



Family Handbook

Briar Patch Microschool Purpose & Philosophy

Briar Patch Microschool exists to provide a loving and safe space for children to play, explore, learn, and grow. Our method of education is based on the philosophies of Dr. Maria Montessori. We take the traditional AMS approach of focusing on mathematics, language, geography, science and culture, sensorial, and practical living. However, we do not consider ourselves a “strictly” Montessori program. Briar Patch Microschool is inspired by constructivist philosophies, with inspirations from Rudolph Steiner as well as the Reggio-Emilia Approach. We value providing a safe environment for children that will nurture their innate curiosity. Our classrooms and curriculum provide a child led and self-paced learning experience that is guided, assessed, and enriched by knowledgeable and caring teachers in a nurturing environment.

We believe that a carefully prepared environment guarantees exposure to material and experiences to develop intelligence as well as physical and psychological abilities. Our environment is designed to meet the needs, interests, and abilities of the children in the classroom.

At Briar Patch Microschool, we work as a team to ensure proper functioning of our school. The number one responsibility for all employees is to ensure the health and safety of each enrolled child. We care for their physical and mental well being, and make sure that all of our children are properly supervised at all times.

What is OKDHS

OKDHS is The Oklahoma Department of Human Services. OKDHS promotes and protects the health of Oklahoma’s children and adults by licensing and regulating care facilities, including childcare facilities like ours, around the state. Below you will find a condensed list of regulations that are the most important and commonly used at our facilities.

Ratios

Mixed 3-9 Year olds 1:15

Monday - Friday 7:30 - 4:30

Health & Safety Standards

OKDHS conducts unannounced inspections multiple times annually to ensure that these regulations are being followed. If you have any questions about these regulations or if you see a standard not being followed, please reach out to your Director.

Compliance files are located in Director’s Office

Briar Patch Microschool employees are mandatory reporters of suspected child abuse and/or neglect.
Child Abuse and Neglect Hotline at 1-800-522-3511

2024-2025

AUGUST

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

AUGUST

12 - First day of School

SEPTEMBER

2 - Labor Day

FEBRUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

SEPTEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

OCTOBER

16- 18 - Fall Break

31 - Halloween Party

MARCH

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

25 to 29 - Thanksgiving Break

OCTOBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER

20 - Christmas Party

23 to Jan 3 - Winter Break

APRIL

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY

20 - MLK Day

FEBRUARY

14 - Valentine Party

17 - President's Day

NOVEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MARCH

17 to 21 - Spring Break

MAY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL

17 - Easter Party & Egg Hunt

18 - Good Friday - No School

DECEMBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MAY

23 - Graduation Day

26 - Memorial Day

27 - 30 - Camp Week 1

JUNE

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUNE

2 - 6 - Camp Week 2

9 - 13 - Camp Week 3

16 - 20 - Camp Week 4

20 - Last Day of School

JULY

S	M	T	W	T	F	S
		2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

 Party Day

 Closed

Financial Terms and Conditions for Summer 2025

Rates and Tuition

Full Day \$50 per day 8:00am to 4:00pm

Part Time \$25 per day 8:00am to 12:00pm

Enrollment Fee

There is a \$25 Enrollment Fee for each child due in full upon enrollment and before the child's start date.

Tuition Commitment

Receipt of your signed Enrollment Agreement and payment in full of the Enrollment Deposit secures your child's placement at Briar Patch Microschool for the entire/remaining academic school year, unless your child is suspended or dismissed for "good cause." "Good cause" includes violations by your child of law or school policy, your failure to pay tuition and fees when due, or your failure to otherwise comply with the terms and conditions of the Enrollment Agreement or with the Briar Patch Microschool Parent Handbook.

Tuition Commitment without exception unless:

- You withdraw your child based on Briar Patch Microschool's recommendation, i.e., BPM determines the school cannot meet your child's specific needs; or
- You provide 30 days written notice that you intend to voluntarily withdraw your child and to cancel this Enrollment Agreement.
- You will remain responsible to pay tuition for the final term during which your 30 days written notice period ends.

