

Name of Child: \_\_\_\_\_

## TPAAK OASIS BEFORE AND AFTER SCHOOL POLICIES

### **Enrollment Requirements**

Parents *must* receive and complete the following forms prior to enrollment:

- Parent Acknowledgement of Receipt of Program Policies for Parents
- Application and Agreement
- Credit Card Agreement Form-**automatic withdrawal of payment is REQUIRED before your child can attend OASIS.**

### **Enrollment Process**

The Office Manager will review all the returned forms to verify and accept that the parent has completed, understood and signed all necessary forms.

### **PROGRAM HOURS**

The OASIS program is open only on school days Monday through Friday during the hours 7a.m. – 7:55 a.m. and 3:45-5:45 p.m. to best serve the majority of parents. 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 so that staffing arrangements can be made.

**A late fee of \$10.00 for each quarter hour is charged for children picked up after closing time.** 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 60 minutes of closing, Child Protective Services will be contacted to transfer the responsibility for care to a responsible party. Chronic late pick up **will** lead to dismissal from the program.

I have read and understood the above initial policies of the OASIS Program and payment procedures:

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Office Manager's Signature

\_\_\_\_\_  
Date

Visa     Mastercard     American Express     Discover

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Card Number

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Expiration Date

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Cardholder's Name (please print)

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Cardholder's Signature (required)

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Today's Date

TR Paul Academy of Arts & Knowledge

OASIS FEE AND SCHEDULE

Morning program 7 a.m. - 7:55 a.m. \$6 per child per day  
Afternoon program 3:45 p.m. - 5:45 p.m. \$10 per child per day

Name of Child \_\_\_\_\_ M F Circle One Date of Birth \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Home Phone \_\_\_\_\_

Work Phone \_\_\_\_\_

Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Person(s) authorized to pick up child (include parent(s)/guardian(s))

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship to child \_\_\_\_\_

Home phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Days of week participating: M T W T H F  
Circle Days

Hours of Participation: Morning \_\_\_\_\_ Afternoon \_\_\_\_\_  
Circle One

Date of enrolment: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

As the parent/guardian of the aforementioned student, I acknowledge reading the Oasis policy guide and accept its terms and conditions.

Signature of Parent/Guardian \_\_\_\_\_

**Acknowledgement Receipt of Payment & Collection Procedures  
& Child Pick up Procedures**

This form must be signed and submitted with the registration form (on reverse).

1. A non-refundable Registration Fee of \$20 per child is charged **each school year**. This fee is for the purpose of reserving space in the program and the cost associated with staffing and supplying that space with materials and supplies.

**2. Tuition and other charges are required to be paid by automatic withdrawal from your credit card or checking account via debit card.**

3. A fee of \$10.00 for late pick up will be charged starting at one minute after the program closes and for each quarter hour (15 minute) until one hour after the schedule closing time. Late fees are a necessary charge to discourage parents from picking up children after closing time thus causing the program to incur an unnecessary expense. **Parents who are chronically late should choose a different child care service.**

4. There is a \$25.00 fee for a check returned for Non-Sufficient Funds (NSF). After one NSF check, only money order payments will be accepted.

6. Fees and terms are subject to change with a 30-day written notice.

I have read and understand the above terms and conditions of the OASIS program.

\_\_\_\_\_  
Name-Please Print

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Administration

\_\_\_\_\_  
Date

## **THE PROGRAM**

The OASIS program will operate Monday through Friday, excluding designated holidays, during the hours determined by the CAO that match the needs of the majority of parents requesting care.

## **HOLIDAYS**

OASIS will be closed during designated school-honored holiday along with emergency school closings. The CAO will publish holiday closings on the charter school calendar.

## **EARLY RELEASE DAYS**

OASIS may or may not be offered on early release days as part of the monthly or hourly rate structure. There will be no special additional charges for early release days. If TPAAK decides to suspend the OASIS program on certain early release days, parents will be notified with a note sent home with the child at least 2 weeks prior to the date the program will not be offered.

## **SIGN IN AND SIGN OUT/RELEASE 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 person designated by the parent to pick up the child.
- 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 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 or CAO will call the adults designated on the Authorized Release section of the child's application to provide transportation.
  - 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 in advance to the program granting permission.

## **SECURITY**

The primary mechanism for ensuring the security of the program is the strict adherence to established procedures for the arrival and departure of children. All parents must be prepared to display identification and guests are required to register in the office.

## **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. Discipline shall not damage the child's self image, or embarrass 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.

### **OASIS Program Directors will...**

- Acknowledge and compliment positive contributions such as cooperation, sharing, caring for materials and program participation
- Set appropriate limits for children
- Listen carefully and openly to 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...**

- Physically striking by spanking, hitting, swatting or shaking a child
- Verbal abuse, threats or derogatory remarks regarding the child or that child's family
- Isolating a child in a closet or any restricted area

### **Statement of Collaboration**

It may be discovered that the peer-group experience offered at OASIS does not meet an individual child's needs. Often children express their discomfort in a situation by inappropriate behavior that may affect the child's sense of well being or the well being of others.

