

## WELCOME TO OAK RIDGE YOUNG LEARNERS ACADEMY

Dear Young Learner Parents,

Welcome to Oak Ridge Young Learners Academy!

I would like to take a moment and welcome your family to our school and familiarize you with Oak Ridge Young Learners Academy (ORYLA).

Our mission at ORYLA is to provide each child and their family the foundation for a successful long-term academic experience by creating a safe, nurturing, and thought-provoking learning environment, while instilling principled values, peer interaction, and socialization aptitude in an atmosphere where curiosity and exploration are both encouraged and embraced. Oak Ridge Young Learners Academy offers an excellent learning adventure in preschool education and kindergarten that begins with a core curriculum that emphasizes Gifted and Talented enrichment programs, while pursuing an academic infrastructure that will allow for a seamless transition for each child's progression into their academic careers.

Our experienced teachers invite you and your children to enjoy our facility and share in the excitement of a new beginning at Oak Ridge Young Learners Academy.

Sincerely,

A handwritten signature in black ink, appearing to read "Deborah K. Kaschik". The signature is fluid and cursive, with the first name being the most prominent.

Deborah K. Kaschik  
Executive Director

## Operational Policies

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*“Expanding Today’s Young Minds – One Child at a Time”*

## **I. SCHOOL CALENDAR & HOURS OF OPERATION**

### **HOURS OF OPERATION**

Unless otherwise notified, Oak Ridge Young Learners Academy hours of operation are Monday through Friday 7:00am to 6:00pm.

### **SCHOOL CALENDAR**

Oak Ridge Young Learners Academy makes its best efforts to follow the **Conroe Independent School District’s** schedule. The hours of operation are Monday through Friday throughout the year except for specific holidays below, and certain other days specified by ORYLA.

<b>Oak Ridge Young Learners Academy base Holiday Schedule</b>	
Thanksgiving W/Th/F (week of)	Memorial Day
Christmas Eve and Day	Independence Day
New Year’s Day	Labor Day
Good Friday	In-Service Day

## **II. ADMISSIONS & TUITION**

### **ENROLLMENT POLICY**

Enrollment in Oak Ridge Young Learners Academy (ORYLA) shall be without regard to creed, race, ethnicity, national origin, sex, or religion.

The ongoing enrollment at ORYLA shall be at the sole discretion of ORYLA, its Executive Director or designee, based on, and in the best interest of the student, the expectation that the student will and continue to benefit from ORYLA’s experience, and the general well-being of the other students enrolled.

### **REGISTRATION**

To secure an available space for your child’s enrollment at ORYLA, please complete Oak Ridge Young Learners Academy Parent Agreement and Handbook, and the Enrollment Application in their entirety, and return both documents to ORYLA with your child’s non-refundable Registration Fee and first week’s tuition.

The Registration Fee is paid annually at the beginning of each school year. Applicable Summer Activity Fees are due at the beginning of summer.

### **DRESS CODE**

Parents or guardians agree to provide Oak Ridge Young Learners Academy required uniforms for their child(ren). All students over the age of 18 months or in the EL1 Classroom must wear closed toed shoes and their uniform Monday through Friday and for any field trips, unless otherwise notified by the Executive Director. The uniform is available through Lands End. Navy, Hunter Green, or White polo style shirts with navy or khaki pants/shorts/skirts, or approved school pattern jumpers and skirts.

### **CHANGE OF CLOTHES / DIAPERS AND WIPES**

Provide a complete change of clothes, season appropriate, including socks and two changes of underwear, to be kept at school in your child's cubby. REMEMBER TO LABEL EVERYTHING, see our website for labeling solutions. If your child uses diapers, you shall supply disposable diapers and baby wipes. In the event diapers and wipes are not supplied, ORYLA may charge for the use of school supplies.

### **TUITION**

Tuition and other associated fees are billed on a concurrent basis. The Tuition and Fee Guide outlines current pricing for each program and designates your choice of billing and payment cycle. The Tuition and Fee Guide lists other discounts and fees, if applicable. Any portion of tuition and associated fees paid five or more days after assessment may be subject to a late fee.

All students enrolling at ORYLA shall pay all tuition and associated fees on or before the first day of attendance. Tuition payments are prorated from your child's first day of attendance.

