



OASIS

**Opportunities After School for Intellectual Success
PROGRAM POLICIES FOR PARENTS**

OASIS

Opportunities After-School for Intellectual Success

WELCOME!

Welcome to OASIS. We are committed to providing your child with enriching and rewarding experiences that will enhance their childhood memories about school and learning. This overview has been prepared to answer questions you may have concerning our philosophy, policies and procedures. We extend to you an ongoing invitation to visit our program at any time to see how well your child is benefiting from the program. Thank you for allowing us the opportunity to share in the magic of your child's life.

PURPOSE

Our program has been developed to assist parents in providing their elementary school age children the opportunity to relax, study and involve themselves in personal interests in a safe environment when they are not in school. Our program does not duplicate the charter school program but rather supplements the program in a more recreational manner.

PHILOSOPHY AND GOALS

We recognize that working parents and parents seeking work need to feel secure in the knowledge that their children are well taken care of during times when they are not in school. Children, during early and middle childhood, based on their environment and experiences will learn self-expression and self worth. We, therefore, as an extension of the family, provide a safe haven that is nurturing, warm, clean, and caring. In this environment, we offer "hands on" opportunities for school age children to make choices that will enable them to pursue their personal interests, develop friendships, and grow in confidence, independence and respect for themselves and others. We encourage independent thinking and discovery through developmentally appropriate activities, materials and methods while providing adequate adult supervision and guidance. We want the children that participate in our program to realize their potential while understanding their uniqueness and worth.

PARENT INVOLVEMENT

OASIS has an open-door policy and welcomes you to visit the program at any time your child is present. Please feel free to join our program either as an observer or a volunteer. We seek your active involvement in the program and invite your participation by sharing your own special interests and abilities with our students. The OASIS Program Director and the Principal are also available to offer assistance if needed. You may also forward information to the front desk and they will make sure it is placed in my mailbox.

My contact information is as follows:

Miss LeAnn Taylor
6015 E. Walnut Street
Westerville, OH 43081
ltaylor@cornerstoneacad.org
614-775-0615, ext. 111

SCHOOL INVOLVEMENT

In addition to contact with parents and guardians, OASIS puts emphasis on communication between the program and the school. There is constant contact between the director, Principal, staff, and teachers to ensure that everyone is aware of the current status of each child. If there is an issue, then the parties involved discuss that issue and decide upon the best way for it to be solved. If a student is exhibiting exceptional behaviors, then that child is rewarded accordingly with a prize from the prize box or choice of an activity, etc.

PROGRAM STANDARDS

The OASIS program follows the Standards for Quality School-Age Care developed by the National School-Age Care Alliance (NSACA). There are thirty-six keys of quality in the NSACA Standards. Twenty of the keys are observable and are organized under five categories: Human Relationships, Indoor Environment, Outdoor Environment, and Activities. Sixteen additional keys describe the program organization, procedures, and policies. Together they create a sixth category of Administration. The standards emphasize the quality of interactions between staff and children and the developmental appropriateness of the curriculum and activities. Primary consideration is given to the quality of the child's experience.

THE CURRICULUM

PRIMARY CARE

Primary Care is a method of student management by which a particular OASIS staff member is responsible for the routine care, activity implementation, and daily reporting for your child. The Primary Care Provider serves as your principle point of contact regarding information concerning your child. All OASIS staff members will be familiar with your child's needs and will be involved with your child either peripherally or directly at some time during the program. Primary Care allows for better continuity and bonding between the child, staff member, parents and peers. It also allows the OASIS staff member to be more closely involved during planned activities by working with a smaller group of children.

DEVELOPMENTALLY APPROPRIATE PRACTICES

A child's interests and abilities change as the child ages and mature. The OASIS Program is committed to the rights of children to experience a respectful and supportive learning environment that reflects the child's current interests, needs, and competencies. The school age staff understands developmental stages and plan activities that are appropriate and inclusive of all children enrolled in the program.

ACTIVITIES

Variety is the key component of the OASIS program. Activities include arts and crafts, construction, board games and puzzles, music, quiet reading and conversation, science and discovery, free play, homework and active physical play.

