OAKDALE
Christian Academy and Child Care Center

PARENT HANDBOOK



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WELCOME LETTER

Dear Parent(s) and/or Guardian(s):

On behalf of the teachers, staff, school board and administrators of Oakdale Christian Academy and Child Care Center, (OCACC) I would like to welcome you and your child to our family. We are committed to quality Child Care and developmental services for all our children. We appreciate the opportunity to become partners with you in your child's educational and spiritual growth.

We are especially honored to be able to offer a safe, caring environment conducive to developing spiritual and moral values. Our objective is to provide an excellent education combined with biblical teachings that will positively affect your child for the rest of his/her life. Without constant prayer and parental support, we cannot meet our objectives. I ask all concerned individuals to continue to do all in their power to help us succeed in these difficult economic and socially challenging times.

This handbook is provided for you as a reference tool. It explains the major policies and procedures of Oakdale Christian Academy & Child Care. Please read it carefully. There are a few policies and procedural standards that have been modified to keep pace with the changing issues affecting the operation of the school. Feel free to contact the office if you have any questions or concerns that are not addressed in this booklet.

In His Service,
Oakdale Christian Academy & Child Care Center Staff
Rev. Dr. D. Darrell Griffin, Senior Pastor
Wytress Richardson, Principal

MISSION STATEMENT

Oakdale Christian Academy & Child Care Center (OCACC) is committed to educating children so they may develop and maintain a desire to worship our Lord and Savior, Jesus Christ, grow in the knowledge of Biblical principles, and serve others using their spiritual gifts.

STATEMENT OF PURPOSE AND PHILOSOPHY

Oakdale Christian Academy and Child Care Center strives to provide a well-rounded Christian education and an environment that promotes Christian growth. Our ultimate aim is to develop motivated, confident, and independent learners who model Christ in our ever-changing world.

We are dedicated and committed to the task we believe God has called us to do. We will do our best to provide qualified Christian personnel who possess the skills and abilities necessary to achieve our goals. We anticipate and encourage appropriate parent involvement in our school program. We realize that a quality educational environment, essential biblical values, involved parents and caring teachers form the necessary components for developing the whole child.

We welcome you and your child to our Oakdale "family." We feel confident that you will soon agree that you have come to a place where "Educating the Mind and Nurturing the Spirit" is a realistic goal.

"Hear, O Israel: The LORD our God, the LORD is one. You shall love the LORD your God with all your heart and with all your soul and with all your might. [6] And these words that I command you today shall be on your heart. [7] You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

Deuteronomy 6:4 – 7 (ESV)

SCHOOL PROCEDURES AND POLICIES

Statement of Non-Discrimination

Oakdale Christian Academy and Child Care Center (OCACC) is an outreach ministry of Oakdale Covenant Church. Oakdale Covenant Church is a member of the Evangelical Covenant Church of America. Enrollment is open to all eligible children, without regard to race, sex, religion, color, age, national origin, citizenship, disability, or any other legally protected status.

We are unable to service children who are critically impaired physically or mentally. We are a private, non-profit school. At this time, we receive no state or federal funding to supply the special services required for these students. In the event a child needs special services, the child is entitled to specific services covered under Federal Law. These services can be arranged through the public school in the student's attendance area.

Hours of Operation/Contact Information

The school serves our children from 6:00 a.m. to 6:00 p.m., Monday through Friday. Our phone number is 773-779-9440. Our fax number is 1-773-779-9531. Office hours are from 8:00 am to 6:00 pm. Our website address is oakca.com. Academy and Child Care parents must call before 8:00 am on any day your child is absent.

Enrollment Requirements

Academy

Oakdale Christian Academy and Child Care Center accepts children from ages 2 through 8th grade. Preschool children with special needs must meet with the Director/Principal before enrollment to determine if Oakdale can meet the academic, emotional, and social goals of the child.

Children must be five years of age as of September 1st of the enrollment year to enroll in kindergarten and six years old as of September 1st to enroll in 1st grade.

Child Care Center

Oakdale Christian Child Care Center accepts children from ages 2 through five years old. ***We accept children who are not completely toilet trained and are not able to independently care for their personal needs. The staff will change diapers or assist children who are in the process of toilet training.***

THE SCHOOL RESERVES THE RIGHT TO DECIDE IF A CHILD WILL BE ADMITTED ON THE BASIS OF PRIOR ACADEMIC and SOCIAL HISTORY. THE SCHOOL ALSO RESERVES THE RIGHT TO REJECT AN APPLICANT OR TO TERMINATE AN ENROLLMENT WHEN IT DEEMS SUCH ACTION IS JUSTIFIED.

Before enrolling any child, parents, or guardians must schedule an appointment with the Director(s)/ Principal for a virtual tour, and the child(ren) can accompany the parents in a virtual online intake interview & walkthrough. You will not be able to enter the classroom. We believe this provides both the parent and the Director the opportunity to convey their expectations of Oakdale Christian Academy and Child Care Center and go through our enrollment package one-on-one. Upon the decision to enroll your child, parents, or guardians will be provided with an application, tuition and financial information, all health and emergency forms, as well a copy of our handbook. All forms will be filled out and returned to the school before your child can start -**No Exceptions.**

In the event of a class being at its full capacity, we will place you on the waiting list for up to six months, we are sorry that we cannot always meet the needs of parents or guardians when requested, however you may call us and request to be placed on the waiting list or submit an application to have your child to be registered for available space. You will be called by the Director when an opening becomes available.

Registration Requirements

A. Parent(s)/Guardian(s) must complete a new registration form every year for each child entering the Academy or the Child Care Center. In signing the yearly enrollment form, the parent(s) or guardian(s) agrees to abide by the rules and regulations of Oakdale.

B. Parents will be required to sign consent statements or fill out forms for the following:

1.	Emergency first aid and medical treatment	9.	Emergency Information Sheet
2.	Formal religious instruction	10.	Court documented guardianship (If foster parent)
3.	Daily release of the child	11.	DCFS Licensing & Standards for Day Care (Child Care Only)
4.	Research and Testing, Pre-school questionnaire/inventory	12.	Permission to use the internet
5.	Field Trips	13.	Lunch form application
6.	Use of photographs	14.	Before/Aftercare registration (Academy only)
7.	Signed discipline policy (Child Care Only)	15.	Most recent report card (Academy Only)

8.	Copy of test scores (Academy Only)	16.	Official transfer (Academy Only)

C. An intake interview will be scheduled prior to final admission. Permission forms, medical and emergency information forms and family history sheets will be completed after this interview has taken place.

D. Original birth certificate with an official number. The school will make a copy of this original document.

E. A physical examination including proof of immunization must be obtained for each new Academy and Child Care student. Only physical examinations completed within two months prior to the date of enrollment will be accepted. The following grade level specific health exam forms are required by the Illinois State Board of Education. Failure to submit the required form by the posted deadline date will result in exclusion from school until the document is received.

- Child Care – physical (yearly)
- Kindergarten – physical, eye exam
- 2nd grade – dental
- 6th grade – dental, physical, meningitis (mandatory as of September 2015)

F. Any special health care needs/problems must be noted on the forms. If medication is needed during the day, the school must have the original container and written permission from the parent or legal guardian to administer the medicine.

G. The health exam must include an approved tuberculin skin test (**with results)** and screening for lead poisoning. If children are not in medical compliance according to the regulations of the Illinois State Board of Education (ISBE), they will be asked to leave school until they comply.

