



**OPPORTUNITY SCHOOL**  
"Good Beginnings Never End"

# Family Handbook

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## Welcome to Opportunity School

### Opportunity School's Mission:

**Through high quality early childhood education (0-5) and caring family support, Opportunity School equips low-income children and their families to succeed in school and in life.**

Dear Parents and Families,

Welcome! We are glad you are here! We know that you are your child's most important teacher. We are here to assist you, not replace you. This booklet is prepared for your use, so that you may be as familiar as possible with the ways we help provide for your young child's needs.

We hope the information in the following pages will be helpful to you. If you have questions, please ask; if you have suggestions, please offer them to us. Only by working closely together may we provide the best for our children.

Sincerely,

Your Opportunity School Team

### Our Purpose:

- Provide high quality early education for young children age 6 weeks to entry into kindergarten.
- Reduce the stresses of working families by providing a safe and nurturing environment for their children.
- Lessen the disruptions in children's lives by providing a consistent environment for the entire day.
- Form a partnership with parents to provide excellent care and education for their children. Regular personal visits with parents are required each month.



Charlie the Rooster is Opportunity School's mascot. Charlie symbolizes, "an early start" and pride in oneself. Charlie crows a lot, for he is enormously proud of our students and their accomplishments and of our parents and staff as well!

## Commitment to High Quality Early Childhood Education

Opportunity School has a long history of excellence and a focus on high quality early education through using research-based approaches and best practices since its founding in 1969. We believe in providing the best possible learning and care for all children, but most especially for the children of low-income families in our community.

### National Accreditation

Opportunity School was among the very first early childhood programs in the state of Texas to meet the high-quality standards and achieve accreditation beginning in 1986 from the **National Association for the Education of Young Children (NAEYC)**. Each year we submit an annual report and go through an onsite assessment and review every 5 years. During the 2018 reviewal, Opportunity School's Central Campus (including Gratitude House) received 100%+ rating in all 10 categories that were reviewed. Our next renewal is coming up in 2023.



### Texas Rising Star Program – Texas' Quality Rating System

Opportunity School's campuses are rated as 4-Star providers by the **Texas Rising Star program**. This is the quality rating system used by our state to determine quality for programs which serve low-income families and participate in the childcare subsidy program through Texas Workforce.



### Promoting Cradle to College

While we know that young children are not making decisions about their future as they are learning how to walk in a line and their letters and numbers, we do want to plant the seed for future education for children in a developmentally appropriate way and to encourage parents to pursue their education goals.



In June 2013, Opportunity School was invited to become the first No Excuses University Preschool in the country. The No Excuses belief is that all children, regardless of their background should be equipped for school and college success. And it is up to the adults in the school to teach and encourage every child and family. Our goal is to seed the dream for college and build a love for learning so that every child and parent is encouraged in their education. We want your children to believe that college is in their future, and we want to support parents and family members in pursuing their education goals as well.

We are excited to help you create a brighter future for your children and your family!

## Getting Started at Opportunity School

Opportunity School has two campuses to meet the needs of families. Each campus varies by the hours of operation and ages served. We welcome you to visit each campus to decide which will best meet the needs of your family.

On enrollment, every parent will need to submit all admission information and review the parent handbook. We will provide an opportunity for you to understand all aspects of our school and will review the parent handbook with each parent. Parent orientation meetings will be arranged by appointment or during **August** when we kick off the school year with a group meeting.

### Security

The safety and security of our children, families and staff are of the utmost importance to us. To that end, we have a single-entry process which requires everyone to be verified through video and to be buzzed into the building. Please do not let anyone follow you into the building. Please notify the campus director if you see anything suspicious. In addition, the administration monitors the classrooms closely via a closed-circuit camera system.

### Teachers and Staff

Our teachers are experienced professionals, and many have been in the field for decades. We provide extensive training and in-classroom learning experiences with new teachers so that they can learn best practices and our routines. To maintain a high-level of professionalism, we provide regular, ongoing training. All staff members complete mandatory pre-service training.

We encourage you to build a positive relationship with your child's teacher. The lead teacher in your child's classroom is responsible for communicating with you about your child's progress and needs. Likewise, your child's teacher is your first stop if there is specific information you need to share about your child's needs. You are encouraged to have regular conversations with your child's teacher and participate in home visits and conferences as requested by the teacher throughout the year.

### Enrollment Procedures

Before enrollment, all families interested in attending the school must tour the facility. Families must disclose any expulsions or issues the child faces, including medical. If the child has had expulsions, the parent must explain what they have done to help ensure their child's success.

Parents interested in enrolling their child must complete an application form, USDA Income Verification form, parent permissions and income verification documents, and give updated information to the school as soon as any information changes and when requested by the school. Admission is granted in the order that applications are received, with preference given to low-income families. In addition, to attend Opportunity School, a child must have completed immunizations

required by law for the age level (**See Immunization Requirements on p. 17**) and **have had a doctor’s examination and wellness statement prior to entrance. All children attending Opportunity School must be fully immunized. The only exception is a valid Medical Exemption.**

Opportunity School does not discriminate in enrollment because of race, gender, ethnicity, national origin, political belief, religion, or disability. If you feel you have been discriminated against you can call the Office of Civil Rights at (202) 720-5964 or write them at Room 326-W, Whitten Building, 1400 Independence Ave. SW, Washington, DC 20250-9410.

- | <b>Edwards Campus</b>   |
|---|
| <ul style="list-style-type: none"> <li>• 6 weeks to entry into kindergarten</li> <li>• Three years old by September 1<sup>st</sup></li> <li>• Head Start class based on Head Start Program criteria</li> <li>☐ 6 weeks to 2 years - Eligibility based on Early Head Start Program criteria</li> </ul> |

- | <b>Central Campus/Gratitude House</b>  |
|--|
| <ul style="list-style-type: none"> <li>• 6 weeks to entry into kindergarten</li> <li>• Three years old by September 1<sup>st</sup><br/>Must be completely toilet trained.</li> <li>• 6 weeks to 2 years- Eligibility based on Early Head Start program criteria</li> </ul> |

Because the school’s mission is to serve primarily children from low-income families, household income is a factor in admissions, and preference is given to families who are low-income based on the USDA Food Program income guidelines for “Free” or “Reduced” categories. Ten percent of families served may be above these income levels.

### **Tuition**

Fees are charged weekly and may be paid by the week, bi-weekly or by the month but must **always be paid in advance** of care. Parents receive a statement during the first week of the month. Statements are also available on request. Upon enrolling your child, you will sign a fee payment agreement to determine your fee schedule. Parents may pay fees by the week on arrangement with the office, **but always in advance of care.** If paid by the week, payment is due by Friday for the week ahead and is past due if not paid by Monday. If fees become past due, parents will need to come to the office to make a fee resolution for their child to continue care. **There are no reductions in fees due to holidays, school closings or absences unless determined by the School’s Board of Trustees.**

#### **Full Day Fees**

<b>Infant</b>	<b>Toddler</b>	<b>Preschool Age</b>
<b>\$206/week</b>	<b>\$183/week</b>	<b>\$165/week</b>

As a Panhandle Workforce Solutions - Child Care Services (PWSCCS) vendor, the school abides by PWSCCS fee policies for parents who utilize these services.

Failure to keep fee balances current and to make regular payments on a set schedule can result in losing your child’s spot at Opportunity School. Please notify your director in advance of any circumstances that affect your ability to keep your balance current. If in good standing,

scholarships may be available to help on an emergency basis. Please visit with the director about scholarship criteria, assistance with fees and other help.

We encourage all parents to set up automatic payments through Tuition Express upon enrollment so that you do not risk falling behind in your fees. We also can accept payments in the form of checks and money orders. **We DO NOT accept cash. Please do not hand payments to teaching staff. Please bring it to the office.** Receipts are issued after payment has been processed and placed in your child's box.

**Note to bus families:** Parents wishing to send monthly payments by the bus may put a money order or check in an envelope and have the child's first name and last name on the envelope. **Please be sure to hand it directly to the bus driver.** Opportunity School is not responsible for money given to children to hand to the teacher, bus driver or bus rider for payment of tuition.

### Withdrawal

If you decide to withdraw your child, you must provide a two-week written notice. We require all families to keep a checking account or credit card on file to cover any fees or unpaid tuition left upon departure. We do our best to work with families and understand that financial burdens can be exceptionally stressful; therefore, the campus directors are more than happy to set up a payment plan or provide ideas for additional assistance with any family.

If a family is asked to leave our school due to the conduct of the child or the family, all paid tuition is non-refundable.

### Late Fees

Your child is excited to see you at the end of the day! Please make every effort to pick up your child on time. If you are delayed, please call the school to let us know. Parents who are late picking up their children may be assessed additional fees of \$5.00 for every 5 minutes, up to \$20.00 for an hour. **If you are charged a late fee, it is due the next day and must be paid for the child to attend.** If a child is at Opportunity School one hour after closing hours and no one can be located, the Department of Family and Protective Services is notified.

### Hours of Operation

Campus Hours: 7:30 am – 5:45 pm; children must be in class no later than 9 am

### Release of Children

Staff members release children from school ONLY to the parent or adults designated by the parent on the registration form (required to be at least 18 years of age). In an emergency when a parent must ask someone else to pick up the child, the parent MUST inform the school by note or phone call. The person picking up the child MUST show his/her drivers' license to the staff member who is to release the child. Any other changes to the child's release list must be done in person at the school. The school



staff **WILL NOT** release a child to anyone not on the release form unless the parent has followed these procedures.