HOMEWORK

Parents should make the decision whether their child should work on their homework during the after-school program or at home. Some parents may want their child to make the decision. Program staff will provide an appropriate area for working on homework and will establish guidelines for its use. Although the OASIS staff **cannot** be responsible for consistently assisting students with their assignments or for monitoring homework completion they will offer help if requested. The time allotted for homework will not exceed 45 minutes.

STAFFING

Staffing is based on the ages of the children being served, the number of children enrolled in the program and the number of hours they attend the program. OASIS observes enhanced ratios, defined as a smaller ratio of student to teacher than the State Licensing agency requires. OASIS recruits and hires qualified staff that meets or exceeds state licensing requirements. The OASIS staff members have experience and education in the field of child development and participate in continual in-service training and other professional development. Volunteers are welcome to the program, but they must be a parent or have an FBI/BCI check with the state of Ohio.

SUPERVISION

Strict supervision is an important entity in any child care setting. OASIS observes a supervision plan as follows:

- Children may run errands or use the restroom without direct adult supervision in the area designated for the program's use by the site plan if the children are within hearing of a staff member, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes.

- Children Kindergarten grade and higher in groups of two or more, may be without direct adult supervision in the area designated for the program's use by the site plan if the children are within sight or hearing of a staff member in adjoining or adjacent space, a staff member knows the whereabouts of the children at all times, and a staff member checks on the children every five minutes and documents the observation.
- When a group of children are outdoors, a staff member shall be able to summon another adult without leaving the group alone or unsupervised. A school child, fourth grade or older may leave the group to summon an adult.
- **The previous statements are only included if the staff/child ratios are maintained at the program site.**

DAILY SCHEDULE

The daily schedule for both before and after school is appropriate to the developmental needs of the children in the program. The daily schedule includes: a balance between child selected and teacher directed activities, large group, small group and individual activities, quiet and active play, and indoor and outdoor play.

Typical Schedules

Before School

6:30	Children arrive and are greeted; sign in; choose a quiet activity such as a game, puzzle or block play, reading; or work on homework; rest
7:25	Time for cleaning up and gathering belongings for school
7:30 - 7:45	Breakfast - available for purchase
7:45	Children leave for class

After School

3:20 - 3:45	Children arrive and are greeted; checked in; snack provided
3:45 - 4:15	Activities such as basketball, football, tag, chalk drawing, bubbles, hopscotch, etc.
4:15 - 4:45	Homework/Reading/Coloring/Quiet Activities
4:45 - 5:15	Group games
5:15 - 5:45	Center activities (Legos, building blocks, Memory game, Bingo, Word Match game, trucks, Lincoln Logs, Trains and Tracks, etc.)

5:45 - 6:00	Center clean-up/Quiet Activity
6:00	Program closes

FIELD TRIPS

On occasion and depending on the availability of transportation, field trips may be planned to complement the currently planned activities and interests of the children. The type of transportation that we would use is a bus from one of the Franklin County schools. Field trips may involve an additional fee. If a field trip is planned, a permission slip is required by the parent and the fee must be paid.

If there is a field trip, and a student is unable to attend, then a staff member will stay behind with the child depending on the ratio of adults to children. Unfortunately, there will be circumstances where a child may not be able to attend OASIS if they are unable to go on a field trip. This is due to the high numbers of students compared to the number of adults for that particular day. The parent will be notified as soon as possible if this is the case. Please plan accordingly.

POLICIES AND PROCEDURES

THE PROGRAM

The OASIS program operates:

- Monday through Friday from 6:30 A.M. to 7:30 A.M. (until Breakfast) and 3:15 P.M. to 6:00 P.M.
- All day from 6:30 A.M. - 6:00 P.M. during Winter Break, Spring Break, Summer Break, and mandated Teacher Work Days.
- For students who are enrolled at Cornerstone Academy grades K-7 (ages 5-13), who have also enrolled in the OASIS program.

The OASIS program does not operate:

- On Federal Holidays such as Labor Day, Thanksgiving (both Thursday and Friday), Martin Luther King Jr. Day, President's Day, Memorial Day, and Independence Day.
- **If the school is closed for any reason.**

PARENTS RESPONSIBILITIES

Parents must cooperate with the OASIS program in carrying out all governmental laws, rules, and regulations affecting the operation of the before and after school program. It is the parent's responsibility to supply and maintain required accurate record information including all required forms and acknowledgments. Parents are also responsible for notifying the Program Director or the charter school administrative staff if their child will be absent for the day.

