



OAK GROVE

CHRISTIAN ACADEMY

Preschool Policies

K3 and K4 Classrooms

Have I not commanded you? Be strong and courageous.
Do not be afraid; do not be discouraged, for the Lord your God will be with you wherever you go.
Joshua 1:9

Welcome to the

Oak Grove Christian Academy Preschool!

OGCA Preschool is an early education program offered to children ages three to five years old. It operates under the leadership of the OGCA K-12 school and follows the same general standards and guidelines. Please see the OGCA K-12 Parent / Student Handbook for more information on the Mission, Vision and Statement of Faith of the school at large, as well as general operating procedures and guidelines.

General Information

Safety and Care on Campus

The spirit of fellowship among parents, teachers and administrators, and the integrity and safety of the campus are key concerns. All parties are asked to abide by the following measures:

- Oak Grove Christian Academy is a closed campus. Visitors must sign in.
- Parents/visitors may only go to classrooms during school hours with prior communication with a teacher or the Administration.
- Pets/animals are NOT allowed on campus at any time. Pets/animals in vehicles must be restrained when students are getting in or out of the vehicle. Service animals are permitted on campus.
- Students are not allowed in classrooms unattended, or in any of the teacher workrooms on campus.
- Parents are not allowed in a classroom unattended.
- Students from other schools are not permitted on campus during the school day, including lunch periods. Prospective students must make arrangements with the Administration prior to visiting.
- OGCA's campus is tobacco free. While on campus NO person may use cigarettes, e-cigarettes or other tobacco products, nor have them in their possession when they are on campus or attending any School-sponsored event.

Emergency Procedures

Emergency procedures are in place in the event of fire, gas leaks, inclement weather, bomb threats and other crises requiring evacuation or securing of buildings. Fire drills will be conducted regularly. Depending upon the type of emergency, parents may be contacted by School officials to pick up students. However, students will NOT be released during a severe weather warning, until the threat has passed.

OGCA will close due to inclement weather on an as-needed basis. Students traveling from other jurisdictions may use their own discretion. Any closures or delays will be communicated via the *Remind* app.

Emergency Communication Procedures

If a School-wide emergency occurs, OGCA will make every effort to communicate information. This will include, but will not be limited to, *Remind* app, text, email, telephone, school website, social media and local media outlets. It is imperative that parents keep contact information current in their student's files. The *Remind* app is the first and primary means of communication.

If the campus is in a "lock down" for any reason, students will not be released under any circumstances until the danger has passed.

Firearms, guns, explosives, knives and other weapons are prohibited on campus during school hours or activities. This includes all buildings and on driveways, streets, sidewalks or walkways, parking lots, or other parking areas.

Students shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife or other weapon.

Visiting Campus

Oak Grove Christian Academy recognizes the importance of the participation of parents and family within our programs. Parents are encouraged to work with the preschool staff in coordinating such participation. In order to ensure a safe and secure learning environment, all on-campus volunteers must be arranged in advance and must be signed in at the office. Please ask your child's teacher for opportunities to volunteer off-campus with craft and learning activity preparation.

Prior communication from a teacher or School Administrator is required if a parent desires to visit the classroom during School hours. Entering a classroom during School hours without such invitation disrupts the integrity of the classroom.

Parents should never enter a classroom when the teacher is not present. If your child arrives to School late, ensure their entrance into the proper office before departure.

Custodial Arrangements

In the event of a court order regarding custody, the School must be provided with a copy of the current order for student files. Parents/guardians are expected to abide by any court order applicable to the child. If a situation arises in which the custody or possession of a child is in question, a School representative will call 911 and request an officer be sent to the School to resolve the dispute. In addition, the parents/guardians enrolling or withdrawing a student must have the proper legal rights to do so. The School will turn any questions of this matter over to the proper authorities.

Absences

Please notify your child's teacher if your child will be absent for any reason.

The school must be notified in writing or via the *Remind* app any time the child will be picked up by anyone not listed on the medical release form.

Children must be picked up promptly at dismissal time. OGCA administration must be contacted if an emergency arises leading to late pick up. Late pick up may result in daycare fees at the discretion of the administration.

Fighting, violence, bullying, disruptive behavior, and noncompliance to the handbook will not be tolerated. All such behaviors are grounds for dismissal from the OGCA Preschool program. Dismissal will be at the discretion of the administration.

Communication & Conferences

The *Remind* App is required to be used by all OGCA families and employees. This is the primary means of mass communication from the school, especially for urgent announcements, school closings, etc. Families may also message teachers individually through this app, and are expected to do so rather than exchanging text messages through personal cell phone numbers.

During the School Day

Parents are encouraged to make arrangements such as carpool, etc., for their children before School time. Any items delivered to students during the School day must be left with a staff member who will contact the student's teacher to arrange retrieval.

To Contact the School

- Call the office at 804-224-9842.
- Email the office at admin@oakgrovechristian.com.
- Message teachers and administrators directly through the *Remind* app or their school-sponsored email addresses.
- Refrain from emailing your child's teacher time-sensitive messages during the School day. For last-minute issues, such as changes in transportation, calling the School office or messaging an Administrator via *Remind* is the best form of communication.