In order to maintain ORYLA's high level of services and standards, no portion of any paid or unpaid tuition or fees for that month will be credited or reimbursed in the event of an absence (for illness or vacation), holiday, withdrawal, or dismissal from the school. Tuition is charged based on enrollment, not attendance.











Inability to maintain consistent tuition and fee payments may result in the loss of continued attendance privileges at Oak Ridge Young Learners Academy, which will constitute a default, entitling ORYLA to all remedies as prescribed by law including but not limited to reasonable attorney's fees.

### **PAYMENT METHODS**

We understand that paying monthly fees & tuition can be monotonous and easily forgotten in today's increasingly faster pace of life. To assist our families, we encourage ORYLA Parents to sign up for **Tuition Express** with a checking account, ORYLA's convenient tuition payment service. Credit/Debit Card Payments will be charged 2% fee. To sign up, complete the form or visit our website at [www.theyounglearners.com](http://www.theyounglearners.com).



### **VACATION CREDITS**

Students who are enrolled at Oak Ridge Young Learners Academy shall be eligible to receive vacation credits. Each vacation credit is valued at \$100.00, and is awarded on the criteria shown below:

-  After six (6) months of continuous enrollment, one (1) vacation credit is awarded.
-  After one (1) year of continuous enrollment, two (2) vacation credits are awarded.
-  After two (2) years, and every year thereafter, of continuous enrollment, three (3) vacation credits are awarded.
-  A maximum of three (3) credits, per child are awarded each calendar year.
-  Vacation credits not used in the calendar year in which they are awarded will not carry forward to any future years.
-  Vacation credits shall only apply to tuition fees, and only to the extent of the Tuition Fees during the time not in attendance. All other normal fees shall apply.
-  Vacation credits are not transferable.
-  Two (2) weeks notification is required before using the credit(s).
-  Vacation credits may only be used when the child is not in attendance.
-  Part time students shall only receive 50% of the value of the credits.

### **TUITION DISCOUNTS**

Oak Ridge Young Learners Academy offers the following on-going tuition discounts:

<b>DISCOUNT TYPE</b>	<b>AMOUNT</b>	<b>DESCRIPTION</b>
 Multi-Child Enrollment	10%	For families having more than one child enrolled. Discount is for tuition only.
 <b>ORYLA Employer Advantage Program™</b>		This will vary based on each individual company enrolled.

All tuition discounts and programs offered by Oak Ridge Young Learners Academy are applied to monthly tuition only, and only one discount type per child per family. Oak Ridge Young Learners Academy will apply the greater of any discount in which you are eligible. For eligibility and additional information, please contact the Executive Director.

### **RETURNED PAYMENTS**

Any returned checks or credit/debit card submissions to ORYLA shall be subject to a processing fee, and any two checks or credit/debit card submissions consecutively returned to ORYLA will result in your account status being placed on a cash basis. In the event, you request ORYLA to re-submit any check or credit/debit card payments, and it is returned, then additional processing fees will apply.

### **III. ATTENDANCE & WITHDRAWAL**

#### **DAILY ATTENDANCE & LATE FEES**

Parents/Guardians or authorized pick-up and drop off individuals shall complete the signing in and signing out process each day their student attends Oak Ridge Young Learners Academy.

ORYLA understands that external circumstances outside the control of our parents are inevitable and may result in a delay in picking up your child, are inevitable. In acknowledging these events, ORYLA anticipates that our parents will, make all reasonable efforts to arrive on time for student pick-up. In addition, it is not ORYLA's intent to implement or enforce a rigid "Late Fee" schedule. However, continual or repeated occurrences of late pick-ups will be subject to having a late fee applied.

Any student left at Oak Ridge Young Learners Academy for an unreasonable amount of time without Oak Ridge Young Learners Academy successfully contacting or locating an authorized pick-up person, Oak Ridge Young Learners Academy shall be obligated to contact the proper authorities including Texas Department of Family and Protective Services and Child Protective Services.

If Oak Ridge Young Learners Academy believes a parent, guardian or any other person authorized to pick-up your child is picking up your child under the influence of drugs or alcohol, Oak Ridge Young Learners Academy will immediately contact the appropriate authorities including local law enforcement and Texas Department of Family and Protective Services and Child Protective Services.