Only children enrolled in OASIS are allowed to participate in the program. Due to state licensing requirements, children that are not enrolled in the OASIS program and that have not been picked up after the charter school day will not be permitted into the OASIS program.

ENROLLMENT PROCEDURES

Families currently enrolled in the OASIS program will receive a priority enrollment opportunity in the spring to register their children for summer and the next school year. Siblings can be registered at this time as well. Families will be notified of enrollment opportunities through the school's social media and e-mails. Parents are responsible for completing a Registration and Policy form by the last week of June.

Enrollment is first come, first served based on the following criteria:

1. Currently enrolled OASIS students
2. Siblings of currently enrolled OASIS students
3. Those students in need of Full time care

When filling out the enrollment form, you **MUST** indicate if your child will be fulltime, part time, or drop-in. Part time enrollment is morning or afternoons for 2-3 days per week. Fulltime enrollment is morning and afternoon for 4-5 days per week. **Drop in care is designated for those that only need care periodically.** Please indicate on the enrollment form which type of care is needed. If there is a change to this need, a new enrollment form must be filled out.

Drop in openings are limited. Each family will be allotted **up to 20 days** of childcare for the **school year**. Families must request childcare by contacting the program Director *at least one week prior*, and tuition is due same day. A **48 hour (by 8:00am) cancellation notice is required or full tuition will be expected.** Failure to do either of the above could result in denial of future care.

Upon enrollment, you will be given a packet of material to review. The enrollment packet includes requests for personal, biographical, health, and emergency information concerning your child. **All requested information is required by state licensing regulations and is kept confidential.** **Please complete and return these forms to the OASIS Program Director before your child begins the program.**

A new enrollment form is needed EACH YEAR for EACH CHILD.

SPECIAL NEEDS

If your child has special needs that must be accommodated, a meeting may be set up between the program Director, the parent, and an intervention specialist will be contacted to make any needed program modifications. Please contact the Program director with any questions.

PROGRAM ADMISSION

Admission into the program is based upon the number of openings available for the A.M. and P.M. sessions. The number of students allotted for the A.M. session is 18 since there is only one adult scheduled to supervise. The program must stay in compliance with the Ohio Department of Education's standards of 1 adult per 18 students or a 1:18 teacher to student ratio. However, there are at least 3 adults to supervise in the afternoon, so the enrollment is 54 students for the P.M. sessions. If there is a waitlist, parents who are interested in joining the waitlist for A.M. or P.M. may fill out the proper paperwork and include the registration fee. They will be placed on the waitlist and notified once an opening becomes available. The open spot is given on a first come, first serve basis. Weekly attendance is important. If your child misses up to 4 weeks during the school year, your childcare status will change to Drop In. This change will allow you to still utilize the program on days off, breaks, and summer camp.

Students can only be admitted to the program once the Enrollment form is filled out completely **AND** the enrollment fee has been paid.

There is a one time, non-refundable enrollment fee of \$20.00 that is due at the time of registration. This fee is per family NOT per child.

PROGRAM HOURS

The OASIS program is open only on school days Monday through Friday from 6:30 A.M. to 7:30 A.M. (Breakfast) and from 3:15 P.M. to 6:00 P.M. Due to strict adherence to licensing standards ***no child can enter the program before the scheduled opening or remain after the scheduled closing.*** If there is an unusual circumstance that prevents a parent from picking their child up by closing, the parent is required to inform the Program Director or charter school administrative personnel as soon as possible and contact their Emergency Contact person to pick up. **There is a late fee of \$10.00 starting at 6:01 pm and for every 10 minutes thereafter** that will be added to the next invoice.

If a parent fails to notify the program staff that they will be late and they have not arrived to pick up their child **within 30 minutes of closing, Child Protective Services may be contacted.** Chronic late pick up will lead to dismissal from the program.

HOLIDAYS

OASIS will be closed during every school-honored holiday along with emergency school closings. Please refer to the school's calendar for the days of operation.