Late Payments

For all Payment Plans, payments are due on the 1st day of the month. A late fee of \$20 will be due if payment is not made by the 10th of the month.

- If your balance is past due more than 60 days, your child's enrollment will be suspended until the account is brought current.
- Balances past due more than 90 days will be subject to collection and/or legal action. You will be responsible for collection/legal fees, costs, and interest as permitted by Oklahoma law.

Admissions Policy

Briar Patch Microschool (BPM) reserves the right to place a child in a classroom according to age and/or learning needs. children will be considered based upon fit and available class space at the time of application.

Non-Discriminatory Policy

BPM admits children on a non-discriminatory basis and complies with all applicable federal, state, and local laws. It is per policy not to discriminate based on an individual's race, color, religion, gender, national origin, physical or mental disability, veteran status, age, or any other basis protected by federal, state, or local law. This policy applies equally to employees, applicants for employment, contractors, guests, and enrolled and prospective children and their parents.

Disclosure Policy

BPM's mission is to serve your child and your family to the best of our abilities. It is crucial that you inform our administration/staff of any diagnoses, special needs, and/or concerns you may have regarding your child's functioning during the application process. Transparency on this issue is vital to cultivate the trust and communication necessary to attend to each level of your child's development as we suit his/her needs as they evolve within the classroom environment.

Family Orientation

Families have the opportunity to tour Briar Patch Microschool prior to enrolling their child, or prior to their first day. During the tour, they will meet personnel and learn about the program philosophies, curriculum, services, routines, and expectations. This is a great time for questions about the program to be addressed.

Prior to, or on their first day, students will be introduced to their teacher and assistants in the school. They will meet students in the classroom and learn about the classroom routines and flow of the day.

Orientation is a time to help parents determine if the program is a good fit, and help their children to feel safe and comfortable in a new situation.

Family Partnership

We will provide several opportunities for parents to be involved in the classroom throughout the school year. That might look like reading stories to the class, volunteering for parties or field trips, or sharing about their careers. Your teacher will reach out with specific opportunities for the classroom.

Emergency Cards and Immunizations

Emergency Card forms, including a current immunization record or exemption form, **MUST** be completed before your child may start school. Before each child's first day of school, parents will receive the Emergency Card form. An Emergency Card form must be completed before a child may attend school.

Updates to information on a child's Emergency Card form, including any changes to allergies and special needs, are the ongoing responsibility of the parent. Parents may email contact@briarpatchms.com with any changes to the Emergency Card form.

Immunization Policy

Briar Patch Microschool is required to follow the Child Immunization Requirements as defined by the Oklahoma Department of Health Services.

Enrolled children at Briar Patch Microschool are required to maintain one of the following on file with the school at all times:

- An immunization record for the enrolled child with information documenting that the enrolled child has received all current, age-appropriate immunizations required in the State of Oklahoma.
- An exemption affidavit for the enrolled child provided by the enrolled child's parent that contains a statement, signed by the enrolled child's health care provider, that the immunizations would endanger the enrolled child's health or medical condition.
- a statement, signed by the enrolled child's parent, that the enrolled child is being raised in a religion whose teachings are in opposition to immunization.

Immunizations must be updated and new copies submitted as changes occur to contact@briarpatchms.com

Release of Children

Briar Patch Microschool may release a child to a parent, legal guardian, or person on a child's Emergency Card. Before releasing a child to an approved individual other than a parent, BPM requires each individual collecting a child to present picture identification. Any staff member may require proof of identification from any adult picking up a child.

Only members of the child's family and persons listed on the Emergency Card form are eligible to pick up a child. If a person picking up is not listed on the Emergency Card form, parents are required to complete an Authorization to Pick Up form to allow the release of the child at time of pick-up. Verbal notification for pick-up is not permitted.

