



# Parent Handbook

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Lawton, OK 73501  
580-704-9015

Monday-Friday  
7:00 am - 5:30 pm  
[Thechurchprep.com](http://Thechurchprep.com)



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## **MISSION STATEMENT**

the church prep exists to help children know God + feel loved, while exploring their imaginations, and learning through play and application.

## **PROCLAMATION**

+ Boldy Christian + Academically Equipped + Globally Prepared

## **CORE VALUES**

+ Jesus is our message + People are our heart + Generosity is our privilege + Excellence is our spirit + Servant Leadership is our identity + Honor is our calling + The Lost is our purpose + Faith is our foundation

## **WHY “the church”**

the church prep is a ministry of the church Lawton. Throughout the Bible, the name for churches was simply “the church” and its respected city. For example, the church Ephesus or the church Corinth. Thus, our lead Pastors felt God telling them to make it simple. So, we are the church Lawton, the church prep. We use lower-case to represent a single local church, while the capital C church represents the global Body of Christ.

## **PROGRAM GOALS (2023-24)**

1. Students learn twelve verses from the Bible each year.
2. At the end of our pre-k program, students can count from 1-50, identify the alphabet, basic shapes, and colors, recite days of the week, and months of the year, and recognize, write, and spell their names.
3. Five new families are served each month.
4. One new program initiative will be implemented each year.
  - a. After-school program (2025)
  - b. Transportation (2026)

## **AGES**

the church prep serves children ages 6 weeks to school age. The infant, toddler, preschool, and pre-kindergarten programs are offered year-round. The school-age program is offered during school breaks.

## **CLOSURES**

Dates the church prep is closed are posted on the calendar and our website. We are closed on all major holidays.

## **CHILD/STAFF RATIO:**

the church prep follows the guidelines to maintain the appropriate ratio of children per staff member. A copy of these guidelines may be found in any of the classrooms on the parent boards. All children are always within sight and sound of a caregiver.

## **STAFF QUALIFICATIONS**

the church prep employees have met all OKDHS childcare employee criteria. The center staffs the required number of qualified Master Teachers that have a CCP, CDA, or related college hours. There is always a member of the staff with a current CPR and First Aid certification. All staff have a completed OSBI/OKDHS background and fingerprint checks.

## **WHAT WE TEACH**

the church prep is a Christian childcare center. We believe in the whole bible. We will teach biblical principles only. We do not promote, and/or celebrate principles that do not align with the bible.

## **CURRICULUM & PLANNING**

Academic lessons are created by lead teaching personnel. Lessons are aligned with Early Learning Guidelines and Oklahoma Academic Standards. Lessons are submitted and reviewed by a Master Teacher or the Curriculum Coordinator.

1. **Think Orange** is a faith-based curriculum that promotes the alignment of the church and the home. Think Orange allows for a more engaging ministry strategy that aligns the voices in every student or kid's life and leads them into deeper faith. Christianity is the only religion taught at the church prep.
2. **Individualized Lessons.** All lessons may be individualized to meet the needs of each student.

## **OBSERVATION DOCUMENTATION**

1. **Observation Method.** In the event there are two teachers in one classroom, each teacher will be responsible for a small group of students in order to effectively observe the developmental needs of each student. Students are assigned a number. Groups are divided by even and odd numbers. Teachers will utilize a rotational strategy. For example, one teacher works on a lesson, while the other engages in center time.
2. **Assessment Observation Tool.** Once a week students are observed accomplishing milestones that align with the early learning guidelines. Observations are recorded in Procare Solutions, and a student portfolio is presented during family conferences.
3. **Lesson Observation/Evaluation.** Lesson plan effectiveness is evaluated by teaching personnel at the end of each week. Teaching personnel determine if the lesson went well or did not go well. Each criterion will be accompanied by specific examples. The teacher will make notes on steps to take for using the lesson plan in the future.
4. **Program Observation/Evaluation.** The program is annually assessed in the springtime.
  - a. Personnel Survey
  - b. Parent Survey
  - c. Oklahoma Quality Child Care Program Scale: Self-Assessment

## **CONTINUITY OF CARE**

the church prep's continuity of care consists of a child staying in the same classroom with the same teacher for the majority of the year. One month before a birthday, the child will begin transitioning to the next age group. Twice a week the transitioning child will join their new classroom for 2 hours a day to get accumulated to the new environment. Based on the child's birthday at enrollment, they may be enrolled in the next age classroom to ensure continuity of care.

Children in the PreK 4-5 year old classroom may stay with the same teacher for two years. The School Age classroom, which ranges in age from age 5 and 6, is also a class where children stay more than one year with the same teachers.