SIGN IN AND SIGN OUT PROCEDURES

- Students will be signed in upon arrival to the program by a staff member and signed out upon departure from the program by a parent or the adult person (18 years and older) designated by the parent to pick up the child.
- Students will be signed in by parents upon arrival for the AM program.
- Parents are responsible for their own children once the child has been signed out
- The only people, other than a child's custodial parents, who are authorized to take the child from the program are those adults (18 years and older) designated in writing on the Emergency Contact or Authorized Release sections of the child's application.
- Parents, as well as other authorized adults, not known to the staff will be required to furnish appropriate identification including a picture ID upon request.
- For the safety and well being of children, the OASIS program will not release a child to a person who is visibly impaired due to alcohol consumption, substance abuse, prescription drugs, or other like substances. In the event that a parent or legal guardian is impaired, the Program Director will call the adults designated on the Authorized Release section of the child's application to provide transportation.
- Parents may add approved individuals to the pickup list by emailing the Director.
- A court order that indicates that a non-custodial parent is required to have special permission to pick up children or that a non-custodial parent is not allowed to pick up children, must be on file. On occasions when the non-custodial parent will be picking up children from the program, the custodial parent is asked to provide a written statement to the program granting permission.

SECURITY

The primary mechanism for ensuring the security of the program is the strict adherence to established procedures for your child's arrival and departure. Parents will need to use their 4-digit entrance code chosen at the time of enrollment to enter the building. This entrance code is for adult use only and not intended for student usage. It would be your responsibility to share this code with your listed contacts.

FEES AND TERMS

The OASIS program is a self-supporting program and the cost of service is based on the cost of labor and materials and includes the activity programs and an afternoon snack. Payments are due every Friday for that week. A late fee of \$10.00/each week will be charged for payments received after the payment due day. **If payment is late more than five days, child care services will be immediately suspended for the upcoming week until payment is made in full.** The only way the charter school is able to offer this service is through strict adherence to the payment policy.

All payments may be made by cash, check, money order, or EZ Pay (please visit website for more details) Checks and Money Orders must be payable to "Cornerstone Academy," and indicating OASIS and students first and last name in the memo line. OASIS charges a \$35.00 service fee for checks returned for non-sufficient funds (NSF) and checks will no longer be accepted.

The fees for the program are as follows:

Type of Care	Day/Week	1 Child	2 Children	3+ Children
Full Time Am and Pm (4-5 days/week): Flat Rate*	Per Week	\$85	\$160	\$235
Morning Only: Flat Rate*	Per Week	\$35	\$60	\$85
Morning Only Part time (2-3 days)	Per Week	\$25	\$40	\$55
After School Only: Flat Rate*	Per week	\$55	\$100	\$145
Part Time After School (2-3 days/week): Flat Rate*	Per Week	\$45	\$80	\$115
Drop-in Care: Must be paid on/before date of use	Per Day: Must be pre-approved	\$20	\$35	\$50
All Day Program: In-service/Breaks/Summer	Per Day	\$25	\$40	\$55
All Day Program: In-service/Breaks/Summer - Flat Rate* (5 days)	Per Week	\$115	\$220	\$325
Non-Refundable Enrollment Fee	Per Family	\$20		

***All flat rate fees are not based on usage and the full fee is due regardless of number of days in the session during the week.**

***A 48-hour cancellation notice is required if you signed up for but no longer need Full day care on non- school days. Regular tuition is expected without proper cancellation.**

CLOTHING AND PERSONAL BELONGINGS

Your child will be involved in various hands-on and sometimes messy activities and should be dressed accordingly. Your child's clothing should be appropriate for the weather conditions, washable and comfortable. We recommend that children wear tennis shoes or soft-soled shoes. **Children are requested to leave non-nutritious food, gum, toys, and money at home.** Please discourage your child from bringing personal possessions from home unless specifically requested by the OASIS staff. The school is not responsible for the loss or damage to clothing or personal items.

GUIDANCE AND DISCIPLINE

Discipline is designed and carried out to help each child to learn self-control, choose alternatives, identify feelings and develop an understanding and respect for the feelings of oneself and others. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior. Discipline shall not damage the child's self image, embarrass, shame, humiliate or frighten the child who is being disciplined. Whenever possible, the child disciplined shall contribute to resolving the conflict in which the child was involved. The goal in discipline is to advance the child's sense of responsibility and self-discipline. There shall be no cruel, harsh, corporal punishment.

