



OAK & LILY
ACADEMY

PARENT HANDBOOK
JUNE 2026 – MAY 2027 EDITION

6801 BRIDGEWAY DR
SUFFOLK, VA 23434
(757) 488-0494

MISSION STATEMENT

Oak & Lily Academy (OLA) operates as a ministry under Believers Church in the Harborview area of Suffolk. We seek to minister to children and families in our community by offering group care for Preschool and Kindergarten with the added care of infants and toddlers and before and after care students.

The environment and curriculum are designed to develop children spiritually, emotionally, and educationally. This includes scripture within the lessons to reflect our mission to glorify God in everything we do.

RELIGIOUS EXEMPTION

OLA is religiously exempt from state licensure and adheres to all code compliances required for this. A maximum of 255 students may be enrolled in the school. Our current license can be found always posted in the lobby.

ADMINISTRATION

Director:

Donna.davis@oakandlilyacademy.org

Assistant Director/K5/School age Supervisor:

Carrie.jacobs@oakandlilyacademy.org

Administrative Assistant:

Robin.perez@oakandlilyacademy.org

Early Childhood Education Supervisor:

Jennifer.dalton@oakandlilyacademy.org

Enrichment and Event Coordinator:

Amanda.soots@oakandlilyacademy.org

Care and Connection Coordinator:

Sydney.ancheta@oakandlilyacademy.org

OLA recruits professional, caring, well-trained teachers and assistants. All lead teachers are required to complete 30 hours of professional training and assistants are required to complete 15 hours of professional training during the school year. Each staff member is certified annually by a medical professional to be free from any disability that would prevent them from caring for children. A criminal background check and a Department of Social Services background are completed at the time of employment on each new employee. These background checks are repeated every 5 years. In addition, a background check is done for any state or country the employee has lived in for the past 5 years.

Quarterly staff meetings are done where various professionals are brought in to provide training in areas including but not limited to education, behavior, creativity, security, etc.

OLA participates in the Virginia Quality Birth to Five (VQB5) program through Ready Region. This program provides training and coaching to staff in classrooms serving infants through 4 year olds. Local observers come twice a school year to observe, critique and support staff. A state observer comes to observe unannounced at their discretion.

OLA implemented the STREAMin3 curriculum during the 2025-2026 school year. This curriculum was developed by the University of Virginia (UVA) and covers five Core Skills and six STREAM skills for students aged birth to five.

Multimedia is used to supplement the teaching and learning that takes place in the classroom. Teachers are limited in the time they are allowed to use multimedia for educational purposes. Occasionally a movie with a rating of "G", "PG" or "E" may be shown in Preschool, Kindergarten or School Age classroom to go along with a theme being explored that week.

NON-DISCRIMINATORY POLICY AND ADA POLICY

OLA admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities accorded and made available to the students at the school. It does not discriminate based on race, color, national origin, or ethnic origin in its educational and admissions policies.

CHRISTIAN VALUES AND CHAPEL

OLA is a ministry of Believers Church. For that reason, Christian values are blended into the curriculum and programming. Bible stories and verses are incorporated into the themes and units each month.

Throughout the school year, in partnership with the church, there are a variety of service projects in which parents and children are encouraged to participate. Teachers may also develop their own classroom service projects. Once a week, staff, teachers and students in Toddlers and up come together in one of our Great Rooms for chapel. Chapel includes songs, a Bible story, prayer and Caught Being Good.

OLA does not remove or sit students out of religious based activities. By enrolling your child at OLA, you agree that he/she will participate in all aspects of the classroom including but not limited to Chapel, resources and prayer before meals.

REPORTING ABUSE AND NEGLECT

1. Our staff members are mandatory reporters of suspected child abuse and/or neglect.
2. Suspected abuse and/or neglect will be reported to social services for investigation as required by Virginia state law.
3. All inquiries will be referred to the Department of Social Services.
4. Staff members may not discuss these matters with a parent, guardian or outside source.

CONFIDENTIALITY POLICY

All conversations between parents and staff of OLA will remain confidential, except in cases of mandatory reporting. Virginia Law specifically prohibits the sharing of information about children or staff members within a childcare setting without written consent from the parent or guardian. Parents are asked to be discreet in discussing details of OLA programs on social media or with others in public.

