



PARENT HANDBOOK

Approved by the OS Board 8/19

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I. INTRODUCTION

This handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning a specific policy or procedure, you should address your specific questions to the Director or Chairperson of the Ormewood School (TOS).

The procedures, practices, policies and benefits described below may be modified or discontinued at any time. You will be informed of any changes as they occur.

PURPOSE

TOS was established in 2006 to serve the needs of parents and children in Ormewood Park and surrounding neighborhoods.

MISSION STATEMENT

TOS offers an enriching and nurturing environment in which young children can flourish both developmentally and socially. Critical thinking, creativity, reasoning, and fundamental skills are emphasized throughout the program.

PHILOSOPHY

The curriculum of the school is to encourage children to learn respect for others and for self through participation in group activities, as well as appreciation for their own unique gifts and talents through self-expressive activities and the arts. In addition, the children learn about different people and places of the world, so they will begin to understand the value of cultures other than their own.

LICENSING

TOS operates under an exemption from licensing, granted from Bright From the Start, the organization that oversees childcare centers in Georgia. Exempt programs, such as ours, are not required to comply with Bright From the Start Rules for Child Care Learning Centers, but must comply with the criteria and requirements for exemptions in Rule 591-1-1-.461(1)(a) Exemption Requirements and rule 591-1-1-.46(1)(b) Exemption Categories.

II. ADMISSIONS AND ENROLLMENT

NON-DISCRIMINATION POLICY

TOS admits students of any race, color, religion, or national origin to all the rights, privileges, programs, and activities made available to students of the preschool. It does not discriminate on the basis of race, color, gender, religion, sexual orientation, or national origin in administration of its school policies or programs.

ADMISSIONS PROCESS

School tours for prospective families are held year round and are used to inform and encourage new families to submit applications. Prior to enrolling in the school, a prospective family **MUST** have toured the school. Interested families should submit a Registration Forms Packet. A non-refundable registration fee must be submitted with

each packet for each child applying, regardless of whether that child is a sibling applicant in a current family or from an alumni family. Registration fees are outlined on the registration forms.

A non-expired Immunization Form 3231 is also required for all enrolled children. Families that do not vaccinate their children due to religious, medical, or personal reasons must submit a signed and notarized affidavit stating this. Please contact the TOS office in this instance.

After re-enrollment for current families has closed and the number of class openings for the coming school year has been determined, registration for all new families will be opened and classes will be filled on a first-come, first-served basis.

CURRENT FAMILY RE-ENROLLMENT PROCESS

For families who are currently enrolled in the preschool, a re-enrollment period is held in January for the upcoming year. Priority is given to currently enrolled families, siblings, and alumni in good standing. The Director will confirm re-enrollment by February 1.

WAIT LIST POLICY

TOS maintains an official wait list and families will be offered space based on availability.

III. DEPOSITS, TUITION AND FEES

REGISTRATION FEE

A registration fee of \$125 (\$50 for siblings) must accompany every application submitted to the school for initial enrollment. There is a \$50 registration fee for returning students.

NON-REFUNDABLE DEPOSIT

Families are required to pay a non-refundable deposit in the amount equal to 10 percent of the annual tuition for each child registered in order to secure the child(ren)'s spot for the upcoming school year. These deposits are due by June 15. This deposit will be held to pay for the last month's tuition of the school year (May). If the family elects not to send the child to school before the beginning of the school year or to withdraw the child from school during the school year, this deposit will be forfeited.

TUITION PAYMENTS

The Board of Directors sets tuition and fees for both the regular school year by December of the previous year. Invoices for tuition will be emailed by the first of each month and are due by the 15th. Invoices may be paid directly online through Quickbooks, or via check or cash. Please refer to the tuition policy outlined in the registration packet for payment options.

Summer camp tuition payments must be received by the designated deadline to secure enrollment and must be paid according the guidelines in the Summer Camp Forms.

