



Parent Handbook

Disclaimer

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Parent Handbook

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Oak Grove Academy

Quick Facts:

-Location: 3460 Francis Rd Alpharetta, Georgia 30004

-Founded: 1998

-Status: Private (Owed by Endeavor Schools since 2019)

-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-6:00pm; except for the following Holidays (when the academy will be closed); New Year's Eve, New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day. Holidays that fall on a Saturday, the academy will be closed on the Friday before. Holidays that fall on Sunday, the academy will close on that following Monday. Oak Grove Academy will also be closed for 4 Professional Development Days throughout the year.

Message to Parents

Welcome to Oak Grove Academy! We at Oak Grove Academy are proud of our private and accredited coeducational school. As an Oak Grove 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 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 enjoyable as it is productive.

Mission Statement

At Oak Grove Academy we are passionate about unleashing individual potential, so the children we serve Thrive!

Vision and Values

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

The values we at Oak Grove Academy look to instill in both children and staff are.

Respect: We listen intently and embrace our differences.

Ownership: We take pride in what we do.

Humility: We help others thrive.

Growth: There is no finish line.

Our Promise

Oak Grove Academy faculty and staff provide a warm, 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.

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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 later 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
- Tuition Express Payment form and or a check for registration and material fee.

In addition to the initial immunization report, 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 the first day of the month with a grace period till the 6th of the month. Tuition is monthly and is expected to be paid in full. There will be a late fee assessed if tuition is turned in after the 6th of the month. Another late fee will be assessed on the 15th of the month. No more than 16 days may lapse, 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 check payable to Oak Grove Academy and please include your child's name in the memo section of the check. 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 MAKEUPS or credit, and tuition is not subject to adjustment because of illness, vacation, holidays, inclement weather, or absence from school. There are NO REFUNDS given for any reason.

A service charge of \$35 will be assessed and payable immediately upon notification of a check returned or 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 via a sixty-day written notice, to ensure said level of education and care. This tuition calculation will normally be a producer of the Producer Price Index (PPI) and Consumer Price Index (CPI).

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Withdrawal from the Program

Parents who wish to withdraw from Oak Grove Academy must provide a statement in writing at least 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 leaves the program.

If a withdrawal occurs during the middle of the term, that term's payment will be prorated and due immediately upon the withdrawal of the child. If no notice is given, party is responsible for full term's payment. A prorated amount will not be granted.

Hours and Days of Operation

The Oak Grove Academy is open year-round from January to December. Hours of operation are Monday through Friday, 6:30am-6:00pm; except for the following Holidays (when the academy will be closed); New Year's Eve, New Years Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day. Holidays that fall on a Saturday, the academy will be closed on the Friday before. Holidays that fall on Sunday, the academy will close on that following Monday. Oak Grove Academy will also be closed for 4 Professional Development Days throughout the year.

Please make every effort to pick your child up on time. A late fee of \$35 every 15 minutes or portion thereof past 6:00pm will be charged that a child remains on the Oak Grove Academy premises.

Reenrollment Following Temporary Absence

If a child is temporarily withdrawn from Oak Grove Academy, and regular tuition has been suspended by the parent, 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 parents' responsibility to walk the child to a caregiver and make contact with the caregiver to make sure they are aware that they are now caring for their 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 now responsible for the 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 child(ren) from school. We ask for your cooperation in ensuring a smooth pickup 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 child(ren). 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(ren). We need to know the adult's full name, relationship to child, and time of pickup. Please inform the authorized person that we will be asking them to show an ID.

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 with an individual access code to which they may enter and exit upon enrollment during operating hours. Access code will be disabled upon disenrollment.

For your convenience, the campus provides ample parking spaces. We ask that you please park in the 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 monthly. The emergency evacuation plan and diagram are conspicuously posted in each room. In the unlikely event that the academy was damaged or considered unsafe, staff would follow evacuation procedures. Management will notify you should the provision of emergency shelter become necessary and post a notice at the door. Should emergency accommodation become necessary, it will be provided at Casa Nuova, a restaurant adjacent to Oak Grove Academy's campus, located at 5670 Atlanta Hwy – A1, Alpharetta, GA 30004.