#### **FAMILY CHANGES**

**Please notify Oak Ridge Young Learners Academy of any changes to family status, address and contact information as soon as the information changes. We would not want an emergency situation to happen and discover the information we have on file about your family has not been updated.**

## **WITHDRAWAL**

Students withdrawing from school should submit a two week written notice before the student's withdrawal date. Verbal notification of a student's intended withdrawal is not an official notification, and will not be considered as a withdrawal notification. All normal fees and tuitions will apply during that final month.

In the event notice is not given, Oak Ridge Young Learners Academy will charge your account an amount not to exceed one half month's normal fees and tuitions.

## **IV. MEALS & SNACKS**

### **BREAKFAST, LUNCH, AND SNACKS**

ORYLA will provide a nutritious breakfast, one AM and one PM snack for all students attending class. In addition, ORYLA will make available one balanced, nutritious lunch daily. Water is always available to each child at every snack, mealtime, and after active play in a safe and sanitary manner.

The lunch will include a main course, dessert/fruit, and a non-carbonated drink. Any food exceptions to the posted menu due to a medical condition will require a health care provider's documentation, and religious food exceptions must be noted at the time of enrollment. Please note that ORYLA makes no guarantees that menu substitutions are available for religion; however, ORYLA will make every effort to accommodate students requiring such substitutions.

Weekly menus are available online at [www.theyounglearners.com](http://www.theyounglearners.com) and available at the front desk at the beginning of each week.

Since menus and lunch count requirements are prepared on a monthly basis, refunds or credits are not available for missed classes, lunches or meals from home.

### **"BYE-BYE" SNACKS**

ORYLA understands that after a stimulating day of learning, sometimes our students need a "Bye-Bye Snack." With that in mind, ORYLA welcomes you to take a complimentary "Bye-Bye Snack" to tide your Young Learner over until dinner.

## **V. SCHOOL POLICIES**

### **BIRTHDAYS**

Oak Ridge Young Learners Academy is honored to assist you and your family in celebrating your child's birthday. Any goodies brought in for the celebration are purchased from a provider in advance, and that there are enough treats for every child in your child's classroom. Ingredients must be on the label and contain no nuts; ORYLA is a nut free facility. Only one birthday celebration per day in each classroom is allowed, combined birthdays are permitted. Celebrations must be scheduled with the teacher a week in advance. See your child's teacher or the Executive Director for an accurate student count and to discuss the celebration.

### **DISCIPLINE & CARE OF SCHOOL PROPERTY**

A. Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

B. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:




- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

C. There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline, and Guidance  
ORYLA teaches students to adhere to school rules and respect the rights and property of others. ORYLA will contact you, if your child does not respond to the positive methods of discipline or abides by this policy. Refer to Appendix for a detailed description of our discipline policies.

ORYLA's "School Rules" revolve around three principles:

-  *"If it's not yours – don't take it"*
-  *"If it's not true – don't say it"*
-  *"If it's not considerate of others – don't do it"*

Damage of school property or fellow student's property by any child is the responsibility of the parents. In the event of any property damage, the Executive Director will contact you to discuss replacement solutions.

### **LOST AND FOUND**

To ensure that your child returns home with their personal belongings, take care to label all articles of clothing, including any backpacks, coats, shoes, or lunch boxes that your child may bring to school.

For your convenience, Young Learner Parents may purchase customized labels for your child's clothing and accessories. Please ask any member of our Leadership Team or visit our website at [www.theyounglearners.com](http://www.theyounglearners.com) for product and ordering information.

### **PROHIBITED ITEMS**

Toys, stuffed animals with hard parts for nap time, electronics.  
Chewing gum on school grounds is prohibited.

### **REST TIME**

Children younger than 5 are scheduled for a rest time during the day. This time is scheduled after lunch and the children go down for their naps for approximately 2 hours.

Infants will be placed in cribs on their back for napping and will not be allowed to be swaddled or have loose items in the crib with them.



### **SHOW & TELL**

From time to time children will be asked to bring special items on certain days for Show & Tell. Please review information and discuss with your child's teacher regarding appropriate items.

