

OAKS Learning Center



Parent Handbook and Policies

Director: Pastor Connie Koehl

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**WELCOME TO OAKS LEARNING CENTER WHERE
THE FUTURE IS OUR FOCUS!**

Dear Parents,

Thank you for choosing Oaks Learning Center. It is a privilege and honor to serve you and your student. The entire OLC staff is committed to providing a safe and loving environment where students can grow, develop, and learn while having fun.

Oaks Learning Center is a state licensed childcare (school) provider and accredited through Texas Rising Star. We take pride in setting high standards for our teachers so that each student receives the best possible care while in our program. Our teachers are eager to share the love of Jesus through weekly devotions, chapels, academics, special art and science projects, and both indoor and outdoor activities. Oaks Learning Center is designed to give children an inclusive learning environment that builds a strong educational and Biblical foundation to prepare them for kindergarten and beyond.

As a parent you have the right to request a tour or a time to observe our program. If you would like to do so, please let your director know. Oaks Learning Center wants to partner with you in guiding your student through milestones, life lessons, their character development and spiritual growth. Please do not hesitate to contact us if there is anything we can do to resource you with age-appropriate tools. You can also visit our website for resources.

We look forward to our partnership with you this school year!

Blessings,

Pastor Connie

General Enrollment Information

Oaks Learning Center operates Monday-Friday, from 7:00am – 6:00pm. Oaks Learning Center welcomes students ages 6 weeks to 5 years. You can request a sample of our daily schedule from our director or office staff to see if our structure meets the needs of your family.

To enroll your student in our school:

- Submit a registration online at oakslearningcenter.com. You will be required to pay the \$100 non-refundable enrollment fee to secure your spot. Once a spot opens, this fee will be transferred to cover your student's registration fee.
- You will receive an email verifying that OLC received your registration.
- OLC will reach out to confirm your place on the waitlist.

Before your student may begin our program, you must email the following:

- A copy of your student's immunization records,
- A doctor's note that your student is healthy and able to participate in OLC
- A signed copy of our parent handbook
- Any court documents that you might have for your student

If you would like to visit our facility, you may schedule a tour at any time. When a spot opens, you will receive information from OLC such as: items to bring, parent orientation details, and a start date.

Nursery: 2 months - 35 months

Oaks Learning Center separates our classrooms by age group and learning capacities, to ensure that each student is in the best possible company to grow and develop their skills. We use age-appropriate curriculum and sessions to promote motor skills, mental, social and physical growth in each student.

PreK-3 and PreK-4

Our preschool program is for students ages 3 to 5 years, and most be fully potty trained. Oaks Learning Center uses Abeka preschool curriculum as it features a traditional approach to teaching and learning, cross-subject integration, spiral review, and plenty of hands-on activities so that each student receives a solid spiritual foundation. Students in our Prek-4 class must turn 4 no later than September 1st. Our classes work backwards in this manner, with our Prek-3 students being 3 by September 1st, and our toddler and infant classes separated by months to prepare them for preschool and beyond.

You can request a sample of our daily schedule from our director or office staff to see if our structure meets the needs of your family. We also offer resources per age group and grades so that you can see the milestones your student should be meeting each year. It is important that we work together in partnership to achieve the best outcome for your student.

Developmental Milestones

Oaks Learning Center uses the Children's Learning Institute *Developmental Milestone Checklist* to screen children on their development. To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones, share observations with parents/guardians, and provide resource information as needed for further screenings/referrals, evaluations, and early intervention and treatment. Local resources will be provided to the parents/guardians, in addition to referral to local agencies specialized in early intervention. A list of early intervention specialists can also be found by clicking on this website: [Early Childhood Intervention Services](#). A copy of the checklist will be kept in your child's folder, and a conference will be scheduled if any concerns arise.

Fees and Tuition

Registration Fee: \$100 per student (due at enrollment and every September after)

August Supply Fee: \$150 per student (annual fee applied at enrollment and every August after). If you register your student prior to August 1, you have the option to pay the supply fee in three monthly increments of \$50, rather than a lump sum.

Registration and Supply fees are non-refundable.

Should you withdraw your student from the program and re-enroll later in the school year, you will be charged a re-registration fee of \$50 per student. If you choose to withdraw your student just for the summer months, you will be given the option to pay a \$100 weekly fee to hold your student's spot (in place of tuition) or re-enroll with the \$100 fee and be placed on a waitlist.