**Staff Responsible for Assigned Group.** the church prep has 19 different classrooms assigned by age. Ages are broken down by 0-12 months, Ones, Twos, Threes, Fours, and School age (5yr to Fifth grade). Permanently assigned teachers **are responsible daily for an assigned** classroom/age group in accordance with OKDHS ratio guidelines.

**Substitutes.** the church prep's **provision for substitutes** consists of individuals that are able to substitute in a classroom. Administration and support staff. All staff are required to obtain certification

outlined by OKDHS. If for some reason a substitute is not available, the last option is to combine classrooms in accordance with OKDHS ratio guidelines for mixed age groups.

## **TRANSITIONS**

1. **Daily Activities.** the church prep utilizes various strategies to transition children to the next activity. For example, a visual schedule, a timer, and songs.
2. **New Classroom/Personnel.** the church prep utilizes various strategies to transition children to a new classroom/personnel. For example, allow the child to enjoy center time with his new classroom if ratio allows for it, introduce the child to their new teacher and classmates when in large groups (worship time, playground, and lunch), and read books about getting older.
3. **New School/Program.** the church prep utilizes various strategies to transition children to a new school/program. For example, end-of the year promotion, creating a class diagram that shows which school/programs each child is going to, show them their new school/program on a map, and encourage parents to conduct a school/program visit with their child.

## **EARLY LITERACY**

Studies have shown the importance of reading to your child, beginning as early as in the womb. When children are read to numerous developmental milestones are influenced – for instance, their vocabulary. As a child’s vocabulary grows the world begins to expand around them. **Reading is THE building block of learning for the rest of a child’s life.** We strongly encourage you to partner with us and read to your child as much as possible. We encourage you to join the 1000 Book Club. See program enhancements below.

## **PROGRAM ENHANCEMENTS**

1. **STEAM-** Students engage in science, technology, engineering, art, and math lessons at least once a month. STEAM builds necessary skills to prepare children for the workplace, such as problem-solving, communication, and teamwork.
2. **Community Involvement-** Once a semester leaders from the community speak to our students which provides a meaningful opportunity for students to connect with members in the community.
3. **1000 Book Club-** the church prep participates in the program 1000 Books Before Kindergarten. The goal is for children to read (or be read to) 1000 books before Kindergarten. 1000 Book Club is held once a month.

4. **Sign Language-** With the use of the Think Orange Curriculum, students have the opportunity to learn memory verses, and common phrases in sign language on a day-to-day basis.
5. **Extracurricular Sports-** Students have the opportunity to participate in extracurricular sports at least once a month. Sports may include dance, karate, and basketball.

## **FAMILY PARTNERSHIP**

1. **You belong Here!** Parents are welcome to visit their child and teacher at any time during the day. We do ask that you call ahead of time if you plan for an extended visit.
2. **Procare Solutions.** the church prep utilizes Procare Solutions for all of our management needs. You will receive an email with an invitation to download the Procare app, and set up your family's profile.
3. **Digital Gram.** Parents will receive at least 4 digital updates on their child's daily activities through Procare. Updates you may receive are feeding, toileting, lessons, picture/video, mood, incident reports, and rest time.
4. **Digital Newsletter.** Parents will receive a monthly newsletter through Procare.
5. **Handbook.** Parents will receive and have digital access to the parent handbook and emergency management plan. The online handbook will contain the latest updated version. Notification of revisions will be sent via Procare messaging.
6. **Volunteering.** Parents are welcome to volunteer periodically in the classroom. \*Volunteering must be set up prior to and approved by the administration.



\*All employees of the church prep will have access to Procare, and the information provided through Procare. Because of the nature of this software, our staff is committed to maintaining client confidentiality at all times. The Procare app is only used during staff-scheduled work hours. Staff violation of this policy will result in disciplinary action and/or immediate termination.

## **FAMILY EVENTS**

1. **Family Conference.** Twice per year, we have parent/teacher conferences to discuss children 6 weeks to 6 years old's developmental progress. **Attendance at these conferences is strongly encouraged.** You will receive a copy of the Progress Report Card used which will help you to track



developmental milestones, other progress your child has made, their strengths, and opportunities for improvement.

2. **Family Night.** Family night is a night full of fun activities for the parents, children, and staff. Family nights help build relationships between family members, and relationships between families and staff.
3. **Holiday Meals.** On certain holidays parents are invited to share a special meal with their child.
4. **Promotion Ceremony.** At the end of the school year, each age group showcases what they have learned, and the children are promoted to the next age group.

## **CULTURAL BELIEFS**

Do you have any cultural beliefs outside of religion that you would like to share with us? We would love to have your input on ways that we can honor your culture within your child's classroom and maybe with the entire center. Activities should be age-appropriate. These activities can range from special holidays celebrated, food, language and/or music – to name a few. **\*\*Please note-** all suggestions are welcomed, all suggestions aren't implemented.

