Oakwood Enrichment Academy, LLC
Parent Handbook 2023/24

Dear Parents and Students of the Oakwood community,

We are so excited to begin a new school year together, filled with many wonderful learning experiences. This handbook is here to get you off to a great start.

Please get comfortable, put your feet up, and take some time to review our Policies & Procedures/Parent Handbook. The time you put in now will pay off tremendously during the year, as you feel connected and informed.

If you have questions or need additional clarification, please contact me at any time. I look forward to exploring how we can better walk with you and your child. Our mission is to provide a true support system for you in your homeschool journey, and we want to hear from you!

Kristina Prozesky
Site Director
Oakwood Enrichment Academy, LLC
kristina.oea@gmail.com

Table of Contents

Calendar (2023-2024)
Communication
Entering/Exiting the Parking Lot, Classroom Locations
Check-In/Check-Out Procedures
Health/Wellness
Lunch/Snacks
Supplies
Curriculum
Dress-Code
Technology Usage
Allergies and Medical Conditions
Class Cancellation/Weather Events
Emergency Procedures
Behavior and Conduct
Campus Safety
Field Trips/Friday Events
Registration
Tuition

General Program Information

Structure

Oakwood Enrichment Academy, LLC is a limited liability company, with a single director.

Goals

1. To provide an environment in which curiosity and the joy of discovery motivates learning.
2. To provide a place where children are encouraged to question, become involved, and learn by helping one another.
3. To provide an atmosphere which frees the child's potential for self-development.
4. To help the child to discover the joys of intellectual and artistic endeavor, and to grow through activities that stimulate and fulfill individual abilities.
5. To provide an extended family for parents that will enhance the well-being of the community.

Program Description

Oakwood Enrichment Academy offers the highest quality of academic and social enrichment for homeschooled students, inspired by the Montessori philosophy and curriculum, and emphasizing collaborative learning. Students attend two days per week, for a total of 10-12 hours, in cohorts with other students on the same schedule. We are open on a school-year schedule, with breaks throughout the year (see calendar below).

Staff

Oakwood Enrichment Academy, LLC employs a Director, four classroom Guides (Kindergarten, Lower Elementary, Upper Elementary, and Middle High), enrichment instructors (ASL), and assistants. The Head Teachers are responsible for the overall daily management of their group of students.

Staff are subjected to a background check, and are selected based on experience that aligns with our enrichment goals for students.

Calendar (2023-2024)

Thursday, August 31- Orientation night (mandatory for maintaining your spot)

Tuesday, September 5- First day of classes

Saturday, October 14- Parent Service Day

November 17-26- Thanksgiving Break

December 15- January 7- Winter Break

March 22-April 7- Spring Break

Thursday, May 23- Last Day of Classes

May 28, 30- Available makeup days***

*** We will have school on these days ONLY if there are canceled days during the school year due to weather, teacher illness, or other unforeseen event. We are not able to add additional makeup days beyond these two days.

Communication

- **Oakwood Bulletin** - This is our primary means of communication with families, and keeping up with it is essential to taking advantage of everything OEA offers. It will be delivered in PDF form to your email inbox every Monday morning during our program year. Please do everything you can to ensure that you receive and read that email weekly! Please check your Promotions/Spam folder, or use the search term "Oakwood" to locate this important communication piece. You can also go to our website to download it.
- **Instructor email addresses** can be found on the grade-level newsletter announcement page and will be your primary source of contact regarding classroom information.
- General questions should be directed to kristina.oea@gmail.com
- You are welcome to text short messages to Kristina at: 512-461-6767.
- Many questions can be cleared up by reviewing our FAQ page.

Entering/Exiting the Parking Lot, Classroom Locations

- We have ample parking, and you may park anywhere on campus, except the upper blacktop, which is one of our play areas. We like to reserve the spots near the main door for moms toting babies, so please consider that when parking.
- Please always **enter the building from the main door by the office**. There is a second door that will sometimes be open for ventilation. Please do not enter there. It is an exit only.
- Please have your child go to the bathroom and **wash hands** on arrival.