Extra Hygiene Measures & Procedures

1. **Handwashing:** As soon as students arrive in the classroom, they will wash their hands thoroughly, for at least 20 seconds. Children and staff will wash their hands with soap and water as much as possible throughout the day. Hand sanitizer will be used for our older classes when soap and water are not available. Sanitizing stations are located throughout the building. We require ALL staff to wash their hands with soap and water as much as possible. Hand sanitizers will not be a substitute method for washing hands.
2. **Sanitizing/Disinfecting:** All hard surfaces will be wiped down throughout the day, before and after use as well as at the end of each day. Any toys that go into a child's mouth will be put into the disinfection process like usual. All surfaces and toys will be sprayed prior to leaving the room throughout the day. All sensory bins, soft toys, pillows, dress-up clothes will be put away during this phase of opening. If a child puts a toy in their mouth the toy will be removed from the play area and put in a container with prepared sanitizer, and it will be cleaned and returned to the shelf with the other toys.
3. **Masks are Optional:** Each enrolled student has the option to wear a mask while navigating about inside the school. All Parents/Guardians that would like your child to wear a mask, must be provided by the family.

4. **School shoes-only in classroom (Child Care Center):** All children will take shoes off before entering the classroom. Shoes will be placed in the hallway. Teachers will be allowed to bring in "indoor shoes" to wear in the classroom only. Children spend time on the floor, we want it to be as clean and safe as possible.

Personal Belongings

While in this phase of operation, children may not bring in any personal belongings aside from what is approved. No toys or personal items from home will be permitted at this time. Bedding will be washed at school. Our program will take care of laundry weekly.

Withdrawal/Dismissal

A. If the parent(s)/guardian(s) withdraws a child from Oakdale Christian Academy & Child Care Center, the school must be notified at least **one full week in advance.** Failure to provide this notification will result in continued billing.

B. The center reserves the right to dismiss any child who, after a reasonable length of time, demonstrates an inability to participate in or benefit from our planned activities. Children in the Child Care Center and in the Academy exhibiting behavior which has a negative impact on the children in his/her group will be dismissed or will not be allowed entry the next school year.

C. Parents are responsible for payment of tuition until the student is officially withdrawn from the Oakdale Christian Academy & Child Care Center. Upon withdrawal, all outstanding fees must be paid.

Absenteeism and Truancy Policy

Attendance Policies

In accordance with Illinois compulsory attendance requirements and Illinois State Board of Education, it is the policy of Oakdale Christian Academy and Child Care Center that students shall attend school on a regular basis. Students are expected to be in school unless they are ill or involved in some kind of family emergency. We believe that daily attendance, timeliness to class, and preparedness and participation in class will increase the student's probability for successful performance and fosters the development of self-discipline and responsibility. It is the intention of the teachers of each grade to not only teach the subject matter, but also to encourage the positive attributes of regular attendance, punctuality, and participation. Students are expected to attend school, whether in person or remote. If a student exceeds more than 10 days absent in one school year without a major illness, that number is considered excessive and it will affect your child's academics.

The following structures are in place for instruction and will be used:

H. In-Person
I. Combined In-person and Remote
J. Full-time Remote depending on what is happening in our world

Oakdale Christian Academy and Child Care Center has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes. Oakdale Christian Academy and Child Care Center will collect and review Absence/Tardy Data from Gradelink to check for Chronic Absenteeism and Tardiness and from our findings we will determine what systems of support and resources are needed to encourage chronically Absent or Tardy students and their families to encourage the habit of daily attendance to promote success for the students.

Parents/guardians are to follow proper procedures to inform the school when their child is absent, both for in-person and remote learning days, and to provide a reason for the absences.

It is important to note that while students are Remote Learning, they should follow teacher procedures to log into the class for instruction. Students are expected to attend all Remote Learning sessions provided by the teacher, and if they are not in attendance, they will be marked absent.

Chronic absenteeism data will be collected and reviewed and the administrative staff will discuss what system of support and resources needs to be engaged to chronically absent students and their families to encourage a habit of daily attendance and promote success

When Absent From School

It is the parent/guardian's responsibility to call the main office and give the reason for an absence or tardiness.. The parent/guardian is requested to call prior to 7:50 a.m. the day of the absence at (773)779-9440. In the event that school personnel do not hear from parents/guardians about tardiness or absence before 8:30 a.m. the school will call parents or guardians to determine the reason for the student's absence.

Parents who cannot call or email must write a note explaining the reason for the absence. The note should be written by the parent in its entirety and signed and dated. If this occurs on a remote learning day, the note can be scanned and emailed to the school email or turned in at the main office on the next in-person school day.

Oakdale will recognize these as "Valid Cause For Absence" means:

A. A student's personal illness, mental or behavioral health of the student
B. A death in the immediate family,
C. A family emergency,
D. Observance of a religious holiday,
E. Medical appointment,
F. Vacations up to 5 school days
G. Other circumstances that cause reasonable concern to the parent/guardian are for the mental, emotional or physical health or safety of the student (the reasonableness of the parent's or legal guardian's concern is subject to evaluation by the principal's designee, or other Board Officials, on a case-by-case basis).
H. A student's parent or legal guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings.
I. Other situations beyond the control of the student such as court appearances
J. Other reasons approved by the Principal or designee.

Excused Absence-Means an absence for which there is a valid cause for absence, that is attested by a communication stating the cause for absence, and is approved by the principal or the principal's designees, after the date of the absence, or is known to the principal or principal's designees.

Oakdale shall include other situations beyond the control of the student, as determined by the board of education in each district or such other circumstances which cause reasonable concern to the Parent for mental, emotional or physical health and safety of the student.

Truant Absences

Truancy is defined as absence without valid cause for one or more periods of the student's school day. A truant absence is an unexcused absence. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include student counseling, family counseling, attendance letters, parent/guardian conferences, and/or involvement of the administrative staff and/or local law enforcement. No punitive action, including:

out-of-school suspensions, expulsions, or court action will be taken against a chronically truant student unless available support services and other school resources have been

provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C Misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to $1,500.

Vacation Absences

Oakdale Christian Academy and Child Care Center strongly encourages families to plan vacations to coincide with the school calendar so as to avoid taking valuable educational time away from their students. Students may ask their teachers to provide advance assignments. The teacher will provide in advance if they have been given ample amount of time to prepare assignments in advance. School work missed because of family vacation must be made up in accordance with the "Makeup Work" Section below.

Unexcused Absence

Absences for any other reason may be considered unexcused. An unexcused absence is defined as an absence from school for a reason other than those listed above as an Excused Absence and/or an absence not authorized by the student's parent/guardian or the Principal or designee. Oakdale will arrange to schedule a meeting with students, parents or guardians with school officials who may have information about the reasons for the students attendance problem and develop a corrective action plan.

A physician's note will be required to excuse a student and/or for returning to school after the third consecutive day of being absent from school or due to being sick. If medical documentation is not provided, the absence may be marked "unexcused and your child will not be admitted to school without a doctor's statement."

Examples of unexcused absences include:

B. Working
C. Missing the bus
D. Car not starting
E. Vacations/going out of town
F. Needed at home
G. Other avoidable absences

School work missed because of unexcused absences must be made up in accordance with the Make Up Work section below.

Tardiness

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Administration will monitor students' tardiness. Students will be considered tardy if they arrive after 8:30a.m. On the fifth tardy to school per semester, parents/guardians will be notified of a mandatory meeting. Administration, Students and Parents or Guardians will discuss what are causes or reasons your child or children are consistently being tardy for school. The Administration will conduct Family Interviews, Parent Conferences, Student Counseling, and Family Counseling to share information about existing community services that are available to Chronically Truant students to improve their attendance.

When a student has a pattern of frequent absences because of illness/injury or has been out of school for a contagious condition, an administrator will request a doctor's excuse. The Administration and Teachers will determine how to support a child who has been Absent or Tardy because of Chronic Illness.

Anticipated Absence

An anticipated absence is defined as a situation in which a student and parent know in advance that the student will be absent on a school day. School work missed during this absence must be made up on the student's return.

A student must submit a written explanation (note or email) to the school office from a parent/guardian.

Make Up Work During Absences

Students who are absent from school (in-person or remote) will be allowed to make up work for equivalent academic credit. The time allowed to do makeup work will generally be one school day for every one school day missed, starting with the first day the student returns to school (in-person or remote). In extenuating circumstances, a student may ask his/her teacher, or the principal for additional time to make up work.

It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in.

The teacher will allow the student to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades or failure in that subject.