Tuition Payment

Invoices will be sent on Mondays and will be due by Friday for the current week of program. Refunds will not be given, nor will there be credit for days missed. When your student is enrolled in OLC, you are obligated to pay weekly, even if your student is absent. This will hold your student's spot in his/ her classroom. Any situation in which a parent does not pay the weekly tuition will result in the student being dropped from the OLC program. This will require the student to re-enroll and pay a new enrollment fee and be put on the waiting list.

Nursery:

- 2 months- 17 months \$245 / week
- 18 months- 35 months \$230/ week

Preschool:

- 5-day (3 yrs. - 5 yrs.) \$215 / week
- 4-day (3 yrs. - 5 yrs.) \$190 / week (*Mon- Thurs 8am-3:50pm only*)

Sibling Discount

- 10% off the oldest sibling

Tuition Payments:

Your private parent portal will be activated within 3 days of confirmed enrollment. Once activated, your account will be set up on auto pay. All payments to OLC are made via your parent portal (debit/credit card).

Late Tuition Fee

A late fee of \$10.00 per student will be charged if tuition payments are not made by the Friday of the invoice date. After the third offense of making a late payment, the late fee will increase to \$25 per student for each week of late tuition. If your balance is a week late with no communication, your student will be withdrawn from the program and their spot will be opened to a family on our waiting list.

Late Pick Up Fee:

Oaks Learning Center will charge a \$15 fee when picked from 6:01-6:05. An additional \$25 fee will be applied if picked up any time later. This fee must be paid in full by the Friday that tuition is due. Oaks Learning Center is required by the state to contact CPS if your child is still in our care after 6:30pm.

Withdrawal

We ask that you provide us with a one-week written notice should you wish to withdraw your student from the OLC program. Until proper notice is given, you are responsible for all tuition fees. **NO refunds will be given.**

End of Year Tax Statements

End of Year Tax Statements will be emailed to you by the Director. Tax documents can also be found in Procure under 'transactions' and 'tax statements.' The Director will be able to assist if needed.

Procure

Procure is secure software that OLC uses to keep track of all student enrollments, waiting lists and communication with parents. Upon your student's enrollment into our program, you will receive a link to activate your parent portal. This will be important, as all our communication to you throughout the program days will take place in Procure. This also allows you to see your student's daily activities such as updates on food intake, nap times, and any other activities that your student participates in throughout the day.

In your Procure portal, you can update your student's information, and the people allowed to drop off and pick up your student(s). **Anyone who drops off or picks up your child *must* be listed in your Procure account and *must* be 18 years or older.** You must list emergency contacts who are not the parents or primary guardians - in case of an emergency. In addition, anyone who is paying tuition must be listed as a primary guardian, as they will need to log into their portal to pay the account balance.

Inclement Weather

Should Oaks Church close entirely or open late due to inclement weather conditions, OLC will do the same. You will however be notified if we are closed for any reason. Discounts on tuition are NOT given for bad weather days. OLC is not required to provide make-up days for bad weather.

Vacation Policy

Oaks Learning Center grants one week of vacation credit annually, which becomes available after 12 months of enrollment. This vacation time must be used in full one-week blocks, from Monday through Friday, with the student absent for the entire week. To utilize this vacation period, you must provide notification at least two weeks in advance of the planned absence. Note that holidays are not included in this policy.

Absences

Please notify the school at your earliest possible convenience when your child will be absent from the school for any reason. Full tuition payment is still required, regardless of your child's absence or holidays observed by the school.

Holidays and Closures

We follow Oaks Church's observed holidays. We will notify you via email of any upcoming closures. We also have a OLC School Calendar that can be found in our website:

www.oakslearningcenter.com

Please note that Oaks Learning Center has the right to close the program for additional days in the event of additional state or TRS trainings, Church and/or Life School events. Proper notification will be provided to parents.

Staff Development Days

Teachers are required to complete a certain number of professional training hours each year, as mandated by the state. To meet these requirements, Oaks Learning Center schedules one staff development day each quarter, providing teachers with the opportunity to participate in training and workshops that enhance their skills and knowledge. On these scheduled dates, OLC will be closed and will reopen the following business day. A reminder message will be sent to parents in advance of the closure.