TUITION ASSISTANCE

To ensure a diversity of social, economic, racial, and religious backgrounds, TOS

provides tuition assistance to families who cannot bear the full cost of tuition. The school will consider applications for up to 50 percent of regular tuition. The Management Team considers applications on an annual basis but can meet on an emergency or special basis to carry out the objectives of the tuition assistance program. All applications submitted and final tuition assistance decisions are kept strictly confidential. Accordingly, applications for interim scholarships can be considered in special circumstances. For further information about the tuition assistance program, contact the Director.

THE COLLECTIONS PROCESS

If payment for account balances has not been received within 30 days of balance notification, TOS will invoke the following collections process:

- The Director will send a letter to the delinquent family, informing them that their account is 30 days past due and that remittance must be made immediately.
- If the account becomes 60 days overdue, the delinquent family will be notified via a second letter advising that the account is seriously past due and that if left unresolved the family's enrollment in the preschool will be revoked.
- If after 90 days the account remains unpaid, the delinquent family will be notified via certified mail that in 10 days their enrollment will be revoked, and their account turned over to a collection agent. The collection amount will include all tuition and costs incurred during the child/ren's tenure with TOS.

Recognizing that families can experience undue financial hardships, TOS encourages families in these circumstances to contact the Director to arrange an alternative payment plan. Any agreement must be documented and approved by the Director.

Any alternative payment plan must require that final tuition payment be received by July 31, the end of the fiscal school year. The Management Team may consider exceptions to this if the delinquent family has experienced undue financial hardships during the fourth quarter of the TOS fiscal year. If a family fails to meet the terms of the alternative payment agreement at any time, they may be asked to leave the school.

IV. OPERATIONAL INFORMATION

CLASS AGES AND SIZES

TOS classes serve children between the ages of one year and five years. Classes are generally organized into one year olds, younger 2s, older 2s, younger 3s, older 3s, and preK.

TOS maintains small class sizes to ensure maximum attention is paid to each child. Student- to-teacher ratios are maintained as follows:

- 4:1 for the one-year-old class
- 5:1 for younger two-year-old classes
- 6:1 for older 2s through older 3s classes
- 7:1 for preK

CLASS ASSIGNMENTS

Final class assignments are determined by the Director along with input from TOS teachers and are typically announced prior to the start of the school year. Class assignments are created by taking into consideration the age and gender balance

within the classroom as well as the different personalities and special needs in each classroom.

SCHOOL CALENDAR AND HOURS OF OPERATION

TOS operates on an academic calendar from August to May with summer camp programming in June and July. The preschool calendar will be released prior to the start of the school year and contains all closings due to holidays and teacher work days.

Regular classroom hours are 9:30 A.M. to 1:30 P.M., Monday through Friday.

DROP OFF

Parents must accompany their child to the classroom. Drop off begins at 9:20am. Parents should verbally check in with the child's teachers.

It is especially important with young or shy children that your departure is as brief and as matter-of-fact as you can make it. Long, drawn-out goodbyes only make your leaving more difficult. Our teachers are well prepared to meet any child's distress with affection and comfort. For children and parents who have special needs, arrangements will be made.

PARENTAL ACCESS POLICY

A custodial parent/guardian, at any time when his/her child is in attendance, is permitted access to all childcare areas of the preschool. Parents must let staff know before removing his/her child from the premises.

PARKING

TOS has plenty of off-street parking in the parking lot. Street parking is also available but please be considerate of neighbors' driveways. Do not park in front of the dumpster.

PICK UP

Pick up begins at 1:30pm. If a child is not picked up by 1:45pm a late fee of \$1/minute will be assessed.

If anyone other than a parent or guardian is set to pick up a child at the end of the scheduled day, the child's teacher and the administrative staff must be notified in advance and in writing. Teachers will not allow a person other than a custodial parent/guardian to leave with a child unless they have been notified in advance of the pick-up. Written permission can be given on the child's enrollment form or by email with specific names and dates. Pick up persons that are not parents or legal guardians must present a valid photo ID before the child will be released to them.

