or a member of the child's family or household.
- Affidavit signed by the parent or guardian stating the immunization is declined for reasons of conscience.

We require staff to have standard immunizations unless an employee is exempt.

VISION AND HEARING SCREENING

The Texas Department of Health requires hearing and vision screenings of all children 4 and 5 years of age. Many pediatricians offer these screenings as part of a child's yearly well check. A copy of the completed screening must be kept in each child's file. It will be your responsibility to bring the results of your screening to the preschool office.

DISMISSAL POLICY

Any child who receives 3 written warnings for aggressive or unmanageable behavior can be asked to withdraw from the preschool program. Each case will be evaluated on an individual basis.

PRIVACY

Within Council Oak Preschool, confidential and sensitive information will only be shared with employees who need to know in order to most appropriately and safely care for your child.

Outside of Council Oak, confidential and sensitive information about a child will only be shared when a parent has given express written consent, except where otherwise provided by law. Council Oak Preschool strives to protect everyone's right to privacy.

FOOD, LUNCHESES AND SNACKS

All children need to bring a nutritious, balanced lunch from home each day. While Council Oak Preschool is committed to good nutrition as an integral part of the early childhood experience, we are not responsible for your child's nutritional value or for meeting your child's daily food needs.

Please pack lunches that do not require refrigeration or the microwave, as we do not have refrigerators or microwaves in the classrooms. We also ask that you use containers that can be easily opened by your child and cut their food into small pieces. Please label all containers, thermoses, lunch boxes, etc.

If you would like to provide a snack or treat to the entire class, please check with your child's teacher to make sure there are no dietary or allergy concerns in the class.

Children with food allergies are at risk when they eat foods which have not been prepared or served by their own parents. On occasion, we use the cooking and tasting of different foods as an aspect of our curriculum. If your child has food allergies, please indicate them on your enrollment form.

Any mother wishing to breastfeed her child has the right to do so while at our school by either providing breast milk for their child while in our care or nursing at school. Mothers wishing to breastfeed at school will be provided a comfortable place to nurse their child.

HEALTH POLICY

It is the responsibility of Council Oak to provide the healthiest environment for all students and staff. Since infections spread quickly among children, **we cannot accept a child whose health is questionable** on any particular day. We will continue to monitor guidance and recommendations from the Centers for Disease Control and the Texas Department of Health and Human Services to ensure that we are doing all we can to keep the students and staff of Council Oak Preschool healthy and safe. We are prepared to make changes whenever needed and will communicate any changes to our families in writing.

Your cooperation is needed to maintain a healthy environment for our school. Please keep your child home if he or she:

- Gives evidence of a cold (green drainage, runny nose, coughing, sneezing, watery eyes, etc.)
- Has a temperature of 100.4 or more (must be free of fever for 24 hours without medication before returning to school.
- Has had an upset stomach (vomiting or diarrhea) within the last 24 hours
- Reddened eyes with a discharge or crusted eyelids.
- Rashes of any form (small pinpoint or large blisters).
- Head Lice (live bugs) Children may return to school after treatment has been given and all nits are removed from the hair shaft.

If your child becomes ill during school hours, you will be notified immediately and your child will be brought to the office. If you cannot be reached, we will notify the person/persons you have designated on your enrollment form as the person to contact.

If your child is too ill to play outside, please keep him/her at home. Children do not understand why they cannot play outside when everyone else is out.

If your child has any illness diagnosed by the doctor as contagious, notify the school immediately so that other parents can be alerted to the fact that their children may have been exposed. This includes chicken pox, measles, mumps, impetigo, fifth disease, flu, COVID, etc.

MEDICATION POLICY

Medications will be administered to a child only as follows:

- All medication must be in its original container. Sunscreen and insect repellent are considered medication and must be provided to the school by the parent and be administered according to the school's medication policy.
- All prescribed medication must have a label with the child's name, RX date, dispensing directions and the name of the physician.
- In order to dispense a medication, the parent must fill out a medicine form to be kept on file in the office.
- All medicine will be dispensed by the Co - Directors or the designated person and will be kept in the Council Oak Preschool office.

All medication must be brought directly to the office upon arriving at school. Please do not place medication in your child's lunch box or backpack.

