



Parent Handbook



Parent Handbook

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Oak Grove Academy

Quick Facts:

- Location:** 3460 Francis Road
Alpharetta, Georgia 30004
- Founded:** 1998
- Status:** Private.
- Facilities:** Conveniently located off Highway Nine (Atlanta Highway) and McFarland Parkway, the 3.4 acre campus and purpose-built single story 12,200 square foot educational facility date from 1999.
- Enrollment Age Range:**
Children aged six weeks to ten years.
- Hours of Operation:**
Monday through Friday, 6:30AM to 6:30PM; *except for the following Holidays (when the academy will be closed); Christmas Eve, Christmas Day, Thanksgiving Day, the day after Thanksgiving, New Year's Eve, New Year's Day, Labor Day, Memorial Day, and the 4th of July.*

Message to Parents

WELCOME TO OAK GROVE ACADEMY! We at Oak Grove Academy are proud of our private, independent and accredited coeducational school. As an Oak Grove Academy parent, be prepared to partner with faculty and staff members who are passionately committed to an optimum learning experience for all Oak Grove Academy enrolled children, and further build a preparatory school community of which our friends and alumni can forever be increasingly proud.

This Parent Handbook is intended as a general guide to help you understand the rules and guidelines that direct us as we carry out the Oak Grove Academy mission of teaching, care and service. Please familiarize yourself with its contents and retain it for future reference.

We're confident your child's or children's time at Oak Grove Academy will be as enjoyable as it is productive.

Mission Statement

It is our mission at Oak Grove Academy to ensure all enrolled children achieve their full potential, by providing them with the foundation to be academically successful and confident children, and ultimately become outstanding and responsible citizens who are exemplary contributors to society.

Vision and Values

Continuing to improve performance and experiences; meeting needs; working creatively to enable the lovingly nurtured pupils of Oak Grove Academy to be successful, confident, responsible and effective.

The values we at Oak Grove Academy look to instill are:

- Attainment and Achievement
- Commitment and Follow-through
- Cooperation
- Integrity
- Respect

We are extremely proud that Oak Grove Academy graduates are recognized regularly throughout the public and private schools of the area for their daily demonstration of these values.

Our Promise

Oak Grove Academy faculty and staff provide a warm, loving and supportive environment which is both structured and interactive, as well as physically and emotionally safe, within which your child or children should develop a passion for learning.

Admission and Enrollment

The Oak Grove Academy accepts children for enrollment either in August or during the school year (availability permitting). Priority enrollment status will be given to siblings or existing students and to those enrolling in the full-day program. All children are accepted on a conditional basis.

Always considerate of the best interests of the child and the expectation that they will benefit from the program, along with the health, safety and general welfare of both the child and other enrollees, Oak Grove Academy at its discretion shall determine both initial and continued enrollment. There is no discrimination made between applicants on the basis of race, creed, nationality, place of origin, or disabilities.

Parent(s) may be asked to withdraw their child if the school determines that the program is not meeting the child's needs, or that the child's presence is having an adverse effect on the program. During the year, a written request must be submitted to the Director for any changes to enrollment (these changes will be considered based on availability).

Minimum requirements to secure your child's placement:

When the academy accepts the signed contract and first term's tuition plus enrollment fees, the child is formally enrolled in the class that has availability (this can be done at any time, including an observation or tour visit). The admission forms can be turned in later, but must be turned in by the first day of school. The School Tour can be set at a later date but must be completed BEFORE the first day of school.

Please see the Tuition Schedule for current fees.

New enrollees may begin their first day of school once the following items have been submitted:

- Completed Admission form
- Immunization Record
- Signed Parent Handbook Agreement form
- Signed Discipline Policy form
- Signed Nutrition form
- One check for the Enrollment Fee (Registration Fee)
- One check for first term's or first month's tuition

In addition to the initial immunization report (forms are available at the front office, should you need one), updated immunization reports will be periodically required.