- Feel free to **exit** through the second door, to help with traffic flow. It can be hard to open. Just stand back, give the bar a hard push to open, and then close it behind you.
- Please try to schedule appointments or other activities outside of our program days whenever possible to minimize any classroom disruptions and help us make the most of our classroom time together. If you know in advance that you will need to bring your student late or pick up your student early, please email the Site Director with as much notice as possible, and provide a reminder the day-of to your child's teacher. The best time for half- day arrivals is lunchtime. Lunch is 11:00 for Lower El, and 12:45 for Upper El and Middle High.
- If you ever need to arrive after 10:00 or during lunch, please do not bring your student directly to class, to avoid distracting the instructor and interrupting class time. You may need to text or call the number on the front door if the director is not in the office. Check in with a staff member at the door, who will have your child wash hands and then bring them to class and sign your child in with their time of arrival.

Check-In/Check-Out Procedures

- **Drop Off/Pick Up:** Students should be walked to class each morning to be checked in with their instructor or present OEA staff, and must be checked out at the end of each day by a parent, guardian, or an authorized pick-up person on file. Please remember to be patient during this busy time on campus.
- **Sibling Pick-Up**: Pick-up is reserved for authorized persons, 18 years of age or older, and who have been listed on the registration forms. Siblings under the age of 18 may not pick up or drop off younger siblings.
- **Early/Alternate Pick-Up:** If you need to arrange an early pick-up, or need to add an alternate pick-up for your child, please be sure to communicate with the instructor and site director. Permission must be given in writing for an alternate person to pick-up.
- **Program Doors:** Doors are unlocked 10 minutes before the beginning of the program day (9:50) for students to get settled in. The doors are opened 10 minutes before the end of the program (2:50) to allow for pick-up. Please be prompt with drop-off and pick-up so we can preserve our program time and respect our instructor's schedules and site contract guidelines.
- **Second Seating:** If you have a morning emergency and must arrive after 10:00, please be patient and wait with your child until the site director or other staff is able to come out and meet you; do not take your student directly to class. The Site Director will walk your student to their class to minimize class disruptions.
- **Guests:** Any unregistered siblings or guests must remain with their family. Others must check in immediately upon arrival with the site director or have made previous arrangements with the Site Director.
- **Morning Communication:** Please direct any questions that you have at drop-off to the site director, who can also relay information to your child's teacher. Feel free to wait at the office until the director is available, or text to set up a morning meeting. The site director is also available during the work week 10-5 by phone or email.

- **Absences:** Please try to schedule appointments or activities outside of our program times whenever possible to minimize classroom disruptions and help us make the most of our classroom time together. If you know you will be late or absent, please provide a courtesy notice to the instructor and Site Director.
- **Instructor Questions:** If you have questions for your child's instructor and need additional time to address concerns with them, please wait to ask until pick-up, email the instructor, or set up a phone call outside of program hours.

Health/Wellness

- **Home Health Screenings:** In order to maintain a safe and healthy environment for all, we request that all students and staff complete a home health screening before attending any program day and before any special events or off-site activities.
- **Hand Washing:** We encourage regular hand washing throughout the day, with soap. Please have your child wash hands upon arrival, before going to class. You may sign your child in while they are washing hands.
- **Temperature Checks**: We will not be starting the year with temperature checks, but we reserve the right to check any student's temperature if they seem unwell, as well as to initiate beginning-of-day temperature checks in the case of an outbreak of contagious illness.
- **Fever:** Anyone with a temperature greater than 100.4 should stay home until 24 hours after the fever has broken, AND they are feeling better. Please do not mask a fever with medicine and send a child to class. This both slows the child's healing and makes contagion to their classmates inevitable.
- **Contagious Disease:** Your child should stay home from class if he or she has a contagious disease (chickenpox, flu, Covid, vomiting, diarrhea, colds, strep throat, "pinkeye", etc.) A contagious disease is one that can be spread by close contact with a person or object. Generally, children with **strep throat** should be on antibiotics for 24 hours and feeling well enough to concentrate before returning to the program. If uncertain, ask your doctor when your child may return.
- **Other reasons to keep your child home**: There will be times when a child just doesn't feel well enough to attend class. Please use your best judgment and consider the impact on others when determining whether or not to send your child to class. Some examples of health concerns or behaviors that may warrant keeping your child at home are:
    - Seems very tired and needs bed rest (this is common with flu symptoms)
    - Has vomiting or diarrhea
    - Becomes short of breath or is wheezing
    - Has a cough that disrupts normal activity
    - Has distracting pain from earache, headache, sore throat or recent injury
    - Has yellow or green drainage from eye(s) or nose
    - Breaks out in a rash; not all rashes require that a child stay home from class so check with your child's doctor