## **TUITION & FEES**

**Tuition** is due at the first of the month or according to your payment plan agreed upon at the time of enrollment. Tuition is not predicated on attendance. For example, if your child comes 1 day a week, the full week's tuition is applied to your account.

Each family will receive a Policy & Tuition Agreement with the church prep at the time of enrollment.

Your child may not be permitted to attend the church prep if payment is not fully satisfied within 5 days of the due date.

**Tuition Late Fee** is \$25 and will be processed to your balance after 5 days. Unpaid tuition for an extended period of time is grounds for termination from the program.

**Enrollment Fee** is \$25 and will be deducted from the first week's tuition.

**Late Pick-up Fee** is \$5 for every minute after 5:30 pm. No exceptions. This fee is set in place to ensure the church prep staff attends to life outside of work.

## **CANCELLATIONS & REFUNDS**

Tuition and payments are final, and a refund of payment will not be issued in any event including termination from the program.

## **ENROLLMENT**

Children are enrolled on a first come first serve basis. Once an enrollment is made, and an agreement is signed, any changes made are submitted in writing. If for some reason a request is made to amend the agreement, it MUST be submitted in writing. The church prep is willing to work with you in order to best serve your needs. However, an approval MUST be granted by the Executive Director and you will be required to sign an amendment to your original agreement.

School Age enrollment is defined as children ages 5 and up. The school age program is available as space permits and ONLY during the days students are on holiday breaks.

## **DISENROLLMENT**

If you wish to unenroll from the church prep, a disenrollment form must be filled out 30 days before a student's last day in attendance. Student's records will stay on file for at least a year after disenrollment.

## **FAMILY ORIENTATION**

Upon enrollment, families will attend orientation. During orientation:

1. Families take a tour of the facility.
2. Meet the teachers and staff.
3. Review the parent and emergency handbooks.
4. Complete enrollment documentation.
5. Set up a Procure Account.
6. Practice using parent codes.
7. Q & A session.

## **IMMUNIZATIONS POLICY**

An immunization record or exemption is obtained prior to the first day of attendance and is updated when the child receives additional vaccines.

## **DROP-OFF/PICK-UP POLICY**

**Door Codes** are assigned to enter the building. For the safety of all the children and staff, parents/guardians are the only people who should know your code. All visitors including authorized pick-up persons will use the doorbell to gain access.

**Wash hands** in the bathroom before entering the check in area. Your child is required to wash their hands before entering their classroom. Parent handwashing is optional. Hand sanitizer dispensers are located on the walls throughout the center.

**Sign In/Out Pins** are assigned through Procure. You will sign your child in and out through the Procure app. If you have more than one child enrolled, you will have one pin that works for all of your children. You will not be allowed to drop off or pick up without signing in/out. No exceptions. It is your responsibility to remember your pin. the church prep staff will not look up your pin for you. For the safety of all the children and staff, parents/guardians are the only people who should know this pin. Your child will be signed in/out by a church prep team member in the event an authorized person must drop off or pick your child.

**DHS Subsidy Swipes** are required before your child can enter or leave their classroom. You will not be allowed to drop off or pick up without swiping your card or using the ECC Connect app. No exceptions.



**Supervision & Safety Notice.** Please be aware that it is important for the teacher to be alert to the children at all times. Therefore, we ask upon dropping off or picking up that you allow our staff to take your child to their room or bring them to you, or be mindful of how much time you spend at the classroom door. If you desire to speak with your child's teacher, we ask that you schedule a time to come back so their teacher can give you their undivided attention.

**Authorized pick-up** personnel may be asked to show their id to verify identity. This is to ensure the safety of the children and staff. Authorized pick-up should be listed on enrollment documentation and Procure profile. Changes can be made in the Procure app. Administration may call to verify if a person is listed on Procure, but not original documentation. **Verbal authorization** is allowed when the individual is not previously indicated in the child's records. A parent must verify their identity by giving their verbal authorization password determined during enrollment. The individual receiving authorization will have to show a picture I.D. for verification. A verbal authorization form will be filled out and kept in the child's file. We will not release your child to unauthorized personnel. No exceptions. Refer back to procedures for door codes and pins on pg. 8.

## **ATTENDANCE AND TARDY**

To take advantage of all our program has to offer, regular attendance is highly encouraged. **Punctuality and attendance play an important role in the development of your child's attitude toward learning, and adapting to classroom routines and procedures.**

Full-time students are required to be in attendance **at least 3 days a week**. Part-time students are required to attend only on the days outlined in their enrollment plan. Students must be in attendance by **9:00 a.m.** **After 9:00 a.m.** your child may not be permitted to attend unless the church prep has been previously notified and for good cause.

If your child is going to be absent, please notify the church prep **before 9:00 a.m.**

Multiple tardiness and absences may result in an administrative conference and/or your child losing their slot in the church prep program. If this should happen, your child will need to be put on the waiting list to come back. Attendance is recorded in each classroom.