Tuition and Payment Policy

Parents are responsible for paying the tuition on time. Determined on an annual basis, tuition is due on first week of the term with a grace period until the 2nd week of the term, or payable monthly or weekly, and due in advance. There will be a late fee assessed if tuition is turned in after the 2nd week of the term, monthly tuition is turned in after the fifth of the month, or weekly tuition is turned in after Monday morning. No more than three days may elapse, after which your child's enrollment may be suspended. Should your child's enrollment be suspended, you will remain responsible for the balance due and any expenses incurred by Oak Grove Academy in the pursuit of payment.

Parents can enroll in our Automatic Payment Program or pay by check. Please make checks payable to Oak Grove Academy. Please include your child's name in the memo section of the check. If we do not receive tuition on time, there will be a 5% late fee assessed. Please contact us if you know you will be late with your tuition check or if you know your check will bounce (this will reduce your late fees). Your child will be unable to attend until all funds are received.

There are NO MAKE-UPS or credit and tuition is not subject to adjustment because of illness, vacation, holidays or absence from school. There are NO REFUNDS given for any reason.

A service charge of \$35.00 will assessed and payable immediately upon notification of a check returned unpaid by the bank.

While every effort is made to deliver a high caliber education and care at the most affordable rate possible, the school does reserve the right to recast tuition at any time vis a vis a sixty day written notice, in order to ensure said level of education and care. This tuition calculation will normally be a function of the Producer Price Index (PPI) and Consumer Price Index (CPI).

Withdrawal from the Program

Parents who wish to withdraw their child from Oak Grove Academy must provide a statement, in writing, at least four (4) weeks prior to the discontinuation of the child's participation in the program. Parents will then be responsible for payment of the child's tuition until the child actually leaves the program.

If a withdrawal occurs during the middle of the term, that term's entire payment is required (for parents paying tuition on a monthly or weekly basis, they will incur a fee of one month's tuition which is due immediately upon the withdrawal of the child).

Hours and Days of Operation

The Oak Grove Academy is open year round from January through December. Hours of operation are Monday through Friday, 6:30AM to 6:30PM; except for the following Holidays (when the academy will be closed); Christmas Eve, Christmas Day, Thanksgiving Day, the day after Thanksgiving, New Year's Eve, New Year's Day, Labor Day, Memorial Day, and the 4th of July.

Please make every effort to pick your child up on time. A late fee of \$1.00 per minute is charged for each minute after closing (6:30PM) that a child remains on academy premises.

Reenrollment Following Temporary Absence

If a child is temporarily withdrawn from Oak Grove Academy and regular payment of tuition has been suspended by the parent, the enrollment will be terminated. Reenrollment will be based upon availability of space, and the payment of a new enrollment fee will be required.

Safety and Security

When a parent checks their child in or out, it is the parent's responsibility to walk the child to a caregiver and make contact with the caregiver to assure she is aware that they are now caring for your child. When a parent picks up a child at the end of the day, as soon as the parent has taken the child's hand, the parent is then legally responsible for that child, whether the child has been signed out or not. Please take care to watch your children when you pick them up to ensure they are with you at all times. Oak Grove Academy cannot be held liable for harm or neglect when we are not directly providing care for your child.

Occasionally you may wish to arrange for someone other than yourself to pick up your son and/or daughter from school. We ask your cooperation in insuring a smooth pick-up of your child when this occurs. On the admission form, there is a section the parent can fill out for approved adults who are allowed to pick up their children. If that is not filled out **or** if a different adult is scheduled, please follow our policy below:

- Notify us by calling that a different person will be picking up your child. We need to know the adult's full name, relation to the child, and time of pick up.
- Prepare your children ahead of time by letting them know that someone else will be picking them up.
- Please inform the authorized person that we will be asking him/her to show a photo I.D.