Parking and Building Access

Parking is available on the north or south side of the building. Families will need to pull in off of Loverslane and follow the gravel drive to the Dickerson Conference Building. Children will enter the building through the northeast door.

If a parent is needing to drop off or pick up after arrival time, they will need to call the school prior to arrival. Late access will only be permitted if the school is notified through phone call about the child's late arrival. Drop off will still be on the northwest gravel drive at Dickerson Conference Building, and the guardian will need to walk the child to the door.

Attendance & Late Arrival Policy

Children are expected to report to class promptly each day. Arriving with the rest of his or her classmates will help the child adjust more easily to the school day.

Parents are asked to notify the school if their child will be absent, late (arrive before 9:00 am), or leaving early for any reason. There is no reduction in tuition for absences and/or vacations. Briar Patch Microschool asks that parents make a commitment to have their child attend regularly and be ready to begin class at the scheduled start time.

If a child is late, and the school has not been notified about the absence by 9:00 am, the school will call or message the parents to confirm absence for the day.

School Day Schedule

Drop off Begins: 8:00am

Pick Up Ends: 4:15pm

The school campus has an adult on campus from 7:30 am until 4:30 pm.

During arrival, students should drop off and store all their personal items in their labeled cubby bin. Lunch boxes should be put on the front table and will be moved into the kitchen refrigerator.

Parent Communication

At Briar Patch Microschool, we try our very best to keep you informed of what is happening at the school and in your child's specific classroom. Aside from directly speaking with your teachers, we have various other ways to help keep you in the know:

Direct Emails

- There will be a monthly communication to parents highlighting the coming activities and events.
- Action Required Emails will be sent out when parent response is required for child participation in an upcoming activity. A printed version will always be available as well.

Text Messages

Reminder text messages for school days will be sent out up to two days prior to a School Closed day.

Notification text messages may also be used to communicate as needed for extended stay field trips and in cases of emergency.

Instagram

Briar Patch Microschool has a public Instagram page for community interaction at large. Our Instagram account is purely for social interaction and sharing. If you have any questions or concerns regarding Briar Patch Microschool's Instagram page, please contact our Director.

Facebook

Briar Patch Microschool has a public Facebook page for community interaction at large. BPM's Facebook page is purely for social interaction and sharing. If you have any questions or concerns regarding BPM's public Facebook page, please contact the contact@briarpatchms.com

If you have any questions or concerns regarding BPM's Facebook group, please contact our Director.

Website

Briar Patch Microschool maintains the website, <https://www.briarpatchms.com>

On the website, you can find:

- Philosophy of Briar Patch Microschool
- School Calendar

Illness Policy

When children are ill, they need special attention and care. The time between exposure to an infectious process and symptom onset varies with certain illnesses. With most illnesses, children are contagious for at least three to five days before they develop any signs or symptoms. Parents should be aware of any unusual behavior, such as pulling at ears or rubbing of the neck, as this can alert them to the presence of an early infection.

Children must be free of any contagious symptoms without the assistance of medication, for 24 hours before returning to school. If a child develops symptoms while at school, parents will be called for immediate pickup within 45 minutes, and the child may not return to school until meeting the requirements above. When a parent is called to pick up their child, the child must be picked up within 45 minutes. If the initial parent or other approved contact is unable to pick up within the time frame, the next listed approved person will be contacted.