## **FAMILY VACATION**

Parents are allowed two, 5 day, annual vacations. Vacation days must be consecutive. Vacation days do not roll over. For example, if you vacation for 3 days, 2 days are lost. You **MUST** fill out a vacation form at least two weeks in advance. This written notice ensures your child's slot(s) are still available upon your return. You will not be responsible for tuition during your vacation. However, if you vacation for 3 days and return to school, you will be required to pay 2 days' worth of tuition.

## **MEAL POLICY**

All children enrolled at the church prep are required to fill out a CACFP food application – one per family. the church prep will serve breakfast (8:30 am -9:00 am), lunch (11:30 am- 12:15 pm), and afternoon snacks (2:30 pm - 2:45 pm). No outside food or drinks are allowed unless the child requires special dietary needs. A medication form must be on file indicating dietary needs. See medication policy on pg 18. Children who are permitted to attend after 9:00 am will not be served breakfast. They will have to be patient and wait for lunch.

## **MANDATORY SUPPLIES/PERSONAL BELONGINGS**

Each child is assigned a number. This number will identify the child's personal supplies and belongings, cot, chair, and other necessary supplies needed throughout the day. Please label your child's belongings with first name and last initial. Supplies will be stored in your child's backpack. Backpacks will remain at the center, and on Friday they will be sent home to **wash, sanitize, and replenish.**

### **What to bring:**

1. Small Backpack
2. Water bottle
3. 1 change of clothes (top, bottoms, underwear, and socks)
4. 1 pack of wipes
5. 10 pull-ups (2 and older)
6. 10 diapers (1 and younger)
7. Small blanket (1 and older)
8. Pacifier and bottle ( 1 and younger)
9. Close-toed shoes worn daily
10. Dress appropriate for the weather

### **What NOT to bring:**

1. Open-toed shoes
2. Stuffed animals
3. Toys
4. Food/Drink (for an exception, see meal policy on pg. 15)
5. Candy/Gum
6. Pets
7. Electronics
8. Money

## **PARTY POLICY**

You may bring store-bought treats to celebrate your child's birthday in their class. You will be responsible for furnishing all parties supplies necessary. Parties are held during the afternoon snack time (around 3:00 pm). Check with your child's teacher to make arrangements. The administration will provide final approval.

Each class will hold their own holiday parties. A sign-up sheet may be placed in the classroom with items needed and detailed party information. **\*\*Please note** - the church prep has the right to refuse to serve inappropriate items that: Lack freshness, fail to meet nutritional or safety guidelines or are not age appropriate.

## **POISON POLICY**

In the event of poison exposure, whether on or off site, the child will be attended to immediately. If minor exposure, the attendant is to follow the directions of the poison intervention procedures on the label. If these are not available, the attendant is to phone poison control and follow their instructions. If the poison exposure is deemed major, the attendant will call 911 and follow the instructions given.

## **HEALTH POLICY**

**Inclusion.** All children have a right to be included in a safe and healthy environment. Children who experience symptoms from allergies, teething, or non-contagious virus/infections will be permitted to stay in our care.

**Monitoring.** Teaching personnel and staff will monitor the health of staff and children by watching for signs that indicate sickness, such as, but not limited to, a consistent running nose, cough, sneeze, diarrhea, throwing up, temperature, and/or rash.

**Separation.** If staff or children become ill in our care, they will be separated from the general population and required to leave the center.

**Exclusion.** Staff/children will need to be symptom-free for 24 hours without medicine before returning to school. In some instances, a note from a medical professional will be required. Refer to the chart below and **pg. 28 of the emergency management plan** for symptoms/sickness that excludes staff/children from the program.

**“Too Sick for Child Care Symptoms”**

1. Temperature over 100.4°	2. Irritability	3. Too tired to do any activity
4. Persistent crying	5. Worsening or uncontrolled coughing	6. Difficulty breathing
7. Diarrhea	8. Yellow or Green discharge from nose or eyes	9. Vomiting
10. Undiagnosed rash or pox	11. Undiagnosed Mouth sores	12. Head lice
13. Scabies	14. Ringworm (until treatment started)	15. Impetigo
16. Strep throat	17. Pink eye or pus drainage from eye	18. Chicken pox

19. Shingles	20. Pertussis (whooping cough)	21. Mumps
22. Yellowish skin or eyes	23. Hepatitis A	24. Covid 19
25. Draining skin wounds that cannot be covered completely		

**MEDICATION POLICY**

**Administered medications.** To accommodate parents, the church prep will administer medication only prescribed by a licensed physician if medicine is required during the time your child will be in our care. This includes items needed for special dietary needs.

**Non-administered medications.** Over-the-counter medications, and medications that require a needle or lancet will not be administered. Exceptions = diaper cream, sunscreen, bug repellent, EpiPen, and glucometer.