Late Arrivals to School

When a student arrives late to school, he/she must report to the office. The office will issue a tardy pass to admit him/her to class. Work missed may be made up if the teacher permits it. The date of the tardy will be recorded by the teacher in the Gradelink. Students will be allowed only four (4) tardies each semester for any reason, such as appointments, car problems, oversleeping, etc. The only exceptions shall be unavoidable medical or dental appointments which cannot be scheduled during non-school hours. These must be accompanied by parent verification in a written note or in a phone call to the School Office.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the School Office before leaving school. The note must be written by the parent in its entirety. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the School Office before leaving the building. Students should not arrange for parents/guardians to pick them up, without first having been seen by the office Staff or Administration When students report they are ill, it should be reported to the school office immediately and the office staff will call the parents or guardians.

The date of Adoption for the Absenteeism and Truancy Policy is September 30, 2022. The Policy was re-evaluated on August 15, 2026 and submitted to ISBE on September 30, 2026.

Child Care Center

If an emergency arises and it becomes necessary to send someone who is not listed to pick up your child, a written note and/or phone call must accompany this dismissal. We will call you by phone to confirm the emergency pick-up person.

Academy

If a child must be picked up due to an emergency, please call the school prior to pick up. Students cannot be called down after 2:30 pm. Please inform relatives and others on your authorized pick – up list.

Dropping off Children

Child Care

If your child is 2 years old, you will bring your child into our vestibule area (just inside the first set of doors). Masks are optional. Our check-in staff will do a visual assessment before allowing you into our lobby. Once you enter the lobby, please use the hand sanitizer station. Children 2 or older must wear a fabric mask that he/she should wear (to the best of their ability) while walking to their classroom. Once in the classroom, the task will be placed safely in a bag specific to each child.

Academy

Oakdale Christian Academy and Child Care Center is equipped with security cameras. Please do not be offended if you are required to give your name and to show your driver's license or state ID if the person on duty does not recognize you and to confirm that you are the person on the pick-up list. This is to protect our children. Please adhere to this policy,

The Academy is not responsible for children who are dropped off before 7:50 am unless they are enrolled in the Before Care Program. The Before Care Program starts at 6:00 am and is available for an additional fee. Children who are not in the Before Care Program and are found in the building before 7:50 am will be charged a $10 Before Care fee. There will be NO EXCEPTIONS.

This is a policy to protect your child. We cannot be responsible for a student on the premises without our knowledge. We must know who is always in the building due to insurance regulations. Insurance regulations and licensing requirements have forced many policies to be initiated and we must adhere to them.

Children must go straight to the appropriate location when entering the building. Students are not allowed on the floors when teachers are preparing for classes. If the child is in doubt as to their class location, they are to check with the security guard, parent monitor, or the office.

Parents are not allowed to visit classrooms without clearance from the office. Also, parent visitation should be completed by 8:10 am. Children must be picked up from Before Care by this time. Please pick up a visitor's pass if you have an appointment with a teacher.

Blocking Traffic/Appropriate Drop Off Procedures

Since we allow cars onto the lot for drop-off, it is imperative all parents/guardians adhere to procedures. When dropping off a student, the student should exit from the **driver's side** of the car. Those exiting from the passenger side are at risk as some parents go around the car stopped

at the ramp. We must remind you of the threat to the safety of our children when parents do not follow these rules.

Waiting cars should never pass the car ahead of them unless directed by a security guard.

Do not take this time to comb hair, give notes, grease faces, etc.

Disrespect to any security guard is not tolerated. We will not argue with any individual. We will call the police to resolve any parking lot traffic problems.

Before/After Care Guidelines

Academy Only

Students in the Academy attend school from 8:00 am to 3:00 pm. Teachers pick up their students at 8:15 am. Be mindful of the following:

Registration forms must be filled out for students attending Before Care only, After Care only or both Before and After Care. In any of the above cases, please fill out the appropriate form.

- Students arriving before 7:50 a.m. are considered Before Care students and must be attended by a Before Care employee.
- Students who remain after 3:15 p.m. are sent to the After Care Program. The student will be marked present and parents will be billed $10.00 for that day.
- After the 3rd day of service within the month of late pick-up, (After 3:15) or early drop-off, (Before 7:50 am) you will be billed for the entire month's fee.
- Students enrolled in activities after school who are not part of the After Care program must be picked up at the time class ends. If the parent does not pick up the child, he/she will be sent to an After Care class and you will be billed $10.00 for that day.
- Parents will be charged at the rate of **$2.00 per minute** for late pick-up after 6:06 p.m. See chart below.

Late Pickup Fees – Academy and Child Care Students

A late fee will be charged if a child has not been picked up by 6:00 p.m. The fees are as follows:

6:00 – 6:05 p.m.	Grace period
6:06 and after	$ 2.00 Per Minute

Late Pick-Up Procedures

- Parents of students remaining after 6:00 pm will be called beginning at 6:05 pm
- If we are unable to reach parents, the school will begin to call emergency numbers found on emergency form until 6:45 pm

- If a parent or authorized pick-up person from the emergency form cannot be contacted, the Chicago Police Department or Child Abuse Hotline will be called.
- Once contacted, the process will proceed under the authority of the Chicago Police Department and/or the Child Abuse Hotline
- Academy & Child Care Personnel have the responsibility of attending to students until the parents or outside authorities have arrived.
- Child Care personnel are never to discuss the circumstances with the child or hold the child responsible for the actions of the parent.

Parents must have updated emergency contacts and phone numbers always listed on the emergency forms. Not having this information on file is grounds for your child's exclusion from the program.

NOTE

ALL LATE PICKUP FEES MUST BE PAID BY THE PARENT TO THE AFTER CARE OR CHILD CARE TEACHER/ASSISTANT WITHIN ONE WEEK OF TARDINESS OR LATE PICK-UP. IF THE FEE IS NOT PAID TO THE ATTENDING STAFF MEMBER OR TEACHER WITHIN ONE WEEK, YOUR CHILD WILL NOT BE ALLOWED TO CONTINUE IN AFTER CARE. YOU WILL BE BILLED FOR THIS SERVICE BY THE SCHOOL BUSINESS OFFICER.

Field Trips/Assemblies

Field Trips and assemblies will be held throughout the school year. Our aim is to expose our children to new learning opportunities in various settings. We expect our children to always be on their best behavior. The teacher, with the approval of the Principal/Director and with adequate notification to the parent, reserves the right to withhold field trip privileges if the child is exhibiting behavior below the expected standard of our school. A relative or friend may be asked to accompany the child in these cases if the child is allowed to participate in this outing.

Parents are encouraged to be chaperons on fieldtrips. Chaperons must pay a field trip fee if they plan on attending the trip. Chaperons are to be helpful and are expected to exhibit care and concern for all children in the program. In the event a child displays challenging behavior while in the care of the chaperone, the chaperone must take the child to the Director or teacher to address the issue. Chaperones are not allowed to discipline the children.

After children return to the school and the chaperone decides to take their child off the school grounds, you must sign them out as mandated by the City of Chicago and DCFS.

Chapel-Academy

Chapel will be held once a week at 2:00 p.m. - 2:45 p.m. Children are sent back to class for dismissal. It is a very important time of reflection and worship. Please try not to disrupt chapel

when students are learning about the word of God, meditating, or praying.

Weather Emergencies

In the event of severe weather, parents are to tune in to radio station 780 AM, or they can check their email. If a weather event occurs which causes the Chicago Public Schools to close, OCA & CCC will also close. In the event of weather emergencies during the school day, or a predicted weather emergency occurs, parents are requested to pick up their children as soon as possible. If a tornado is predicted or occurs during the school day, our students go to Fellowship Hall where there are no windows. This room offers the safest place to protect the number of children in our facility. Tornado drills also take place in Fellowship Hall. Tornado and emergency drills are mandated by the State of Illinois. Tornado drills and emergency drills are done twice a year. Fire drills are done monthly. We are equipped with a state- of- the art fire alarm system. We have a sprinkler system and a direct connection with the Chicago Fire Department. Teachers have detailed instructions regarding procedures for tornadoes, emergencies, and fire drills.