When Your child is Ill

If your child has any of the following symptoms, please do not send them to school:

- Temperature greater than 100.4; a child should be fever free without fever-reducing medications (Tylenol, Advil) for 24 hours before returning to school.
- Vomiting/Diarrhea within the previous 24 hours
 - If a child vomits once, they are sent home immediately.
 - On the 3rd diarrhea, a child is sent home.
- Pink eye/conjunctivitis while symptomatic (redness, itchy eye, drainage) or until 24 hours of antibiotic treatment
- Strep throat while symptomatic (sore throat, redness, possible fever, nausea, headache) or until 24 hours of antibiotic treatment
- Flu-like symptoms (fever, cough, fatigue, headache, chills, body aches)
- Undiagnosed rash or open lesions on the skin

Please notify the school if your child is absent due to illness or communicable diseases (such as influenza, strep throat, pink eye, or COVID-19) via the Attendance Line at 405-547-0331. Briar Patch Microschool is required to post contagious illness information based on professional diagnosis; this is available and updated in the lobby.

When children are ill and are required to go home, please plan for immediate pick-up. Briar Patch Microschool may request, at any time, a doctor's note indicating the child's diagnosis and approval of the child returning to school.

Illness Notifications

If an illness or infestation occurs that may effect other children, parents will be notified by messaging, and at pick up. There will be a communicable disease exposure flier attached to the bulletin board. We will not share personal information about ill children or staff.

Infestation Policy

There are instances where children may begin to show signs of illness or infestation while at school. If any infestation or illness is suspected at school, the Director, or Lead Teacher, will evaluate the situation. The child/children will be separated from the other children, and parents will be notified to come pick up the child/children.

Bed Bugs

Bed bug bites are red, very itchy, and the discomfort of itching can cause disturbances with sleep. The bites usually appear on exposed skin of the neck, face, arms or legs. Not everyone reacts the same way to bedbugs. Some people are not allergic to the bites and will not exhibit any signs of being bitten. Bed bugs do not transmit disease.

When a student complains of itchy bites that appear to be like those of bed bugs, the student's clothing and backpack are discreetly inspected to determine if any bed bugs have "hitchhiked" to school. If bugs are discovered, a bug is bagged for identification confirmation, and parents are notified that they may have an infestation of bed bugs in their home. The student is allowed to remain in school. Clothing is changed and personal belongings are bagged for parent pickup. Parents will be asked not to send personal belongings (like backpacks) to school until the infestation is eradicated.

Chicken Pox

Child may return to school one week from the day first eruption appeared (scabs may be present)

Conjunctivitis (Pink Eye)

Parents will be notified to pick up their child if they show signs of conjunctivitis . Children will need a doctor note to return to school. The school can administer prescription eye drops with signed medication form.

Mumps

Child may return to school when all swelling has subsided or 9 days has elapsed since first swelling.

Ringworm

Each infected area must be covered while child is in school. If scalp ringworm, a washable cap must be worn.

Scarlet fever

Child excluded from school until he/she has been on antibiotics for 48 hours.

Contacts: child may attend school when a member of the family has scarlet fever or scarletina providing he/she has no symptoms, fever, or sore throat.

Scabies

Excluded from school for 24 hours after treatment. Itching may persist for several weeks.

Head Lice

General screenings of all students will take place a minimum of three times per year: at the start of the school year, following Christmas break, and following Spring break. A screening may also be performed immediately prior to dismissing children for the summer.

The parents/guardians of infested children will be notified, and the students found to be infested during screening will be sent home with information on treatment and nit removal. Children are able to return to school once there are no live lice. Upon return, the parent will need to remain at the school while the Director, or person in charge, is able to complete a head lice check to confirm that no live lice are found. A trained member of staff will perform a re-check in 7-10 days to ensure that the child/children are free of live lice.

Impetigo

Child may return to school once their sores have dried and healed, or at least 48 hours after antibiotic treatment has started.

Rubeola and Rubella

Child may return to school when recovered and skin is clear. Children will need a doctor note to return to school.

Poison Exposure

Briar Patch Microschool makes every effort to provide the children with a safe environment and childproofing. However, if poison exposure occurs, we will contact poison control and 911 prior to contacting the parent/guardian. If exposure happens off site, the same policy will be in place.