All students are expected to follow the expectations set out in the school's Code of Conduct

Teachers will...

- Acknowledge and compliment positive contributions such as cooperation, sharing, caring for materials and joining into activities
- Set appropriate limits for children
- Listen carefully and openly to all children
- Treat all children consistently and fairly
- Develop a warm, trusting program environment
- Encourage children to resolve their own conflicts and step in only if needed to discuss the issues and work out a solution

Prohibited punishments include...

- Cruel, harsh or corporal punishment such as, but not limited to spanking, hitting, swatting, shaking, pinching, punching, or biting a child.
- Discipline delegated to a child.
- The use of physical restraints to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control (by CPI Certified Staff).
- Placing a child in a locked room or otherwise confined in an enclosed area such as a closet, box, or similar cubicle.

- Subjecting a child to profane language, threats, derogatory remarks about himself/herself or his/her family, or any other verbal abuse.
- Disciplining a child for failure to eat or, failure to sleep, or for toileting accidents.
- Using techniques of discipline to humiliate, shame, or frighten a child.
- Disciplining by withholding food, rest, or toilet use.
- Separation that has a long duration, and is not developmentally appropriate. The child shall be within sight and hearing of a school child care staff member, and in a safe, lighted and well-ventilated space.

The students will lose a portion of their play time for not adhering to the following rules:

- Be respectful of others and property.
- Keep your hands and feet to yourself.
- Be aware of others around you when playing.
- Use appropriate language at all times

**** These rules are posted on the wall of the OASIS Room. When the rules are broken, students are reminded of the rules, given time to sit and think them over. This reassures that the student understands the rules. ****

**** Teachers and staff are given the discipline policy for review before they begin working with the children. The parent of each child is also given the program's discipline policy in order to understand the contents. ****

COLLABORATION

Inappropriate behavior that affects the child's sense of well-being or the well-being of others will be discussed with the parents by the OASIS Program Director and the Principal, in order to develop a plan to help the child succeed in the program. A child who continues to exhibit behavior that compromises their safety and welfare or that of others will be suspended from the program once appropriate steps of correction has failed.

In extreme cases, it may be necessary to immediately discontinue services for a child whose behavior is detrimental to the other children.

INJURY AND EMERGENCY MEDICAL CARE

A minor injury to a child will be treated at the discretion of the OASIS staff. An adequate supply of first aid materials is stored at the program site. When an injury occurs, the appropriate staff member will complete an Accident Report and notify the parent.

In the event a child sustains an injury of a more serious nature, the teacher will render emergency first aid while the parent is contacted by phone IMMEDIATELY. The emergency telephone information that is on file at the program site will be used. Generally the parent will be asked to come to the school and to transport the child to a physician's office or a medical facility if the parent or OASIS staff member feels that this is necessary. If neither parent can be contacted, the person designated by the parent on the emergency form will be requested to fulfill this parental role.

If immediate and urgent medical treatment is required, the program personnel will call 911. Parental agreement forms authorize the OASIS staff to secure and authorize any medical attention, treatment, and services as may be necessary for a child whose parents cannot be immediately contacted. Any qualified person providing such required medical attention, treatment, or services may accept such written consent as if given by the parent in person. ***Parents or legal guardians will be financially responsible for the cost of providing care for an injured child.*** The Parental Agreement will be in the child's file and will be sent with the person accompanying a child to a medical facility.

HEALTH

The OASIS program is designed for well childcare. Information of Health and Immunization Record must be included on enrollment forms for each child.

ILLNESS

In an effort to manage and prevent the spread of disease, the OASIS program will follow the prescribed OHSAA Guidelines. Exposure too many contagious diseases is a normal part of childhood. The school setting, because of its communal nature, increases the likelihood of exposure. It is expected that parents will cooperate fully with the staff in the event a child must be excluded from the program. All staff will be trained in the signs and symptoms of communicable diseases, hand-washing, and disinfecting equipment and materials. The Director or the Assistant Director who are trained in communicable diseases will observe each child as the child enters the group for any noticeable illness.