If you or any other person appears to be under the influence of alcohol or drugs, you will be asked to have someone come and get you and your child. If you refuse a ride and leave with your child, we will notify the police department and child protective services with all information required. We reserve the right to refuse service to anyone, without warning, who violates this policy.

### **Custody/Legal Issues**

At Opportunity School, our first responsibility is to the children. When custody issues arise, we are here for your child and family, but we will stay out of custody issues. If custody issues or restraining orders involve your child, please let us know so that we can be prepared. We will need a copy of the court's instructions as it relates to your child. Both parents listed on the enrollment paperwork will have full access to the child's file, documents and belongings and access to the child's teachers. Unless notified otherwise, both parents are fully responsible for the full payment of tuition. If your family is interested in creating two separate accounts for billing, we need this documented in writing, signed by both parties.

### **Attendance**

To assure children receive the maximum benefit of the Opportunity School program, regular attendance is necessary, and your child must be dropped off by 9 am daily. Please make every effort to have your child attend. We do understand that sometimes there will be a need for you to drop off your child at a later time. We ask that you notify us as soon as possible so that we can plan for meals and staffing. If you are having difficulty, please talk with your child's teacher or the director.

Drop off after 9 am will not be allowed unless prior arrangements have been made with the teacher and Campus Director. If you arrive at your child's classroom after 9 am, the teacher will ask that you speak with the Campus Director.

**If a student misses ten days or more, during a month, the child can be dropped from the roster and placed at the end of the waiting list to be re-enrolled unless the parent has made special arrangements with the office. If your child must be absent, please call the school so we know the reason for the absence and date of expected return.** If we do not hear from you, someone from Opportunity School will reach out.

### **Arrival and Departure**

Children must be at school and in their classroom no later than **9 am**. If your child has a doctor's

appointment that would cause your child to arrive past the cut off time, please call the office and bring the doctor’s note with you. Children should not be dropped off between 11:00am-2:30pm regardless of circumstance. Each class is napping during these times and dropping off disturbs the other children. **Children should not be left in care longer than 10 hours per day with our prior approval.** Please speak to your site director in advance if this situation arises.

Please do not leave cars running or leave keys in the car when bringing children into the school. Only Park in designated parking areas. When parents bring children to school, they must leave them **IN THE PRESENCE OF A STAFF MEMBER**. Please sign in your child on the appropriate class sign-in sheet and sign him/her out when picked up. Please sign your name legibly and include the time you drop off or pick up. **Due to licensing and liability reasons, this policy is strictly enforced.**

### Closure for Holidays and Professional Development

Opportunity School Edwards Campus and Central Campus full day programs will be closed for the following holidays or teacher professional development dates. Parents will be reminded through classroom newsletters, posters and reminders from the teachers and directors. These dates have been figured into the fee schedule and there is not a reduction in fees for these holidays.

<b>July 4 (Independence Day)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>August 8-10, 2022</b>	<b>Professional Development for Staff - Student Holiday</b>
<b>August 11-12, 2022 (Summer Break)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>September 5 (Labor Day)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>October 7</b>	<b>Professional Development for Staff - Student Holiday</b>
<b>November 23-25 (Thanksgiving)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>December 26 – 30 (Holiday Break)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>January 16 (MLK)</b>	<b>Day of Service for Staff – Student Holiday</b>
<b>February 17</b>	<b>Professional Development for Staff - Student Holiday</b>
<b>March 13-17 (Spring Break)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>April 7 (Good Friday)</b>	<b>Opportunity School Closed – Student &amp; Staff Holiday</b>
<b>April 28</b>	<b>Professional Development for Staff - Student Holiday</b>
<b>May 30</b>	<b>Professional Development for Staff - Student Holiday</b>
<b>June 16</b>	<b>Professional Development for Staff - Student Holiday</b>

### Closures due to Weather or Unforeseen Circumstances

To protect the safety of parents, children and staff, the school may initiate early closings, late

openings, or closures when weather makes road conditions hazardous. When Amarillo public schools close due to weather, Opportunity School will also close.

**Note for bus students:** There are occasions when ice or snow makes the roads too slick to get the buses out so the bus routes may be cancelled. In these instances, Opportunity School will be open for any parents who want to bring and pick up their children.

Other closures due to unforeseen events such as natural disasters, fire, disease outbreaks, etc., may happen when the school deems it necessary, and the school will notify parents by phone, email and posting information on social media and local news including the three local television network affiliates (KAMR Channel 4, KVII Channel 7, and KFDA Channel 10) and KGNC talk radio (AM 710).

### **Clothing, Bedding and Supplies Needed**

Children are required to have three extra sets of clothing (including underwear if toilet training) and blanket marked with their names. If your child has an accident and no clothes are available, you will be called to bring clothing for your child.

During their time with us, your child will paint, color, play with sand, rice and even mud on some occasions. We will be going outdoors at least twice per day. Sometimes learning activities can be messy and we take precautions with bibs or smocks during our messiest learning experiences.

We will watch for daily weather advisories but if the weather is below 100 and above 32 degrees, we will be going outside, even if for a few minutes. Please dress your child appropriately in comfortable clothing for all activities and weather. **All outer wear and clothes left for changing must have the child's name inside. We are not responsible for lost coats, hats, gloves, mittens, or scarves.**

We also love active play at Opportunity School so for safety reasons, we cannot allow children to wear flip-flops or open sandals because they can easily slip off and can be a safety hazard. **Sandals with a back or closed shoe like tennis shoes are necessary. Closed toe shoes are preferred. There are no exceptions to this policy.** If your child is going on a field trip, they will need to wear tennis shoes, or they will not be able to go on the field trip. If assistance is needed for proper footwear, please let your Campus Director know.

### **Contact Information for Families**

If you move or if the phone numbers of any of the school's contacts for your family have changed, please let us know right away so that we can reach you. **Please come by and see the office** and we will update your child's information.

### Personal Items

Please do not allow your child to bring toys from home, jewelry, or any other personal items. When this happens, the teacher will take these items and put them up for safekeeping. This can be very upsetting to the child, so we ask parents to monitor this and help avoid these issues. Opportunity School is not responsible for lost or stolen items.

### Audio/Video Recording & Photography

We want you and your child to have a great experience at Opportunity School. To ensure the wellbeing and safety of our students, teachers, staff, and anyone related to the school, we make limited use of video surveillance system within our school facilities. This is primarily video but also audio in some areas. Areas where audio is being recorded will be posted as such.

It is the policy of Opportunity School to be proactive in addressing issues of concern about safety and security and quality of our program and the people within our campuses. Recorded video is not made directly available to employees, parents, outside entities or the public. When an event is reported to the campus administrators (Campus Director, Assistant Campus Director, or Executive Director if those are not available), they will review the video to decide if any video relevant to the incident is available. At that time others may be invited to view the video. Parents are welcome to make an appointment to view recorded video segments relative to situations involving their child. As always, parents are welcome to visit our campus and observe our classrooms.

Also, parents will be asked to sign a release for use of your child's photo. Opportunity School uses photographs and video in its preparation of promotional materials. These promotional materials are used to educate the public about Opportunity School's marketing, charitable and educational programs and may be released for public viewing.

## **Health & Safety at Opportunity School**

### Dispensing Medications

We know that there are times when medicines may need to be given while at school. No medication will be given without a doctor's note specific to the treatment whether prescription or over the counter. To give your child over-the-counter medications with a doctor's note, you will need to sign an Authorization for Medication Administration form. If there is medicine that is reoccurring such as teething medicine, diaper rash cream or breathing treatments, a doctor's note will stay effective for six months after that a new doctor's note will be needed.

**Only** the lead teacher or campus leadership are authorized to administer medication per the doctor's notes and written instructions. Parents may not request other staff members to administer medication or otherwise divert from this process.

When a doctor has prescribed medication to be administered several times a day, the school asks the parent to schedule the administration times so that the medication is given at school as few times as possible, preferably just once. If a medication is prescribed to be given just once a day, the parent should not ask the school to administer the medication. Medication must come in the original container with the prescription label; parents must sign an authorization and include times to administer. Medication will not be administered after expiration date or if it has another child's name on the bottle.

**Anything given or applied to a child will require you to sign an Authorization for Medication Administration form and provide a doctor's note. This does include teething tablets or Orajel, Neosporin, diaper rash creams and Benadryl, etc.**

### **Emergency Preparedness and Evacuation Procedures**

#### **Injuries or Illnesses Requiring Medical or Dental Care:**

**Children:** The Teacher, Assistant Teacher or other staff member who is with the child and who **has had pediatric first aid training** will provide first aid. If the child needs **immediate treatment by a medical professional**, staff will immediately **dial 911**, and the staff member with pediatric first aid/CPR training will provide first aid until Emergency Medical Services arrives and assumes treatment. Every effort will be made to **reach the parent** during a medical emergency. Unless picked up immediately for medical treatment by the parent, the **child will be transported by ambulance to the Emergency Room at Northwest Texas Hospital**. A **staff member will accompany the child** and remain with the child **until the parent or legal guardian assumes responsibility** for the child. If for some reason E.R. staff refer the child to another receiving facility, Opportunity School staff accompanying the child will notify the school so that parents can be notified. **Child/staff ratios will always be maintained** for the **children remaining** in the facility. An appropriately qualified staff member or substitute will take the place of the missing Teacher or Assistant Teacher in such emergencies.