### **TRANSPORTATION**

The children will be transported off campus to and from public schools and all field trips on Oak Ridge Young Learners Academy vehicles and driven by experienced, qualified drivers.

### **FIELD TRIPS**

Children 4 years old and up will occasionally be taken on field trips in the local community.

### **EMERGENCY CARE**

Oak Ridge Young Learners Academy places safety of staff, children, and others as high priority. Accordingly, Oak Ridge Young Learners Academy shall apply reasonable and necessary safety measures in emergency, or related, situations, up to and including all safety measures required under state and federal law and applicable facility licensing and/or accreditation requirements in emergency type events. For questions regarding the company's protocols in emergency situations please contact your manager or see the Emergency Action Plan posted in the facility.

### **DEVELOPMENTAL ACTIVITIES AND ACTIVITY PLAN**

Oak Ridge Young Learners Academy offers a variety of indoor and outdoor activities that address emotional, social, intellectual and physical development. Our program allows children to make decisions about their activities and fosters independence and creative expression. The benefits of physical activity and outdoor play are substantially important to a child's growth and development. The duration of indoor and outdoor play is a minimum of 60 minutes for toddlers and a minimum of 90 minutes for pre-kindergarten age children. ORYLA engages in different types of physical activities. There are opportunities for peer play outside on the playground and we have a physical education program that provides a structured program lead by a physical education teacher. The physical activity program setting is all classrooms, the outdoor playgrounds and the school gymnasium. The children wear uniforms and closed toed shoes. This allows the children to participate freely and safely in physical activities. In the event of extreme weather or limited outdoor play, the gymnasium and the classrooms are available to ensure physical activities still occur. Sunscreen and/or bug spray may be requested and provided by the parent.

### **WATER ACTIVITIES**

When children are involved in water activities, extra precautions will be exercised in accordance with the DFPS Minimum Standards for Child Care Centers.

### **INTERNET USE**

Integrating technology is an important aspect of Oak Ridge Young Learners Academy curriculum and philosophy. To maximize today's technology, I hereby authorize my child to have access to the Internet via Oak Ridge Young Learners Academy approved access provider only, and with teacher consent and continuous supervision at all times, I understand that notwithstanding all security and firewall measures put in place by Oak Ridge Young Learners Academy, exposure to inappropriate subject matter may inadvertently occur.

By signing the Parent Acknowledgement, you agree to indemnify, defend and hold harmless Oak Ridge Young Learners Academy, its employees, affiliates, and authorized agents, from any and all claims, demands, actions, liabilities, and expenses, resulting from or related to your child's use of the Internet, and further hereby waive any and all claims that may arise or I may have against Oak Ridge Young Learners Academy its employees, affiliates, and authorized agents from my child's use of the Internet, and the use thereof by Oak Ridge Young Learners Academy's teachers, administrators, officers, principals, employees, and other students.

## **OUTSIDE SERVICES**

The policy of Oak Ridge Young Learners Academy is not to offer any childcare or educational services off its premises, except school sponsored events, which are authorized in advance by each attending student's parent/guardian.

In the event, that any parent/guardian makes arrangements with any staff or faculty member of Oak Ridge Young Learners Academy, to provide any childcare, educational service, or any other service either directly or indirectly associated to services offered by Oak Ridge Young Learners Academy, such services are provided by that employee or staff member on an independent basis.

In addition, any employee, providing such service, is not acting as an employee, agent, representative or affiliate of Oak Ridge Young Learners Academy, and further, under no circumstances does Oak Ridge Young Learners Academy offer assurances or guarantees that the employee is able to perform such services outside a professionally supervised environment, and no assurances or guarantees should be implied or inferred under any circumstances.

In addition, I agree to indemnify, defend, and hold harmless Oak Ridge Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, affiliates, and authorized agents, whom voluntarily provide such services.

## **STUDENT INFORMATION**

Texas State Law requires that each student's parent/guardian update the information provided herein with any necessary changes, and such changes shall be dated and initialed by the parent or guardian and Executive Director or designee.