Medication Policy & Procedure

Prescription Medication

The administrative staff will administer medications based on a doctor's prescription schedule. The only exceptions are Epi-pens and inhalers, which may be administered in the classroom if needed. children who have Epi-pens must provide 2 Epi-pens for school, one for the front desk and one for the classroom. In addition to a doctor's prescription that accompanies the medicine in its original container, a Request for Administering Medication form must be filled out completely by a parent.

Non-prescription Medication

All non-prescription medicine must be in their original container. Please make sure that your child's first and last name is written on the container. A Request for Administering Medication form must be filled out for each nonprescription medicine.

Topical medications such as lotions, diaper rash ointments, mosquito spray, and lip balm do not require a medication form but still need to be delivered to Briar Patch Microschool administrative staff to process and deliver to the classroom to be stored out of reach.

Do not place any medication in your child's personal belongings.

Prescription labels must have the following information.

- First and last name of the child
- Name of the medication
- Prescription number
- Dosage and route of administration
- Instructions for administration
- If indicated, start and end dates of the dosage period.
- Times and frequency of administration
- Reason for the medication
- Date of authorization
- Expiration date printed on the label by a pharmacist

Staff members will

- Administer a prescription medication provided by a parent from a container prepackaged and labeled for use by the manufacturer, labeled with child's name.
- Allow a child to receive an injection only after obtaining written authorization from a physician
- Log name and amount of medication administered and the prescription number, if applicable
- Log the date and time the medication was administered.
- Log the signature of the staff member who administered the medication.

Briar Patch Microschool will maintain the record on facility premises for 12 months from the date the medication is administered. Briar Patch Microschool will return all unused medication to a parent when the medication prescription date has expired, the medication is no longer being administered to the child, or when the Request for Administering Medication form has expired.

The school will dispose of the medication if, after parent notification, it is not picked up in a timely manner.

Any medication that includes storing and using syringes, needles, and lancets will be stored in the main office room. A medical waste disposal bin is located in the main office, and will be used for any medical waste.

Parent Helpers and Visitors

All visitors, volunteers, tours, service providers, or anyone visiting the campus are required to check in prior to entering the building by contacting the Director at 405-547-0331. Parents intending to stay on school premises are required to sign in.

Volunteers and Service Providers

Briar Patch Microschool values volunteerism as collaboration between family and school that contributes to building community, classroom programs, and to the enhancement of the school as a whole. All regular classroom volunteers will be required to fill out documentation and go through a volunteer preparation process. If you would like to volunteer, please reach out to our Director.

Behavior Policy

Briar Patch Microschool's behavior and discipline policy is centered on the philosophy that discipline is helping a child solve a problem and learn a new skill. "Punishment is making a child suffer for having a problem. If we want a society of problem solvers, we have to focus on solutions not retribution" (LR. Knost).

The goals of discipline are as follows:

- Care of Self
- Care of others
- Care of environment

When a child is engaged in a behavior that requires intervention, our staff follows the following procedure:

- Composure is a must. The adult must stay in their executive state at all times. If the adult cannot (is triggered), get another adult to help.
 - Observe to see what can be learned from watching the child to understand their behavior. What is the function of the behavior or what is the need?
 - In most cases the adult acknowledges the child's feeling and then teaches the new skill.
 - For example, a child may take an item from another child. A composed adult would approach the child who had the item taken from them and say, "You have tears coming down your face... You seem sad... You were hoping that your friend would ask for a turn with your work." They would then go to the child who took the item and could say, "You were hoping to use the work that Joe was using so you took it out of his hands... Next time we are going to ask our friend to let us know when they are done so that we can have a turn... Here let's practice..."
 - For significant behaviors, an accident/incident report will be completed and sent to the parent.
 - For chronic patterns of behaviors (four or more incidents in 30 days) the Lead teacher will communicate with parent's and the Director about making a behavior plan.
 - If the behaviors involve harm to the child or their peers, a meeting with the child's team and a behavior plan must be in place prior to returning to school.
- Our priority is always the safety of the child. For instances of physical aggression, a child's parents may be called and asked to pick up their child for the remainder of the day, known as a reset day. This is not intended as a punishment, but instead a time for the child to step out of the situation completely and to help them settle.