**Staff:** The same procedures will be followed for cases of serious injury or illness of adult staff members, except that **the person designated as their emergency contact will be notified**. Staff emergency contact information is kept on file at the school and staff members are to notify the school when information changes.

For children's injuries or illnesses requiring medical treatment, the Teacher will complete an Incident/Illness Report form as soon after the incident as possible. See the school office for the current form. The parent or legal guardian will sign the form. Copies will be distributed to the parent or legal guardian, the child's file at the school, and to THHSC Child Care Regulation Staff if required. In any case of injury or illness where medical treatment is required, the Director must notify THHSC Child Care Regulation Staff and the Panhandle Work Source Child Care Services representative if the child is enrolled in Extended Care.

All parents must sign the medical treatment consent on the Opportunity School application and keep the school informed of any changes in their child's health care provider information.

**Licensing Notification:** The Opportunity School Director or Assistant Director will immediately notify the THHSC Child Care Regulation Division staff of any injury or illness that requires medical treatment, or results in hospitalization or death of a child or staff member that occurs related to childcare/preschool or during the childcare/preschool day. The Director will plan and carry out communication with staff, families, children, governing board, and the community as appropriate.

**Media Inquiries:**

All media inquiries are to be referred to the Executive Director, or, if not immediately available, to the Opportunity School Board President. Staff members are not to allow access by the media to the facility during a crisis. Media access will be prearranged at times when staff and families have been informed and when such visits will cause the least amount of disruption to the program.

**Evacuation Procedure:**

- 1) Evacuation procedures will be posted in each classroom, in the school office, in the business office and the kitchen.
- 2) Child: staff ratios will be maintained, and the children and staff will be evacuated to the South parking lot of the church for fire or related emergencies or to the church basement in the event of threatening weather/tornado. If an environmental disaster or security threat makes it necessary to leave the vicinity, then all children and staff will board the school’s buses and/or vans, and will go to an alternate location, either a) as instructed by Emergency Management personnel, or, if there is no such instruction:

3)

<u>Edwards Campus</u>	<u>Central Campus</u>	<u>Gratitude House</u>
<ul style="list-style-type: none"> <li>• Open field behind Toot N Totum.</li> <li>• Opportunity School Central Campus- 1100 S. Harrison, Amarillo, 79101, (806) 373-4245</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Parking lot of the First Baptist Church that is directly across 12<sup>th</sup> Avenue to the south of First Presbyterian Church.</li> <li>• Opportunity School Edwards Campus, 406 S Osage, Amarillo, 79104, (806) 381-0551</li> </ul>	<ul style="list-style-type: none"> <li>• Parking lot of Downtown Women’s Center in front of the center.</li> <li>• Opportunity School Central Campus- 1100 S. Harrison, Amarillo, 79101, (806) 373-4245</li> </ul>

- 4) Children who cannot walk out of the building on their own will be evacuated as planned in consultation with a fire safety professional. For children with disabilities, a Teacher, Assistant Teacher, or other designated staff member will be assigned to get the child out safely during an emergency, either by wheelchair or other special assistance as needed to evacuate the child.
- 5) Staff will count the children in each group being evacuated and count the children again

- when they reach the evacuation destination.
- 6) Staff will give children clear, simple instructions about exiting the facility. Children will stop their activities immediately at the sound of the alarm and proceed to the exit door.
  - 7) The Teacher in each classroom will carry attendance the emergency contact information from the facility to the evacuation destination and compare attendance at the evacuation destination to the attendance sheet to be sure no children or staff have been left behind.
  - 8) The Assistant Teacher in each classroom will carry the classroom First Aid kit and the classroom flashlight from the facility to the evacuation destination. She will open the bathroom door and leave it open before exiting.
  - 9) The Administrative Assistant will bring the following items to the evacuation destination: The Office First Aid kit and the yellow bus cell phone: She will also notify the church staff as soon as it is safe to do so.
  - 10) To assure a complete evacuation has occurred, the Director will conduct a final, thorough “sweep” of all areas accessible to children (whether children are allowed in those areas). The areas to be checked are:
    - a. **Edwards Campus:** The 12 classrooms, including bathrooms, the 5 offices, kitchen, Meet/Playroom, 2 therapy rooms, teacher work area, and small meeting room.
    - b. **Central Campus:** The 4 classrooms including bathrooms, the office suite, the indoor playground, the kitchen, the adult bathrooms, and the church nursery.
    - c. **Gratitude House:** The 2 classrooms including bathrooms, the kitchen and hall area, the office area including bathroom, and the storage room.
    - d. If a child who should have been evacuated with the group is located because of the final “sweep” during an evacuation drill, the Director will investigate the circumstances that led to the failure to evacuate that child and plan how to avoid such problems in the future.
  - 11) The temporary shelter will be stocked with supplies and materials necessary for the program to take care of children until parents, legal guardians, or designated persons can take the children home.
  - 12) Families will be notified by telephone or radio/television broadcast on KGNC AM Talk Radio 710, KVII CHANNEL 7 TV, KFDA CHANNEL 10 TV, and KAMR CHANNEL 4 TV.
  - 13) Evacuation procedures and routes will be posted in the facility in each classroom, in the school office, in the business office, and the kitchen.
  - 14) Evacuation drills for outside evacuation (fire and similar emergencies) will be held monthly. Tornado drills are held at least twice each school year. An off-site evacuation drill is held at least annually. The timing of the drills will be varied to include early morning, mealtimes, and nap times. Children will be appropriately educated and prepared for drills and reassured during drills. The Assistant Director will complete the Fire and Tornado drill logs at the end of each drill.
  - 15) All new staff will receive pre-service training on the evacuation plan.

#### **Fire or Risk of Explosion:**

- 1) Anyone who discovers smoke, fire or risk of explosion will pull the fire alarm. This person will also notify the Fire Department and Emergency Medical Services by calling 911 from a safe location after being sure that evacuation of the building takes place.

- 2) Staff will follow the posted Evacuation procedures.
- 3) The last person to leave a room will close the doors of that room.
- 4) The Director, Secretary and Executive Director are authorized to use the fire extinguisher where necessary and safe.
- 5) The Director will report a fire or explosion to the childcare licensing agency within 24 hours.
- 6) Refer to “Media Inquiries” for procedures regarding any media questions or presence.

**Power Failures:**

- 1) Teachers/caregivers will comfort the children, explain the situation, and model for them how to remain calm.
- 2) The Director will discover if the power outage is confined to the facility or includes the neighborhood or surrounding areas.
- 3) Flashlights will be used to provide emergency lighting where needed. Flashlights are stored in each classroom and in the school office. Flashlights are checked at least monthly to be sure they work including that batteries work.
- 4) Unless the power failure is accompanied by an emergency requiring evacuation (e.g., fire, flood, etc.), children will be kept inside. Should it be necessary to leave the building, staff will follow emergency evacuation procedures. Staff will look for and avoid any downed power lines.
- 5) The Director will call the local power facility, Xcel Energy, at 1-800-895-1999, explain the situation, and request assistance.
- 6) If weather conditions do not permit the maintenance of safe temperatures within the facility, families will be notified by telephone, radio, or television broadcast on KGNC AMTalk Radio 710, KVII CHANNEL 7 TV, KFDA CHANNEL 10 TV, and KAMR CHANNEL 4 TV.

**Floods, Tornadoes, Earthquakes, Blizzards, or Other Catastrophes:**

- 1) The Director/Administrative Assistant is responsible for contacting local Emergency Preparedness Authorities and obtaining written instructions for what to do in the event of an emergency that may occur in the region.
- 2) Anyone who learns about a significant health or safety hazard will notify the Director by calling 373-4245 or their home numbers if after school hours (staff phone lists are updated regularly and are to be kept off site by every staff member) so appropriate action can be taken.
- 3) Staff will follow the appropriate, posted Emergency Procedures for the catastrophe and wait for authorities to arrive.



**Threatening Individual:** In the event of admission of an individual who subsequently demonstrates threatening behavior, the staff member aware of the behavior will immediately notify another adult by quickest means possible to call the police, and all teachers & staff will be directed to avoid the area where the threatening individual is located either by following evacuation procedures or hiding in place if it's unsafe to leave.

### **Gang Free Zone**

Please be aware that any area within 1000 feet of child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty. We inform our families of this in written and verbal form upon enrollment.

### **Hand Washing and Diaper Checks**

Good health habits are encouraged at Opportunity School. Children will wash their hands many, many times per day. Upon arrival, all children must wash their hands upon entering class. Parents may enter the class to assist your child in washing their hands.

**For parents of Infants and Toddlers,** when dropping off, we ask you to make sure to bring your child with a clean, dry diaper, or if soiled on the way to the school, to change the diaper upon arrival.

Throughout the day, all children will wash hands before eating, after blowing their nose, before play in water tables, after outdoor play and after using the bathroom.

### **Hearing, Vision, and Language Screening**

Opportunity School wants the best start to your child's education. Each student will be tested for hearing, speech, and language development. Opportunity School will arrange for intervention services as needed for speech therapy, occupational therapy, physical therapy, or other developmental issues. Children are also screened for visual impairments. Whenever a child is suspected of having a visual impairment the teacher will discuss her concerns with the parent and recommend appropriate action. Opportunity School works with children with special needs. We will work with you to help address your child's needs if they have an existing Individual Education Plan (IEP) or other developmental plans.