Oak Grove Academy is equipped with a state of the art Controlled Access System. Individuals other than staff and parents are unable to enter without the director's knowledge and permission. Each parent is provided a key with which to enter and exit, upon enrollment. Should the parent or guardian not be picking up the child, please call the school to inform them who will be picking up the child.

For your convenience, the campus contains a very spacious parking area. We ask that you please park in the parking spaces provided if you plan to spend time inside the building.

Fire and Emergency. Oak Grove Academy is equipped with a fire sprinkler system, an electronically monitored fire alarm system, exterior floodlights, emergency exit lights over exit doors and an intercom in all classrooms. Fire and emergency evacuation drills are conducted frequently. The emergency evacuation plan and diagram are conspicuously posted in each room. In the unlikely event that the academy were damaged or considered unsafe, staff would follow evacuation procedure, Management will notify you should the provision of emergency shelter become necessary, and post a notice at the door. Should emergency accommodation be necessary, it will be provided at Casa Nuova, a restaurant contiguous to the Oak Grove Academy campus, located at 5670 Atlanta Hwy A1, Alpharetta, GA 30004.

Loss of Utilities; Water/Power/Heat/Air Conditioning. The school has flashlights in each classroom (each classroom has multiple windows as well and we only operate during the day, so complete

darkness is not an issue) for Power Loss issues. In the event there is no water or power or heat in cold weather or no air conditioning in hot weather for a period of time that would threaten the safety and welfare of the children, you will be contacted to pick up your child or children.

If there is no air conditioning, children will be dressed in a cool manner and given plenty of water to drink. If there is no power for more than two hours, the parents will be notified and the school closes. Water Loss: If there is no water for more than two hours, parent will be notified and the school will be closed.

Our Transportation Vehicles. Our vehicles are designed to transport a limited number of children and are equipped with seatbelts for each passenger. All are routinely inspected to ensure proper maintenance, reliability and safety, and they are inspected daily before being put in to use. The vehicles each contain a fire extinguisher and first aid kit. Each time children enter or exit a vehicle a Transportation Check List is used to establish and corroborate head count. Each child's medical form, name, address, telephone number and emergency telephone number are all on record and in possession of the staff person onboard in charge of the vehicle. Remember, all Oak Grove Academy staff members are current in CPR and first aid training, and in addition, qualified staff drivers of our academy vehicles have both the proper license and road safety testing.

Illness

If a child comes to school sick, the chances of a large number of children contracting whatever the illness the child has are obviously greatly increased. The children move freely throughout the environment as well as share and handle many materials. Germs have the potential to spread quickly. Even though we are sanitizing table tops, door knobs and materials multiple times a day to keep this at a minimum, with your cooperation we can maintain a healthy environment for all the children. When your child is sick, we ask that s/he be cared for at home.

If your child has had any symptoms of illness, particularly nausea, vomiting, diarrhea, and/or fever (100 degrees or higher), she/he may not return to school until she/he is free from these symptoms for 24 hours (without the use of a fever reducing medication). A child's temperature is taken under the armpit. If your child is taking antibiotics, she/he must have begun treatment 24 hours prior to returning to school. If your child becomes ill at school, she/he will be isolated and you or an authorized person listed on the emergency form will be notified immediately in order to pick up your child. If your child is diagnosed with a contagious illness please notify the Director or Administrator immediately to insure the health and safety of all of our students and staff.

While confidentiality will be strictly enforced, we must notify other families in the event a communicable disease has been identified. If your child has been diagnosed with something contagious, you are required to notify the academy **immediately**. Children with a communicable disease cannot attend Oak Grove Academy and will not be readmitted until written permission from a physician is received. We at Oak Grove Academy refer to the state's Department of Human Resources' Current Communicable Disease chart for exclusion of sick children from school, and follow their established procedures. The Current Communicable Disease Chart is located at the front desk of the academy.

Routine infections and discomforts are the norm for many a child and in such a case, Oak Grove Academy provides a quiet area in our 'TLC Room' which is adjacent to the front desk and where staff will comfort your child until you arrive to take them home or to the physician.