Disaster Guidelines

In the event of a disaster or emergency power outage, water or heating problem the school cannot control, you will be notified if it is necessary to arrange pick up of your child.
It is imperative that we have accurate emergency information on file. The teacher must have this information in her/his attendance book. The attendance book is a legal document and is vital in contacting you in the event of an emergency.

Emergency locations are as follows: Green School at 96th and Vincennes, Jackson School at 88th and Vincennes, and Trinity All Nations Church at 97th and Vincennes. In the event of a chemical threat or incident involving an environmental threat to the community, we rely on organizations such as the Red Cross and Chicago Emergency Procedures to transport our children to a safe place. Since we are located near a railroad route, emergency transportation will be arranged through the Fire Department, Red Cross, or other related agencies.

Dismissal Guidelines/Bus Students, Public Transit Students

Children are dismissed at 3:00 p.m. Students walking home or using public transportation must have a note on file giving permission for the child to be released. After 3:15 p.m., all parents/guardians must sign the child/children out. Any student remaining at this time must return to an After Care class. The parents will be charged for this service.

Authorized Pick-up - Release Policy

Children are released to those persons who have been designated on the enrollment form.
Parents or legal guardians are responsible for making the school aware of any legal restrictions on the release of their child. Some parental requests require a legal document.

Some requests may be denied because of State guidelines or school policies.

If an emergency arises and it becomes necessary to send someone who is not listed to pick up your child, a written note and/or a phone call must accompany this request within 24 hours prior to the dismissal. The individual receiving the child will be required to show a driver's license or state I.D. In the event an emergency occurs close to pick up time, the person picking up your child must have a current state ID or a driver's license. It cannot be expired or outdated. We will make a copy of their identification as well as a follow up with a call to the parent or guardian for confirmation regarding the identity of the individual.

Exclusion for Illness

Children who are obviously ill with fever, diarrhea, vomiting, green-runny nose, puss/oozing eyes, disease, or condition (i.e.- ringworm, head lice, chickenpox, measles, mumps, pink eye, fever over 100 degrees, etc.) will not be admitted to the program. It is a danger to the other children and staff members at our facility. If you have any doubts about your child's health, please call us at 773-779-9440 to be sure they may attend. If your child appears to be sick or has any of the above while at school, we will notify the parent or guardian immediately, and it is necessary that the child be picked up within one hour of notification.

The child will be permitted to return when he/she shows no signs of illness for 24 hours without the aid of medication. Your child must have any prescribed medication, such as antibiotics, in his/her system for at least 24 hours before returning. In the event your child is sent home with one of the above health concerns, they will not be permitted back to Oakdale Christian Academy & Child Care without a doctor's note. The doctor's note must be written on their letterhead and read that the child can return to school because what they have is no longer contagious.

Permission for a child to be administered medicine in the school must be approved by the Physician and parent utilizing the Oakdale medication distribution form. Medications for maintenance will be administered throughout the day as required. The medication must be given to the Director/Front Desk in its original bottle, which contains the pharmacist's directions. The medication log must be signed by the parents at this time and will be kept on file. Children will be given their medication according to the prescription specifications only.

If a child is showing COVID-19 symptoms (fever, cough, shortness of breath) OR if you've been in close contact with a person or child testing positive for COVID-19, we ask you to keep your child at home. They must be isolated for a minimum of 5 days after symptom onset, and 72 hours after their fever resolves without fever-reducing medicines. For most, this will be 5 days after the household contact with COVID-19.

We ask that all parents and staff let us know of any potential exposure immediately. Potential exposure means being a household contact or having close contact within 6 feet of an individual with confirmed or suspected COVID-19 for at least 10 minutes. The timeframe for having contact with an individual includes the period of 48 hours before the individual became symptomatic. If there is a positive case of COVID-19 in a child or an adult who has been present in the childcare center, we will inform the Health Department and CDC and our parents' next steps.

If a child develops any of the following, the parent will be called immediately.

- A rash
- Vomits two or more times.
- Has diarrhea
- Has a fever accompanied by behavioral changes.
- Has an uncontrollable nosebleed
- Has chest pains or persistent coughing.
- Has sore in the mouth/hands, or on the body.
- Has excessive redness, itching or drainage from the eyes.

One or more of these symptoms may be signs of a serious illness. If a child arrives at school with any of the above, you must arrange to pick up your child or contact a relative or friend authorized for pick-up.

In extreme cases, we will call 911 and meet you at the designated emergency facility.

<u>Please do not send your child to school if he/she develops any of the following indications of a medical condition: rash, fever, diarrhea, or persistent vomiting within the last 24 hours.</u>

If your child is out for three or more days due to illness or is absent because of any of the following communicable diseases, a written doctor's statement must certify that the child is able to return to school. These are:

- Ringworm
- Chickenpox
- Measles
- Strep Throat
- Mumps or Scarlet Fever
- Rashes
- Fever 100 and above
- Hand, Foot, and Mouth Disease
- Pinkeye

- Any Signs or Symptoms of COVID-19

We will notify you if students are exposed to a contagious or communicable disease. The staff and public health authorities will also be advised if the disease warrants such action. Your child will not be permitted to return to school until the school has received the proper written medical certification from a doctor.

Parking/Parking Violations

The main parking lot around the Church and School buildings will be OFF LIMITS to all vehicles WHEN THE ORANGE CONES ARE blocking entry to the parking lot. The parking lot is off limits between 3:00 to 3:15 pm.

There is no parking in Pastor Griffin's or the Authorized parking space.

Please warn friends or relatives regarding this policy. Any confrontation resulting from this violation will be handled by law enforcement.

METRA RIDERS CAN NO LONGER PARK ON THE SCHOOL LOT. UNAUTHORIZED CARS WILL BE TOWED AT THE OWNER'S EXPENSE.

IF ANYONE ENTERS THE PARKING LOT THE WRONG WAY, **YOU** ***WILL RECEIVE A WARNING. THIS IS NOT ONLY INCONSIDERATE OF OTHERS, BUT ALSO POSES A SAFETY HAZARD TO THE CHILDREN.***

Repeated failure to adhere to this request will result in your child's dismissal from the school.

Special Events

During special events, illegally parked cars will be towed at the owner's expense. In the event a special event occurs, the parents will be notified as soon as possible via email or written communication.

FINANCIAL POLICIES

Oakdale Christian Academy & Child Care Center believes that our tuition payments are an investment in your child's education and the formation of their spiritual foundation. Therefore,

the Church Board with a selected advisory committee accepts responsibility for recommending to the Principal and the Director policies concerning the amount of tuition, the manner of payment, and, in general, the development of this tuition policy. Furthermore, it is the responsibility of the Church Board in conjunction with this committee to ensure that adequate financial resources are available for the school and that enrollment is available and as affordable as possible to all families.

Fees

1. Registration fee is paid directly to the school. Registration continues until classes are filled. **This fee is non-refundable**.
   Upon registration, each parent or guardian will pay a fee of $325.00, (Academy), $75.00, (age 2 years), and $75.00 for 3, 4, and 5 year olds. (5-year-old whose birthday falls after September 1st). This is NON-REFUNDABLE.

2. The purpose of the registration is to secure your child a place in the school. No student is allowed to attend the school until this fee is paid in full. No student is issued any books or materials until this fee is paid in full.

3. The payment of tuition allows your child to receive an education at Oakdale Christian Academy & Child Care Center. We place a high value on the instruction we provide. Fees are in place to cover the costs of this education. Tuition fees are paid either by a one-time annual payment directly to the school or by monthly payments through our tuition management company, FACTS. There are also other fees associated with extracurricular activities. These fees are paid directly to the instructor. Examples of these fees include piano, tap, and Aikido.