Personal Items

Each student is to bring:

- A morning and afternoon snack, a cold/nutritional lunch, non-carbonated drink, and utensils if needed. If more water is needed, OLC teachers will refill water bottles with tap water. Please note that we will have animal crackers on hand in case a student does not have a snack, but we ask that you provide all food your student will be consuming. Per state regulations, a student must eat every three hours that they are awake and in our care.
- A nap mat for nap/rest time for any student over 12 months. Nap mat should be washable (Preferably vinyl). Parents will bring nap mats on Monday, OLC staff will wipe / clean each nap mat after nap time and students will take nap mat home on Friday.
 - If you prefer to provide your child with a cloth padding material nap mat, it will be sent home each day for parents to clean.
- At least ONE change of clothing in case of accidents.
 - For students in diapers/pull-ups, please provide enough for the day, along with baby wipes and ointment if needed.

Please have all personal items clearly marked with your student's name on it. This includes bottles, sippy cups, lunch boxes/bags, blankets, clothing, and pacifiers. With the exception of necessary food, diaper bag necessities, and comfort items (blanket, stuffed animal for nap time, pacifier, etc.), no personal items/toys will be allowed in the classroom.

Nursing Mothers

Oaks Learning Center has a Mother's Room that is located in between classrooms 401 and 402. Nursing moms are required to sign in and out with the Director.

Potty Training

Oaks Learning Center will assist in the training process of a student in the program if the parents are working on potty training at home. Please understand that we cannot train your student alone, you must be working on it at home as well. We will take your student to the bathroom regularly, but more often if you notify us that you are potty training. A student should wear a Pull-up until he/she is able to tell the teacher he/she needs to go to the bathroom. Pull-ups are required until the student is consistently staying dry. If your student has more than two accidents, they will need to wear pull-ups for the remainder of the day for sanitary reasons. Students must be completely potty trained before moving into preschool. If a student is placed in the preschool classroom and begins having accidents consistently, they will be moved back to the nursery where changing stations are located per state regulations.

Rest Period

Your students will have a rest period each day at OLC. Although not all students go to sleep, all students are expected to lay on their nap mat quietly for a period of time to allow their growing bodies a chance to recharge and so that those that do nap have the opportunity to fall asleep.

After an appropriate period of time, the teacher may allow those not asleep to have a quiet activity time in the classroom. OLC does not provide a separate play area for non-nappers. Per state regulations OLC cannot force students to fall sleep or to stay awake during rest periods.

Screen Time

Screen time is only permitted when it directly supports the curriculum. For example, if students are learning about the letter "A," a short video related to the letter "A" would be allowed.

For children under the age of 2, screen time is strictly prohibited. For children aged 2 and older, screen time is limited to 30 minutes per day, provided the content is educational and relevant to the curriculum. Screen time does not replace any type of activity.

Indoor vs. Outdoor Play

Oaks Learning Center implements indoor and outdoor play throughout the school year. When the outside temperature reads from 66-100 degrees, students will be taken outside and will remain for the full recess time as set in the class schedule. When the temperature reaches anywhere from 50-65 degrees or above 100 degrees, the students will be taken outside (with jackets if applicable) for a period of 10-15 minutes. Anytime outdoor play is not feasible due to weather conditions or weather advisories, students will have active playtime indoors in the designated indoor play space (i.e., activity rooms, etc.)

Parents are responsible to administer sunscreen and insect repellent each day, as there will be outdoor activity each program day.

Health Policy

Current immunization records are required by all students in the program prior to the first day of class. It is the parent or guardian's responsibility to update these records every year or after your student's birthday, annual wellness checks, or any other time they receive a new immunization.

If you have chosen not to vaccinate, we will need a copy of the notarized waiver from the State of Texas to keep in your student's file. It is your responsibility to provide us with an updated waiver each time it is renewed. For the safety of your student and the other students in our care, we cannot allow your student into our program until we have their immunization records or a notarized waiver.

In addition, please provide Oaks Learning Center with a doctor's note that states your student is healthy and able to participate in activity. Please feel free to reach out if you need a sample form for your doctor. This too is due prior to the first day of class.

Please let us know and do not bring your student to OLC if they have any of the following signs of illness:

- Forehead temperature of 100.4 degrees or higher
- Armpit temperature of 99.4 degrees or higher
- Lethargy
- Abnormal Breathing
- Diarrhea
- Two or more vomiting episodes in 24-hour period
- Rash with fever
- Mouth sores with drooling
- Severe behavior changes

Please inform the Director prior to bringing your student to school if they have any of the following:

- Coughing
- Sneezing
- Runny nose
- Red or matted eyes

Should your student have any of the above symptoms or be sent home from our program due to sickness, they must be symptom-free for 24 hours before returning to OLC. **This means they must be symptom-free without any means of medication for a 24-hour period.**

If lice are detected, your student may not return to school until appropriate treatment has been administered and lice are gone for at least 24 hours.