RIGHT TO REFUSE POLICY

TOS has the right to refuse the release of a child to any parent/guardian or authorized pick up person that appears to be impaired. This includes, but is not limited to, intoxication, affects from illegal substances, impaired judgment, or medical impairment. In the event this may occur, the child will stay on the premises until another non- impaired parent/guardian or authorized pick up person arrives, or law enforcement is contacted.

V. PROGRAM INFORMATION

CURRICULUM

TOS utilizes a play-based, research-based curriculum created specifically for the Ormewood School.

TOS Curriculum uses play as opportunities for teachers to help children learn about their world, master challenges, and expand their knowledge. Through play, children develop social/emotional and cognitive skills like cooperating, expressing emotions, problem-solving, and how to group and classify objects. Play also helps children develop language, and gross and fine motor skills.

BOARD OF DIRECTORS AND BYLAWS

TOS is a non-profit 501(c)(3) corporation. To oversee the administration of the school, each spring the parent body elects its Board of Directors, which is made up of current parents and community members. The Board of Directors serves 2 year terms.

All preschool staff is ultimately accountable to the Board of Directors. Staff members report to the Director of the school who, in turn, reports to the Chair and the Board of Directors. Therefore, the Board of Directors maintains full authority over all aspects of the preschool.

Because TOS is a non-profit 501(c)(3) corporation, it is governed by the same legal corporate documentation that governs all recognized corporations in the State of Georgia. The school's Bylaws act as a framework for the internal governance of the school. Duties of the general membership, as well as of specific officers, are delimited in the Bylaws. By their own terms, the Bylaws can be amended only by a majority vote of the entire membership. In such a case, an amendment to the Bylaws would first need to be approved by a majority vote of the Board of Directors and then put to the membership for a vote.

SCHOOL STAFF

Detailed job descriptions for all the staff positions are located in TOS office and may be made available to currently enrolled families upon request. Staff positions are as follows:

Director

The Director reports to the Board of Directors and is responsible for all details of day-to-day operations of the preschool. This is a 12-month position. TOS requires that the Director hold a minimum education of a bachelor's degree, have three years' related work experience, and be a competent administrator with proven abilities in management and sound business practices. The Director is expected to have experience and training in education, with particular knowledge of early child development.

Assistant Director

The Assistant Director assists the Director with daily operations of the school. This is a 12-month position. Qualifications are a minimum education of a bachelor's degree, with three years' related work experience in an education based environment, as well as experience and training in education.

Classroom Teachers

All teachers report to the Director and are supervised by the Director and the Assistant Director and must possess a combination of experience and training in the care and education of young children. This is a 10-month position. TOS expects its lead teachers to have a minimum of a Child Development Associate's Degree (CDA) but prefers a four-year degree. All assistant teachers must have some experience working with children.

Enrichment and Special Program Teachers

Enrichment classes, such as art, yoga, and music, are offered by teachers hired specifically for those programs and are offered on a regular basis throughout the year to all TOS classrooms.

BEHAVIOR MANAGEMENT

Behavior management and self-regulation at TOS is viewed as part of the teaching process. There is no official behavior management program; rather it is left to the discretion of the teaching team to manage their students' behavior in a method that best fits the needs and personalities of each child. Punishment of any kind is unacceptable at TOS, as it is not an effective way of managing behavior or teaching children how to behave and self-regulate.

SPECIAL NEEDS REFERRAL PROCEDURE

If a staff member feels an assessment for additional services would benefit a child, the following procedures for referring parents to the appropriate social, mental health, educational, and/or medical services for their child are employed.

Step 1: The teacher will report the concern to the Director who will take the recommendation under review. The teacher, the Director, and Assistant Director will observe the child to look for patterns in behavior.

Step 2: The teacher will develop a strategy plan to assist the child with the concerning challenges. The teacher and Director/Assistant Director will meet with the parents to review the challenges and the strategy plan.