Tuition Payments

Tuition payments begin no later than August of each year. Payments are based on a 10-month payment plan or a 9-month payment plan. Oakdale Christian Academy has an agreement with a tuition management system called FACTS. Under this plan, parents enroll with FACTS and this company deducts the monthly tuition from the individual's financial institution. The cost is $41.00 to enroll in FACTS. Families using credit or debit cards will be charged a fee of $11 per month.

Children transitioning from 2 years to age 3 will have an adjustment to their tuition after their birthday.

Methods of payment for tuition.

a. Full payment. The entire amount of tuition is paid on or before August 1st of each school year. This payment is made directly to the school office and not through the Facts program.
b. Monthly payments through FACTS. Under this plan the entire amount of tuition is

paid monthly through FACTS Tuition Management Plan. This plan is an automatic payment plan made directly through your checking account or statement savings account. Payment will automatically be deducted through your financial institution on the 1st of each month. We also offer a 9-month payment plan.

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Late Registration Fee

1. Families registering after August 1st are expected to fulfill their tuition obligation according to the tuition policy stated above.
2. Tuition for students registering on or after the 1st month of school is prorated based on the yearly tuition.

Full Payment

Parents that elect this option pay the school the full amount of tuition by the 1st day of school. The parents will receive a 10% discount off the full amount.

Tuition Payments

Oakdale Academy & Child Care families on the monthly payment plan who miss a monthly payment due to insufficient funds are assessed a $30.00 missed payment fee by Facts as well as incurring a fee from their own financial institution. The missed payment is reattempted by FACTS within 10 days.

Non-Admission Due to Tuition Payment Delinquency

Any school family failing to pay their tuition according to their agreement with the school will have their children withheld from class until outstanding tuition is paid. All outstanding balances must be paid before seeking transfers or transcripts. Students are not allowed re-admittance until all outstanding balances are paid.

Lunch Fees

Lunch fees must be paid with a money order or cashier's check. No personal checks will be accepted.

Delinquent Tuition from Previous Years

Any unpaid tuition from previous years prevents re-enrollment in Oakdale Christian Academy. The parent must pay all previous outstanding fees prior to enrollment. The parents will be placed on a probationary status. Fees must be paid for the entire time that your child is enrolled. This includes holidays, illnesses and vacations.

Other Fee Reminders

K. The school will not be responsible for payments given to children such as gym, lunch, field trips and fundraising.

L. All payments must be made in the School office. Please send payments in a sealed envelope with room number, child's name, purpose of the payment with the amount, and the date.

M. Under certain circumstances, Child Care is considered a deductible expense on Federal Tax Returns. Please keep all receipts as proof of payment for these services**.** The school will provide our Tax ID number for tax filing purposes. The parent can retrieve a statement from FACTS, or in some specific cases, from the school for the current school year.

N. Field trip fees are paid directly to the classroom teacher in cash only.

O. Field trips, taffy apple money, lunch, and gym uniform money must be returned in a sealed envelope. **NEVER** send money without proper information included on the envelope. Please send money in a sealed envelope with correct information on the front. The room number, name of child, purpose of payment, and date should be included.

P. After receiving a letter for an outstanding balance, payment can be made with a money order, cashier's check, Visa, or MasterCard. Cash and/or personal checks will not be accepted.

Q. Parents withdrawing students and feel they are due a refund must submit a written request. In the event the request is justified and granted, checks will be issued within 30 days of receipt of that request. This policy must be cleared through the Oakdale Christian Academy & Child Care Chief Financial Officer.

R. FACTS should be notified of withdrawal of students. Appropriate statements will be sent to the Chief Financial Officer to clarify all financial requirements.

DISCIPLINE POLICIES

Corporal Punishment

In accordance with the laws of the State of Illinois, we will not use physical punishment when disciplining children. However, no child will be allowed to throw tantrums, use abusive or offensive language. Biting, scratching, hitting, or spitting on other children and defacing property will not be tolerated.

Discipline Procedures

Oakdale Academy & Child Care Center believes all students have a right to a safe and healthy environment. OCA and the community have an obligation to promote mutual respect, tolerance and acceptance.

Bullying Policy Procedures

OCA will not tolerate behavior that fringes on the safety of any student through words or actions. Such behavior includes direct physical contact such as hitting or shoving; verbal assaults, such as teasing or name-calling.

OCA expects students and or staff to immediately report incidents of bullying to the Principal or Principal's designee. Staff members who witness such acts should take immediate steps to intervene when safe to do so. Each complaint should be promptly investigated and documented. This policy applies to students on school grounds, while traveling to and from school or on a school-sponsored activity, on or off campus, social media outlets such as (but not limited to) Facebook, Snapchat, Instagram, Twitter,

Teachers and Parents should discuss this policy with their students in age-appropriate ways and assure them that they need not endure any form of bullying; Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

A Student Code of Conduct Policy must be signed by the parent, student, and teacher at the beginning of the school year.

Discipline Procedures

All behavior will be monitored. Good behavior will be praised and acknowledged. Students who are having trouble with self-discipline will be reprimanded verbally before being given a short "time out" period to think about their unacceptable actions. All academy discipline referrals to the principal are documented and kept on file. Please be aware that Junior High discipline policies may vary from the kindergarten through fifth grade discipline policies and procedures.

Continued misbehavior will be treated as follows:

1st - Written warning/call

2nd - Written warning/2nd telephone call

3rd - Written warning/Parent/Teacher Conference/Student

4th - 1 Day suspension

Fighting and ***undisputed proof of bullying*** will result in an automatic suspension. This discipline policy may be modified depending on the circumstances of the situation.

If undesirable behavior continues or affects the learning of the other children, the parent or A guardian will be asked to place the child in another center**. We will do as much as we can to**

solve the problem. WE RESERVE THE RIGHT TO DISMISS A STUDENT FOR CONTINUOUS DISRUPTIVE BEHAVIOR.

DRESS CODE - ACADEMY ONLY

Girls – Grade K-4

- Uniforms-red/navy plaid skirts/jumpers
- Solid navy, white or red sweaters
- Solid navy blue or black shoes with rubber soles.
- White/ navy/red tights or above the ankle socks

Girls - Gym Attire

- Navy or white tee shirts or sweatshirts
- Navy sweatpants
- White crew socks – No ankle socks
- Solid white, black, or navy gym shoes
- No jewelry

Boys - Grades K-4

- Navy blue pants
- White button-down dress shirts with collar buttons – Shirts must be tucked in
- Navy or white vests or sweaters
- Navy or white polo shirts
- Black or navy rubber soled shoes – (No gym shoes unless it is gym day)

Boys - Gym Attire

- Navy or white tee shirts or sweatshirts
- Navy sweatpants
- White crew socks – No ankle socks
- Solid white, black, or navy gym shoes
- No jewelry

General Appearance

- Male students are not allowed to wear earrings
- Female students are not allowed to wear artificial nails or colored hair

Oakdale Covenant Academy and Child Care Center does not prohibit hairstyles historically

associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Boys and Girls

If a child is not prepared for gym, he or she will not be allowed to participate. Lack of participation is a factor in the total gym grade for each marking period. Please see that your child is prepared every week. Gym attire is to be worn on gym days and on field trips unless informed by a note or email from the class teacher stating otherwise. School uniforms must be worn on all other days.

Children violating any of the above standards will be given a written warning. After 3 warnings, a parent will be called by designated personnel. The student will not be allowed to participate in class unless he/she is dressed appropriately. If there is a problem with providing your child with the proper attire, notify the physical education instructor or designated personnel.

All clothing items and school supplies must have your child's name on them. Items found without identification will be kept for one week. Please check with the office for lost items.

NOTE - All uniforms are to be clean, and students are expected to be always as neat as possible. The gym teacher will go over other rules with each class.