**Permission.** A medical permission form and a written prescription signed by a licensed physician with your child’s name must be obtained before administering medication. A prescription must be current and specifically indicate that medicine is required during the time your child is in our care. (Twice a day does not indicate that medicine is required during the time your child is in our care) For sunscreen and bug-repellent use, you will need to provide written permission from a licensed physician if your child is aged 6 weeks - 6 months.

**Procedure.** Necessary supplies for administration must be provided by the parent (medicine, syringe, measuring cup, specific food). Only designated personnel indicated on the medication permission form will administer medication. Exception if a child is experiencing a severe allergic reaction that requires the use of EpiPen.

**Sunscreen or insect repellent** will be applied 30 minutes prior to going outside unless specific times are specified on the medical permission form.

**Diaper cream** will be applied during each diapering/toileting unless specific times are specified on the medical permission form.

**Storing/Returning.** All medication and supplies will be stored in a labeled container in the center for the duration of use. If medication requires refrigeration it will be stored in a labeled container inside of the refrigerator. Medicine bottles/supplies will be returned once the prescription has expired and/or the bottle is empty.

## **SCREEN TIME POLICY**

We do not allow screen time for ages 1 year and younger. For ages two and over, screen time is limited and used for curriculum purposes. During special events, screens may be used. For example, a movie day.

## **REST TIME POLICY**

All students **12 months and older must have a light blanket**. All children are required to lie down for nap/rest time. However, they are not forced to go to sleep. They may read a book, work on a puzzle, or do another quiet activity. **Please note:** Infants, per OK DHS regulations, **CAN NOT** have ANYTHING in the crib **EXCEPT** a pacifier – which cannot be attached to their clothing. See the safe sleep policy below.

## **INFANT SAFE SLEEP ENVIRONMENT POLICY**

Our goal at the church prep is to ensure that all areas for children are free of hazards. **We have taken the following steps to accomplish this goal:**

- Certificates of compliance are under each mattress
- Cribs are placed approximately one foot apart and assigned to one infant.
- If an infant is absent or no longer attends the program, the crib may be assigned for use by another child.
- All beds are sanitized daily
- Crib sheets are changed daily and washed before putting them back on the crib mattress.
- Infants sleep in cribs with the sides fully raised and secured.
- Infants sleep directly on a tight-fitting sheet covering the mattress.
- Only pacifiers without attachments to them are in rest equipment with infants, when used.
- Infants are protected from overheating by adjusting room temperature and clothing.
- Infants birth through three months of age may be swaddled with an infant- sized, thin fabric, such as a receiving blanket, only when requested by the parents and permission is maintained, and the infant is not mobile enough to move the fabric over his or her face.
- Infants are placed on their back for sleeping, unless there is a medical reason an infant should not sleep in this position.
- Infants who are able to turn themselves over, are placed initially on their back for sleeping, but may turn themselves over and sleep in a position they prefer.

## **VISITATION**



We encourage parents to participate in their child's education. In order to ensure the safety of our students and staff, all visitors including authorized pick-up persons ring the doorbell, and check in at the front desk and/or with an Administrator.

## **PETS ON PREMISES**

The only animals permitted in the center are service animals. Per the ADA regulation service animals are **required to wear a vest or other ID that indicates they're a service dog.**

## **SMOKING, TOBACCO & PROHIBITED SUBSTANCES POLICY**

Use of Tabaco: There is no chewing or smoking of tobacco on the premises (within 50 feet of the center). Illegal drugs are not permitted on the church prep premises for any reason.

## **LOST AND FOUND**

If your child is missing anything, please inquire at the center as soon as possible. **Remember to label everything.** It is much easier to return a lost item if it is labeled with the owner's name. Unclaimed items are given to charity after a reasonable length of time. We will not replace or reimburse for any lost or stolen items.

## **BULLYING POLICY**

All school-age students are required to sign and agree to the church prep Bullying Policy. Parents must also sign an agreement. the church prep has a zero-tolerance bullying policy.

## **SPECIAL ACCOMMODATIONS/NEEDS POLICY**

the church prep enrolls children who may need special accommodations due to a health or mental condition. Documentation signed by a medical health professional must be presented during enrollment. A special accommodation agreement form must be signed before the first day of attendance. This policy does not apply to students with special dietary needs. See meal policy on pg. 11.

## **DISCIPLINE POLICY**

We, the staff at the church prep are deeply interested in creating the best learning atmosphere possible in our facility. While your child/children are in our center, a staff member will handle any disciplinary problems in a firm and loving manner.