GENERAL SECURITY GUIDELINES

OLA makes every effort to ensure our students are safe and secure. Exterior doors are always kept locked. Only authorized people are allowed into the building. Only people that have been properly background checked are allowed, unescorted past the second set of security doors in the lobby area. The doors at the front and rear of the lobby as well as the doors that lead to the church side of the building are secure with magnetic locks for entering our space. Only background checked administrative school and church staff, and maintenance and custodial staff have access to these doors with a key card during school hours.

Parents are encouraged to report any open doors, dangerous areas or suspicious behavior/activity to the Director or Assistant Director.

HOURS OF OPERATION/HOLIDAYS/CLOSINGS

OLA is open Monday through Friday, 6:30 am – 5:30 pm

Registration Options:

- Infants – Hybrid 3's: 8:30 am – 5:30 pm, 6:30 am – 5:30 pm
- PreK 3 & 4: 8:30 am – 1:00 pm, 6:30 am – 1:00 pm, 8:30 am – 3:30 pm, 6:30 am – 3:30 pm, 8:30 am – 5:30 pm, 6:30 am – 5:30 pm

- K5: 8:30 am – 3:00 pm, 6:30 am – 3:00 pm, 8:30 am – 5:30 pm, 6:30 am – 5:30 pm
- Before/After Care (Suffolk Public Schools): 6:30 am – 8:30 am, 4:00 pm – 5:30 pm, or both

OLA is closed for the following holidays:

New Years Day	Independence Day
Martin Luther King, Jr Day	Labor Day
President's Day	Veteran's Day
Good Friday or Easter Monday	Thanksgiving Day (minimum 3 days) *
Memorial Day	Christmas (minimum 7 days) *
Juneteenth	

*Subject to change annually

PLEASE SEE THE CALENDAR FOR ADDITIONAL DAYS CLOSED ATTACHED TO THIS DOCUMENT AND ON THE WEBSITE

If care is offered during breaks the hours are 8:00 am – 4:00 pm (additional charge and limited signups).

INCLEMENT WEATHER POLICY

In the event of weather closures, OLA generally follows the lead of Suffolk Public Schools, but exceptions may be made by the Director. If OLA makes the decision to close due to inclement weather, OLA will send a message through ProCare Connect. Please check ProCare Connect messages to determine if the school is open or delayed. If OLA is forced to release early, parents and guardians will be notified via ProCare Connect so they can pick up their child within an hour of notification. If Suffolk Public Schools are delayed, OLA will attempt to open by 9:00 AM. Missed days due to inclement weather are not subject to refund and are not made up later in the school year. Closings will also be posted on the school's Facebook page.

REGISTRATION

By registering your child in any age group, you are contracting with OLA to fill a spot both physically and financially for the term registered for according to the registration documents signed. Once registration is signed and the registration fee is collected you are responsible for the tuition for the registration term you agreed to. **If your child is withdrawn before the registered term or does not show up for the registered term, you will be charged two months' tuition to break the contract.** This charge will allow us time to find another child to fill the spot that we held in good faith according to your registration contract for your child's attendance at OLA.

ENROLLMENT

1. All information for enrollment including the following is required by the start date of the enrollment period enrolling for:
 - Completed registration packet
 - Birth certificate or proof of birth letter if the BC has not been received yet (Once the BC has been received by you, you must turn a copy into the front office)
 - School Health Entrance Form including an up-to-date immunization report signed by the physician
 - Completed Tuition Express Form
 - Registration fee
 - Students cannot physically attend until all these documents are received.
2. Registration and curriculum fees are non-refundable and non-transferable.
3. Activity fees are due on August 15th and curriculum fees are due on July 1st. These fees will be pulled using the Tuition Express form on file.
4. Updated immunizations must be turned each time the child is immunized.

5. Any applicable custody agreements or court orders are the parent/guardian's responsibility to turn in and update. (See **Custody, Court Orders and Changes of Family Status** for more information)
6. A 30 (thirty) day written notice is required for any changes to enrollment schedules or tuition including withdrawal. All changes must be reviewed and approved by the director.

ENROLLMENT PRIORITY AND WAITLIST INFORMATION

Enrollment for infants through 2's is ongoing throughout the year.