Communication From the School

It is important for parents to stay informed about their child's academics, attendance and behavior, as well as the life and Administration of the School. The majority of communication between the School and home occurs through the *Remind* app, email, the School website, and the School's Facebook page.

Notify the School office if you are not receiving the appropriate communications. Make sure that any spam filters on your personal device will allow you to receive emails from Oak Grove Christian Academy, and that all of your contact information is up to date in our files. Families are given the appropriate instructions for joining their child's class on the *Remind* app at the start of each year, and it is your responsibility to set it up for the proper notifications.

Communication with Teachers

Effective and productive communication between teachers and families is a high priority. A note or email about any changes at home (new baby, parents away, illness, death of loved one or pet, etc.) allows teachers to help the student deal with important feelings about such matters. Families are encouraged to contact teachers directly anytime a question or concern arises regarding their child's

academics or classroom issues. Each teacher may be reached through the *Remind* app or school-sponsored email address.

Family/Teacher Conferences

Arrangements may be made to conference with a teacher as needed throughout the year. Conferences must be held during the teacher's scheduled conference time, which can be determined through direct communication with the teacher.

Conferences (in person or by phone) **will not be conducted during regular School hours** while a teacher is responsible for students. Family/teacher conferences should be scheduled ahead of time directly with the faculty member. Showing up at the School unannounced and asking for an immediate meeting will not be honored.

Conferences with Administration must also be requested in advance as needed. Administrators may also attend any scheduled family/teacher conference as desired by the School or family.

Lost & Found

Parents are encouraged to mark all personal items with their child's name. When items of clothing or personal property are left on campus, they will be turned in to Lost and Found. Please contact the School office for access to items in Lost and Found. Items left for an excessive amount of time may be donated to charity without notice.

Medical Information

An up-to-date Medical Release form must be maintained for each student at all times and **must be completed annually**. These forms are kept confidentially in the School office for the purposes of reference and for information of how to proceed in the event of a medical emergency. Copies may be kept confidentially by the health room director and the teacher.

Students exhibiting the following symptoms should be kept home from school for the well-being of the school community and to prevent the spread of communicable diseases:

- Fever over 100.5 degrees Fahrenheit
- Suspected contagious disease or symptoms indicating such
- Head lice
- Vomiting or diarrhea
- Severe stomachache, headache or earache
- Inability to remain in class due to illness or injury
- Symptoms of viruses, including but not limited to, strep, cold, flu, COVID-19, or pink eye

All students must be free of fever, vomiting or diarrhea for 24 hours, *without the use of symptom-reducing medication*, before returning to school. If a student misses three or more consecutive days of school, a doctor's note is preferred.

In the event your child contracts a communicable disease such as strep throat, chickenpox, meningitis, mumps, head lice, measles, etc., please notify the School immediately. If needed for the safety of the students and families, the School will contact families with relevant details while maintaining your child's confidentiality. Before the child returns to class, the School may request that the family provide a doctor's note indicating that the child is fit to return to School.

Students who become ill or injured during the School day will be sent to the health room director. School guidelines will be followed for the protection of all students, faculty and staff members. If a student needs to be released from School for medical reasons, the School will contact parents to pick up their child promptly. If it is determined that it is not necessary for the student to leave campus, the student will be treated and returned to the classroom to finish the School day.

Any student who has a temperature of 100.5 degrees Fahrenheit or higher, is vomiting, or is having diarrhea during the School day must be picked up by their parents. Any student who has symptoms that are interfering with their School day, or the School day of other students, must be picked up by their parents.

Oak Grove Christian Academy trains teachers in CPR. Basic First Aid measures will be taken when appropriate. In the event a student requires immediate medical attention, 911 will be called first, and then the parents will be notified. Emergency personnel will determine care needed.

Medications

Medication on campus will remain locked up. Any student requiring medication to be kept on campus, either prescription or over-the-counter, must have a MAT form filed with the School. Parents may be required to conference with the faculty prior to submitting certain medications. All medication must be in its original container with the child's name clearly labeled, and it must be current by expiration date.

Students are not allowed to carry medications of any type, unless they have written permission from their doctor indicating that it is medically necessary and the School has received appropriate documentation. This includes, but is not limited to, Tylenol, Advil, cough drops, inhalers, vitamins, etc. Students caught with any type of medication in their possession may be subject to disciplinary action.

For any questions regarding medicine on campus, please contact the campus nurse/health room director.

Immunizations

Students must have a copy of current immunizations on file as mandated by the Virginia Department of Health.

No certificate of immunization is required for admission if the family submits a notarized affidavit to the admitting official stating that the administration of immunizing agents conflicts with the family's religious tenets or practices. The following link will provide further information regarding exemptions: <http://www.nvic.org/Vaccine-Laws/state-vaccine-requirements/virginia.aspx>

Dress Code

General Philosophy

The standard of dress at Oak Grove Christian Academy is designed to reflect **modesty, neatness, and appropriateness**. It is also designed to contribute to a distinctive Christian education and promote an effective learning environment.