If a problem should occur with a child's behavior, the parents, OASIS Director and the CAO will work together with the child 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 other children will most likely be more successful in another type of program or setting.

In this case, the Program Director may be able to identify community resources to aid parents in finding available and appropriate alternative care. Two weeks notice will then be given and the Parental Agreement will be terminated. 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 teacher. An adequate supply of first aid materials is stored at the program site. When an injury occurs, the teacher 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.

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 teacher 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. The school will not transport a child.

## **HEALTH**

The OASIS program is designed for well childcare. A certificate of Health and Immunization Record must be on file for each child. This certificate should be part of the standard school enrollment packet. A second copy is not needed for OASIS.

## **ILLNESS**

In an effort to manage and prevent disease spread the OASIS program will follow the prescribed guidelines as stated in Infections in Children, A Sourcebook for Educators and Child Care Providers. Exposure to 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.

## **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. The U.S. Department of Health and Human Services, the Public Health Service and the Centers for Disease Control have defined the standards that will be followed in determining exclusion. Adhering to the exclusion policy ultimately protects all children and staff members and recognizes the limitations of staff capabilities to adequately care for a sick child.

## **A child must not attend the OASIS program if exhibiting any of the following symptoms:**

- A temperature of 100 degrees or higher
- Intestinal disturbance accompanied by diarrhea or vomiting
- Severe itching and scratching of the body or scalp (head lice, scabies)
- Any disease that is classified as reportable, i.e., diseases that have special implications for public health due to their high communicability or seriousness.

## **Illness Management**

If a child develops any of the above symptoms while attending the OASIS program, the staff will help the child rest comfortably in an area away from the other children. The parent will be promptly contacted to arrange pickup for the child within one hour.

## **Administration of Medicine**

Should a child require any medication, prescription or over the counter, while in the before and/or after school program, the staff will only be able to administer it if permitted by the state licensing regulations and if so, when the following conditions are met:

- The parent provides a written order from the physician 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
- 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. All medications are stored in locked containers or in a refrigerator inaccessible to children. Parents cannot send medicines, including vitamins, cough drops, or any other item of that nature, in their child's back pack. All medicines are to be handed directly to the appropriate staff member.

## **FOOD**

If the OASIS program provides snack, the children will be served a snack.

## **HOMEWORK**

Parents should make the decision whether their child should work on their homework during the Oasis 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, however, staff cannot be held responsible for consistently assisting students with their assignments or for monitoring homework completion. Staff will offer assistance when requested by the student.

## **CHANNELS OF COMMUNICATION**

Parents are valued partners in supporting the OASIS program. Teachers will seek parental involvement in many ways, such as serving as resource persons within the classroom, volunteering time and talents or assisting children and teachers with various projects associated with the program. If there is a concern involving a child, the parent is first encouraged to speak to the primary caregiver or the OASIS Program Director. If the concern or problem cannot be resolved by the program personnel, the parent should contact the CAO for resolution.

**The program staff or the CAO 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. Staff also receives training in CPR and first aid. Practice Evacuation Drills are conducted regularly.

### **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. Designated staff will collect and maintain emergency supplies, rotating batteries and water, as necessary. The amount of emergency supplies maintained at the program site insures adequate amounts for up to 72 hours of self-sufficiency.

### **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 on the local radio and television stations and on the voice mail at the charter school. 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 CAO 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, age, sex, national origin or handicap. 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.

### **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 are available at the program site at all times: the License, Copy of Rules, Communicable Disease Chart, Names of Persons in Charge, Current Weekly Snack Menu, Emergency Plans, and a Statement for Visitors.

### **QUALITY ASSURANCE – HANDLING COMPLAINTS**

The OASIS program is totally committed to earning the full satisfaction of the parents who enroll their children in the program. Experience has demonstrated that open communication between parents and the program staff is the key to maintaining a stable business and contractual relationship. We continually look for parent's input on how we can improve our programs.

**What parents do if they have a problem or concern:**

1. Discuss the problem with the child's primary care teacher. The program maintains an Open Door Policy in which parents are encouraged to visit the program at any time. Staff will make themselves available to discuss parental concerns regarding their child or program operations.
2. Discuss the problem with the OASIS Director. Parental concerns or questions that cannot be resolved by the primary care teacher should be redirected to the program Director. The OASIS Director is fully qualified and possesses the requisite leadership and decision-making skills to solve most problems.
3. Contact the CAO/principal of the charter school to discuss any problem not resolved by the OASIS Director. Parents are encouraged to bring forth any problem that has been discussed with the OASIS staff but has not been resolved.