EXCLUSION POLICY

The phone call that informs a busy working parent that they must leave work to pick up a sick child is as difficult for the staff to make as it is for the parent to receive. OASIS endorses exclusion standards that will help control the occurrence of illness among children, their families, staff and the community. Exclusion standards followed are put forth by the U.S. Department of Health and Human Services, Public Health Service and the Centers for Disease

Control. This policy ultimately protects other children and staff members and recognizes the limitations of staff capabilities to adequately care for a sick child. The child suspected of having a communicable disease shall be isolated in a room or portion of a room not being used in the school child program, but still within sight or hearing of a staff member.

Your child must not attend the OASIS program if exhibiting any of the following symptoms (and will be isolated immediately and discharged to the parent):

- A temperature of 100 degrees or higher within the last 24 hours
- Intestinal disturbance accompanied by diarrhea or vomiting
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Sore throat or difficulty swallowing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis (Pink Eye)
- Severe itching and scratching of the body or scalp (head lice, scabies); untreated infected skin patches or unusual spots or rashes
- Unusually dark urine or grey or white stool
- Stiff neck
- Any disease that is classified as reportable, i.e., diseases that have special implications for public health due to their high communicability or seriousness.

While isolated, the child will be observed for the following symptoms as well as the symptoms above:

- Unusual spots or rashes
- Sore throat or difficulty swallowing
- Elevated temperatures
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

ILLNESS MANAGEMENT

If your child develops any of the above symptoms while attending the OASIS program, the staff will help your child rest comfortably in a supervised, warm, safe environment away from the other children and observed carefully for worsening conditions. You will be promptly contacted to arrange pickup for your child within one hour. If the child is only mildly ill, they will be sent to a quiet area of the room and rest comfortably until they are feeling better.

****If your child has any of the above symptoms before OASIS and will not be attending, please notify us immediately within the same business day. ****

ADMINISTRATION OF MEDICINE

Should your child require any medication prescription, while in our care, the staff will only be able to administer it when the following conditions are met:

- If state licensing requirements permit the administration of medicine.
- The parent provides a current written order from the physician and authorizing the use of the medication for a specified length of time
- The parent provides a written request, with specific instructions, for the staff member to administer the medication
- The medication is in its original packaging and dispensed with the child's name, name of the drug, and directions for administration by a licensed physician, nurse practitioner, or dentist. It also must be current within the last twelve months.
- Medication will be administered according to the directions on the label. Any variance will require written authorization from a physician. Unless physician's instructions indicate otherwise, medication can be given for a period not exceeding two weeks.
- An inhaler or nonprescription medication may be available to a school child with a special health condition and with parent permission and proper forms.
- Except in the case of emergency, parents shall give the first dose of any newly prescribed medication so that they may personally observe the child's reaction.

All medications may be stored in locked containers or in a refrigerator inaccessible to children. Please do not send medicines, including vitamins, cough drops, or any other item of that nature, in your child's back pack. All medicines are to be handed directly to the appropriate staff members.

MEALS

Children will be able to purchase breakfast (or bring one from home) and will be provided an afternoon snack that meet guidelines established by the USDA Food and Nutrition Service's Child and Adult Care Food Program (CACFP). Weekly snack menus are posted in advance and any change in the menu will be noted by Food Director. Strict hand-washing/hand sanitizing procedures are practiced by all staff and children before any food service.

- The student's snack will be nutritious and the kitchen staff orders and provides the nutrition information to parents as needed.
- If there are special dietary needs for a child, the parent will need to provide the prescribed diet items that are not part of the menu plan.
- If a student has allergies to certain foods, please inform the program so that all personnel can be informed and we can accommodate the needs of your child. If your

child is allergic to certain foods, this gives the program the opportunity to separate your child from the group to avoid any allergic reactions.

- In the case of an ALL DAY OASIS, the parent will be required to provide their child with a lunch and a snack for the day.
- A student that may come to an ALL DAY OASIS and forget their snack or lunch a parent or contact person will be called and someone will need to provide a lunch.