Modesty can be defined as *making sure our bodies are covered in such a way as to honor the Lord and not to offend and/or tempt those around us.*

Neatness can be defined as *a look that is clean with clothes that are proper-fitting and in good repair.*

Appropriateness can be defined as *wearing clothes that fit the occasion.* In the School setting, appropriate clothes are *those that do not hinder the educational process or draw attention to oneself.*

THE TEACHERS AND ADMINISTRATION RESERVE THE RIGHT TO DETERMINE IF A STUDENT IS NOT DRESSED MODESTLY, NEATLY, OR APPROPRIATELY.

Please note: No further specific regulations of dress are enforced at the preschool level. For future reference, please see our current K-12 Handbook for more information on what the larger school dress code entails.

Discipline

Enrolled students and their parents/guardians must continually and consistently obey all School rules and general expectations. Violation of these rules by student or family may result in discipline up to and including dismissal from the School or non-renewal of the student's enrollment status for future academic years. Lack of knowledge of a particular policy will not excuse a parent/guardian or student from the responsibility of obeying it.

Oak Grove Christian Academy believes that a positive and constructive working relationship between the School and the student's parents/guardians is essential to the fulfillment of the School's mission. OGCA reserves the right not to continue enrollment or not to re-enroll a student if the School Administration reasonably concludes that the actions or attitudes of a parent/guardian make a positive and constructive relationship impossible or otherwise seriously interferes with the School's mission or accomplishment of its educational purposes. Interference in or consistent complaints about the School's disciplinary procedures, encouragement of a student's disregard of classroom rules, or hostile verbal confrontations of staff and/or other families are all examples of this.

Oak Grove Christian Academy does not use corporal punishment.

While our goal is to achieve behavior redirection through positive incentives, OGCA Preschool strives to offer discipline in a consistent and encouraging manner. When a child's behavior needs correcting, a verbal warning will be given. If the behavior is not self-corrected, the child will be assigned an age-appropriate time out. Parents will be notified if behaviors are impeding instruction and a conference may be requested.

Student Activities

Birthday Parties

Teachers may celebrate student birthdays in the classroom in a variety of different ways appropriate to their age and grade, and at the teacher's discretion. The parent should contact the teacher directly to make arrangements if they wish to recognize their child's birthday with their classmates.

Class Parties

Throughout the year, the School may celebrate holidays and themes with class parties. Teachers will set the guidelines for class parties. Parent volunteers will be coordinated through the teacher or the PTF. Teachers or the PTF should be consulted as to appropriate treats to be served at class parties. Siblings and other guests (cousins, neighbors, etc.) are discouraged from attending class parties.

Student Services

Withdrawing From School

Parents should contact the School Administrator to request student withdrawal, and include the reason for and date of withdrawal. Requests in writing are appreciated. Any School property must be returned, and student's financial account must up-to-date.

Tuition Payments

Please refer to the current School year's Financial Policies document. All families are required to have a yearly tuition contract on file. Tuition payments must be made within the School office hours, or placed in the locked drop-box outside of the financial secretary's office. **Please do not give tuition payments to any School employees outside of work hours.**

9 Month Payment Plans are from August-May. All payments are due by the first of each month. In the event that the first of the month falls on a Saturday, Sunday or holiday, the payment will be due the following business day. **In February of each school year, payments will be allotted toward annual re-enrollment fees instead of tuition. Normal tuition payments will resume in March.**

Semester Payment Plans are due by the first day of school and the first day of the second semester (August & January - specific dates are listed on our school calendar).

Annual Payment Plans are due in full by the first day of school (August).

Tuition rates are based on annual budget considerations and thus, refunds or credits are not given when the school is closed on holidays or for inclement weather, nor when parents decide to keep their child home for any reason, including vacations or illness.

Application Process

New student enrollment applications may be found at the OGCA website or at the School office. For more information, contact the School office.

New Student Application Fee

Upon initial application, a fee of \$100 per student is due to process each student's application. This fee is non-refundable.

Student Fee

A \$300 fee per K4 student and a \$200 fee per K3 student is required upon acceptance and for all re-enrolling students. This fee goes towards classroom materials, art supplies, achievement testing, building use, curriculum and computer equipment. Student spot is not secure without receipt of student fee.

Late Payment Fee

Tuition is generally paid through a nine month payment plan. Monthly invoices are sent with due dates given. **Payments not received by due date will incur a 10% late fee.** In the event a payment is late for more than one month, the student may not be permitted to continue attending classes or working in PACEs until accounts are up-to-date. Any student whose payments are more than six weeks delinquent may be subject to dismissal or refused re-enrollment.

Returned Check Fee

Any returned check will incur a \$25 fee and may be relegated to a cash-only account.

Credit Card Service Fee

Tuition payments by credit card are accepted through Square invoices. A service fee will be applied.

Personal Bag Checks / Searches

For security and safety reasons, OGCA staff are authorized to conduct random or periodic searches of any bags, backpacks, purses, etc. of all students and/or campus visitors. These checks may be conducted with or without prior cause, notice or concern. All students should be prepared for backpack searches upon arrival. OGCA staff are also authorized to conduct searches of student desks and lockers, including any personal belongings kept therein.