Lunch/Snacks

- **What to Bring:** Students should bring a healthy packed lunch, a daily snack, and a refillable water bottle in a labeled lunch bag each program day. Lunch bags will be kept with the student's backpacks until break/lunchtime. Please be mindful to pack things that are easy for your student to open, and refrain from sending overly sugary items (i.e. candy). Students will not have access to a microwave, so send things that are ready to eat.
- **Snack:** Please pack a snack in a separate container, that the students can access without opening a lunchbox. This helps expedite the class transition to outdoor snack, and protects the lunch items until lunchtime.
- **Placemats:** Please pack a clean, washable placemat for your child to use at lunch, and provide a fresh one for each class day. This helps keep meal spaces sanitary and separate, to protect those with allergies.
- **Waste-Free Lunch:** We have had great success with our waste-free lunch practices. We encourage the use of reusable containers, and send all materials back home, so that you can see what your child has eaten. Please do not send items that cannot be re-closed if unfinished (i.e. Go-gurts, fruit cups). This also helps prevent the spread of allergens.
- **Food Allergies:** If your child has food allergies or sensitivities that require special accommodations during meal times please let the Site Director and your child's instructor know. We take these seriously, and have special procedures to keep all of the children safe.
- **Supervision**: Students will remain with their class during break and lunchtimes with oversight by their OEA instructor or staff member.
- **Bathroom trips** are either made with a staff member waiting for the child outside the bathroom, or students are sent with a "buddy system," with one child waiting for the other outside the bathroom, in sight of a staff member. Students are not permitted to socialize in the bathrooms.
- **Lunch Location**: Students will eat their lunch at an outdoor picnic area unless weather conditions require us to move indoors to a common area or to eat their meal in their classrooms.

Supplies

- **Backpack:** Students need to bring a backpack to carry their lunch, placemat, snack, water bottle, supply kit, and any folders and notebooks that they are carrying back and forth from home to class. Please be sure to label all of your child's items.
- **Supply Kit**: Please choose a hard pencil case that can display your child's name prominently on the top. This kit will mark their place in the classroom. The kit should include: colored pencils, writing pencil, eraser, sharpener, and glue stick.
- **Composition Books:** For their interactive notebooks, students need a sturdy book that can stand up to all-year use. Please send 1 for science and 1 for social studies/history.

- **Projects & Activities:** PL will provide most materials for activities, and we will communicate the special requests for class celebrations or additional needed materials (ie: cardboard, toilet paper rolls, plastic containers etc.) through our newsletter, flyers, or posted sign-up sheets. We welcome donations, as these greatly improve our ability to provide high-quality materials for class projects.
- **Lost and Found:** Please check the lost and found often. Unlabeled items in the Lost and Found will be donated periodically during the program year.

Curriculum

- Suggested and scheduled weekly lessons, activities, and helpful hints for our curriculum choices will be distributed through email and OEA instructor newsletters.
- We will send you a list of our chosen curriculum at the beginning of the year, as well as a list of recommended materials to purchase for home.
- Please don't hesitate to reach out to your OEA instructor or Site Director for any clarification or communication regarding the curriculum or your student's needs. We love brainstorming with you!

Dress-Code

Our dress code should reflect an atmosphere meant for learning. Clothing should be appropriate for spending time outdoors. Please use your best judgment and be considerate and sensitive when making your clothing selections to wear to each program day.

- Closed-toed shoes with backs are strongly recommended. Students may not be barefoot on campus.
- Oakwood Enrichment Academy is an advertising-free environment. Clothing should be free from slogans, cartoon characters, or prominent brand names. Clothing without images and/or text is encouraged.
- No shoes or accessories with lights or sounds.
- Phone-watches should stay at home, or be checked in at the office during the school day, unless a special temporary arrangement has been made with the Site Director.
- No pajama pants or slippers, unless it is a special dress-up day.
- Sun hats and sunglasses may be worn during playtime. OEA instructors reserve the right to ask students to remove hats or other accessories that become a distraction during class time.
- Clothing must be long enough and loose enough for the student to be comfortable. Underwear or the midsection should not be visible.
- Young students should not wear jewelry that will be distracting in class, or unsafe when playing.
- OEA instructors and staff reserve the right to request a student to change, cover-up, or remove the distraction.

Technology Usage

Devices quickly become a distraction during program activities. It is also critical that we maintain our policies on photography of students, as well as keep our bathrooms safe. Finally, teachers must be aware when parents are being contacted during the day so that they can address any issues.