CHANNELS OF COMMUNICATION

Parents are valued partners in supporting our program. Staff members will seek parental involvement in many ways, such as serving as resource persons within the program, volunteering time and talents or assisting children and teachers with various projects associated with the program. If there is a concern involving your child, you are encouraged to speak to your child's primary care-giver or the Program Director. Please speak to the Program Director or Principal if you have a question or concern regarding program operations.

Staff will notify parents or guardians or other adults authorized by the parent when the child:

- Is injured
- Has a sign or symptom of illness requiring exclusion from the program
- Has been involved in any situation that has placed the child at risk
- Has been exposed to an outbreak of a communicable disease
- Displays uncharacteristic behavior

EMERGENCY/DISASTER PLAN

GENERAL

The staff participates in disaster preparedness training, including drills, location and use of fire extinguishers, facility inspections, and all other training that relates to the safety and welfare of the children. The program has an emergency plan that accounts for medical, dental and general emergencies. General emergencies include any threats to the safety of children due to environmental conditions or threats of violence, and natural disasters such as fire, tornado, flood, and loss of power, heat or water. The staff also receives training in CPR and First Aid every 2 years. Practice Evacuation Drills are conducted regularly (One time per quarter and once in the summer).

FIRE

The OASIS program has an annual fire inspection with a written report by a fire marshal. The facility is in compliance with all requirements, conditions and restrictions as determined by the State. Staff and children are familiar with evacuation procedures and primary and secondary evacuation routes through monthly fire drills and practice evacuations. Evacuation routes are posted in each room.

EMERGENCIES

The OASIS staff routinely has conversations with their students about emergencies and emergency preparedness. Developmentally appropriate materials and activities are used to enhance the children's understanding of emergencies. The staff is familiar with and supports school administration in the effective implementation of the school's Emergency Response Plan.

INCLEMENT WEATHER/SEVERE CONDITIONS

The program will be open during inclement weather if the charter school is open. Information regarding any program closing or delayed opening will be announced to parents and staff via the local radio, social media, and television stations. Ratios (not to exceed state ratios) and activities during inclement weather may be modified based on the age and number of children needing care. Any emergency situation that requires evacuation from the immediate area of the program site will be organized by the Program Director in cooperation with the Principal of the charter school.

EQUAL OPPORTUNITY - NON-DISCRIMINATION

The OASIS program strongly believes children, parents and staff are entitled to equal opportunities and freedom from discrimination because of race, color, religion, cultural heritage, political beliefs, disability age, sex, or marital status. The program offers activities and curriculum that is both multicultural and anti-bias.

Staff members are entitled to work in an environment that is non-discriminatory in all aspects and free of any harassment that interferes with an individual's work performance or creates an intimidating, hostile or offensive work atmosphere. The program shall not abuse or neglect any members including staff and shall protect children from abuse and neglect while in attendance.

LICENSING AND REPORTING REQUIREMENTS

The OASIS program is required by law to report any suspected child abuse, neglect, exploitation, deprivation or abandonment to Children's Protective Services. The following notifications will be posted at the program site at all times: the License, Copy of Rules, Communicable Disease Chart, Emergency Plans, Ombudsman information and Evacuation Routes.



QUALITY ASSURANCE - HANDLING COMPLAINTS

Experience has demonstrated that open communication between parents and the program staff is the key to maintaining a stable business and contractual relationship.

What to do if you have a problem.....

Discuss the problem with the Program Director.

The program Director is fully qualified and possesses the requisite leadership and decision-making skills to solve most problems.

Parental concerns or questions that cannot be resolved by the Director should be redirected to the Principal.

OASIS Parental Acknowledgement Receipt of Program Policies for Parents

Please read the Program Policies for Parents carefully! If you have any questions regarding any policy or procedure, please bring it to the attention of the Program Director or the Principal. It is essential that parents work together with the OASIS staff to honor our commitment to offer a safe, healthy, happy, and beneficial environment for the children we serve.

By signing this acknowledgement, you verify that you have received a copy of the *Program Policies for Parents*, understand, and agree to abide by the outlined terms.

Signed: _____
Parent/Legal Guardian Signature Date

Child's Name: _____

Received and Reviewed by:

Signed: _____
OASIS Program Director Signature Date

Please return this form to the OASIS Program Director with your enrollment application