### **Health Policy**

Opportunity School's health policy is to provide a clear understanding concerning the measures taken to protect the health of children. We are not licensed to provide care for sick children. Because children's immune systems are not fully developed, they are more subject to illness than adults.

Children exhibiting any of the following symptoms must be kept at home for at least 48 hours (this could increase if there is a health issue in the community or school) or until symptom-free without medication. If these symptoms develop during the school day, the parents will be notified so that the

child can be picked up. Parents must come within 30 minutes or the next person on the pick-up list will be called.

Please do not give your child medications to mask their symptoms. Children and families should stay home if not feeling well. A child may not come to school if a health-care professional has diagnosed the child with a communicable disease; parents must have medical documentation letting us know the child is not contagious, to reenter care.

- Child has signs or symptoms of a suspected contagious illness including but not limited to:
  - Oral temperature (**100**), or armpit/ear temperature (**99**), temporal or touchless (**100**), or greater, that is accompanied by behavior changes or other signs or symptoms of illness.
  - Nasal discharge that is not clear
  - Continuous, severe, or uncontrolled coughing or wheezing; difficulty breathing
  - Two or more episodes of diarrhea within 24 hours
  - Vomiting (2 or more episodes within 24 hours)
  - Inflamed eyes
  - Rash with fever, or skin lesions with drainage
  - Mouth sores with drooling
  - Head lice
  - “Flu like,” COVID, or soothe symptoms
- The inability to participate in class.
- The child exhibits sign or symptoms of possible severe illness such as lethargy, abnormal breathing, behavior changes, or other signs that the child may be severely ill.
- When a child has been sent home twice for the same condition or a serious communicable disease, a parent must bring a doctor’s release before the child returns.

Children should be free of fever, diarrhea or vomiting 48 hours (without medication) before returning to school. An exception may be made if medical evaluation by a health care professional indicates that the condition is due to teething or other non-contagious condition. When children have been sent home because of head lice or ring worm, the parent must send documentation that treatment has been administered.

When a child has a diaper rash that has persisted two weeks, the child must be seen by a doctor and instructions given to the school.

**In all cases, Opportunity School staff reserve the right to use discretion and professional judgment to maintain a healthful environment for the children in care.**

### Illness

We want all our students, teachers, and families to stay well. If your child is not feeling good, please do not bring them to school. In case of illness, we will contact you and let you know to pick your child up. Children are excluded from care whenever they have symptoms of a communicable disease. (For a full explanation of the school’s illness and exclusion policy, please see the Health Policy, in the

previous section). **Parents are asked to read carefully and sign a copy of the health policy upon enrollment.** We will inform parents when there are cases of serious communicable diseases have been identified at the school.

### **Immunization Requirements**

To attend Opportunity School, children must be up to date on their immunizations, and we must obtain a copy of the shot record for our files. Through the year we will keep up with your child's record and inform you when it is time to obtain the next immunizations. Any delays in this will result in a delay of your child being allowed back to school. We must follow the Health Department's guidelines on Immunizations.

TAC 797.62 allows parents to exempt their children from vaccines required for entry into school and child-care facilities. For medical reasons, a doctor's note may be provided. For other reasons, you must apply in writing from Texas Department of State Health Services. The form can be found online:

A person claiming exclusion for reasons of conscience, including a religious belief, from a required immunization may only obtain the affidavit form by submitting a request (via online form, mail, fax, or hand-delivery) to the department. The request must include following information:

- Full name of child or student
- Child's or student's date of birth (month/day/year)
- Complete mailing address, including telephone number
- Number of requested affidavit forms (not to exceed 5).

Affidavits may be requested via the Immunization Unit [Affidavit Request website](#).

A written request for an affidavit may be sent through the United States Postal Service (or another commercial carrier) to:

Texas Department of State Health Services  
Immunization Branch, Mail Code 1946  
P.O. Box 149347  
Austin, Texas 78714-9347

Fax written requests for affidavits to: (512) 776-7544.

Upon completion, the form must then be notarized and submitted to school officials within 90 days of notarization.

Opportunity School does not keep a record of staff immunizations. It is up to the staff to keep up with immunizations.

### Inclusion of Children with Special Needs

In the case that an enrolled child has an identified special need by medical diagnosis, or a teacher has identified a possible concern about a child's developmental progress or behavior, the teacher will document their observation. The concerns will be discussed with parents and if necessary, the teacher, Director and parents will develop a plan for possible solutions. Depending on the situation, the school may suggest that a referral be made for further evaluation. If a child is receiving specialized services and has an Individual Education Plan (IEP) in place, the school will address the child's IEP in our services.

### Medical Emergencies

In case of a serious medical emergency, a trained staff member will provide First Aid and/or CPR, and immediately call 911 if necessary. We then will make every effort to reach the parents. If the parents cannot be reached, we will call the designated emergency persons provided by the parents on the emergency medical release form.

If the parent cannot be contacted, we will call for ambulance to transport child or take your child to the doctor or clinic stated on your child's application. If your child needs to be transported to the hospital by ambulance, a staff member will accompany your child.

All parents are asked to be sure they or the persons they designate can be reached in case of an emergency by providing:

- 1) At least two working phone numbers where parents/ Guardian can be reached and two working numbers where alternative contact persons may be reached during hours of operation at Opportunity School.
- 2) A class schedule and phone numbers if the parent/ Guardian attend school.
- 3) Complete phone numbers and addresses for hospital, and doctor's offices.

Therefore, it is very important that you sign the medical release on the application in case of a medical emergency. If the phone numbers of any of the school's contacts for your family, emergency contacts, doctors or hospital have changed, please let us know right away. You can easily update contact information for your child by filling out a change request, which are available near the payment box. **Return the changes to the office** and we will update your child's information.

Opportunity School cannot assume responsibility for payment of medical services. It is the parent/guardian's responsibility to assume any cost incurred for emergency care.

### Pest Control

Pesticides are periodically applied indoors in a manner that protects the safety of children. Information on the times and types is available upon request.

## **Prevention of Child Abuse and Neglect**

Opportunity School is committed to protecting the well-being of children, and therefore our staff is trained in recognizing and preventing child abuse and neglect. Additionally, we are under ethical and legal obligation in accordance with the Child Care Licensing Standards and the Family code of the State of Texas to report instances of suspected abuse or neglect. All suspicious indicators will be documented and reported. The center is required by law to cooperate with any investigation of child abuse and neglect.

Signs of abuse and neglect include unusual physical marks or behavior. It is not our responsibility or intention to offer interpretation or explanation of our observations - the investigation is handled by the State. Failure of educators to report is a crime, and Texas law establishes immunity of any person reporting in good faith. State law assures strict confidentiality of reports and reporting persons.

Should an employee be under an investigation of child abuse, the school will take measures to protect children during the investigation, including preventing the employee from unsupervised contact with children or removing the employee from contact with children, as appropriate. Should allegations be substantiated, the school will follow its policies regarding employee discipline and termination.

## **Safe Sleep for Infants**

All staff, substitute staff, and volunteers at Opportunity School will follow these safe sleep recommendations of the American Academy of Pediatrics (AAP) and the Consumer Product Safety Commission (CPSC) for infants to reduce the risk of sudden infant death syndrome/Sudden Unexpected Infant Death Syndrome (SIDS/SUIDS):

- Always put infants to sleep on their backs unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2427 and §747.2327].
- Place infants on a firm mattress, with a tight-fitting sheet, in a crib that meets the CPSC federal requirements for full size cribs and for non-full-size cribs [§746.2409 and §747.2309].
- For infants who are younger than 12 months of age, cribs should be bare except for a tight-fitting sheet and a mattress cover or protector. Items that should not be placed in a crib include soft or loose bedding, such as blankets, quilts, or comforters; pillows; stuffed toys/animals; soft objects; bumper pads; liners; or sleep positioning devices [§746.2415 and §747.2315]. Also, infants must not have their heads, faces, or cribs covered at any time by items such as blankets, linens, or clothing [§746.2429 and §747.2329].
- Do not use sleep positioning devices, such as wedges or infant positioners. The AAP has found no evidence that these devices are safe. Their use may increase the risk of suffocation [§746.2415 and §747.2315].
- Ensure that sleeping areas are ventilated and at a temperature that is comfortable for a lightly clothed adult [§746.3407(10) and §747.3203(10)].

- If an infant needs extra warmth, use sleep clothing such as sleepers or footed pajamas as an alternative to blankets [§746.2415 and §747.2315].
- Place only one infant in a crib to sleep [§746.2405 and §747.2305].
- Infants may use a pacifier during sleep. But the pacifier must not be attached to a stuffed animal or the infant’s clothing by a string, cord, or other attaching mechanism that might be a suffocation or strangulation risk [§746.2415 and §747.2315].
- If the infant falls asleep in a restrictive device other than a crib (such as a bouncy chair or swing or arrives to care asleep in a car seat), move the infant to a crib immediately, unless you provide an Infant Sleep Exception form 2710 signed by the infant's health care professional [§746.2426 and §747.2326].
- Our childcare program is smoke-free. Smoking is not allowed in Texas childcare operations (this includes e-cigarettes and any type of vaporizers) [§746.3703(d) and §747.3503(d)].
- Actively observe sleeping infants by sight and sound [§746.2403 and §747.2303]. If an infant can roll back and forth from front to back, place the infant on the infant's back for sleep and allow the infant to assume a preferred sleep position [§746.2427 and §747.2327].
- Awake infants will have supervised “tummy time” several times daily. This will help them strengthen their muscles and develop normally [§746.2427 and §747.2327].
- Do not swaddle an infant for sleep or rest unless you provide an Infant Sleep Exception form 2710 signed by the infant’s health care professional [§746.2428 and §747.2328].