Step 3: If the strategy plan is not successful after a significant length of time (at least 3 weeks), the teacher and Director/Assistant Director will schedule a follow-up meeting with the child's parent(s)/guardian(s). At this meeting, the parents are provided a written statement including the reason for recommending a referral for additional services, a brief summary of the teacher, Director, and Assistant Director's observations related to the referral, and the efforts the school may have made to address the child's needs.

Step 4: As a follow-up to the referral, the teacher, Director/Assistant Director, parents, and any specialists will work together to ensure they are meeting the child's needs at school.

TOS will maintain written record of any referrals, including the parent conferences in the child's file.

TOS office maintains a list of possible referral services for children in need of medical, mental health, social, or educational services. The list includes contact information for services offered through public school systems as well as private

providers.

Please note: TOS maintains relationships with specialists to help support teachers in the classroom. These specialists may observe children or an entire class at any time. Specialists do not evaluate or diagnose children without permission from a parent or guardian.

Terminating Enrollment

TOS may need to terminate a child's enrollment under the following circumstances:

- While at TOS, the health and safety of the child cannot be assured;
- TOS is not able to meet the child's developmental needs; or
- The child's parent(s)/guardian do not demonstrate respect for the faculty and community, and/or do not cooperatively share in the responsibility for the education of the children.

Parent(s)/guardian(s) are notified in writing and at a face-to-face meeting when possible, about the circumstances including the reasons for terminating enrollment. A copy of this letter is kept in the child's record.

CONFIDENTIALITY

During the school day, parent volunteers/substitutes may be privy to what happens in the classroom and may learn information about students either by means of being in the classroom, observing students, or seeing a teacher or staff-person work with a particular student. We ask that you be respectful of the information that you may learn in the classroom regarding specific behaviors or special needs that may be related to the medical, emotional, or behavioral needs of children. Parents are not permitted to share any of this information with other parents, including the parents of a child the information concerns. Inappropriate and disrespectful disclosure of confidential information concerning preschool children learned by way of being a volunteer or substitute in the classroom is considered a serious violation of TOS policy. Intentional violations of this policy are subject to termination of enrollment.

TOS teachers and staff are responsible for ensuring that parent volunteers follow all TOS policies and regulations during their time in the classroom. Intentional violations of these rules are subject to being sent home and/or termination of enrollment.

VI. HEALTHY AND SAFETY INFORMATION

CLOTHING AND DRESS

Children should wear comfortable, light clothing that allow for freedom of movement. For safe outdoor play, children should wear shoes that fully enclose the foot, provide stability for running and climbing, and are well fitted such as tennis or athletic shoes. Croc shoes or sandals are not ideal shoes for outdoor play as we have found it makes it difficult for children to run and climb safely and comfortably. Please be sure to label all of your child's outdoor clothes and other belongings to avoid confusion.

Each child should have two extra seasonally appropriate changes of clothes and update them throughout the school year as the seasons change. Children will have outside time each day and should come to school with appropriate outerwear during cold weather.

TOY POLICY

We ask for your cooperation in having children leave toys from home at home as they can be easily lost or broken, and may limit the child's involvement in activities and projects at school. Additionally, please do not allow candy or gum, medicine, vitamins, electronic devices, money, toy weapons or violent toys, such as swords or guns, to be brought to school. If your child does bring a toy to school, it must remain in your child's cubby during the school day. The only exception is when a teacher asks a child to bring in something for an educational purpose.

Children are allowed to bring a security object to school, like a small stuffed toy, to help transition during the first few weeks of school.

SUN AND BUGS

Please apply sunscreen and insect repellent prior to arriving at school. Teachers will reapply sunscreen and insect repellent as needed.

HANDWASHING POLICY

TOS is committed to the health of the children, teachers, and parent volunteers and to limiting disease transmission. All children, teachers, and volunteers are required to wash hands upon arrival to the school, before eating and preparing food, after going to the bathroom or having a diaper changed, and when coming inside from the outdoors. Teachers will also instruct children to wash their hands throughout the day as needed.