Grades 5 - 8

Girls

- Properly fitting white blouses – no polo shirts or t-shirts
- Uniform red plaid jumper/skirt/skort
- Black or navy dress shoes or rubber soled shoes – no gym shoes
- Navy, white, or red tights/knee-hi socks
- Earrings cannot be larger than a nickel in diameter.
- No large dangling earrings
- Girls must have proper undergarments.
- Navy blue blazers

Boys

- Navy Blue dress slacks
- Navy Blue or Red Vest
- Brown or black belts
- Black dress shoes
- Navy or black dress socks – No ankle socks
- No jewelry
- Navy blue blazers
- Nay or Red necktie

Gym- Refer to K - 4 Guidelines

Dress Down Day

Each student is asked to bring $2.00 on this day. This money is used for various worthy causes each year. We have been able to support needy families at Christmas as well as during unexpected financial burdens on families. This money also supports local and international missions and classroom projects, relief efforts, classroom equipment, permits, guest speakers, and other unexpected expenses. Students who choose not to participate in dress down day must wear their regular uniforms. The parents and/or guardians will be notified when dress down days occur for this school year.

- NO ripped jeans
- NO leggings
- NO crop tops.

Child Care Attire

Child Care clothing should be comfortable and easy for each child to manage when pulling up and down. Please remember that children should not wear open toe shoes.

Communications to Parents

Child Care

Monthly calendar listings and special events will be sent home each month. Newsletters will also be sent home monthly. They should be thoroughly read and retained for future reference. Parents or guardians will receive a parent handbook of the policy and procedures. Parents and or guardians must sign the verification sheet as proof of receiving the Parent Handbook. If you need to check up on your child during the day, feel free to call between the hours of 1:00 and 3:00 pm during the child's nap time. Teachers may also communicate via email if your email address is on file.

Academy

Technology has moved to the email era. We will do our best to communicate via email or Gradelink (OCA's online grading program) this year. Your child's teacher has an e-mail address this year and we hope to cut down on the number of phone calls and paper usage this year. If you do not have email access, please inform the classroom teacher.

OCA and OCC's website is http://www.oakca.com. Please refer to this site for school related events and information. At the present time, the website is under revision and updated. Teachers will communicate through various means during the school year.

Battery Against School Personnel

- The Principal or the designated authority shall immediately notify local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel
- Upon receipt of a written complaint from any school personnel, the school shall report all incidents of battery committed against teachers, teacher personnel, administrative personnel or educational support personnel to the local law enforcement authorities immediately after the occurrence of the attack. Schools shall also report all of these incidents to the State Board of Education through existing school incident reporting systems in IWAS as they occur during the year by no later than August 1 for the preceding school year

Firearms & Drugs

- The principal or the designated authority shall immediately notify a local law enforcement agency of firearm incidents on school grounds. If a student is in possession of a firearm, then the school administrator shall also immediately notify the student's parent or guardian
- The principal or the designated authority shall immediately notify a local law enforcement agency of verified incidents involving drugs occurring on school grounds
- The principal shall notify the Illinois State Police of such incidents (1-2) through the School Incident Reporting System (SIRS) in IWAS

EMERGENCY AND ACCIDENT PROCEDURES

The staff will do everything in its power to maintain safe conditions for the children in our care. In case of an emergency or accident where a child needs emergency treatment, the ambulance will be called, and the child will be taken to the nearest trauma center.

IMMIGRATION POLICY FOR STUDENTS

HB 1312 - Family Rights & Safety Policy on Immigration

Illinois HB 1312 protects children and families during any law enforcement or immigration activity. Oakdale Christian Academy and Child Care Center follows this law to ensure a safe and respectful environment for every family.

Our Commitment

- We do not ask for or share immigration status
- We do not discriminate for any reason
- All children have full access to our programs

If Law Enforcement or Immigration Agents Arrive

- Staff will not allow entry without a **judicial warrant**
- Staff will not share information about your child or family

- Your child will not be questioned or removed without your **written consent**

Family Notification

You will be contacted immediately if an agent comes to the center. Written followup is provided within 24 hours.

Confidentiality

All personal information is kept strictly confidential unless legally required.

Protecting Children

- No questioning without written parent consent
- Children must remain supervised and supported
- No child may be removed without a judicial warrant and parent notification

Protecting Staff

Oakdale Christian Academy and Child Care Center also protects staff during any law enforcement or immigration encounter. Staff will not be questioned, approached, removed unless a valid judicial warrant specifically names them, and all interactions will occur away from children to maintain a calm and safe environment.

Documentation

The Director documents the encounter, including agent information, warrant status, and parent notification.

Missing Child Policy

Oakdale Christian Academy and Child Care anticipates no such incidents, but as a precaution we have instituted the following procedures:

- As soon as we realize that a child in our care is missing from the group, we will secure the other children with a responsible adult and begin a search of the immediate area
- After two minutes, we will expand the search area. If we are in a public building, we will have the child paged if possible
- Get as many people involved as we can in the search
- After five minutes, we will call the police and inform them of the child's name. Age, weight, height, clothing and footwear and record the file number that the police will give me
- Then we will call the parents to inform them of what has happened, what is being done,

and that we will call them back in a few minutes to update them

- When the child is found, we will contact the parent/guardian, alert everyone else involved, hold a debriefing as soon as possible
- As a follow-up we will assess the problem and make changes, if necessary, to avoid the risk of a similar incident. As well, we will further educate the children in our care about the importance of staying with the group

***See Missing Child Policy**

Child Abuse- Academy & Child Care

EVIDENCE OF CHILD ABUSE MUST BE REPORTED TO THE DEPARTMENT OF CHILDREN AND FAMILY SERVICES AS REQUIRED BY THE "ABUSED AND NEGLECTED CHILD REPORTING ACT." (Illinois Revised statute 1991 - chapter 23 Pars.2051-et seq.).

If a child reports a case of abuse, teachers are required by law to report this to the proper authority. Please be mindful of this law. Every staff person is a mandated reporter.

The children will be given a health and wellness check. The teacher will call you in the event the child has bruises, cuts, marks, bumps, scratches, or any other indication that the child has been harmed in some way. Parents will be called for clarification regarding the teacher's observations.

Sexual Abuse Policy

Oakdale Christian Academy & Child Care Center strictly prohibits sexual misconduct, harassment, and grooming by staff, volunteers, or students. Every staff person are mandated by the State of Illinois to immediately report to authorities (DCFS, and Chicago Police Department) upon reasonable suspicion. Key components include staff training, defined behavioral boundaries, prompt investigation procedures, confidentiality and support services for victims. **Oakdale has zero tolerance for any kind of sexual abuse.**

Fire Drills

We are equipped with a state-of-the-art fire alarm system. We have a sprinkler system throughout the building and a direct connection to the City of Chicago Fire Department. Teachers have detailed instructions regarding fire drill and tornado procedures. Student behavior is monitored during these drills. Playing and talking during fire drills is a violation of discipline procedures.

Health Certifications

To help protect your children, all staff members who are required to possess health certifications must have a current copy of their certification on file.

Student Medication Policy

Employees of Oakdale Academy & Child Care Center will be allowed to give over-the-counter medication to students with a note from a doctor or a parent's consent statement. Prescription medicine is allowed only with a doctor's statement. Students in need of medication due to a serious medical condition must have an official written directive from their doctor and a written note from the parent stating the need to give the medication. This doctor's contact information must be on file in the school office.

Student Medical Rights

- Oakdale will notify parents and guardians in writing that the school and school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist. The parents or guardians must sign a statement acknowledging this protection
- Oakdale allows the self-administration and/ or self-carry of asthma/diabetes/seizure medication and epinephrine injectors upon receipt of the necessary documents
- Oakdale Christian Academy has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/ procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22-33. The policy/ procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse.

Student Prescription(s)

Asthma

- Oakdale will has on file the following for each student with asthma medication:
    - Signed parent permission notification
    - The prescription label, which must contain
        1.) The name of the asthma medication
        2.) The prescribed dosage
        3.) The time or circumstances in which the medicine is to be administered
- Oakdale Academy requests annually an asthma action plan from the parents or guardians

Epinephrine Injectors

- Oakdale will has on file the following for each student with an epinephrine injector:

- A written authorization from the student's physician (assistant) or advanced practice nurse
- A written statement from the student's physician (assistant) or advanced practice nurse containing the following information
    1.) The name and purpose of the injector
    2.) The prescribed dosage
    3.) The time or circumstances in which the injector is to be administered

THE PARENT(S) OR GUARDIAN(S) WILL BE RESPONSIBLE FOR ALL HOSPITAL CHARGES.