### **Sunscreen and Insect Repellent**

The playground provides shaded areas to help prevent sunburn. With written parental permission and parent-provided sunscreen, teachers may apply skin protection to exposed skin. We cannot apply sunscreen without written parental permission. Teachers help to ensure that when in the sun, children are wearing sun-protective clothing if available, applied skin protection, or both.

When public health authorities recommend use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET are used, and these are applied only on children older than two months. **Opportunity School will have appropriate insect repellent on hand, but staff may only apply insect repellent with written parental permission.**

### **Tuberculin Testing Requirements/ Immunizations**

Opportunity School has no Tuberculin Testing requirements for enrolled children currently. We will be following any recommendations from the Health Department. All staff who come in contact with children is tested upon hire for tuberculosis. Opportunity School does not keep up with employee immunizations.

## Parent Involvement and Communication

### Classroom Visits

We love to have families visit Opportunity School at any time during your child's day. You do not have to call and set an appointment to observe your child's classroom. You are always welcome. If you will be coming to have lunch, please let us know so we can let the cook know.

Would you like to help in the classroom at Opportunity School? Contact your child's teacher to see if there is a way you can help in the classroom.

### Communicating with Parents

We know that your child's experience will be better with good communication between school and home. There are several ways to keep you informed. All parents will receive a handbook regarding school policies and procedures. A signed acknowledgment will be required for each child's file. A written notification will be given regarding any changes in policies and practices.

We will release information about the child's progress or any issues only with the enrolling parent(s) or others as legally required. It is our policy to maintain the confidentiality of the student and their family and will not speak with grandparents or other family members unless that person is named as the parent or legal guardian of the student.

Other forms of communication can include:

- Monthly newsletter of parent tips, coming events, highlights of classroom activities.
- Parent reminders to remind you of field trips, classroom celebrations or holidays.
- You may receive a behavior incident report if your child has repeated occurrences of behaviors that require attention. Refer to the discipline policy in this handbook for more information.
- Incident/Illness reports are provided if your child has a minor injury or becomes ill. If a child becomes ill at school, you may receive an exclusion notice stating what conditions must be met before your child can return to our care.
- Daily Communication Sheet for children ages 2 years and younger.

Other communication methods include but are not limited to: Parent/Teacher conferences, signs/fliers posted by door, on the Parent Information Board or sent home, lesson plans posted in the classrooms, menus, and Book Bag materials including Scholastic "Let's Find Out" and Parent and Child magazine.

Copies of the most recent licensing reports are kept in the hallway for review. A copy of Minimum Standards is kept in the office for parents to review.

## Confidentiality

Some of the information shared between families, teachers and administrators is of a personal and private nature. We will share this information only with those school employees and professional consultants (for example, speech therapists, etc.) who have a “need to know.” We will not share this information with other parents at any time or with employees who do not “need to know.”

Student records including the application, income verifications and other information collected during enrollment are kept in a secure filing cabinet in the school office. Children’s assessment information is kept in a secure location by the school’s teacher. Only administrators, teachers or specialized professionals who work directly with your child (for example, the Speech Therapist), appropriate regulatory authorities, or persons to whom you the parent or legal guardian have given permission have access to this assessment information. Information about the usage, interpretation and representation of assessment and screening information are described in the handbook section entitled “Monitoring Children’s Progress.” The school values family and student privacy and follows all applicable regulations regarding confidentiality (not subject to the Family Educational Rights & Privacy Act).

## Maintaining a Peaceful School Environment

Opportunity School desires to maintain a school environment that is supportive, respectful, and harmonious for every child, parent, and staff member. To support a peaceful school environment, staff members agree to follow the school’s professional conduct policies.

Similarly, parents are asked to demonstrate courtesy and respect in their interactions with other parents, with staff, and with their own and other children while they are at Opportunity School.

Behavior that is inappropriate, illegal, threatening, or disrespectful in nature, or language that is abusive is not acceptable. **We are a drama-free center.** If you or anyone associated with you bring drama into the center, you will be asked to seek alternate care. If parents (or other family members) are unable to accept Opportunity School’s policies and procedures and follow the direction of the Campus Director, you will be asked to seek alternate care. If parents or family members continue to challenge the schools’ policies and procedures, you will be asked to seek alternate care. We reserve the right to refuse service to anyone, without warning, who violates this policy.

Please do not be on your cell phone when coming to pick up your child. This is a time for teachers to communicate to you and for you to talk to them.

Everyone is expected to use language that is always suitable and appropriate for children’s ears when on the school grounds, parking area, or inside the building. Language or behavior that appears threatening, disrespectful, or disruptive will not be tolerated, and appropriate measures will be taken. For conflicts or grievances, parents should follow the procedures described in the “Parent Questions and Concerns” section of this Handbook. We reserve the right to refuse service to anyone, without warning, who violates this policy.



## Monthly Home/School Visits

Children will do best when there is good communication and partnership between parents and teachers. The school honors parents' concerns and preferences for their children. In turn, the school requires parents participate in regular individual parent visits and monthly group parent meetings. We believe that the most and the best learning goes on in the home between parents and children. We work with families to provide a variety of activities for use at home.

There will be one individual parent visit and group meeting, or visit required each month. Teachers will visit the homes of their students in August and February. Other monthly visits can take place at the school. Individual parent visits take place at a time agreed upon by parent and teacher. Teacher visits continue during June and July, but there are no group meetings during these months.

Individual parent visits with the child's teacher provide:

- Opportunities for parents and teachers to set learning goals for the child.
- Books and activities for use at home.
- Information on child development and needs.
- Review lesson plans, test results and have paperwork signed.

The group meetings provide:

- Information on topics of interest and help to parents.
- Opportunities to build relationships with other parents.

Parents are responsible for keeping their individual parent visit appointments, for participating in the activities and returning the books and materials in good condition. Parents are financially responsible if materials are lost or damaged. Involving parents in their child's education is an important part of your child's learning. If you are unable to participate, please talk to your child's teacher. Children whose parents do not consistently participate in the Home/School visits may not be able to continue at Opportunity School.

Through Parent Visits and Parent Education Activities, Parents will:

- Understand the importance of reading with young children, experience pleasurable times reading with their children and enjoying a related activity and develop skills in evaluating books that are appropriate for and interesting to their children.
- Understand their child's cognitive, physical, emotional, and social developmental needs, and gain increased skills in supporting their child's healthy development.
- Build a strong, mutually satisfying relationship between the school and home.
- Learn how to use common materials found around the home for stimulating children's learning and form closer bonds with their children through play activities

### **Parent Advisory Committee**

The Parents' Advisory Committee is composed of one or more parent representatives from each classroom. The Committee and the Campus Director schedule monthly meetings. If you are interested in serving on the Committee, please speak with your child's teacher or the Director. The Parents' Advisory Committee's purpose is to:

- Share ideas and concerns to promote high quality education for children and support for parents.
- Advise the school concerning school policies that affect parents and children.
- Plan events and activities involving parents and children.
- Assist in implementing school projects.

### **Parent's Questions and Concerns**

If you have any questions or concerns regarding the policies and procedures of Opportunity School, we encourage you to first contact your child's teacher. If further consideration is needed, call, or visit the Campus Director. If the Campus Director does not address your concern, please contact the Executive Director at 373-4245 or 381-0551. Concerns not satisfactorily addressed by the Campus Director, or the Executive Director should be brought to the Board of Trustees by providing your concern in writing to the Executive Director who will present your concern to the appropriate person on the Board.

Both Opportunity School campuses are licensed by the Texas Department of Family and Protective Services and follow their rules and regulations. Parents may review the licensing minimum standards at any time. Our most recent licensing inspections are always posted for parents to look at. Previous reports are available by request from the office.

If you feel a grievance is not being addressed, parents may contact local licensing at:

Local number: 806-358-6211

TDFPS abuse hot line is:

1-800-252-5400

Intake line: 354-5307

The TDFPS website is: [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Prayer and Spirituality**

Opportunity School was created by a Sunday School class in 1969 who believed that God was calling them to serve their community in a larger way. Opportunity School share's space in churches – First Presbyterian Church – where the school was started. Because of this history and our location, your child will be exposed to simple prayers before meals, Christian symbols within the church and may have the opportunity to take part in a chapel program (Central Campus only)

with parent permission. While our curriculum is in no way religious in nature, these practices are part of our normal routines. No child will be required to participate in these activities but will be part of the normal daily routine. If you have a difference of belief system that prohibits your child's participation, please discuss with your campus director. Please know that we will do our best to meet every child's emotional needs and families' individual beliefs. By enrolling your child in Opportunity School, you understand that your child will be exposed to these daily practices.

### **Resources for Parents**

We know that families struggle at times. Our staff is here to work with you and provide referrals to any services that may help you meet basic needs. We have resources for basic needs (food, clothing, housing, utilities) and a wide range of social services including mental wellness, stress management, parenting skills, legal aide, or other support. Please let your child's teacher or the Director or our Family Services Coordinator know if these resources might be helpful to you. Situations revealed to staff will be handled with confidentiality and respect.