We find that allowing devices and putting the responsibility for these important policies is too much to ask of students. As such, we request that parents ensure that devices needed during the program day be secured safely in the office at drop-off, and pick them up at the end of the day.

If a child would like to call you, we will usually try to offer assistance first. If a student wants to talk to a staff member other than their teacher they are encouraged to do so. If they still need to make a call from their device, they may do so in the office only (not in the bathroom, outside, etc.).

- **Watches and phones:** Watches with network capability, cell phones, tablets, and any other device with photography capability must be locked in the office at drop-off. A student may request to use their device privately in the office at any time during the day, so long as they are not interrupting a lesson.
- **Photos:** Taking pictures of other students or classmates is STRICTLY PROHIBITED without the verbal or written consent of the child's parent/guardian.
- **Laptops/Technology:** We do not permit laptops, outside of the specific case of a dysgraphia IEP. Students with laptops for the purpose of typing are to keep them in their backpack throughout their duration on campus, and may only use them when permitted by the instructor. If they are used without permission or inappropriately, they can be held in the office for the remainder of the program day.

Allergies and Medical Conditions

- **Allergies:** If your student has food, insect, or other allergies, or has special dietary or medical restrictions or conditions, please inform the Site Director and your child's OEA instructor to implement the proper protocols.
- **Medicine:** Distribution of medication is the responsibility of the parent/guardian each program day. If the student should need medicine dispensed during OEA hours, a "Medical Distribution Authorization Form" must be completed and on file. Any antihistamines, inhalers, or other allergy medicines should be secured in the office daily, and be picked up at the end of the day.
- **Epi Pens:** Students may not carry EpiPens on their person. The staff member who is supervising the students will keep it in a specially marked belt pack and will pass it along when supervision changes from one staff member to another. Each staff member who will be wearing the pack must receive training from the parent on the use of that particular device. The parent should drop off and pick up the EpiPen every school day and be responsible for making sure it is in good condition.

Class Cancellation/Weather Events

- If you feel the weather/road conditions are or will become unsafe, and we haven't yet made the decision to cancel the program, please notify the Site Director if you decide to keep your child home, and will not be attending the program that day, or will need an early pick-up.
- Any class cancellation, late start, or early dismissal due to inclement weather will be communicated through email, phone call, and/or text with as much notice as possible. On bad weather days, please keep your devices close, check for emails, voice mails, or texts, and respond promptly to urgent communications.
- We will do our best to meet as scheduled, yet some circumstances may require a late start, early dismissal, or complete program cancelation. Due to our site contract limitations, and staff schedules, we are unable to offer make-up days or refunds for missed program time.

Emergency Procedures

- In the event of a dangerous weather situation, such as a tornado, fire, or earthquake, we will follow a set emergency plan.
- "Code Red" situations necessitate a lock-down. Students will be instructed to get behind or under tables. Students will be kept in rooms with the doors shut and appointed staff will secure doors and windows and contact law enforcement. Students will remain indoors until an all-clear is called.
- "Code Green" situations indicate a potential danger, such as a fire alarm, possible gas leak, bomb threat, or other potentially dangerous elements. Students will be taken outside of their classroom and away from the building, to line up in a space at a safe distance from the potential dangers, such as the parking lot, nearby field, or across the street.
- Parents will be notified as soon as possible should any of these emergency situations arise and/or procedures implemented. If early pick-up is necessary, staff will stay with the students until each child's parent/guardian has arrived.

Behavior and Conduct

- **Expectations:** Students should come to class prepared and ready to do their work, and with a positive attitude that encourages others. Parents/guardians should make every attempt to support their efforts in the classroom. Parents and students should show respect for OEA staff and other students, which includes following the classroom and site rules.
- **Property Damage:** If my child is found to be responsible for any damage to the site or program property, or that of the location or business of a field trip or event, the parent may be held financially responsible for covering any expenses arising from the event.

- **Consequences:** Inappropriate behavior and/or attitudes that are disruptive to the OEA instructor or other students will be addressed with these action steps:
    1. Verbal redirection/behavior instruction from the OEA instructor.
    2. Verbal warning from the OEA instructor.
    3. The student will be removed from the class to have a "Walk & Talk" with the Site Director.
    4. If continued or ongoing, the Site Director will set up a meeting to connect the student, parent, and instructor to discuss the situation and create a further plan of action.
    5. If things do not improve, suspension, the discontinued privilege of attending class time, or dismissal from the program may be necessary.