When a child is involved in a minor accident, or receives a minor injury, an accident/incident report will be filled out and signed by the adult present. Two copies of the report will be created. One copy of the report will be retained by the school, and the second copy will be made available to the parent or guardian.

The parent(s) or guardian(s) will be contacted. If the parent cannot be contacted, the emergency contact person listed on the enrollment form is called. Please keep your emergency and work numbers current. They are extremely important too in our effort to make contact at this crucial time. An accident report will be completed for all accidents/incidents. The teacher or staff member present at the time of the accident will complete the form provided and notify the parent(s) or guardian(s) of the injured or ill child.

Staff Requirements

Qualified teachers and assistants are required to meet the licensing standards of the State of Illinois Department of Children and Family Services in each classroom. Adult-to-child ratios are maintained as required. All staff members have a full file which includes a background check, resume, transcripts, current medical, signed mandated reporter agreement, references and degrees and certificates documenting their educational training.

Outside Food

Child Care and Academy
Food must arrive in an unopened package from the manufacturer. It is the responsibility of the school to decide if certain foods brought in may be a health risk factor to the students. Please provide pre-packaged items only. Candy must be pre-wrapped and distributed by the teacher. Children cannot handle food under any circumstances. Menus are posted in the kitchen, office, and classrooms. They are sent home to parents(s) and/or guardian(s) if requested.

In an effort to fight obesity and poor health, we are requesting the use of healthy snacks when at all possible. Natural juices, water, fruits, and vegetables are encouraged. This is also true when

bringing in snacks/ treats for birthdays and special events. Please avoid cupcakes with excessive icing. Suggestions for alternative items will be given early in September.

If your child is not participating in the school lunch program, please make every effort to send your child to school with lunch. Our school day is disrupted when too many parents bring lunches to the office for their child. Unless it is an emergency, please make every effort to send your child's lunch with them in the morning.

Limit:	Alternatives:
● Drinks with excessive sugar/sodas (Especially bottles) ● Snacks with excessive sugar or preservatives. ● Canned pop. ● Chips, Doritos, etc. in a large quantity	● 100% fruit juice or water / V8 juice ● Sugar free or natural sugar products ● Organic snacks ● Pretzels / Baked Chips / rice cakes ● Raisins/ Craisins / Fruit Cups ● Smoothies / yogurt

We are really trying to do our part in ridding our community of diseases related to poor diets. We can be part of the solution to this serious problem in our community.

Child Care

All meals are prepared and catered by a contracted food service organization which conforms to all USDA and Department of Public Health Guidelines. There can be no food brought to the Child Care Center. All food consumed on the premises must be prepared either here or by the contracted caterer except for commercially prepared foods brought in by parents for holiday or birthday celebrations.

Food must be in unopened packages by the manufacturer. Menus are posted in the kitchen, office, classroom, and sent home to the parent or guardian.

Birthday/Holiday Party Safety Hazards

Balloons, bite-sized toys, or bite-sized candies are not permitted in the Child Care Center due to hazardous risks, such as choking and suffocation threats.

All cookies, cakes, and/or ice-cream should be commercially packaged and sealed prior to its presentation to Child Care students for all parties.

Use of Controlled Substances

THE USE OF TOBACCO IN ANY FORM IS PROHIBITED IN THE BUILDING. THE USE OF ALCOHOL, DRUGS, AND CONTROLLED SUBSTANCES IS PROHIBITED IN THE BUILDING AND ON FIELD TRIPS WITH THE CHILDREN.

Oakdale Christian Academy & Child Care Center is committed to maintain a safe, productive, and violence free environment. The presence of firearms and other dangerous weapons or materials on Oakdale's property, including parking lots or any land connected with Oakdale's businesses poses a serious threat to the staff, parents, and students as well. It will not be tolerated. Therefore, children are forbidden from carrying or using firearms, dangerous weapons, toy weapons, or from making a verbal threat to harm anyone. Parents are forbidden from carrying firearms, (except those authorized by law) or dangerous weapons as well. The consequences of these actions will result in extreme punitive measures or immediate expulsion of your child.

Cell Phone Usage – Students and Parents

Students are not allowed to use cell phones in the building. Students are not allowed to carry cell phones during the school day. Please be aware of the potential dangers with the use of these devices. Many parents really are not aware of the threats involved with cell phone usage. Students can send and receive inappropriate messages, pictures, jokes, music, etc. without parents' or teachers' knowledge.

Technology, Internet, Social Media, Cell Phones

- Oakdale will not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website
- Oakdale may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy
- Oakdale may require the student to share content in the course of such an investigation

Parents, in the event cell phone use is necessary in the building, please practice courtesy and discretion. Do not use your cell phone in the school office or when visiting classrooms.

Social Media Policy

Social Media Warning

Any student caught or accused of bullying or placing damaging or negative information regarding employees, parents, or students from OCA & CCC on social media will be suspended and placed on probation. Dismissal is also possible depending on the seriousness of the incident. Please refer to the discipline section for the Bullying Policy in this handbook.

This policy includes (but is not limited to) the following specific technologies, personal blogs, Twitter, Facebook, personal websites, Dig, Vine, Snapchat, Kick, Instagram, Pinterest, LinkedIn, and Tumbler.

CDs, DVDs and Videos

Improperly rated CDs, DVDs and Videos should not be brought to school by the students. This is a Christian school and the values of the church, and its policies will not be compromised. Videos and DVDs must be approved by the Principal or the Principal's designated person. A note must accompany the video from the parent or guardian. As a guideline, K – 6 students may only bring, and view G and PG rated media. PG rated movies can be seen if written permission by the parents or guardian is on file. Please be mindful that what is appropriate for one family may be inappropriate for another. If you do not approve of your child watching G or PG rated movies, please send a letter to the teacher so that arrangements can be made for special placement during the viewing.

Game boys, Handheld games, Laptops

Students cannot bring the above. The school is not responsible for loss or theft of these items.

Transportation

Oakdale Christian Academy and Child Care Center does not have a bus service. Parents or guardians are responsible for their child's transportation to and from school.

Transporting Children in Personal Vehicles

Children are not allowed to be transported in vehicles belonging to employees at any time.

Classroom Visitations Are Not Allowed

If you need to meet, please set up a meeting with your child's teacher. Visitors will not be permitted at any time, only special needs instructors or Title I staff.

Phone Calls to the Teacher and School

Phone calls to classroom teachers during the school day will not be allowed. Please keep a copy of your child's classroom schedule so that if a call is necessary, it can be done during the teacher's prep time. We will be encouraging the use of email for communication. Please be mindful of notes sent home regarding programs and field trips. Too many parents do not check book bags. Make sure your child is responsible for giving you information sent home by the school. Please develop a process/procedure to assure your receipt of all school communications.

Almost 50% of calls to the office are concerning requests for information already sent out by the school, teacher, or MPM.

CURRICULUM

Child Care

Oakdale utilizes the Illinois Early Learning and Development Standards (IELDS) as a resource

which supports our belief that children learn best through a hands-on approach. Our curriculum includes theme and skill-based goals and objectives set forth by developmentally appropriate practices guidelines. The developmental area includes the following.