- Students are enrolled into a transition map that fills a spot across this age span.
- Spots become available for infants on a first-come basis and can be reserved with the completion of the Future Infant Intent Registration packet and the paid registration fee.
- Spots for children entering after infancy but before PreK 3 will be registered according to availability determined by birthdate and availability in the transition map.
- If there is no spot available, the child can be placed on a waitlist, if available.
- Waitlists may be frozen at the discretion of the administration.

PreK 3 through School age have two enrollment periods throughout each year, summer camp and school year. Students are enrolled based on availability according to the following basis:

- Students that are currently enrolled in the program.
- Siblings of students that are currently enrolled in the program.
- Waitlisted children from the previous enrollment period.
- The remaining spots are opened to the public and are filled on a first-come, first-served basis.
- Children added to the waitlists are added by the date the waitlist request is received.
- Waitlists may be frozen at the discretion of the administration.

CHILDCARE/PRESCHOOL AGREEMENT

1. On the date of admission, the student must be at least 6 weeks old and no older than 9 years old or in 3rd grade (completed 3rd grade for summer enrollment).
2. Our preschool, kindergarten, and school age programs follow the public schools' age cut off of September 30th.
 - To enter the 3-year-old program, the student must be 3 years old by September 30th.
 - To enter the 4-year-old program, the student must be 4 years old by September 30th.
 - To enter kindergarten, the student must be 5 years old by September 30th
 - To enter our school age program, your child must be enrolled in kindergarten-3rd grade of the current school year in the public schools and be no older than 9 years old.
3. All children 3 years old or older must be completely potty trained. No pull ups, able to communicate they need to go potty, able to pull up pants and undergarments and able to wipe independently, no exceptions. Please refer to the **Potty-Training policy on OLA's website** (www.oakandlilyacademy.org) under Admissions.
4. Students that are 3 by September 30th but are not potty trained will have the option of enrolling in a hybrid 3's class for the year. This class will participate in all 3-year-old activities (resources, chapel) but will be staffed to accommodate the additional staff required to continue diapering and potty training. This class will have limited enrollment spots. Students enrolled in the hybrid 3's class must be fully potty trained by January 1, 2027 to remain in the program.
5. Students must be 30 months old by December 31st of the previous calendar year to enroll in the older 2's class.
6. Once registered (signed registration agreement and paid registration fee) you are responsible for the tuition for the school year. (See **Registration** guidelines for more information)

CUSTODY, COURT ORDERS, AND CHANGES OF FAMILY STATUS

OLA encourages parents to be actively involved in their child's care and education. In providing care for a child, continuing and meaningful contact with both parents is required. Therefore, the school will not

prohibit parents from accessing records, attending activities, or participating in conferences pertaining to their child unless otherwise required by court order or law.

OLA denies a parent access to their child only if there is a legal document which addresses that denial. In these circumstances, we require:

1. A certified copy of the current court order which states the rights or restraints ordered
2. A letter from the custodial parent stating that the noncustodial parent is not allowed to pick up the child
3. A photo of the non-custodial parent to help us with identification. We cannot accept information regarding the validity of orders over the phone; only legitimate written instruction will be accepted.

Under Virginia Code § 20-124.6 both parents are entitled to all academic and health records including but not limited to attendance, immunization records, clock in and clock outs, accident/incident reports, appointment summaries, etc. regardless of custody status. This code does not grant access to tuition invoices, payment histories, credit card information, etc. These types of items are handled through divorce or child support proceedings, discovery or court orders/subpoenas.

Visitation schedules and parenting plans are agreements made between parents and are not binding to OLA. OLA will release a child to either parent in accordance with school policy, unless otherwise directed by a valid court order. Visitation with the non-custodial parent may not take place at OLA.

OLA discourages parents from involving school staff in disputes over custody, visitation schedules, child support and other related issues. Staff members must stay focused on providing children with the highest level of care. To do so, they must maintain good relationships with both parents and should not be asked to support one parent over another. Staff will not testify or otherwise participate in a custody dispute in their capacities as school employees unless served with a subpoena. Often, child records can provide the same information as the testimony of a staff member, and parents have access to child records by law. Parents are encouraged to use these records rather than staff testimony in resolving these types of disputes.