It is important that our cooperative students have the ability to pursue their development free from disruption or distraction. **the church prep does NOT allow food, toileting or corporal punishment to be used as a form of discipline.** Maintaining an atmosphere that is conducive to learning necessitates discipline to discourage disruptive behavior. In order to maintain a safe environment for your child/children the following disciplinary process will be strictly followed:

1. Verbal Warning & Redirection
2. The teacher removes the child from the situation, speaks to the child in a calm and pleasant manner, and discusses better ways to handle the situation.
3. Time away to cool down.
4. The administration is called to the classroom to speak with the child in a calm and pleasant voice about the situation. \*A Behavior Report is completed and a conference with the parents may be set up to discuss the behavior.
5. An administrator from the front office is called to the classroom; the child is taken to the office to call the parent. The parent may be asked to pick the child up and a three-day suspension may result.

**Please Note:** This process starts over daily unless it is a safety concern/hazard. In other words, **just as God's mercies are new every day, the** consequences of something a child did the day before will not be carried over to the next day.

**Repeated physical aggression** (i.e. fighting, biting, or exhibiting physical aggression towards other children, teachers/staff or refusing to follow safety rules regardless of age, may result in a three-day suspension.

\* Behavior Reports are used to discover a possible pattern – such as a specific time of day or task where a behavior is observed. See the expulsion policy below.

## **EXPULSION POLICY**

For the safety and well-being of our staff and children, we reserve the right to dis-enroll families for the following:

1. Excessive biting
2. Lack of parental cooperation with the center's policies and staff
3. Knowingly bringing your child to school with lice, scabies, or impetigo three or more times

4. Repeated disregard for closing times (2 or more incidents)
5. Chronic late payments, no payment, or returned checks
6. Verbal or physical abuse toward staff or children
7. Persistent unacceptable behavior
8. Excessive absences
9. Any other reason deemed dangerous by our attorney.

## **REPORTING**

In the event of an incident or emergency the appropriate **emergency authorities (EAN)** will be notified. See individual procedure for details. **Parent Notification (PN)**. Parents will be notified of minor accidents and emergency situations through Procure Solutions, management software. Emergency situations include; major injury/illness, missing child, poison exposure, evacuations, relocations, shelter-in-place, and lockdown/out. Parents will be notified by phone during situations that require immediate notification. Emergency contacts will be notified if parents cannot be reached. **Oklahoma Human Services (OKDHSN)** will be notified in various situations.

## **PARENT NOTIFICATIONS**

Parents are notified through Procure throughout the day of daily activities. In certain instances, parents will be notified by phone. See details below.

### **Parents are notified immediately of**

- A. A child who does not arrive on his or her own at the facility as scheduled, such as when walking to the facility;
- B. A child not present at the pick-up location as scheduled;
- C. A child or individual at the pick-up location who believes the child is to be transported by the program when the program is not providing this transportation;
- D. Administration of a life-threatening condition medication that is only administered as needed;

- E. Any incident of a child getting hurt or hurting themselves;
- F. An injury that may need evaluation by a physician;
- G. Three (3) or more lice, scabies, or impetigo occurrences
- H. Poison exposure;
- I. An animal bite to a child, when the skin is broken or when an evaluation by a physician may be needed.
- J. Parents are notified promptly of a child who is separated from the group due to an illness or infection or when exclusion is required per Oklahoma Administrative Code (OAC) 340 Appendix JJ – Exclusion Criteria for Children Who Are Ill.

**Parents are notified upon child pick up of**

- A. Daily happenings, including GRAMS (daily records) which are available on Procure and include prompt documentation of eating, diapering, and sleeping activities.
- B. Changes in the child's physical or emotional state
- C. Illness or infestation symptoms that developed or changed
- D. A communicable disease or infestation exposure according to program policy
- E. An administration of a non-life-threatening condition medication that is only administered as needed, such as diaper cream or sunscreen;
- F. An animal bite to a child, when the skin is not broken; and
- G. Implemented emergency plans and procedures, except for drills.

**Parents are notified upon enrollment and prior to a change or the presence of:**

- A. an animal
- B. tobacco or simulated tobacco use; and
- C. weapons, including how safety requirements are met;

D. Insect repellent use; if used in the classroom, insect repellent is professionally sprayed on the weekends.

## **EMERGENCY MANAGEMENT PLAN**

A copy of the church prep's Emergency Management Plan (EMP) is available in the front lobby at the check-in desk upon request. Certain policies from the EMP are listed next in this handbook. Each parent is required to familiarize themselves with the EMP and sign a statement that they have done so prior to the child entering our program. Each classroom has a first aid kit and emergency bag in their cabinets.

We practice severe weather and fire preparedness throughout the year. Our students and staff are prepared. In the event of an emergency situation due to severe weather or fire, all classes are assigned a specific "safe area". If you are picking up your child immediately before a storm, please remain calm and follow our procedures. There will be an administrator at the front door relaying to a teacher to bring your child up front. It is incredibly important for our staff to maintain an accurate attendance record, especially during emergency situations. We understand the urgency in these situations, but we do ask that you remain calm and not upset other children.