At times, we have students with serious food allergies in our program. It is possible that your student may be sent home with a note, requesting that certain foods not be brought to the program. It is our goal to keep each and every student safe, while still getting all the nutrients they need. Should this be the case, we will give you as much advance notice as we can, so that you can make other arrangements for your students' lunches and snacks.

Food Allergy:

If your student has a food allergy that has been assessed by a doctor, please contact your Director and request a Food Allergy Plan. Please have your doctor fill out the form and return it to the Director so we know how to properly treat your student in case of exposure.

[FARE FORM](#)

Communicable Diseases

In the event of any type of communicable outbreak parents will be notified right away, and we will notify Texas Health and Human Services. We use KaiSan to regularly sanitize spaces and toys. In the event of communicable disease outbreak, we will increase our sanitization methods. We will ensure our staff uses appropriate medical gear, if necessary. You can view a full list of CDC communicable diseases upon request or by visiting the Texas Health and Human Services website. There are times when we will be advised by The Health Department to close for 24 hours to do a deep cleaning in order to stop the spread of Communicable Diseases.

Biting

While biting is a serious behavior, it is common in young children. At OLC, the Director and teachers are committed to working closely with both the child and family to address and eliminate this behavior. We help children understand that biting hurts their friends and emphasize the importance of kindness and respect. If a biting incident occurs, the child will be temporarily separated from their peers until ready to resume the activity.

To assist in reducing the urge to bite, we encourage parents to partner with us by providing a silicone chewy necklace. This offers a safe alternative for children to satisfy their need to bite without causing harm to themselves or others. If biting persists, a temporary suspension from the program may be considered. Should the behavior continue upon re-entry, we may need to consider more serious measures, including possible dismissal from the program. Our goal is to create a safe and supportive environment for all children, and we appreciate your partnership in helping us achieve that.

Challenging Behaviors

Young children experience a wide range of emotions and express themselves in various ways. It's completely normal for toddlers and young children to have tantrums or break rules as they navigate the development of their social and emotional skills. At Oaks Learning Center, we help and support with guidance during this important stage. By encouraging positive behaviors and helping your child manage their emotions, you can guide their growth and teach them appropriate ways to express themselves.

When a child demonstrates inappropriate or disruptive behavior, it becomes necessary for staff to intervene (i.e. biting, fighting, throwing large objects and inappropriate language.) The following actions will be taken in addressing challenging behaviors at our center to ensure the safety of everyone. All behavior plans/actions and discussions will be framed around the objective of our program.

- A. The child will be told that their behavior is inappropriate. The teacher will first talk to the child about the behavior and try to guide the child into using more appropriate ways to communicate. By using the flower and windmill breathing method, the student calms down and is able to explain and listen.
- B. The child will be redirected through age-appropriate activities and strategies. (Sensory and fidget toys)

- C. Parents will be notified about the behavior via Procare, a behavioral report and/ or a phone call. If repeated incidents occur, director and staff will work with families to develop a plan of intervention through parent conference, notes will be taken and placed in student's holder.
- D. For incidents involving biting or aggressive behavior, the staff follows detailed policies based on common methods to address these potentially harmful behaviors, such as giving the student time to calm down from the situation and explaining to the student that biting hurts. If biting is persistent for more than 3 consecutive days, it will lead to a 2-day suspension.
- E. Parents will be kept informed of their child's progress daily or weekly, through conversations at pick up, email, daily activity on ProCare, and/or parent conferences.

It is important that we partner to help resolve any challenging behaviors. We are a team and want what is best for your child/ren.

Fighting/Inappropriate Behavior or Language

If a student is caught throwing chairs, fighting or hitting others, he/she will be sent to the director, and the parent/guardian will be notified. If a student hits, kicks or becomes uncontrollable, the parents/guardian will be notified and will be asked to pick up the student immediately. Continued occurrences will result in suspension or dismissal from the OLC program.

Discipline and Guidance

Discipline consists of positive encouragement. Physical punishment is never allowed. OLC uses calm down area for any redirection/guidance in the classroom. If a student acts out, the teacher will remind them of the classroom rules and self-control. If the students continue, they will get to sit in our calm down area for a little reset (one minute per age) and you will receive a behavioral incident report at the time of pick up. After that, you will be asked to come to a parent conference meeting to talk about the next steps.

Suspension/Expulsion

The above incidents are grounds for temporary or immediate suspension or expulsion, as well as anything else deemed appropriate by the OLC Leadership Team.