## **Learning Experiences for your Child**

### **Animals**

Sometimes we can learn about real, live animals. Parents will be informed about animals that will be present at Opportunity School. Caregivers and staff will practice good hygiene whenever handling the classroom animals. Animals that require vaccinations will be vaccinated according to local animal health ordinances and a record of their vaccinations will be on hand at center.

Sorry, pets may not be brought to school. An exception may be made if the school staff has made special arrangements with you to bring a pet for a classroom learning experience. You will have to provide proof of current vaccinations and have a written approval from the vet.

### **Field Trips**

Outings to interesting places in or near Amarillo are a part the curriculum for preschool-aged children (three- and four-year-old's) at Opportunity School. These trips expose children to new experiences and enhance the classroom curriculum. Field trips are always supervised by a teacher and an assistant teacher. Parents are informed of field trips by given specific information at least two days in advance. The children are transported on field trips by Opportunity School's 23-passenger bus. We only transport children by bus on field trips. Parents are always welcome to accompany their child, but you will need to provide your own transportation.

If you allow your child to participate in field trips permission must be given by checking the appropriate area in the enrollment packet. If you check no, you will need to transport your child to the field trip destination or keep your child home the day of the field trip.

### **Water Activities**

Opportunity School children participate in water play as appropriate to children's ages and developmental needs. Activities include water sprays and spouts and water tables. Water tables and classroom pouring activities that do not normally result in a child getting wet (except for hands) are included as a part of daily lesson plans. For activities where children or clothing may get wet, notices will be sent home in advance so that parents may prepare by providing bathing suits and towels. Parents who do not wish children to participate should provide written notice to their child's teacher.

### **Outdoor Play**

Weather permitting all children will go outside twice a day. Opportunity School may accommodate the weather, air quality, and seasonal changes by adjusting the schedules of outdoor time and the length of times outdoors. Please make sure that your child is dressed appropriately for the weather. Outdoor time is a great time for children to play vigorous structured activities as well as have unstructured play. This is also a great time for children to explore nature and observe the changes in the weather.

### **TV / Video, and Computer Activities**

For children under the age of two there will be no media or screen time of any kind. For older children, some media may be incorporated appropriately into lesson plans or in technology centers. Media activities using TV / video, computer activities may be used as a supplement but will not replace hands-on activities for children. The use of media will be a planned activity, age appropriate and will not exceed more than two hours per day (alternative activities will be made available for children who do not want to participate).

## **Behavior and Guidance Policy**

Children face many challenges throughout their lives including learning acceptable behaviors and being able to regulate their own behaviors in different social and emotional environments or when interacting with peers or adults.

The purpose of the Behavior/Guidance Policy is to encourage acceptable forms of behavior by using strategies that build children's confidence and self-esteem; and provide children with support, guidance, and opportunities to manage their own behavior.

OS recognizes and understands that a child's behavior may be affected by:

- Age and development, special or additional needs.
- General health, wellbeing, and disability.
- Relationships with their family.
- Play and learning environments, which includes the physical indoor/outdoor setting, the weather, the time of year, the time of day.

- Staff and caregiver’s caregiving strategies and practices, which includes how these strategies are implemented
- Relationships with other children, staff, and visitors.
- External factors, such as family, home life, school or peer group experiences, or media coverage of certain events.

While staff are aware and respect individual children’s and family’s backgrounds and beliefs, it may be necessary to balance the individuals needs with staff knowledge of developmentally appropriate practices and current best practice recommendations from recognized authorities.

**Challenging behavior is defined as any behavior that:**

- **Interferes with the children learning, development and success at play**
- **Is harmful to the child, other children, or adults**
- **Puts a child at high risk for later social problems or school failure.**
- **It can be direct (hitting, pushing, biting, or kicking) or indirect (teasing, ignoring rules or instructions, excluding others, name calling, destroying objects, having temper tantrums).**

The Opportunity School staff sees working with children’s challenging behavior as an important part of our job. The word discipline has at its root meaning, “instruction” or “training.” This meaning rather than punishment is the foundation for our approach to guiding children’s behavior.

The foundation of our discipline approach comes from Conscious Discipline<sup>®</sup> by Dr. Becky Bailey. Conscious Discipline helps build schools based on safety, connection and problem-solving. With these components, everyday events and conflicts become opportunities to teach life skills. The approaches we use vary by age group, but have the following elements in common:

**Adults model positive behavior.** We show that we can accept, control and express feeling in direct and non- aggressive ways; we let children know that we are not afraid of their intense emotions and will not punish, threaten, or withdraw from them. By showing children how to handle strong emotions by calming ourselves, asking what we need, and using positive problem-solving, we model what is acceptable behavior.

**Teachers design the physical environment to minimize conflict.** We provide multiples of toys and materials for groups of children, define classroom and outdoor areas clearly to allow for both active and quiet play, and strive to maintain an appropriately calm level of stimulation. We use pictures and picture schedules to help children learn and follow classroom routines.

**Teachers maintain age-appropriate expectations for children’s behavior.** We attempt to minimize unreasonable waiting, transition times, and limit the length of large group and teacher directed activity ties according to children’s developmental levels. We give children large block of uninterrupted time during which to make their own activity choices.

**Adults closely observe and supervise children’s activities and interactions.** With our low child/staff ratios and our emphasis on attentive observation, we can often intervene to guide children before situations escalate.

**Adults help children verbalize their feelings, frustrations, and concerns.** The staff will help the children describe problems, generate possible solutions and think through logical consequences of their actions. The adult role is to be a helper in positive problem solving. We want children to value cooperation and teamwork. We help them learn to peaceful approaches to interacting.

**Children whose behavior endangers others will be supervised away from other children** and encouraged to use the “Safe Place.” This is different from “time out” (the traditional chair in the corner) for a child. An adult will help the child move away from a group situation. The child will then process the problem verbally with the staff member and other concerned parties. An adult will stay close to any child who is emotionally out of control and needs private time to regain composure.

**Discipline, i.e., guidance, will always be positive, productive, and immediate with behavior is inappropriate.** No child will be humiliated, shamed, frightened or subjected to physical punishment or verbal or physical abuse by any staff member, student, or volunteer.

In general, when an incident occurs, the staff member lets the child know that the behavior is not Ok as explained in detail below. They:

1. Acknowledge the act (what action has occurred),
2. Acknowledge the feel or hurt the behavior has caused the victim,
3. Move the offending child away from the situation,
4. Suggest an alternative way of behaving before returning to play, and

If the child continues to offend, a behavior strategy will be implemented. When a pattern of behavior persists that endangers self, others or property or significantly disrupts the program, we will work with a child family to find solutions, up to and including referral for outside services. Parent’s cooperation and participation in finding solutions to these behaviors is essential to continued care in the program.

If these actions do not help in reducing or changing the behavior the following will take place.

1. Staff will report behavior and what strategies have been attempted to the Director. (This should include conferencing with the parent).
2. The Teacher/Director will determine if referral for a formal behavior observation is needed.
3. Behavior observation will be completed, and behavior plan put into practice.

Minor Behavior Examples	Actions
<ol style="list-style-type: none"> <li>1. Not following directions</li> <li>2. Talking back to teachers</li> <li>3. Arguing/fighting with other children</li> <li>4. Inappropriate language/swearing</li> <li>5. Name calling/teasing</li> <li>6. Temper tantrums</li> <li>7. Not following classroom routines/schedules</li> <li>8. Running in the classroom</li> </ol>	<ul style="list-style-type: none"> <li>• Behaviors will be corrected immediately with appropriate redirection and following the Discipline and Guidance policy.</li> <li>• No behavior form is required unless these behaviors become persistent, then a conference with the parent may be scheduled by the teacher or director.</li> </ul>
Moderate Behavior Examples	Actions
<ol style="list-style-type: none"> <li>1. Hitting, biting, pushing, kicking, or choking another child with no injuring occurring (with children 3 and older).</li> <li>2. Actions or language that is sexual in nature.</li> <li>3. Climbing on furniture/jumping off furniture.</li> <li>4. Running outside the door or away from the teacher.</li> <li>5. Throwing blocks, toys, chairs, or other objects.</li> <li>6. Pushing over furniture-such as chairs or shelves.</li> </ol> <p><i>(Biting is a normal part of childhood development. Babies and toddlers bite for a variety of reasons, such as teething or exploring a new toy or object with their mouth. As they begin to understand "cause and effect," they also might bite to see if they can get a reaction. Biting can also be a way for toddlers to get attention or express how they are feeling. Biting tends to occur most often between the first and second birthday. Biting that continues past 2.5-3 years of age is not age or developmentally appropriate.)</i></p>	<ul style="list-style-type: none"> <li>• Any exhibition of moderate level of challenging behavior requires a behavior form (Behavior Form 1) to be completed by teacher and signed by director and parent. These forms will be kept in a notebook in the office.</li> <li>• Repeated moderate incidents will lead to a parent conference with the teacher and director. If needed, the Teacher/Director will begin the referral process (Forms 2/3).</li> <li>• When previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from Opportunity School.</li> <li>• More than 3 incidents of moderate behaviors a week, will result in child not being able to attend without a parent conference and plan in place.</li> </ul>

### Severe Behavior Examples

1. Pushing, shoving, kicking, hitting, or biting a child that results in injury (bleeding, bruising).
2. Intentional aggression toward any staff member, which results in injury (bleeding, bruising)
3. Sexual language or actions that are overly aggressive in nature and put other children at risk for exposure to inappropriate actions.