TUITION AND PAYMENTS

Infant through older 2's tuition and Preschool 3-4/K5/Before & After Care school year tuition is based on a 4-week month. Extra tuition is not charged for months that have 5 weeks in them. These weeks are used for closures during the year (ex. Christmas break, spring break, teacher work weeks, etc.). Tuition for Preschool 3-4/K5/Before & After Care is a school year total that is broken into 10 monthly payments from August 15th through May 15th for convenience. Tuition can also be paid in full for a discount.

1. All families are required to register and pay using TUITION EXPRESS.
 - **A checking or savings account can be used at no additional cost.**
 - **A credit or debit card (Mastercard, Visa, American Express or Discover) will be assessed a 3.5% convenience fee per transaction.**
2. Tuition is due to begin on Friday June 5th, 2026, for the summer camp registration period. Summer camp tuition is billed and pulled through TUITION EXPRESS on the Friday before the camp week registered for beginning June 5th, 2026, and concluding August 7th, 2026 weekly.
3. Tuition is due to begin on August 15th, 2026, for the fall registration period. The first tuition installment will be billed and pulled through TUITION EXPRESS on August 15th and each following month through May 15th for Preschool, Kindergarten, and School Age.
4. Tuition for students enrolled in Infants – 2's will continue to pay on the fifteenth of the month until their student enters the preschool 3-year-old program for summer or fall.
5. Summer camp tuition for students in 3's - 3rd grade can be paid weekly, or it can be paid in full no later than June 5th, 2026, for a 5% discount.

6. Preschool and Kindergarten tuition for the school year can be paid in 10 monthly payments over the 9 ½ month school term or it can be paid in full before August 15th (or before attending the first day if starting after the school year begins) with a 7% discount. School age tuition for before and after care is not discounted.
7. Students enrolled in Infants through 2's can pay tuition monthly on the 15th of the month or tuition can be paid in full for one year (August 15th – July 15th pay periods, or the monthly pay periods until your student enters 3's) with a 7% discount on the full tuition.
8. We do not give tuition refunds or credits for student absences, vacations, or school closings due to holidays, classroom closures due to illness, scheduled breaks, or inclement weather.
9. Tuition is not refunded mid tuition pull. For example, if your child withdrawals between tuition pulls, tuition will not be refunded.
10. Fees: Late payment (after 20th of month) \$35, Return item/payment fee (per return) \$50
11. A monthly and/or year-end summary can be pulled from myprocare.com at any time.

ARRIVAL AND PICK-UP PROCEDURES

1. Children in the 2-year-old classes and younger will be picked up from the lobby by a classroom staff member. Children in the 3-year-old classes and older will walk to class on their own. At pickup, children in the 2-year-old classes and younger will be brought to the front by a staff member. Children in the 3-year-old classes and older will walk to the front on their own with observation by staff members.
2. Designated people must sign child in/out with the ProCare Connect App.
3. Any person picking up or dropping off without ProCare Connect must sign the child(ren) in/out on the log provided at the front desk.
4. Only the designated person(s) will be allowed to pick up the child.
5. Designated pick-up persons must be 18 years or older.
6. Any person unfamiliar to the staff will be required to show proof of identification. Under no circumstances will the child be released to anyone other than those on file unless written permission is received from the parents.
7. Fees: Late Pickup Fee (registered pickup time, emergency closure pickup, sick call pickup, behavior pickup) \$25 and \$1 for each additional minute per child.

**Identification can be required at any time. Do not share ProCare Connect Logins or PINS. Sharing logins or PINS is cause for termination. Each parent (payer) on the account will receive their own specific login for ProCare Connect and all other individuals on the approved pickup list can obtain their own PIN for use with the QR code. Record keeping, including correct information regarding who dropped off and/or picked up are crucial to our safety protocols. Pick Ups and Drop Offs during naptime are not permitted in any age group. Please see your classroom schedule to verify naptime for your child's class. Students who are dropped off before naptime are expected to nap.

PICK UP AND DROP OFF AUTHORIZATION

On the registration packet, each family completes an "Emergency Contact and Parental Consent" section. This provides authorization for select individuals to pick up children from the center and will be added to ProCare by office staff. Parents are required to add at least 2 additional pick-up individuals (other than parents). Only individuals listed will be allowed to pick up children. Additional pick-up individuals can be added on a separate sheet and attached to the registration packet or emailed to suffolkoffice@oakandlilyacademy.org.

RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs and/or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an emergency contact pick up the child, or we may call the police to prevent potential harm to your child.