Parent Code of Conduct

Please understand, young children are present in our building. Some adult languages are not appropriate for young children. OLC prohibits swearing or cursing on our property. Threatening staff, students, or other parents will not be tolerated per OLC standards and the Texas Department of Family and Protective Services. OLC has the right to terminate care and/or call proper authorities in the event of disruptive behavior from a parent or guardian.

Oaks Learning Center must follow rules on discipline and guidance as outlined in the Texas Minimum Standards for Child Care Centers. All adults, including parents, must follow these rules while on our property. Please feel free to ask your director for access to Texas Minimum Standards if you wish to read through it yourself.

Parent Conference

Parent-teacher conferences are scheduled upon request or as needed by the teacher. These conferences can be held either in person or by phone, depending on your preference. For additional dates, please refer to the OLC calendar.

Emergency/Injury

Parents will be contacted immediately in the event of an injury or illness. If the parents cannot be reached, the person(s) listed as the emergency contact in Procure will be contacted. **For this reason, the emergency contact listed in Procure cannot be the parents or primary guardians; it must be someone else who can be contacted in case of an emergency where you are not available.** In the event of a severe injury, medical attention will be summoned via ambulance.

Child Abuse Reporting

Oaks Learning Center is a state-licensed facility and is required by our Minimum Standards to report suspected child abuse and neglect. Our staff is trained yearly in how to recognize child abuse, neglect, and maltreatment. Day care employees and teachers who work with children have a legal obligation to report suspected abuse or neglect within 48 hours of suspecting it.

Safety Procedures

If our campus experiences a lockdown, the on-duty police officers will assure that all OLC doors are lockdown and secure. Each classroom will close and lock their doors and students will remain low to the ground until the area is cleared. Parents will be notified immediately. In the event of a tornado, teachers will escort students to room 401 and to room 406. All students on the preschool side will be escorted into room 126 A by their teachers. They will remain there until the area is clear. Neither room has windows. Parents will be contacted immediately.

Please note that OLC does not provide any type of transportation. We do not conduct any type of field trips or water activities.

Gang Free Zone:

Oaks Learning Center is a Gang Free Zone. We are required by licensing to inform you of such.

Safe Sleep

Here at Oaks Learning Center, we practice safe sleep. An infant must sleep in a designated crib, cot, bed, or mat. An infant may remain in the crib for up to 30 minutes after awakening, as long as the infant is content and responsive.

Sign In/Sign Out Procedures-Drop Off

When dropping off an infant, it is a state requirement that the student must be taken out of the car seat/stroller and handed to their teacher. When dropping off toddlers and/or preschool age children, it is a state requirement that the student is fully awake and able to participate in the program. Drop off time is between 7:00am – 9:00a. Please do not bring your student before 7:00am, as we are preparing our classrooms for your students. You can sign-in using the QR code at the front desk or using the Kiosk available. Ask the Director if you need assistance. Please note, doors to OLC will be locked from 9:01am-2:59pm. Students will not be able to attend our program if they are not dropped off during the drop off window (7:00-9:00am) unless arrangements have been made with the Director 24 hours in advance. Each OLC classroom follows an age-appropriate schedule. Late drop-offs disrupt the classroom schedule and can cause other students' distress.

Thank you for helping us maintain a great daily structure for you and your students. Pick-up occurs from 3:00pm-6:00pm, however, it can be arranged at any time by notifying our director. Please ring the doorbell for entry if doors are closed.

Preschool Sign In / Sign Out:

Preschool Curriculum hours are from 8am-3:30pm. We do ask that all preschoolers are in attendance by 8:05am.

Sign out and Returned Midday

Oaks Learning Center does not allow students to be signed out midday and returned to finish out the day. This disrupts the schedule of the classroom and makes it difficult for the students to build trust and relationships with our teachers. **The only exception to this rule is a scheduled doctor's appointment, and only if the Director has been notified 24 hours in advance.**

Release of Students

Please notify the Director if anyone other than the parents will be picking up your student. Students will only be released to persons who have drop off/pick up codes in your student's Procure portal. You may add to this list at your convenience. We will request a photo ID when releasing a student to a person we do not recognize. If the photo ID does not match the information given in Procure, your student will not be released.

Please note that the code used for the doors to OLC will be the same as the code used in Procure; however, it is not one unified system. Please notify our OLC team when you add an authorized pickup so we can ensure they have door access as well.

Open Door Policy

Parents may visit OLC at any time during hours of operation to observe their student, the program activities, the building, the premises, and the equipment without having to secure prior approval. We require that if you do plan to visit, you must check in with the receptionist for a daily badge.