### Severe Behavior Actions

- Any exhibition of severe level of challenging behavior requires a behavior form (Behavior Form 1) to be completed by teacher and signed by director and parent. These forms will be kept in a notebook in the office.
- The parent will be notified by phone by the director and the child will be sent home for the day anytime the child exhibits uncontrollable behavior that cannot be modified by the childcare staff.
- If called, the child must be picked up within 30 minutes.
- Repeated severe incidents will lead to a parent conference with the teacher and director. If needed, the Teacher/Director will begin the referral process (Behavior Form 2/3).
- Additional conferences may be scheduled if needed. When previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from Opportunity School. Failure to follow through with the conference or behavior plan will result in suspension of the child, until plans can be put into place.
- Anytime a parent is called and asked to pick up a child, the Program/ Intervention Specialist will be notified.
- A change in program schedule (going to ½ days) or suspension from the childcare center may be required for unresolved incidents. These suspensions may vary from a few hours (the rest of the day) to an indefinite period.  
Suspension from the program will be a joint decision between the Site Director and Program/ Intervention Specialist.

*\*\* If a child's behavior becomes threatening to themselves, other children, staff or teachers, the child will be removed from the classroom and possibly the program for a period of time. If all efforts to correct the child's pattern of behavior fail, permanent removal from the program may result.*

This behavior policy and procedure applies to the OS community, including all children, staff, parents, guardians, and visitors.

## Nutrition and Meals

Both of Opportunity School's campuses provide meal service including breakfast, lunch and, an afternoon snack therefore parents will not need to bring food from home. No outside meals will be allowed in the center without a health plan from your child's doctor. This ensures all meals are healthy and safe for other children who may have allergies. Parents may not require menu



substitutions unless there is a documented allergy, and the parent has provided an allergy plan by the child's doctor.

### Mealtimes

Edwards Campus Mealtimes Breakfast 7:30-9:00 Lunch 11:00-12:30 Snack 2:30-3:30
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Central Campus Mealtimes Breakfast 8:30-9:30 Lunch 11:30-12:30 Snack 2:30-3:00
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### Menus

Opportunity School's food service staff create homemade foods at both of our campus kitchens under the requirements of the Child and Adult Care Food Program (CACFP) which is administered by the Texas Department of Agriculture (TDA). Menus are created, by our Food Service Manager, in accordance with the guidelines of the CACFP program. Monthly menus are posted in classrooms and on the parent information board. Your child will receive healthy, balanced meals. We will also introduce your child to new foods and encourage them to try a variety of foods.

If your child does not like what is being served for breakfast, please be sure to feed your child at home. **If your child has a food allergy or cannot have certain foods, you will need to have a doctor's note to alter their diet. If you have suggestions for alternate foods that your child enjoys, please pass that information along to our Campus Directors or Food Service Manager so that our food service team can explore adding those things to the menu.**

In the operation of the food program and all operations, there is no discrimination because of race, sex, color, national origin, age, political belief, religion, or disability. If you believe you have been discriminated against and wish to file a complaint with Food & Nutrition at the Texas Department of Agriculture, there are complaint forms posted on the parent information area at both locations. Or you can call 1-877-839-6325. You can also write immediately to:

Texas Health and Human Services Commission  
Director, Civil Rights Department  
P.O. Box 149030, MC W-206  
Austin, Texas 78714-9030      OR

USDA Director, Office of Civil Rights  
Room 326-W, Whitten Bldg.  
1400 Independence Avenue SW  
Washington D.C. 20250-9410

**Note for Parents of Infants:** Parents of infants ages 6 weeks to 11 months have the options to bring the child’s prepared bottles or expressed breast milk, extra formula, and instructions for the child’s feeding. All bottles should be marked with the child’s name. Parents of infants also have the option of having the school provide formula under USDA guidelines, if they wish to have their child receive the standard formula offered by the school (all parents of infants will be given specific information and authorization forms regarding infant feeding options). The school encourages and supports breast-feeding for infants and provides a comfortable and appropriate space in the infant room for nursing mothers. If a mother is having problems with breast feeding the following resources are available:

WIC-Women Infant & Children  
411 S Austin St Amarillo, TX 79106  
(806) 371-1119

### Snacks from Home

Throughout the year, parents may bring healthy snacks (fruit snacks, whole fruit, cheese & crackers, muffins, bagels, pizza, Chex Mix, pretzels, fruit popsicles, etc.) from home for classroom celebrations, birthdays, or other occasions. **Cupcakes, cookies, desserts, donuts, or other high-sugar snacks are not allowed.** You may also bring fun, non-food treats (party hats, stickers, goodie bags to take home, a craft, etc.). Food for sharing among the children must be either whole fruits or commercially prepared packaged foods or from a restaurant.

## **Bus Policies**

### General Rules

Opportunity School’s bus policies are to ensure the safety of our students, teachers, bus driver and bus riders during regular bus routes for the Central Campus and during field trips.

When riding the bus, there are some key things everyone should know.

- Children must wear seat belts when riding in the bus.
- Children must follow the directions of the bus rider.
- Children may not bring food or toys on the bus.

### Bus Routes

To assure that classes, start on time, parents must have children ready when the bus arrives. If the bus arrives to pick up your child 3 days in a row with no one home and no one has called the school, the bus will no longer pick up your child. Communication is very important. Parents must be at the return address or have a designated adult at the return address to receive the child upon return from school.

Drivers honk to pick up and return children. When the child is returned, the adult at home is asked to wave to the driver so that the driver will know the adult is there. If no one is home to receive the child, or the person at the house is not on the release list, you will receive a Pink Slip and your child will be returned to the school. If you receive 3 pink slips your child will no longer be able to ride the bus. If your child is returned to the school, there will be an extended care charge of \$5.00 for every 15 minutes the child is in extended care.

Please allow fifteen minutes' variance either side of the "usual" pick up and deliver time. The school will notify parents when there are major changes in the bus schedule.

There can be no daily changes in the regular pick-up or return addresses. If your child cannot be at the designated address, or if a designated adult cannot be at the address for the child's return, please find other transportation or keep your child out of school that day. All **permanent** changes in the pick-up and/or delivery address must be made in person at the school office. The bus drivers and riders cannot make route changes so please do not ask them to do so. **The school is unable to accommodate changes to pick-up and drop-off schedules. Unless it is a permanent change, no route changes will be made. Parents or designated guardians must be at the designated pick up or drop off location.**

Opportunity School does not transport children to or from other childcare centers or schools. **Children may be removed from the bus routes when families do not follow by these rules.**

## **About Opportunity School**

### **History**

Opportunity School was begun in 1969 by the First Presbyterian Church. Its purpose is to provide optimum developmentally appropriate experiences for preschool children, thus preparing them for successful subsequent school life. The Grand Street Campus opened in 2000 to expand services to working families. Gratitude House was opened in 2016.

### **Future Scholarships**

Churches support Opportunity School, as do individuals, organizations, foundations, and businesses in this area. Student fees cover approximately 15% of the cost of the school.

Opportunity School's interest in its students does not end when the student graduates from Opportunity School. We hope you will let us know of your child's whereabouts, progress, success, and problems throughout his school career.

Amarillo College maintains a scholarship fund for former Opportunity School students. Please keep your child informed of this opportunity. Application can be attained from the financial aid office at Amarillo College.

Every year St. Andrews provides a scholarship to an Opportunity School student to attend their K-8 program. Children are nominated by staff recommendation. A scholarship committee chooses the recipient of this award.

## Opportunity School's Educational Philosophy

All children deserve early childhood experiences that help them achieve their fullest potential in life. Opportunity School families come from varied backgrounds; however, we exist primarily to ensure that children who are at risk of delays or from low-income families receive high quality early education and care at affordable costs to help them become lifelong learners.

To ensure a child's future success, we must fully meet each child's developmental needs today. Opportunity School students enjoy an enriched learning environment that meets the needs of the whole child at every stage from birth to age five, until kindergarten age.

While attending to each child's individual needs, we hold the following principles as "cornerstones" of Opportunity School's Educational Philosophy:

- **Respect**: We respect each child and value their dignity, their ideas, and their work.
- **Excellence**: We believe every child wants to succeed. Through quality interactions with their teachers, children build high self-esteem and enjoy many opportunities for achievement.
- **Safety**: We believe all children and adults deserve a peaceful and safe place for compassionate care and education.
- **Parent/School Partnership**: We believe that children's education is most successful when parents and school staff work together in a climate of mutual support and respect.
- **Diversity**: We nurture children's understanding that they are part of a diverse community. As an educational team coming from diverse backgrounds, we work together to help children appreciate and become effective citizens of their community and their world.
- **Readiness to Explore**: We believe children function at their highest levels when they are both nurtured and stimulated - when they are reassured and challenged.
- **Individuality**: We allow children to progress at their own pace, and we carefully observe and build on the strengths and interests of each child to individualize instruction.
- **Lifelong Learning**: We value experiences that foster children's curiosity, love of learning, and responsibility. Teachers work diligently to establish classrooms where children's sense of wonder, capability and independence is nurtured.

## Curriculum

Opportunity School is committed to providing high quality classroom instructions. All classroom instruction supports the ***Texas Infant, Toddler and Three-Year-Old Early Learning Guidelines*** and the ***Texas Prekindergarten Guidelines***.