DIAPER AND TOILET TRAINING POLICIES AND PROCEDURES

TOS requires parents to supply diapers, wipes, and diaper cream for their children. Children are not required to be potty trained in any aged class. Staff will follow the lead of the child and parents in regards to toilet training. In the event of an accident, staff will change the child's clothes and place the soiled clothes in a bag to be sent home. Staff are not allowed to wash any soiled clothes or diapers at the school.

BIRTHDAYS POLICY

TOS recognizes that birthdays are important milestones for children and encourages celebration of birthdays. Feel free to bring a treat to share with the children, keeping in mind allergy restrictions for the class and coordinating a time with your child's teachers.

ALLERGIES OR DIETARY RESTRICTIONS POLICY

Children with allergies to foods that require administration of epinephrine or an antihistamine must have a Food Allergy Plan that is signed by the parents and the child's doctor. The Food Allergy Plan must document what the child is allergic to, what reactions can be expected, and what procedures should be followed in case of exposure. The parent must provide epinephrine and/or an antihistamine for permanent storage at TOS for the duration of the child's enrollment.

Children with dietary restrictions should indicate such restrictions on the Registration Forms. Please contact the Director with any questions about accommodations for children with allergies or dietary restrictions.

POLICY REGARDING DISPENSING MEDICATION

TOS does not dispense prescription or non-prescription medicine except in life-threatening situations and when approved by the Director per DECAL guidelines. The

Director must be contacted before medicines can be administered on the TOS campus. In this circumstance, the following guidelines must be met:

- 1) Before any non-prescription or prescription medicine will be dispensed, a written authorization, which includes date, name of child, name of medicine, prescription number if any, dosage, date, and time of day medication is to be given must be provided.
- 2) Medicine MUST be in its original container labeled with the child's name and full prescription label. Expired medications will not be accepted.
- 3) Parents must provide and label any necessary equipment for the dispensing of the medicine.

SICK CHILDREN POLICY

If your child is sick, please follow the guidelines below for when to keep your child home and when your child can return to school. If your child is sick and will be absent, we ask that you call or email TOS office to let us know.

If your child becomes sick at school you will be called to take him/her home. If your work schedule is such that it would be impossible to come immediately, please arrange for an emergency contact person to come pick up your child in such a situation. TOS cannot provide care for sick children.

A full list of “Childhood Infectious Illnesses and Communicable Disease Recommendations” can be found on the bulletin boards of each building. TOS uses these guidelines per DECAL regulations regarding the return of students to school after illnesses and reporting of illness to parents and the county health department.

Guidelines for when to keep your child home from school:

| Symptom | When to Return to School |
|--|---|
| Fever – characterized as 100 degrees or more | Fever-free for 24 hours |
| Vomiting | Vomit-free for 24 hours |
| Diarrhea | The child should not come to school until s/he has had no diarrhea for 24 hours or the diarrhea is tied to allergies or medications. |
| Runny nose/cough | <ul style="list-style-type: none"> ▪ If the child has yellow, thick mucus coming out of her/his nose <i>and</i> if the child is irritable or running fever, s/he should not be in school. ▪ If mucous is clear but the child is irritable, has diminished appetite or is running a fever, s/he is likely showing signs of sickness and contagiousness and should not be in school. ▪ If the child has a bad cough, please keep him/her home unless the doctor has approved coming/returning to school. |

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| Strep Throat | <ul style="list-style-type: none"> ▪ 24 hours on medication AND ▪ fever free for 24 hours ▪ The child must be showing signs of improvement and be willing to eat and drink. |
| Pinkeye | On recommendation of physician –written verification must be provided |
| Chicken Pox | After all the pox have crusted over |
| Lice | See Lice Policy below |

LICE POLICY

When a case of lice is discovered at TOS, the Director will notify all staff immediately, including any staff not present that day. The Director will also alert parents, with special efforts made to notify first the parents of children who are most at risk.

The parent(s)/guardian(s) of any child discovered to have head lice or nits will be notified by the Director and asked to pick up the child from school immediately. The Director shall inform parents that they must keep infested children home until they have been treated and are completely free of lice and nits.