If you would like to play with or interact with your student, you must sign your student out. We have a responsibility to protect all students in our program. Even though we may not deem any parents as a threat because we are responsible for every student, please do not enter the classroom. Our teachers are certified and trained to be in the classroom with students.

Special Circumstances

Oaks Learning Center recognizes that we serve a community with many different backgrounds, including divorced parents, single parents, and foster parents. According to OLC policy, we will not withhold a child from their birth parents, unless we have court documentation stating otherwise. We ask that you please provide us with any necessary documents upon your enrollment or as the need arises.

If your student has a therapist that visits them regularly for any reason and they will be making visitations during program hours, you are required to give company and personal contact information for the therapist to our OLC Director, as well as any times and days the therapist will visit our program.

Photo Release

Oaks Learning Center and Oaks Church use photos in our promotions, website, and social media. If you have a special situation (i.e., a foster child) and would prefer that we not use pictures of your student, please turn in a letter stating this to our director, and we would be happy to comply with your desires. Please note that we will not tag you or use names in any photos that do get uploaded.

In addition, we ask that you be aware of any video calls or videos as you are in our OLC spaces. While we love that parents get to have sweet reunions with their students at the end of each day, other students should not be in any video calls or videos/photos that you take while on our campus.

Complaint/Concerns Procedure

If you have a complaint:

1. Pray about it. Ask that God will help you make the complaint in such a way that it will result in the betterment of the OLC program.
2. Express your concern promptly and clearly.

Please submit your complaint to the Director via Procure or email. If you feel that the results were not satisfactory and cannot be resolved, the front desk administration can set up a time for you to meet with our Oaks Learning Pastor.

Contact Information

We try to keep all our communication over Procure during our program. Should you be unable to access your account or get in contact with our director, you can contact our office staff at learningcenter@oaks.church

If you are unable to contact someone for any reason, please call the Oaks Church receptionist at 214-376-8208 for immediate attention. Please note that the Oaks Church offices are closed Saturday-Sunday, and as such, any calls or emails over the weekend may not be returned until the following Monday.

Accommodations for Families

This document outlines the policies and processes Oak Learning Center follows to support families and children who may need additional accommodation. These accommodations may address home language, differing abilities, and cultural backgrounds. Parents have the right to be informed of all procedural safeguards and appeal rights in a language that is easily understood, including their primary language. If you or your child require accommodation, please notify our Administrative Staff.

Oak Learning Center Will:

- Provide reasonable accommodations to ensure your child can access the environment, participate in activities, and communicate effectively. This may include changes to the program space, materials, activities, routines, staffing, requirements, or expectations.
- Ensure that accommodations fall within the scope of the Oak Learning Center program and are manageable within our operations and available resources, while offering equitable access for students with disabilities to achieve the same benefits as their peers.
- Require supporting documentation from an authorized medical professional for any accommodation related to the child's physical or developmental needs.
- Provide materials and resources in the parent/child's primary language whenever possible.

This policy is designed to complement, but not replace, any state and federal laws applicable to Oak Learning Center

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, our Early Learning Program does not discriminate on the basis of race, color, national origin, sex, age, or disability in the admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operation. For additional information or referral to the appropriate system coordinator, contact Center Management.

Parent Handbook Acknowledgment Form

By initialing each of the following and then signing below, I am acknowledging that I have read and understand, as well as agree to adhere to the following and have received a copy of the handbook to keep in my possession.

_____ I certify that the information I provided OLC in my student's registration forms contains no willful misrepresentation or falsification and that it is true and complete to the best of my knowledge and belief.

_____ I understand that I must provide a current copy of my student's immunizations prior to their first day of program, and that OLC reserves the right to not admit my student until these records have been submitted.

_____ I give consent for OLC to secure and all necessary emergency medical care for my child. In addition, I give consent for OLC staff to provide first aid and CPR if needed.

_____ I understand that Oaks Learning Center reserves the right to close the program for additional days in the event of additional required state training, Church and/or Life School events with proper notification provided to parents.

I, _____, (parent/guardian), agree to place my student(s), in the

care of Oaks Learning Center under the policies and procedures presented to me in the Parent Handbook. I have read and will follow the guidelines set forth including the payment of weekly tuition and supply fees. I will retain this manual for my records and I'm aware that a digital copy of the Parent Handbook may be found at oakslearningcenter.com

Parent/Guardian Printed Name

Parent/Guardian Signature

Student(s) Name

Date