Medication

Prescription medication will be administered daily at 11:00AM and/ or 03:00PM by Management, **only** if a standard Oak Grove Academy medication authorization form completed, dated, signed and delivered by the parent. **IMPORTANT:** You must hand the medication form to your child's teacher, administration or management! Otherwise there is no way for them to know your child has medication needs.

State law requires that all medications:

- be in the original container
- clearly labelled with the name of the medicine
- clearly labelled with your child's name
- labelled with a prescription number (if prescription medicine)
- clearly labelled with the dosage to administer
- clearly labelled with the date

The school will immediately notify in case of any adverse reaction to the medication.

Kindly please note that if a child takes medication daily, it is the responsibility of the parent to make sure that there is enough medication. The school is not responsible for medication that has run out.

Emergency Care

In the case of an emergency, we will immediately notify you and/or your child's physician. Should you not be available for contact, the emergency contact listed by you will be notified. If necessary, first aid will be administered. All our staff is trained and current in both CPR and First Aid.

A staff member will accompany the child to the hospital and take his/her file folder with them in case emergency care is needed. The emergency care facility will be Northside Hospital, which is located at 1200 Northside Forsyth Drive, Cumming, GA 30041, telephone: (770) 844-3200.

Nutrition

Oak Grove Academy prepares and serves your child a well-balanced healthy lunch which delivers nutrition, flavor and fun on a daily basis. Weekly menus are posted both in the classrooms and on our website.

Lunch is served family style and children eat with their teachers. Children are taught to set the table, serve themselves, share, enjoy polite conversation, observe and demonstrate proper table manners/etiquette and clean the table upon finishing their meal. Conversation is also directed toward information about the foods served, nutritional value and the importance of proper nutrition for them both now and in the future.

Both lunch and snacks are provided for all Oak Grove Academy children. Please refrain from bringing additional food to the academy, unless your child has special dietary requisites (which **must** be substantiated in writing by you the parent and accompanied by instructions for the diet by the child's physician).

The state child care licensing body does **not** allow anyone in the academy to mix any type of formula. Parents of infants and toddlers are responsible for supplying premixed formula or breast milk, commercial baby food and an accurate and current feeding plan in written form. Each morning, please bring the required daily number of bottles filled with formula or breast milk. Bottles should be of plastic, and labelled with the child's name and current date. Pacifiers must also be labelled with the child's name.

Current Information

State law requires all parents to maintain current all information concerning your child. Please remember to inform us of any address or phone number changes.

Behavior Guidance and Discipline

Oak Grove Academy is founded upon the ethos of love and respect. We teach children how to behave not just for today, but for life. Discipline builds correct and appropriate behaviors for life. Discipline is geared to teach self-control. Through effective discipline techniques we create appropriate behavior by encouraging children to make right choices in the handling of various situations. Teachers explain to the children what is expected of them, model the behavior which they are trying to elicit, and are consistent with boundaries and limits set in the classroom. All are expertly trained in the prevention of discipline problems and understand why children behave in different ways. This said, any abuse of the child and/or others, be it verbal, psychological or physical is categorically prohibited. Be assured your child will not be spanked, shaken or humiliated in any way, shape or form. Should we have an extreme behavioral problem, we will ask for your assistance in the matter. If the student becomes a danger to themselves or other individuals at the school, Oak Grove Academy reserves the right to remove the student until appropriate procedures can be implemented.

In-Home Babysitting, Child Care and/or Pedagogy

Oak Grove Academy does not render any of these services off premise, except in the event of field trips which have been authorized in advance by the parent. Oak Grove Academy staff members are prohibited from assuming such responsibility, as they have been selected, trained and retained based upon their capacity for rendering child care services in a fully supervised and controlled school environment. We offer no assurance of the fitness of academy staff members for the performance of

these and other services (to include the transporting of children or caring for them in the home) when not environed by the experienced, professional management, faculty and staff of Oak Grove Academy.