## **PHOTOGRAPHY & VIDEO**

From time to time our facility may take photographs for educational use. I give permission to the facility to take photographs of my child and waive any consideration due, and I acknowledge that Oak Ridge Young Learners Academy may use photographs, video, and/or sound recordings of my child for any school purpose, including but not limited to marketing, promotional, publicity, or community awareness without compensation, and all film, negatives, recordings, and video are the exclusive and sole property of Oak Ridge Young Learners Academy.

## **SCHOOL CAMERA SYSTEM**

ORYLA utilizes the Watch Me Grow camera system for parents and staff to view activities in the classrooms and other parts of the facility. Parents that sign up for the service through Watch Me Grow have the ability to rewind and watch cameras during the same day only. Recordings or screen shots are not allowed in order to protect the privacy of all children and staff in the facility. ORYLA does not share any recordings or screen shots.

## **SOLICITATION**

Oak Ridge Young Learners Academy discourages the distribution of any sales material, advertisements, or any other type of literature, in or on our school campus.

## **ENROLLMENT AGREEMENT**

Your child's original copy of Oak Ridge Young Learners Academy Enrollment Agreement and the Parents Agreement/Handbook signature page is kept on file at all times during your child's enrollment at Oak Ridge Young Learners Academy. Should you wish to review Oak Ridge Young Learners Academy Parent Agreement and Handbook, please visit our website, [www.theyounglearners.com](http://www.theyounglearners.com), or ask for a current copy at the front desk.

## **AMENDMENTS & CHANGES**

Oak Ridge Young Learners Academy reserves the right to change or amend at its sole discretion this Parent Handbook and Agreement at any time and without notice to comply with governmental requirements or for any other reason necessary. Parents will be notified electronically of any policy changes.

## **ANIMALS**

When animals are present in the school on a permanent basis, parents will be notified electronically. If you do not wish for your child to come in contact with animals at ORYLA, please notify the front office.

## **VI. STUDENT HEALTH & WELLNESS**

### **ALLERGIES**

Please notify the Executive Director of any allergies your child may have so that we may take the appropriate actions necessary to maintain the comfort and health of your child. Allergies **must** be submitted with a Doctor's note/signature and a plan of action or they will be treated as preference.

### **HAND WASHING**

As part of Oak Ridge Young Learners Academy total learning experience, it is our goal to instill our students with the best personal skills, including hygiene. All of our staff members both adhere to and teach our students to wash their hands after any visit to the restroom, before mealtime, after diaper changing, and on any other occasion where hands may be dirty.

### **ILLNESS**

Any student becoming ill or having exhibited signs in the previous 24-hour period of an oral temperature of 100° or greater, intestinal irritation accompanied by diarrhea or vomiting, an undiagnosed rash, or abnormal or excessive discharging from the ears, eyes, and nose, shall not remain at school, nor will be admitted to school for classes until they are symptom free for 24-hours. .

Oak Ridge Young Learners Academy will notify parents/guardians immediately after observing any signs of such ailments, and after notification, it is the parent/guardian's responsibility to arrange to pick up their child within one (1) hour.

Any student exposed to or have contracted any communicable or infectious diseases shall not return until the disease is treated by the student's physician as listed in the Enrollment Application or other health care professional, and is no longer contagious. Oak Ridge Young Learners Academy will require written notice from the physician or health care provider treating any such diseases or infections' validating the student is able to return to classes and is no longer contagious with that disease.

### **COMMUNICABLE/CONTAGIOUS DISEASES**

Oak Ridge Young Learners Academy will immediately report, in writing, any occurrence of contagious disease your child may have, either directly or indirectly, encountered any type of contact. Any student who is absent because of a communicable disease, must have written authorization from a professional health care provider confirming that the child is no longer contagious, before returning to classes.