Our teachers primarily use The Creative Curriculum for Infants, Toddlers, and Preschool to create developmentally appropriate lesson plans and expectations for the students in their classroom. Depending on the teacher, these resources can be used in total or in combination with other materials as a toolbox of ideas that allow the teacher the creativity and flexibility, they need to meet every child's individual needs.

Our curriculum and supporting enrichment materials cover the whole child's developmental needs including social, emotional, gross, and fine motor skills, emerging literacy and language skills, math and scientific discovery concepts, creativity and artistic expression, music, self-help, and cultural and community awareness.

Daily schedules include learning time in individually chosen work centers and, for preschoolers, small- and large-group time as well as music and outdoor play for all ages.

## Parent Support

We believe that children's parents are their most influential teachers, and that all parents appreciate support from caring, informed professionals. Parents, teachers, and administrators form strong partnerships that help parents feel confident in their parenting roles long after their children leave Opportunity School. Teachers visit students' homes and conduct two monthly parent-visit sessions (or one group session and one individual session for parents of children in the full-day program) to support parents in their role as their child's foremost teacher.

## Program Goals

- Young children will receive high quality early education and care to meet their needs today.
- Children will become lifelong learners and successful citizens; and
- Parents will become skillful supporters of their children's achievement.
- Opportunity School will encourage parents to assist in making decisions to improve the program.
- Opportunity School will provide continuous improvement and innovation using information from surveys to plan professional development.
- Collaborative and shared participation will help to build trust and enthusiasm for making program changes.
- Opportunity School will monitor program quality and improve operations and policies so that goals and objectives are met.
- Results will be shared in orientation, handbook, memos, newsletters, and homevisits.

## Monitoring Children's Progress

A variety of formal and informal assessment methods are used to help teachers meet the needs and interests of individual children and those of the class. The following are the purposes for which Opportunity School uses assessment:

- identifying children's interests and needs,
- improving curriculum and adapting teaching practices and the environment,
- communicating with families to help meet children's learning needs at home,
- arranging for developmental or other screenings when indicated,
- adapting curriculum for groups of children and to individualize for each child,

For information regarding confidentiality of screening and assessments, see the handbook section entitled "Confidentiality."

Teachers for all our classrooms will gather information about each child's progress. Data is collected in several ways. Our primary assessment tool is called Teaching Strategies Gold.

Observations	Year-round
Checklists	Year-round
Anecdotal Notes	Year-round
Work Sampling	Year-round

In addition, teachers gather information about children's and families' interests, values, and cultures to make learning meaningful for you and your child. Teachers gather information through observations, conversations, and other questionnaires during Home Visits, and by asking families to share information such as family photos with the class throughout the year.

At least four times per year, your child's Teacher will share a written Progress Report with you to help you understand your child's strengths and areas of emerging skills. Every child develops at his or her own pace, and your teacher will work with you to develop learning goals suited to your child's developmental path.

## Goals for Children

Through their daily activities in the following areas to prepare them for kindergarten and beyond. Opportunity School students will:

### **Social and Emotional Development - Self Concept:**

- Begin to develop and express awareness of self in terms of his/her specific abilities, characteristics, and preferences.
- Develop growing independence in a range of activities, routines, and tasks.
- Demonstrate growing confidence in a range of abilities and express pride in her/his accomplishments.

**Social and Emotional Development - Self Control:**

- Show progress in expressing feelings, needs and opinions in difficult situations and conflicts without harming themselves, others, or property.
- Develop growing understanding of how his/her actions affect others and begin to understand and accept the consequences of her/his actions.
- Demonstrate increasing ability to follow rules and routines and use materials purposefully, safely, and respectfully.

**Social and Emotional Development - Social Relationships:**

- Demonstrate increasing comfort in talking with and accepting guidance and instructions from a range of familiar adults.
- Show progress in developing friendships with peers.
- Progress in responding sympathetically to peers who are in need, upset, hurt, or angry; and in expressing empathy or caring for others.

**Approaches to Learning - Initiative and Curiosity:**

- Participate in an increasing variety of new tasks and activities.
- Develop increased ability to make independent choices.
- Approach tasks and activities with increased flexibility, imagination, and inventiveness.
- Demonstrate an increasing eagerness to question and explore ideas independently or with the support of peers or teachers.

**Approaches to Learning - Reflection and Recollection:**

- Develop the ability recall and reflect on his/her own activities; begin to assemble activities into meaningful experiences.

**Science - Reasoning and Problem-solving:**

- Increase ability to classify order, sort and compare objects, events, and experiences.
- Construct knowledge of the world through testing ideas, reasoning, and discussing relationships among objects, people, and events.
- Gain knowledge of the physical world and increased understanding of cause-and-effect relationships.

**Science – Time:**

- Demonstrate increased awareness of rates of movement and time intervals, and be able to anticipate, remember and describe sequences of events.
- Gain an understanding of common time units including weekdays and months.

**Early Math - Number Concepts:**

- Show progress in his/her understanding of quantity including “more, fewer, and same amount,” number representations, and one-to-one correspondence.
- gain an understanding of measurement and an awareness of the physical dimensions of objects

**Early Math - Patterns, Geometry and Spatial Relations:**

- Demonstrate increased ability to identify and describe shapes and patterns, to manipulate the shape of objects, and to describe positions and directions of objects in space.

**Language - Communication Skills:**

- Show progress in using spoken language and increased vocabulary to effectively communicate ideas, thoughts, feelings, and desires.

- Demonstrate increased attentiveness to and comprehension of spoken language including stories, songs, rhymes, instructions, and social conversations.

#### **Language - Early Literacy:**

- Gain an increasing appreciation of the many uses for printed language.
- Become familiar with basic written forms including letters, names, and words.
- Increase his/her enjoyment of reading for information and personal satisfaction in many forms including shared group reading, one-on-one reading with a teacher, reading to oneself and peer-to-peer reading.
- Demonstrate an increased interest in communicating through writing and drawing.
- Build proficiency in understanding the relationship between language in its written form and in its spoken form.

#### **Creative Expression/Arts Appreciation - Dramatic Play:**

- Participate in a variety of dramatic play activities that allow them to use expressive language, explore feelings, and apply skills across domains and foster imagination.

#### **Creative Expression/Arts Appreciation - Music, Dance and Visual Representation:**

- Gain enjoyment and confidence in creating and responding to music through multiple means including his/her own voice, musical instruments, dance and rhythmic movements and finger plays and gestures.
- Gain competency and enjoyment in creating visual representations through a multitude of open-ended media including paint, crayons, markers, play dough, clay, collage materials and other two- and three-dimensional media.

#### **Health and Safety - Personal Responsibility:**

- Gain knowledge about the care of his/her body and what is needed to maintain personal health and fitness.
- Become competent and independent in the management of her/his body and personal effects including clothing and other personal belongings.

#### **Physical Development - Physical Fitness and Awareness:**

- Gain enjoyment and mastery in a variety of large motor skills including running, throwing, jumping, balancing, riding, climbing, and moving fast and slow,
- Demonstrate increasing control and competence in fine motor skills including cutting, drawing, writing, gripping, and lacing, stacking, and nesting items.

#### **Social Studies - Our Community:**

- Build an understanding of the people, characteristics, cultures, and traditions of the surrounding community, including the people who serve the community.
- Gain awareness and respect for varied cultures found in our local community and the world.

#### **Goals for Parents**

Through Home Visits and Parent Education Activities, Parents will

- Better understand the importance of reading with young children, experience pleasurable times reading with their children and enjoying a related activity and develop skills in evaluating books that are appropriate for and interesting to their children.





- Better understand their child’s cognitive, physical, emotional, and social developmental needs, and gain increased skills in supporting their child’s healthy development across all domains.
- Build a strong, mutually satisfying relationship between the school and home.
- Use common materials found around the home for stimulating their children’s learning and form closer bonds with their children through.

## Parent Acknowledgements

Child / Children's Names: \_\_\_\_\_  
(Please Print)

Parent's Name: \_\_\_\_\_  
(Please Print)

### **Parent Handbook**

I, \_\_\_\_\_ acknowledge that I have received and discussed with the Director or Assistant Director, the Parent Handbook for Opportunity School. If you have any questions about the policies or procedures, please feel free to call Valerie Clemans – Edwards Campus Director (381-0551), Vonda Grantham – Central Campus Director (373-4245) or Lesley Webb – Program Quality Specialist or Jill Goodrich – Executive Director at (373-4245).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Behavior Policy**

I \_\_\_\_\_ have read and understand the Behavior

Policy. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Speech & Hearing**

I give permission for my child \_\_\_\_\_ to be evaluated for speech, hearing, and vision. I understand that I will be informed as to any abnormal findings, and appropriate measures to correct the findings.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Health Policy**

I, \_\_\_\_\_, have read and agree to abide by Opportunity School's health policy.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Arrival and Departure Policy**

I, \_\_\_\_\_, have read and understand the Arrival and Departure Policy. I further understand that my child should be dropped off by 9:00AM and picked up by 5:45PM or late fees will be added to my account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Withdrawal Policy**

I, \_\_\_\_\_, have read and understand the Withdrawal Policy and that I'm responsible for any balances due when I leave. I will provide a checking account or credit card on file to cover any fees or unpaid tuition left upon departure. I understand if a family is asked to leave all paid tuition is non-refundable.

Signature \_\_\_\_\_ Date \_\_\_\_\_