## **CHILD ACCIDENT/INCIDENTS**

If a child has an accident or incident at the center, it is **our policy to take a picture of the injury and send it to you, the parent or the guardian**. This is to give you an opportunity to choose if you would like to pick your child up or are okay with them staying at the center. What is **discussed in the message** will be documented in addition to completing an accident/incident report. This **documentation can serve as a parent's signature** for the written accident/incident report. A copy of the report is available upon request, or pickup.

If your child **purposefully causes bodily harm to another child**, depending on the severity of the offense, your child may be suspended from the center. If offenses take place on a regular basis, **a conference is called** with you, the **parent, and the Executive and Center Director** to explore resources available to help your child be successful in every area of their life.

## **EVACUATION**

The building will be evacuated in the event of a fire, gas leak, bomb threat, or any other situation determined by the incident commander or director. The general evacuation route is found on **pg. 30 in the EMP**. Specific routes are marked according to the location in the building and posted in conspicuous places

within each classroom and office area. **See relocation sites on pg. 10 in EMP. Child Consideration (CC).** In instances where children and staff must evacuate the building, children two years of age and younger, and/or with special needs or medical conditions that impair mobility will be transported in portable cribs and wagons to expedite the process.

## **SEVERE WEATHER**

The church prep's administration will monitor changing weather conditions and monitor weather forecasts. The Owner/Operator and Director or his/her designee will communicate with KSWO before 6 a.m. regarding any adverse weather that developed overnight. the church prep will follow any action taken by Lawton Public Schools regarding whether classes will be held, delayed, or canceled. Communication of closings will be sent through Procure.

## **ABUSE AND NEGLECT**

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect. It is our commitment to our parents to maintain a safe environment free of abuse and neglect. Under no circumstances are the church prep staff members allowed to abuse or neglect any child in our center.

Each staff member is required by Oklahoma law to report suspected child abuse whether here or at the child's home. Each staff member will follow this law. Suspected child abuse is reported to the 24-hour statewide child abuse hotline.

If your child has an accident while outside of our center, please make sure to inform the administration and the child's teacher. If there is documentation of the accident from the doctor's office, please provide us with a copy to put in the child's file.

If the child has Mongolian spots on their body, please inform the administration and the teacher so they are not mistaken for bruises. We ask that you provide us with a doctor's note stating this fact. We will report child abuse when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused or neglected.

## **HUMAN TRAFFICKING**

Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children as described in Section 866 of Title 21 of the Oklahoma Statutes shall report the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control. The Bureau shall notify the district attorney in the county where the alleged trafficking in children took place no later than seven (7) days after receiving a report.

## **NON-DISCRIMINATION POLICY**

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, marital status or disability.

the church prep adheres to the following:

### **The ADA and IDEA**

There are two important federal laws related to disabilities that are relevant to childcare. One is the **Americans with Disabilities Act or the ADA**. Titles II and III of the ADA prohibit childcare facilities from discriminating against anyone with disabilities.

**Under the ADA**, a childcare facility must:

- not reject a child based on his or her disability, unless the changes required to accommodate the disability would constitute a *fundamental alteration* to the program or the child poses a direct threat to the health or safety of others
- make *reasonable modifications* to its policies and practices in order to allow children, parents, and staff with disabilities to participate in the program.
- not charge additional fees for services required by the ADA.
- Place children in age-appropriate classrooms.

Facilities that do not currently serve children, parents, or staff with disabilities should be as accessible as possible. New buildings must be fully accessible by ADA standards. Buildings that were occupied prior to January 26, 1993, and have not since been remodeled need only make modifications that are readily achievable, that is, easily accomplished at relatively little expense.

The second federal law to be aware of is the Individuals with Disabilities Education Act. (IDEA)

### **The IDEA**

- ensures that children with disabilities have access to a free and appropriate public education.
- entitles all children to disability intervention and identification services.
- requires that children from birth to 2 years who receive early intervention services have an **Individualized Family Service Plan or IFSP**.

- requires that children between 3 and 21 years who receive special education services have an **Individualized Education Plan or IEP**.
- provides services for children with disabilities in the least restrictive environment. For older children, this means a classroom with their non-disabled peers; for younger children, it means places where learning would occur naturally, such as the home or childcare facility.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 14 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY), USDA is an equal opportunity provider and employer.