### **IMMUNIZATION & MEDICAL RECORDS**

**Students:** To maintain a healthy campus, you must submit your child's most recent immunization and medical records before attending the first day of classes. In addition, each student's medical records must be updated each year in accordance with Texas State Law. *Tuberculin Testing Requirements: the policy of the*

*Department of State Health Services is to ensure that only children with risk factors for exposure to a person with infectious tuberculosis disease shall be screened for latent TB infection (LTBI) and/or TB disease. Documentation is not required to be on file.*

**Staff:** ORYLA recommends that all staff be vaccinated per the CDC guidelines.

<http://www.cdc.gov/vaccines/schedules/downloads/adult/adult-schedule.pdf>

## **MEDICATIONS**

Only authorized personnel of Oak Ridge Young Learners Academy will administer “Approved” over-the-counter and/or physician prescribed medication upon your completion of the Medication Authorization form for each type of medication to be administered. All prescription medicines must have the prescribing physician’s name and prescription number clearly visible and affixed to the medication on the original label provided by the pharmacists. The prescribed medication is administered only to the person’s name on the label. Medications may not be shared. “Approved” over-the-counter medication means the medication is age appropriate for the child. If the medication is not age appropriate for the child, a doctor’s note is required to administer the medication. ORYLA will not administer medication that is not in its original box and/or container, or past the expiration date.

By signing the Parent Acknowledgement in section twelve (XII) of this Parent Agreement and Handbook I hereby acknowledge that the personnel designated by Oak Ridge Young Learners Academy to administer approved over-the-counter and/or physician prescribed medications will only dispense said medications in strict accordance with the instructions provided on the original labeling of each individual medicine. Under no circumstances will Oak Ridge Young Learners Academy or its employees, agents, representatives, affiliates, or volunteers deviate from the original labeling administering/dosage instructions.

I acknowledge and understand that my authorization for Oak Ridge Young Learners Academy to dispense any approved over-the-counter and/or physician prescribed medications is purely for convenience. Further, I understand and agree that no member of Oak Ridge Young Learners Academy leadership team or its employees, agents, representatives, affiliates, or volunteers are specifically trained to administer any such medications.

By consent and signature of the Parent Acknowledgement I agree to indemnify, defend, and hold harmless Oak Ridge Young Learners Academy, from any and all claims, demands, actions, liabilities, and expenses, resulting from any of its employees, agents, representatives, affiliates, or volunteers, who may administer approved over-the-counter and/or physician prescribed medications to my child.

## **HEARING AND VISION SCREENING**

The State of Texas requires a screening or a professional examination for possible vision and hearing problems for children upon turning four years of age. ORYLA must have this documentation on file.

## **PREVENTING CHILD ABUSE**

ORYLA teachers are trained annually regarding preventing and responding to abuse and neglect of children.

- (A) Required annual training for employees;
- (B) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child might be a victim of abuse or neglect and factors indication a child is at risk for abuse or neglect;
- (C) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect;
- (D) Strategies for coordination between the center and appropriate community organizations;

- (E) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention, including procedures for reporting child abuse or neglect.

## **VII. SCHOOL SAFETY**

### **INCLEMENT WEATHER**

In the event of severe weather please visit our social media pages and listen to the local radio or television station for instructions. ORYLA will consult Conroe Independent School District course of action concerning school closings but will make independent decisions about closures or delays.

### **SIGNING IN/OUT**

To ensure the security of each student, Oak Ridge Young Learners Academy requires that each day your child attends school; you must sign your child in and out.

A touch-screen sign in monitor is conveniently located in the lobby.

If someone other than you will be picking up your child from school, that person must be on file or listed on the **Alternate Release Authorization Information** in section two of our enrollment form. In any case, anyone picking up your child other than you must check-in at the front desk and show picture ID.

### **VISITORS**

Parents are welcome at ORYLA at any time. All visitors must check in at the front office before they can visit any area of the school.

### **PARENT NOTIFICATION AND COMMUNICATON**

Parents can be notified of necessary information via e-mail or phone. In the event a parent cannot be reached, ORYLA will notify the next person on the student's contact list. If you have any questions or concerns, you may contact the front office. Parents are welcome at ORYLA to visit your child's classroom as long as it is not disruptive to the class schedule. We welcome parent involvement in all center activities. Please see the Director for more information.

The Center's most recent Licensing Report, copy of the Minimum Standards and how to contact the local licensing office at 936-539-1161, (Center # 1683423) DFPS Child abuse hotline 800-252-5400 and DFPS website. [www.hstexas.gov](http://www.hstexas.gov).