The Director will make sure that all classmates and siblings of the affected child/ren are carefully examined and will identify and ensure examination of any other preschool children who have had close contact with the affected child/ren in the previous two weeks.

Immediate steps will be taken to eliminate lice and eggs in TOS environment. Measures may include the following:

- Laundering washable items such as dress-up clothes, smocks, and pillowcases at 130° F.
- Drying other articles that cannot be washed but can be dried for a minimum of 30 minutes in a hot dryer.
- Thoroughly vacuuming carpets and floors.
- Placing items that cannot be washed or dried in a sealed plastic bag for two weeks, at which time the bags should be opened outdoors and each item should be shaken out.
- Wiping audio headsets with a disposable antiseptic wipe.
- Ensuring that the clothing of one child is not kept in contact with clothing of others. Children should keep jackets, hats, etc., in their cubbies or in individual bags labeled with their names.

Upon return to school, each previously affected child should be examined carefully by the Director or designated person(s).

MINOR INJURIES PROCEDURE

TOS staff is First-Aid and CPR certified. If a child is injured at school, staff will administer first-aid. Parents will be notified before the end of the school day and staff will fill out an incident report documenting the injury and the care given. A copy of the incident will be sent to parents and a copy will be put in the child's file.

MEDICAL EMERGENCIES PROCEDURE

Illness/Minor Injury: The parent/guardian is called to pick up the child at TOS if the illness or injury limits participation at school. If a parent/guardian is not available, the person designated as emergency backup will be called.

Serious Illness/Acute Serious Injury: The child will be taken to the hospital by ambulance.

LOST CHILD PROCEDURE

In the event of a missing child, staff will follow this procedure:

- As soon as a child is reported missing, one staff member will stay with the group and the remaining staff members will do a preliminary search.
- The child's last known location will be searched by one staff member while the other staff members search likely nearby areas, such as restrooms, library, art room, or playground.
- If the child has not been found after this preliminary search (3-4 minutes), staff will contact the Director or Assistant Director.
- If the child has not been found within an additional 5 to 10 minutes after the preliminary search began, the Director or Assistant Director will notify local police.

EMERGENCY SCHOOL CLOSINGS

The Director, or person acting as Director in the Director's absence, may close TOS in case of emergencies when necessary for weather, loss of power or water, or for another reason concerning the health or safety of building occupants. Families will be notified by text message and email and given one hour to pick up their child/children in this situation. If TOS cannot serve as a pick-up site, families will be notified of an alternative pick-up location. Parents who cannot arrive within one hour must call the school. Children will remain in the teachers' care until the parents/guardians arrive.

LOSS OF POWER OR WATER

TOS can operate for one hour without the use of power or water. In the event of a loss of power or water that will last more than one hour, families will be notified of an emergency school closing.

FIRE OR SEVERE WEATHER

Detailed plans for fire evacuation and severe weather are posted at each exit. In the case of a fire or weather emergency, teachers will follow those plans.

CHILD ABUSE POLICY

TOS is committed to maintaining the safety of all children in its care. Child abuse by staff members, substitutes, or volunteers will not be tolerated.

TOS takes preventative measures to avoid child abuse such as requiring criminal background checks for all employees, volunteers, and substitutes. In addition, all teachers receive periodic observation of toileting and diaper changing during the initial three months of employment.

A parent or staff member who suspects a TOS employee, volunteer, or substitute of abusing or molesting a child in any way should report the suspected abuse to the Director. A summary of the suspected incident and/or all accusations must be submitted

to the Director in writing. In order to protect the children served by TOS, any staff member, volunteer, or substitute, accused of child abuse will be suspended with pay, until charges are resolved. If child abuse charges against a TOS employee, volunteer, or substitute are substantiated, that staff member's employment will be terminated immediately.

TOS administration and staff are mandated reporters who are required by law to report any suspicions of abuse or neglect. If a staff member suspects a child is being abused or neglected, they will report the suspicion to the Georgia Department of Family and Children's Services (DFCS). DFCS conducts its own investigation of such incident reports and provides a report of its investigation to the TOS administration.