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Loss of Utilities: Water/Power/Heat/Air Conditioning. The school has flashlights in each classroom (each classroom has multiple windows as we only operate during the day so complete darkness is not an issue) for power loss issues. In the event there is no water, 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(ren).

If there is no air conditioning, children will be dressed in a cool manner and given water to drink. If there is no power for more than 2 hours, the school will be closed. If there is no water for more than 2 hours, parents 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 into use. The vehicles each contain a fire extinguisher and first aid kit. Each time children enter or exit a vehicle; a transportation checklist 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 on board 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 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 tabletops, doorknobs, 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 they be cared for at home.

If your child has had any symptoms of illness, particularly nausea, vomiting, diarrhea, and/or fever (100.5 or higher), they may not return to school until they are free from these symptoms for 24 hours (without the use of a symptom reducing medication). If your child is taking antibiotics, they must have begun treatment 24 hours before returning to school. If your child becomes ill at school, they will be isolated, and you or an authorized person listed on the emergency form will be notified immediately to pick up your child. If your child is diagnosed with a contagious illness, please notify the school leader immediately to ensure the health and safety of all 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.

Routine infections and discomforts are the norm for many a child. 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.

Medication

Prescription medication will be administered daily at 11 AM and/or 3 PM by management, ONLY if a standard Oak Grove Academy Medication Authorization form is completed, dated, signed, and delivered by the parent. IMPORTANT: you must hand the medication form to a member of management. Otherwise, there is no way for us to know your child has medication needs. State law requires that all medications be in the original container, clearly labeled with the name of the medicine, clearly labeled with your child's name, labeled with a prescription number (if prescription medicine), clearly labeled with the dosage to administer, and clearly labeled with the date.

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

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Emergency Care

In the case of an emergency, we will immediately notify you 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 CPR and first aid.

A staff member will accompany the child to the hospital and take their 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 Dr, 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. Monthly menus are posted in the classrooms and are available up front at our parent information center.

Children are taught to sit at the table, enjoy polite conversation, observe and demonstrate proper table manners/etiquette and clean the table upon finishing their meal. Conversations also directed towards information about the food served, food 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 restrictions (which must be substantiated in writing by you the parent and accompanied by instructions for the diet by the child's physician).

The state childcare 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 breastmilk, 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 breastmilk. Bottles must be plastic and labeled with the child's name and current date. Pacifiers must also be labeled with the child's name.

Current Information

State law requires all parents to maintain all current 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 conscious discipline and positive guidance. Conscious Discipline provides an array of behavior management strategies and classroom structures that teachers can use to turn everyday situations into learning opportunities. Positive guidance is a framework in which children can learn acceptable social practices and ways to express their feelings. Children need that guidance in order to be safe, stay physically and emotionally healthy, develop social, intellectual and language skills, and develop self-concept and self-control. All staff 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 partnering with us. This may include starting the procedure of our positive guidance behavioral intervention system (PBIS). If a 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.

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We offer no assurance of the fitness of academy members for the performance of these and other services (to include the transporting of children, or caring for them in 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(ren), both Oak Grove Academy and the parent are clear that they staff member takes upon themselves full responsibility for said service, thus placing in jeopardy their employment and the continued enrolment 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 3 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 suggestions. Parents are heartily encouraged to participate in the celebration with us. Kindly please remember that gift giving is reserved for home. Oak Grove Academy is a nut (peanuts, tree nuts, etc) free facility.

Personal Belongings

Children are not permitted to bring food, money, or toys into the academy. Our toys and equipment have been carefully selected to provide a safe and stimulating environment and are shared by all 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 items.

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 activities. Clothing should also be weather appropriate. We do not recommend belts, suspenders, or overalls, but do recommend and require rubber-soled, closed toe and heeled shoes in order to maximize comfort and avoid serious injuries. Please make sure you mark your child's name on all 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 mishaps.

Parents of infants are responsible for supplying disposable diapers and diaper wipes. Parents of toddlers are responsible for supplying 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 Leaves & Oaks through school age children 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.

Inclement Weather Closings

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 Oak Grove Academy. These procedures will apply to both weekend and weekday activities. The communications protocols for closures or delayed openings of 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 Procure Engage, email, and Facebook. If snow or ice conditions develop during regular daytime working hours and a decision is made to close early, Oak Grove Academy will notify via Procure Engage, email, Facebook, and telephone.

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