### **EMERGENCY PRACTICES**

#### **Emergency Evacuation:**

In the event of an emergency evacuation, ORYLA will evacuate the children by walking west from the building to Gracie Barra MMA. For evacuation purposes, the Fire Evacuation Map will be followed that is posted in each classroom. The children will walk by classroom and face to name counts will be conducted upon leaving, while walking and upon arrive at Gracie Barra MMA. Upon arrival, parents will be called using the ORYLA Emergency Evacuation Binder. Emergency services will be contacted by telephone if necessary.

Gracie Barra, The Woodlands – 25501 Richards Rd, Spring TX 77386

#### **Fire Safety**

Fire drills to practice emergency evacuation in the event of fire are practiced monthly. Fire evacuation maps are posted in each classroom beside the door.

#### **Severe Weather Safety**

Severe weather drills to practice safety procedures in the event of a severe weather are practiced every three months. Severe Weather safety maps are posted in each classroom beside the door.

### **Safety Regulations**

ORYLA consults Conroe ISD closure schedule in the event of a natural disaster to ensure student and employee safety. Closures decisions will be independent and based on the safety of our students and staff.

ORYLA's Emergency Practices are available for discussion upon request. Please address any concerns with the front office and/or Director.

## **REQUIREMENTS REGARDING GANG-FREE ZONE INFORMATION**

### **For Child Care Centers**

As a result of House Bill 2086 that passed during the 81<sup>st</sup> Legislature, Regular Session, Chapter 42 of the Human Resource Code will be amended to include Section §42.064 requiring that information about gang-free zones be distributed to parents and guardians of children in care at licensed child care centers. The following is a tip sheet to assist in complying with the new law. This information may be posted at your child care operation or copies may be provided to parents.

#### ***What is a gang-free zone?***

A gang-free zone is a designated area around a specific location where certain gang related activity is prohibited and is subject to increased penalty under Texas law. Specific locations where certain gang related criminal activity is now prohibited include, but are not limited to, public schools, playgrounds, video arcade facilities, and day care centers.

The area that falls within a gang-free zone can vary depending on the type of location. For example, certain gang-related criminal activity that occurs within 300 feet of a video arcade facility is a violation of the new law, whereas certain gang-related criminal activity that occurs within 1000 feet of a school or day care center is a violation of the law.

#### ***How do parents know where the gang-free zone ends?***

The gang-free zone is within 1000 feet of your child care program. Maps may be produced for the purposes of prosecution and may be updated by the local municipal or county engineer. Parents may contact their local municipality to attempt to obtain a copy of the map if they choose to do so.

#### ***Why are gang-free zones needed?***

Similar to the motivation behind establishing drug-free zones, the goal of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

#### ***What does this mean for my day care center?***

Child care providers are required to inform parents or guardians of children attending their center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your program is a violation of this law and is therefore subject to increased penalty.

#### ***When do I have to comply with the new requirements?***

The law is already in effect and providers should begin sharing information regarding gang-free zones immediately. Licensing staff will be offering technical assistance to facilitate compliance until rules are proposed and adopted, which is estimated to occur in March 2010. In the meantime, providers may want to update their operational policies and procedures to include information mandated by this law.

*For further information please contact your licensing representative or your local licensing office.*

## **VII. YOUNG LEARNER PARENTS**

We recognize that being a parent is a tireless and fulfilling job but can sometimes be hectic as well, so we have designed a few “*Young Learner Parent Perks*” that we believe will make your daily routine just a little bit easier.

### **PARENT PARTNERSHIPS**

At Oak Ridge Young Learners Academy, we feel honored to have your child as a student at our school. Our first priority is providing an exciting and safe educational experience for your child. We believe that in order to fulfill our responsibility to you and your family requires developing a “*Partnership*” with our Young Learner Parents.

### **ORYLA JAVA STOP**

Morning times are hectic for all families. Understanding the morning mayhem, Oak Ridge Young Learners Academy invites its parents to relax for a few minutes and enjoy a cup of coffee from the **ORYLA Java Stop™**, our complimentary lobby coffee bar, or just stop by for a quick refill to finish that drive into the office, every morning.

### **ORYLA CORPORATE SERVICES**

Oak Ridge Young Learners Academy offers its Young Learner Parents complimentary Corporate Services in its lobby that include, faxing, wireless internet, and copying and notary services.