EMERGENCY RELEASE

In the event a medical emergency affects a child, every attempt will be made to contact his/her parent or guardian. Should an emergency occur and a parent cannot be reached, an emergency release form for each child, signed by his/her parent, is kept on file. This release states that a doctor may administer any necessary treatment should an emergency occur.

In the event of an emergency requiring Council Oak Preschool to implement our Emergency Action Plan, all parents and guardians identified on the child's admission form will be notified via Brightwheel, email

and/or text message of the type of emergency, sheltering location, and any additional details specific to the emergency as soon as all children are safely sheltered. Additional notification will be sent when the emergency situation is remedied and sheltering precautions are lifted. For lock-downs, children will not be released until the area is deemed safe by local law enforcement.

GANG-FREE ZONE

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

BIRTHDAY PARTIES

Birthday celebrations are welcomed. Children celebrating a birthday may bring a snack (enough for his/her class) to school. Please check with the teacher to verify that no child is allergic to certain foods. Please notify the teacher in advance so that time can be made available for this special event. Teachers can provide you with insight as to what types of snacks would work for your class. Please remember our friends are little and require very small portions of any treat.

HOLIDAYS, PARTIES, & SPECIAL EVENTS

Parties will be scheduled throughout the school year. Please look for sign-up sheets in your child's classroom when refreshments or volunteers are needed. For your convenience please refer to the list of special events that will occur this year.

DRESS CODE FOR THE CHILDREN

Children are urged to wear play clothes in order to comfortably participate in the many activities planned in the classroom and outside. Please keep in mind that many of our activities are messy and clothes may be stained. Please remember to send a change of clothes with your child each day.

Every child will be going outdoors daily, weather permitting, so please dress your child accordingly. Children are encouraged not to wear jewelry, open toe shoes, cowboy boots or cleats to school. **Tennis shoes with socks are recommended and encouraged.** This is a safety measure to prevent your child from having their feet stepped on or toes stubbed during school time.

BAD WEATHER POLICY

For bad weather, we follow the Round Rock School District's decision. We also remain apprised of the changing weather conditions through local media outlets.

Please tune in to our Facebook page or one of the local radio or television stations for current school information should bad weather occur.

If RRISD is closed for the day, COP will be closed. If RRISD is operating on a two-hour delay, we will be opening at 10:30 am. We will continue with our normal dismissal at 2:00 pm.

NAP/REST TIME

Parents will need to purchase a nap mat for their child to use at rest time. Teachers will communicate what the children in their class typically rest on during quiet time. Please bring this to class the first day of

school labeled with your child's name using a permanent marker. Rest mats and towels will be sent home on a daily basis.

The Texas Department of Health and Human Services requires Council Oak Preschool to provide a sleep/rest period after lunch for all children attending our school. During this time, lights are lowered and quiet time music is played encouraging all to rest. However, children are not required to sleep, but must be able to rest quietly on their nap mat. Special rest items such as a favorite blanket or stuffed animal are permitted at this time.

GENERAL CAMPUS GUIDELINES

Please follow these guidelines when playing on our campus before and after school.

- Our campus is a high traffic area. Please be alert and use caution when exiting vehicles and traveling through our parking lot.
- Children are not allowed to climb on the perimeter of the fountain at any time.
- Tree climbing is not allowed.

SCHOLASTIC BOOK CLUB

Every year, Council Oak participates in the Scholastic Book Club Program. It is a wonderful way for you to order age appropriate reading materials at good prices and the school benefits by earning points from the amount of books ordered.

We will send home a book order about every six weeks. If you wish to order any items, orders can be placed and paid for online using code P682Z. Orders are received in about 8-10 work days and books will be delivered to our child's classroom. Thank you for your support in helping Council Oak to receive free educational items that we can order with our points.

PROVIDER'S GUIDE TO PARENT'S RIGHTS

A parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;

- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

REQUIRED NOTIFICATIONS:

The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.

The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

THANK YOU FOR CHOOSING COUNCIL OAK PRESCHOOL

If situations occur that require amending any portion of these written policies, families of currently enrolled students will be notified in writing.

We are honored that you have chosen us as your family's preschool! We welcome you to visit any time during our hours of operation to observe your child or participate in any of the school's activities. Our doors are locked at all times, so if you arrive for an unscheduled visit, please come to the preschool office.

Our Directors are available any day during our normal operational hours to discuss any questions or concerns that parents might have about their child or our school's policies and procedures. Please stop by the office, email or call us – we are happy to help!