NON-SMOKING POLICY

TOS is a smoke-free facility. This includes all classroom (indoor and outdoor) spaces and adjacent areas. Any staff member, volunteer, substitute, or parent caught smoking will be asked to leave the premises immediately.

NON-VIOLENCE POLICY

TOS does not tolerate violence from employees, volunteers, substitutes, or parents. Any person found threatening another person, carrying a weapon on school grounds, or acting in a violent manner will be immediately removed from the premises and the authorities will be notified. Acts or threats of violence will result in termination of employment or enrollment at the school.

TRANSPORTATION AND FIELD TRIPS

TOS does not provide transportation, nor does it participate in field trips. All activities are held on grounds.

VII. GENERAL POLICIES

TOS is committed to providing a professional, safe, and caring environment for its children, families, and staff. To ensure this environment, the following policies are upheld at all times.

Any person with knowledge of behaviors that go against these policies should report it to the Director or Board Chair immediately. The Director/Chair will conduct a thorough investigation and take appropriate action up to and including termination of enrollment.

PARENT GRIEVANCE POLICY

The Ormewood School encourages open and honest feedback about its program. The following guidelines apply for parent concerns:

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| Concerns about the classroom (educational content, your child's development, interactions with other children, etc.) | <ul style="list-style-type: none"> • Talk to your child's teacher(s) first • If this does not resolve the concern, talk to the Director |
| Concerns about the facilities or school (curriculum or policy questions, concerns regarding your teacher, facility questions) | <ul style="list-style-type: none"> • Talk to the Director or the Board Chair |

BABYSITTING POLICY

The following apply to each parent/guardian when using TOS staff for in-home babysitting of TOS students:

- 1) TOS permits in-home babysitting by staff so long as the arrangement does not create a conflict of interest with the TOS staff-person's hours or with current TOS program policies.
- 2) By arranging with an TOS staff member for off-premises care of a child, the staff member undertakes such service on his/her own behalf and NOT as an employee of the school.
- 3) TOS selects staff on the basis of their qualifications for providing care in a school setting. TOS offers no assurance of the fitness of its staff members for performing babysitting and other services in an environment that is not professionally supervised and no such assurance should be implied or inferred under any circumstances.

Please note this policy is subject to change by the Board of Directors.

PHOTO AND SOCIAL MEDIA POLICY

TOS is committed to protecting the privacy of its families and staff. Teachers will take photos of all the children in their class and post these photos in private class social media platforms.

TOS maintains a website and Facebook page and follows the permissions given by parents regarding the use of children's photos in marketing materials, social media sites, and for other purposes.

FRATERNIZATION POLICY

Fraternization will not be tolerated among staff and families. Fraternalization is defined as flirting, dating, and/or other romantic relationships between staff members and parents.

FAMILY DISPUTE POLICY

Disputes displayed openly towards family members, children, staff, or members of TOS community will not be tolerated. Any physical or verbal act of force used to threaten or intimidate will be construed as a dispute. Staff will not become involved in any disputes between family members or community members.

Any disputes witnessed by staff will result in removal from the premises.

VOLUNTARY WITHDRAWAL FROM SCHOOL POLICY

Families may choose at any time to discontinue or change their enrollment at the school. If a family chooses to leave the school or decrease the number of days during the school year, written notice of departure must be received by the Director 30 days prior to the student's last day at school. Tuition must be paid in full for the 30 day time period.

TERMINATION OF ENROLLMENT

Every effort will be made to work with families in the program. However, there may be instances when it becomes necessary to terminate a family's enrollment at the school. Instances that may result in termination of enrollment include:

- Disruptive or violent/aggressive behavior or language by children or parents;
- Physical, sexual, or verbal abuse of staff, children, or other parents;
- Delinquent payments;
- Failure to provide required documents or falsification of information on documents;
- Carrying a weapon on preschool property;
- Misuse, destruction, or theft of TOS property; or
- Non-compliance with the Enrollment Agreement or the policies in this Parent Handbook