## **LIABILITY WAIVER**

During pre-registration you read and agreed to the following waiver:

*Image used is an example, not an actual bounce house in the center*



I hereby certify that my child is in good, physical condition and does not suffer from any disability that prevents or limits his/her participation in all activities including, but not limited to, "the inflatable experience", conducted by The Church Prep. I acknowledge that The Church Prep will not assume any responsibility or liability for personal injury, damages caused by the injury, or death that may occur during participation. In the event The Church Prep is unable to reach a parent, guardian, or any emergency contact, I hereby give permission for my

child(ren) to be transported to the nearest hospital for treatment in case of an accident or emergency. I hereby further authorize(s) any of the staff or employees to provide for, approve and authorize health care at the hospital.

## **PHOTO RELEASE**

During pre-registration you read and agreed to the following waiver:

I hereby grant and authorize the church prep the right to take, edit, copy, publish, distribute and make use of any and all pictures or video taken of my child(ren) to be used in and/or for legally promotional materials and digital communications. This authorization shall continue indefinitely. I understand and agree that these materials shall become the property of and will not be returned.



## **PARENT PROFESSION & ETHICAL CONDUCT**

the church prep's staff professional and ethical codes of conduct stem from our core values. As a parent of the church prep we ask that you adhere to the following parent codes of conduct developed from the same core values.

- + **Jesus is our message.** I will respect that the message of Jesus and all Biblical principles are taught at the church prep regardless of my personal beliefs.
- + **People are our heart.** I will maintain and demonstrate the utmost kindness for the church prep staff and the families they serve.
- + **Generosity is our privilege.** I will operate as a team with the church prep by generously giving my time to be present in my child's learning. This includes participating in conferences and special events.
- + **Excellence is our spirit.** I will adhere to all policies and procedures set in place by the church prep to the best of my ability.
- + **Servant Leadership is our identity.** I will set the correct example for other parents to follow.
- + **Honor is our calling.** I will maintain the utmost respect for the church prep staff and the families they serve. I will not disclose issues or sensitive information to social media or other platforms. I will follow the appropriate protocol in every situation.
- + **The Lost is our purpose.** I will respect the church prep's mission for children to know God and feel loved while exploring their imaginations, and learning through play and application regardless of my personal beliefs.
- + **Faith is our foundation.** Faith is believing before it's seen; therefore, I will maintain high expectations for my child in their ability to advance spiritually and academically at the church prep.

## **GRIEVANCES & SUGGESTIONS**

the church prep has an **Open Door Policy**. Parents and family members are encouraged to bring issues and/or concerns/suggestions to the Executive and Center Director. This is to address any issues/concerns and ensure they can be resolved in a timely manner as well as to make sure confidentiality is observed. In addition, there is a formal "Customer Complaint Form" and Suggestion Form that is available to assist with documenting the timeline of a resolution.

# **LICENSING REQUIREMENTS FOR CHILD CARE PROGRAMS & THE RESOURCE GUIDE FOR CHILD CARE PROGRAMS**

A copy of these reference books is available in the front lobby at the check-in desk upon request. Our center is licensed and operated by the church prep staff to meet or exceed the minimum requirements for Child Care Centers set forth by the State of Oklahoma. These standards relate to our facilities, staff, health and safety procedures, nutrition, ratios, and record keeping. Rigid enforcement of State and City health, fire, and licensing standards are in the best interest of all children.

## **COMPLIANCE FILE**

The compliance file is located in the Executive Director’s Office and is available upon request. This notebook contains the information that meets Oklahoma Child Care Center Requirements, Section 5(e). The information included is the most recent child care licensing monitoring report. It will also include any of the forms that have been received in the last 120 days: child care licensing complaints; and for 04CP004E, Child Welfare Investigative Summary Notification to Child Care Licensing Services, with finds of unconfirmed to include findings of services not needed or services recommended, and Form 04CP004E, Child Welfare Investigative Summary Notification to Child Care Licensing Services, with findings confirmed, for one year from the completion of the investigation.

## **PERSONNEL IN CHARGE**

### **Administration**

Elijah Garcia.....Lead Pastor/Owner  
Sheridan Garcia.....Lead Pastor/Owner  
Shayla Washington.....Executive Director  
Monica Ortega..... Director Assistant/ Bible Curriculum Coordinator

### **Safety & Sanitation**

Donna Madden..... Pastor of Operations

### **Incident Command Team**

Pastor Donna Madden..... 580-917-5602

Shayla Washington.....580-917-2002

Monica Ortega..... 253-985-5027

**Teaching Personnel in Charge**

Kyra Hankins..... Master Teacher/Academic Curriculum Coordinator

Skylar Jackson.....Staff Lead Teacher

**RECEIPT OF PARENT HANDBOOK & EMERGENCY MANAGEMENT PLAN**

I acknowledge that I have received a copy of the church prep Parent Handbook and Emergency Management Plan, which contains vital information on the church prep’s policies and procedures.

I understand the church prep may change its policies and procedures at any time at its discretion, as well as interpret or vary them however it deems appropriate.

I have read and agree to abide by all policies and procedures contained therein.

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director or designated personnel signature