Social/Emotional Development

Social and emotional readiness can be taught and nurtured most effectively when children are young. There are three goals for social and emotional development:

- Achieving a sense of self
- Taking responsibility for self and others
- Behaving in a prosocial way

Physical Development

Physical development includes children's gross (large muscles) and fine (small muscles) motor skills. There are two goals for physical development:

- Achieving gross motor control
- Achieving fine motor control

Cognitive Development

Cognitive development refers to the mind and how it works. It involves how children think, how they see their world, and how they use what is learned. There are three goals for cognitive development:

- Learning and problem solving
- Thinking logically
- Representing and thinking symbolically

Literacy/Language Development

Language development includes understanding and communicating through words, spoken and written expression. There are three goals for literacy and language development:

- Listening and Speaking
- Reading and Writing
- Comprehending What You Have Learned

Mathematical Development

Mathematical development refers to the development of children's natural interests and understanding with relations to math concepts. There are four goals which nurture meaningful mathematical thinking:

- Sense of Numbers
- Identification of relationships in objects
- Concepts of geometry
- Analysis of data information

Science Development

Science Development refers to children's natural curiosity and desire to explore and make sense

of the world around them. We nurture children's scientific development through four goals:

- Demonstrating curiosity about the world and beginning to use the practices of science and engineering.
- Exploring life
- Physical and earth sciences
- Connecting and understanding science and engineering

All of Oakdale's goals and objectives for young children are age-appropriate according to Illinois Early Learning Standards. These standards can be found on the Illinois State Board of Education's website at www.isbe.net.

Academy

Bible Class, Physical Education, Computer Education

The Academy follows the curriculum established by the Illinois State Board of Education. Illinois' Standards are aligned with the Common Core State Standards. Information about Illinois' State Standards can be viewed online at http://www.isbe.state.il.us/. Information about Common Core State Standards can be viewed online at http://www.corestandards.org/.

All children receive Bible instruction. They learn Bible verses and stories, which broaden and enrich their learning experience. The staff takes this instruction very seriously. It is expected for the parent/guardian to be as supportive of these biblical principles as they are of reading and writing. More information will be available in the first week of school.

Computer and Physical Education are part of the curriculum. Teachers will notify parents of gym schedules. We have an academic intervention program at the Academy for mathematics and reading. All students are not eligible for this program. Guidelines can be given upon request.

Professional Development is a mandatory staff requirement. Our teachers are engaged in ongoing professional development through organizations such as the National Council of Teachers of Mathematics and the Illinois Reading Council. Teachers are also required to participate in a specific number of workshops or classes in their grade levels each school year and to pursue professional improvement in all academic areas through educational journals and publications.

Grading System

100	-	90		A
90	-	8		B

		0		
80	-	70		C
70	-	60		D
0	-	59		F

Reporting Student Progress

Reports of student progress will be distributed officially every five weeks in the form of a progress report. ENGRADE-Pro is in use at the Academy for the 2017-2018 school years. The parent can view his/her child's progress once a code has been established. This information is not available to you if your tuition is not up to date. Please check work folders sent home on Fridays for weekly progress. Parents needing information prior to this time should check with the child's teacher.

The first report card must be picked up by the parent. Report cards are given out every ten weeks. Progress reports are provided on the 5th, 15th, and 25th weeks of school. Only students not meeting the academic standards will be given progress reports at the 35th week of school. Report cards inform parents of progress after the 10th, 20th, and 30th weeks. Only students in danger of not meeting standards for promotion will receive a progress report after the 35th week of school. **Progress reports or Report Cards will not be distributed if students have outstanding balance for tuition.**

Parents are expected to continue to monitor the progress of their child when report cards or progress reports may not be available.

Honor Roll Requirements

Principal's Scholar

Straight A's –No Checks

A/B Honor Roll

All A's and B's – No checks

Making the Grade

All A's, B's and or C's – No checks

Perfect Attendance

No absences, no tardies

Academic Intervention Requirements

Students not meeting academic standards through grades/scores, or a combination will need some form of academic intervention. This may be tutoring, Title I Services, or summer programs sponsored by many of the neighborhood universities. Eighth grade students will be informed of requirements specific to graduation. Title I students may qualify for free summer programs. The parent is responsible for providing the child with the required academic intervention. Failure to do so may result in the child being retained. In some cases, it may be recommended that the child be given an academic screening through private organizations or the Chicago Public Schools.

Conferences with Teachers

Conferences can be held when the teacher has been given at least 24-hour advance notice. All other conferences can be held when the teacher and parents agree. Dismissal time cannot be used for parent conferences unless requested by the teacher. Parents are not to interrupt the class at any time to talk to the teacher. It is a disruption during class time, and it is not fair to the teacher or the students.

Please avoid hallway and on the spot conversations about specific policies and procedures in the classroom.

If you have been unable to arrange a meeting with a teacher, please inform the principal or office clerk.

Procedural Conflicts

If there is a question about classroom procedures related to curriculum or class rules, please make an appointment with the teacher before it is reported to the principal. In most cases, concerns can be resolved with a simple note or conference. If attempts have been made to resolve a conflict and these attempts have failed, please contact the principal, and inform him/her of the steps you have taken to resolve the problem. Every effort will be made to find a solution to all concerns. If a resolution cannot be achieved to the satisfaction of all concerned, the needs of

the children will always be the deciding factor for final decisions.

In the event a conflict is not resolved after these procedures, a conference will be arranged with the pastor and a designated individual to decide on a final solution. Please put this request in writing to the Principal, Dean of Students, or the Child Care Director.

Parent Involvement Guidelines

We encourage parent participation. Parents are needed for field trips, tutoring, bulletin boards, arts, and crafts, and assisting in student monitoring. The Department of Children and Family Services requires a complete file including current TB screening and background check for those who volunteer. Please contact the office for more information.

Every parent or guardian is asked to support and to cooperate with the Oakdale Academy & Child Care Staff. Parent involvement has a positive influence on children's school performance. The family must and should be an integral part of the child's learning experience. **WE NEED YOU!!**

Licensing standards and insurance regulations forbid any children other than those enrolled in the center to be present at any time.

MPM meetings are held every 3rd Thursday of the month. Child Care is available. Please plan to attend at least 5 meetings this year. All of us must be aware of what is going on in the school. The MPM also allows you to contribute your time and talents. All of us have something to offer. God gave each of us talents to share. Why not consider sharing those talents with the students and parents here at Oakdale?

Transferring students

Oakdale must send an unofficial record of a student's grades within 10 days of request. However, Oakdale can refuse to send official transcripts of scholastic records due to unpaid tuition and fees.

Employee Code of Professional Conduct

The purpose of this policy is to establish clear expectations for professional behavior and ethical conduct for all employees. Our organization is committed to maintaining a respectful, safe, and professional environment for staff, students, families, and the broader community.
Scope

This policy applies to all employees, administrators, volunteers, contractors, and anyone

representing the organization in a professional capacity.

Professional Standards
Employees are expected to conduct themselves in a manner that reflects integrity, professionalism, and respect. All staff should demonstrate behavior that supports the mission, values, and reputation of the organization.

Employees are expected to:
● Treat colleagues, students, families, and community members with respect, dignity, and fairness
● Maintain honesty and integrity in all professional responsibilities
● Demonstrate professional communication in both verbal and written interactions
● Follow all organizational policies, procedures, and applicable laws
● Maintain confidentiality regarding sensitive information
● Use professional judgment when representing the organization in public or online spaces

Workplace Conduct
Employees are expected to:
● Maintain a positive, respectful, and collaborative work environment
● Avoid behaviors that disrupt workplace harmony, including harassment, discrimination, intimidation, or bullying
● Demonstrate professional boundaries with students, families, and colleagues
● Address conflicts respectfully and follow appropriate channels for resolution

Professional Responsibility
Employees should:
● Perform duties responsibly and with accountability
● Be punctual, dependable, and prepared for assigned responsibilities
● Use organizational resources responsibly
● Support teamwork and contribute to a positive organizational culture

Confidentiality
Employees must protect confidential information related to students, staff, families, and organizational operations. Unauthorized disclosure of confidential information is prohibited.

Compliance
Failure to adhere to this Code of Professional Conduct may result in disciplinary action, up to and including termination, in accordance with organizational policies and procedures.

Commitment
All employees are expected to read, understand, and adhere to this Code of Professional Conduct as part of their commitment to maintaining a professional and ethical workplace.