Accident/Incident

Any time there is an accident, incident, or injury involving one or more children, the following protocol is followed.

- Involved children are examined to determine the seriousness of the circumstances.
- If not serious, care is administered on site as needed, including, but not necessarily limited to, washing affected area, applying ice, providing redirection, and/or tender loving care as indicated.
- If a child hits his/her head, even if there is no outward apparent injury, parents are contacted and notified.
- If the accident/incident requires more extensive care than can be provided on site, parents will be contacted and asked to pick up their child.
- If the accident/incident is an emergency, 911 will be called, followed by a call to the parents.
- Only the name of the parent's child will appear on an accident/incident report that their child was involved in. Other children involved will not be referenced by name.
- Briar Patch Microschool staff will handle incidents between children. Parents may not discipline, reprimand or re-direct other families' children.
- For all accidents/incidents, an Accident/Incident Report will be completed by involved staff and emailed to parents and relevant administration on the day of the occurrence.

Biting Policy

An Accident/Incident report will be sent to parents of the child who bit and the child who was bitten. If the bite broke skin a call will be made to the parents to let them know of the incident. A picture will also be attached to the Accident/ Incident report for parents of the child who was bitten to view. The child who was bitten will be taken care of first and the child who bit will be addressed either by a separate staff member or the observed teacher. It is important to remember that depending on the child's age they may recover or quickly forget what has just transpired. Both children will receive Social and Emotional support.

It is important to remember that biting amongst toddlers is developmentally appropriate as they do not have a lot of language yet. If biting becomes chronic the Lead will request a meeting with the parents to review ways to support the child. It is the teacher's responsibility to provide emotional support to both children at the time of the incident.

Biting is not a typical response for an older child and may be a sign of underlying issues. As staff we will be able to share with parents' ways to help support what we may be seeing and experiencing in class as well as ways to support the child. If an older child has bitten another child and has broken the skin, a call will be made by the child's teacher to both parents (the child who was bitten and the child who bite) the child who bit will be asked to go home for the rest of the day and may return the following day. An Accident/Incident report will share with both parents a picture of the bite (to the bitten child only). If the biting becomes chronic, the child will be asked to stay home until the biting behavior subsides. *Financial considerations will be discussed on a case-by-case basis if this occurs.

Expulsion Policy

Unfortunately, there are sometimes reasons we have to ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced.

Habitual escalated incidents or biting may result in expulsion. Prior to any expulsion, parents will be invited to help the Lead Teacher develop a behavior plan. If the child is still having difficulty with disruptive behaviors, biting, or incident occurrences, they may be expelled.

Lunch and Snack Program

Children should bring their own lunch daily. AM snack and PM snack will be provided.

Briar Patch Microschool serves all children wholesome and delicious snacks. As children become acquainted with the classroom environment, they will have the opportunity to practice snack making independently, or with little assistance.

In addition, all children are required by the state to be served milk. Parents will be providing lunch, and they must provide milk with lunch. If an approved beverage is not provided, Briar Patch Microschool will provide one.

Parent-provided lunches should be brought to the school at the start of each day. If a child has a special diet or is allergic to certain foods, this must be noted on the child's Emergency Card form.

Heat/Air Quality and Sun Protection

Briar Patch Microschool's policy on heat exposure and air quality advisories will be followed as local notices are released for public awareness. Briar Patch Microschool will mindfully watch for these advisories and protect the children accordingly. Water is always available for children, and indoor breaks will be used to prevent over-exposure to the sun.

As we strive for best practice in health and wellness, hats and sunglasses are strongly recommended. Parents should apply sunscreen or bug spray prior to drop-off. If the child needs sunscreen or bug spray applied at school, they will need a signed permission form, a bottle labeled with their first and last name, and will need to give it to the teacher to keep out of reach of children.