  Behavior report forms may be kept on file as a record of incidents.

Campus Safety

- OEA Staff is dedicated to providing a safe environment for all students and staff. As such, we require visitors on campus to be escorted to maintain a secure facility and monitor the grounds throughout the day. Parents are welcome to arrange a time with the director to observe a student class, tour the campus, or volunteer. All volunteers will be required to submit a background check. If you have any concerns regarding site safety or would like to offer your services as a volunteer or Safety Team member, please contact the Site Director.
- No person charged, or currently under investigation for, a crime involving a minor is allowed on campus during program hours, and may not attend school functions such as Festivals or Family Fridays. If there is a person in the family of a student attending the program who fits the above description, the director should be notified immediately, so that staff can be aware.

Field Trips/Friday Events

- **Behavior:** These are not drop-off events, and you are fully responsible for your child, and any other children entrusted to you.
- **Property Damage:** Families are responsible for covering any loss or damage caused by their children while at an event.
- **Payment:** Please pay as early as absolutely possible, so that we can know if we have enough RSVPs for the event to happen as planned, and organize funds to deliver to the event host. Your RSVP is not confirmed until payment has been received. An additional $5 fee will be collected for any families who attend an event last-minute without pre-paying,
- **Paper RSVP:** Most events do require an RSVP to attend, in order for us to be able to notify the event provider, and ensure we have collected enough funds for the event. Payment is expected at the time of RSVP. Please provide your phone number so we can send a group text the day of the event, or for any last-minute changes of plan.

- **Online RSVP:** By clicking "RSVP" on our online calendar, you can receive email reminders and add the event to your personal calendar! Online RSVP does not reserve your spot, and we do not accept online payment. Your spot is only reserved when you have paid and written your name and phone number on the paper event list outside the office.
- **Cancellation:** If a conflict should arise and you can no longer attend, it is expected that you will notify the event coordinator in a timely manner. We have usually already promised your fee to the event host at that point, and cannot refund your fee.
- **No-shows:** There will be no refunds issued for last-minute cancellations, no shows, or early departures.

Registration

- **Initial Registration Fee:** Each student must pay an initial registration fee of $75 due at the time of registration. This is for processing your information, and, if applicable, maintaining your name on our wait list.
- **Refunds:** There are no refunds of registration fees.
- **Private Pay:** Registration fee can be paid by cash, check, or through Zelle. Registration fee cannot be paid for using charter funds.

Tuition

- **Deadline:** We must receive your payment or funds BEFORE the first of each month, or the last business day prior to the first of each month, whichever comes first. Therefore, please aim to submit any requests for funds between the 1st and 15th of the month prior. Be sure that you are communicating any potential delays to us, and are aware of our late policy.
- **Private Pay:** Private tuition can be paid by cash, check or through Sawyer, by the 1st of the month. If you are unable to pay by cash or check, check, please set up Zelle in time for your first tuition payment. We encourage you to set up automatic payments through Zelle.
- **Late/Missing Payments:** Your monthly tuition secures your child's spot each month in the program. Students whose monthly tuition is repeatedly late or missing may not be allowed to attend classes until their payment has been received and processed. Late private payments (after the 1st of the month) should include a $20 late fee.
- **Heartland Charter School:**
    - It is the responsibility of the family to be aware of HCS policies and adhere to them, submitting their request properly and in a timely manner in order to be approved and processed.
    - Any concerns regarding certificates should be addressed with your assigned charter contact.
    - When certificates are not received due to late submission, the family is responsible for covering tuition through private pay, plus a $20 late payment fee.
    - Once you have submitted a charter request, Heartland will not return your funds if you withdraw or otherwise do not attend the program.

    - You can set up your monthly payments for the year through Procurify in advance, so that they post automatically! Ask your HST.
- **Discounts:** Discounts are available to Private Paying families with two or more children enrolled in our program, who pay in a timely fashion each month. Please see rates and additional details on our website. This is not available to families using charter funds.
- **No-Fee May:** Families who pay or submit certificates each month, on-time, from their starting month through April will not pay for the month of May. Families joining the program after January 1 will still be responsible for May's $360 payment.
- **Refunds:** There are no refunds for partial attendance, missed program days, program closures, withdrawal, or any other circumstance.