### **ORYLA DRY CLEANING CLUB™**

Whether you are in a hurry or appreciate convenience, the **ORYLA Dry Cleaning Club™** is for you! As a ORYLA Parent, you can enjoy the benefits of “one stop shopping” while dropping off your child for the best early childhood education available, and you may leave your clothes to be professionally laundered by a locally recognized laundry service, and pick them up again in our lobby while picking up your child from an exciting and fulfilling day of academic adventure. See any member of our Leadership Team for enrollment details.

### **EMPLOYER ADVANTAGE PROGRAM™**

In today’s environment, where many companies are focusing on developing long lasting relationships with their employees, these employers recognize the overall effects and piece of mind many employees have when they know their child is in the best learning environment possible.

If you would like Oak Ridge Young Learners Academy or the Young Learners Foundation to contact your employer to discuss enrolling in the **Employer Advantage Program™**, please the Executive Director today to make your employer our next partner!

### **COMMUNICATION**

One of the key indicators to ensure that your child is receiving the best early childhood education for their future is the communication between parents and their students, and more importantly, between our parents and our teachers.

Oak Ridge Young Learners Academy utilizes a variety of communication tools in providing our parents with the most accurate and up-to-date information concerning your child’s daily events and triumphs.

Parents with students in our Early Learner program receive daily activity reports; each enrolled student receives a comprehensive annual parent-teacher conference, our periodic newsletter publication, **ORYLA Times**, each core curriculum teacher will have an individual e-mail address for direct communications, and continuous website updates at [www.theyounglearners.com](http://www.theyounglearners.com).

### **TUITION EXPRESS**

Our electronic payment service eliminates the requirement to write checks every month and offers Young Learners Parents the convenience of establishing recurring monthly payments through a credit card, check/debit card, or checking account. Credit/Debit card payments will incur a 2% fee.

### **REFER-A-LEARNER™**

At Oak Ridge Young Learners Academy, we pride ourselves in developing lasting relationships with our students and their families beyond their experience at our school. Introducing other families to Oak Ridge Young Learners Academy is the greatest way our families can show their appreciation and support for us.

In appreciation of our parents, who want to share their experience with other families, Oak Ridge Young Learners Academy developed the *Refer-A-Learner Program™* for our dedicated parents who refer other families and friends to our school.

The program is simple, when your family and friends enroll; ask them to include your name, and your child's teacher's name on the enrollment form. After 90 days of continuous enrollment by your family and friends, we will issue a credit for \$100.00.

### **ORYLA NEWSLETTERS**

Regular newsletters are emailed during the curriculum year for your convenience to inform you of classroom happenings and school information. Newsletters are less frequent in the summer.

Each newsletter is dedicated to keeping our Young Learner Parents updated and informed on what is happening at school, future/upcoming events, guest speakers, special visitors, and curriculum information.

### **YOUNG LEARNERS PARENT CODE OF CONDUCT**

Oak Ridge Young Learners Academy expects and maintains a level of courtesy and professionalism; therefore, under no circumstances will Oak Ridge Young Learners Academy tolerate abusive or profane language from any parent, guardian, or any other person thereof.

Oak Ridge Young Learners Academy policy also states that parents shall not physically punish children on school grounds, reprimand or accuse other students of misconduct, or speak disrespectfully or harshly to any employee or staff member.

In turn, all employees of Oak Ridge Young Learners Academy are required to maintain a professional and respectful attitude towards our parents at all times. All rules and policies are in place to ensure the safety of each child and caregiver in the facility.

As stated, Oak Ridge Young Learners Academy requests that all school concerns, matters, or inquiries be addressed directly to Executive Director. Oak Ridge Young Learners Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who jeopardizes the safety of the school, its students, or employees. Oak Ridge Young Learners Academy reserves the right, at any time, to discontinue childcare or educational services described herein to any parent or child who does not abide by the policies and procedures of Oak Ridge Young Learners Academy.

### **BREASTFEEDING POLICY**

ORYLA will provide nursing mothers with a comfortable place to breast feed in the front office upon request. Parents have the right to breastfeed or provide breast milk for their child while in care.