Pesticide Policy

Briar Patch Microschool is required to notify parents 48 hours prior to pesticide application on the premises. These notices will be posted in the lobby.

Photo Release Policy

Children attending Briar Patch Microschool may, from time to time, be photographed and/or recorded on digital video. This may occur during school events, classroom instruction, or at other times while children are on campus or off campus on school-sponsored trips.

Briar Patch Microschool recognizes that the nature of digital media is such that it is impossible to consistently prevent the sharing or public display of such images, and therefore has issued the following policy:

By enrolling a child in Briar Patch Microschool, parents/guardians give consent that the child may be photographed or recorded, and that his or her image may be used in future school publications and/or development materials, including online publications. Because the School does not have control of the social media of our families, images may also appear on other families' social media sites.

Toys & Electronics Policy

Children may not come to school with personal toys or belongings other than necessary items such as lunch, jacket, extra clothing, and napping items. Toys can cause a major distraction within the classroom and can easily be lost or broken. children may not bring weapons or items that resemble weapons to school.

No electronics such as iPads, tablets, cell phones, headphones, air pods, etc. are to be utilized or brought to school under any circumstances.

Lockdown and Emergency Protocols

The safety and welfare of our children and staff are our highest priority at Briar Patch Microschool. We practice safety drills throughout the year to help our children know what to do in an emergency.

Each month, Briar Patch Microschool conducts various security drills. The goals of the training drills are to improve our ability to protect children, save lives, and reduce injuries. These practice drills allow us to evaluate our emergency operation plans and improve our response skills.

For the safety of our children and staff, when the fire alarm is activated, all individuals exit the buildings and proceed to designated safe areas outside. Once the environment is clear and approved by administration and/or the fire department, all staff are notified and released to return to their classrooms.

In the event of a lockdown, with an intruder and/or warning of danger nearby the school campus, all classrooms are notified and proceed to follow steps for lockdown. This includes locking all doors and windows, gathering all children in Wayman Lodge (or continuing class inside as appropriate). Once all classrooms are confirmed safe and/or the surroundings are deemed secure by the police department, the classes will return to their normal scheduled routine.

In order to protect your child, children will only be released to parents and/or other adults listed on the emergency information sheet in the case of an actual emergency. The dates and times of drills will not be announced. You will only be notified if there is a real emergency.

Weapons and Firearms on Campus

It is the policy of Briar Patch Microschool that children and non-children, including adults and visitors, shall not possess, use, or distribute a weapon and/or firearm when in a school location except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any child, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

The “School Location” includes any school building or grounds, school activities or trips, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere children are under the jurisdiction of Briar Patch Microschool.

Exceptions

Licensed law enforcement officers, peace officers, or military personnel who are on duty or performing official duty.

Consequences

Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location immediately. Depending on the circumstances, the person may be barred from future entry to school locations. If appropriate, law enforcement will be notified of the policy violation by the individual and may be asked to provide an escort to remove the individual from the school location.

Field Trips

A field trip is a school-sponsored and school-chaperoned activity intended to offer children experiences that cannot be replicated through regular classroom instruction. Field trips are an integral part of the curriculum, providing first-hand experience in the world beyond campus. Field trips are scheduled both on and off site. While most field trips are directly related to learning goals in the areas of culture, arts, or sciences, they may also be designed to enhance social and emotional growth in children and continue the development of the whole child.

Transportation for field trips is restricted to parent chaperone vehicles. Parents may only transport their own children to and from field trips. If children are late on a field trip day, they may miss the opportunity to participate in the field trip.

Briar Patch Microschool will obtain written permission from a parent before a child participates in a field trip. A field trip permission slip includes:

- The date and description of the field trip
- The times of departure and return to the school
- The name, address, and phone number of the destination, if available
- Cost of field trip, if applicable