Should a parent arrange with a staff member the off premises care of their child or children, both Oak Grove Academy and the parent are clear that the staff member takes upon themselves full responsibility for said service, thus placing in jeopardy their employment and the continued enrollment of the child at Oak Grove Academy. Due to potential conflict of interest, the parent may be requested to withdraw their child from the academy. Should a parent be requested to effect the withdrawal of their child from the academy, Oak Grove Academy and the parent agree that the parent will proceed to indemnify Oak Grove Academy with an immediate payment of the equivalent of three full months of their child’s tuition, as reflected in the Admission form or contract.

Birthdays

Birthdays are an important celebration and we at Oak Grove Academy enjoy celebrating your child’s special occasion with fun and special snacks. If you would like to bring in a special treat, please consult your teacher with your suggestion. Should arrangements not be made for you to prepare and bring something, we’d be happy to provide an appropriate special snack. Parents are heartily encouraged to participate in the celebration with us. Kindly please remember that gift giving is reserved for home.

Personal Belongings

Children are not permitted to bring food, money or toys in to the academy. Our toys and equipment have been very carefully selected to provide a safe and stimulating environment and are they are shared by all the children. On ‘Show and Tell’ days, your child will be asked to share something special from home at that time. Oak Grove Academy is not responsible for the loss or damage of personal belongings.

Clothing

Young children should come to school in clothing that is easy to slip on and off. Dress your child for lots of fun and activity! We do not recommend belts, suspenders, or overalls, but do recommend and require rubber-soled shoes in order to maximize comfort and avoid serious falls. Kindly please do not dress your child in superhero clothing if s/he tends to portray that character, and mark your child’s name on all their articles of clothing, including shoes, so as to prevent losses. Irrespective of age, all children are required to have a complete change of clothes (including socks) with them at all times in the school. Staff will employ these articles in case of any mishap.

Parents of infants are responsible for supplying disposable diapers and diaper wipes. Parents of toddlers are responsible for the supplying of disposable diapers and/or ‘pull-ups’, and diaper wipes. Please note that Oak Grove Academy is not responsible for the loss or damage of clothing or footwear.

Field Trips

Field trips are an exciting opportunity for your child to learn more about the community or enjoy recreation away from Oak Grove Academy. These adventures for Pre-K3 through school age classes are always planned and announced to you in advance of the trip date. You are required to furnish us with written permission via a Field Trip Permission Form for each trip. Parents are warmly invited and encouraged to join us on any field trip.

Oak Grove Academy Closings

In the event of inclement weather or any emergency that jeopardizes the safety of employees, OGA will typically adhere to the posture of the Forsyth county school system.

In the case of inclement weather, the following details procedures for advising faculty, staff, students, and the metro community when weather conditions require closure or delays in the opening of the Oak Grove Academy. These procedures will apply to both weekday and weekend activities. The communications protocols for closures or delayed openings of the Oak Grove Academy during periods of inclement weather are described below:

-If snow or ice falls during the night, the decision to close or delay opening will be communicated through the Oak Grove Academy web page.

-If snow or ice conditions develop during regular daytime working hours and a decision is made to cancel classes and close offices, the Oak Grove Academy community will be notified via the Oak Grove Academy web page, the Oak Grove Academy facebook page, and SMS.

Listed below is more specific information about the media that will be used to communicate Oak Grove Academy closures and delayed openings.

1) Television Stations

WXIA-TV (NBC), WSB-TV (ABC), WGCL-TV (CBS), WAGA-TV (FOX)

2) Oak Grove Academy Facebook Page <https://www.facebook.com/OakGrovePreschool/>

3) Oak Grove Academy closings will also be posted on our web site at <http://www.oakgroveacademy.org>. We will do our best to inform parents as early as possible about the Oak Grove Academy's operating status during periods of inclement weather.

- Disclaimer

Although this information is correct at time of publication, there could be changes affecting any of the matters dealt with in the document.