Reoccurring situations may result in the release of your child from the program. Social Services may be contacted at the discretion of the director.

SIGNED OUT CHILDREN

Once a child is signed out of OLA and has been handed over to the authorized pick-up person, they are no longer in the care of OLA. When a child is not signed into our care it is the parent's responsibility for the child's care in and outside of the building. Parents are never to leave their children unattended in the building or the parking lot.

The playgrounds are not for use by anyone other than OLA until after 5:30 PM Monday –Friday for insurance purposes. Please do not send children of any age group back into the building unaccompanied after picking up.

LATE ARRIVALS AND FEES

Students enrolled in 2's through K5 are enrolled in our PreK program. It is very important that your child attends school consistently. Each school day introduces new skills and builds on skills already introduced. Teachers and assistants work cooperatively to create a daily schedule and plan activities that meet each child's developmental abilities. The daily schedule and activities create a balance between active and quiet times; indoor and outdoor play times; resource classes as well as time for self-selection and teacher directed activities. Late arrivals are very disruptive to the classroom environment, the flow of the day and the students need for consistency. School starts promptly at 8:30 am. Students should be in class by this time and ready for the day to start. Students whose schedule starts at 8:30 am can arrive as early as 8:20 am to ensure they are in class by 8:30 am. **Due to the importance of being on time, the impact tardiness has on the classroom, the late child and the other students in the classroom, arrivals after 9:00 am will result in a late arrival fee of \$25 that will be billed to your account unless a Dr's note is provided at the time of arrival for the tardiness.**

ABSENCES

1. Parents will contact OLA before the scheduled time of arrival if the student is late or absent.
2. Kindergarten students need to refer to the Kindergarten Handbook issued at orientation for specifics on absences and tardies that affect attendance.

PERSONAL BELONGINGS

1. Children's belongings must be labeled with their name. We are not responsible for lost items.
2. Children should be sent to school in appropriate clothing for the weather.
3. Parents will supply a change of clothes each day in the student's backpack, even if their child is fully potty trained. This includes appropriate clothing, underwear, socks, and shoes.
4. No outside toys are permitted at school unless they are requested by the teacher or a part of show and tell/share.
5. One comfort item is allowed for nap time (stuffie, pillow). The item can be sent in with clean nap items on Monday (1st day of the week) and it will be returned with nap items on Friday (last day of the week). Comfort items cannot go back and forth daily. Comfort items cannot light up or make any type of sound.

TERMINATION

1. OLA reserves the right to terminate this agreement at any time for any reason including but not limited to:
 - A. Non-payment of tuition or excessive declines of tuition or past due payments
 - B. Inability to fulfill requirements of enrollment.
 - C. Disruption of the program by students or parents.
 - D. Refusal or inability to follow OLA policies.
 - E. Any child whose needs cannot be met in our program.

- F. Behavior that presents a risk to the health, safety, or wellbeing of the student, other children, or staff members.
 - G. Behavior that disrupts classroom learning and flow that has been addressed with the student and parents yet continues.
 - H. Any behavior, action or communication, by parents or students, including Social Media posts, including any posts made before communicating with administrative staff, that disrespect or reflect badly on the reputation of OLA.
2. OLA will make every effort to give reasonable notice to allow parents to make alternate arrangements.
 3. Once the registered for period begins you have the right to withdraw your child from OLA at any time for any reason, however, you must provide 30 (thirty) day notice in writing. You are responsible for tuition during that 30 (thirty) day notice period.

FAMILY CONDUCT

To maintain a safe, welcoming, and respectful environment for all children, families, staff and visitors at Oak & Lily Academy, families must engage in actions that reflect respect for others. Inappropriate, illegal, threatening behavior, deceptive, or abusive language will not be tolerated. If families are unable to communicate or participate in our program respectfully, they will be asked to seek alternative care.

COMMUNICATION

1. OLA uses email and ProCare Connect for parent communication with administration. If you are unable to receive emails, it is the parent/guardian's responsibility to obtain information from the office. It is also the parent/guardian's responsibility to make sure they check email and ProCare Connect regularly.
2. The ProCare Connect app is used for communication between classroom staff and parents.
3. Communication through ProCare Connect is limited throughout the school day due to teachers focusing on the students and activities in the classroom.
4. If you need to contact the teacher and get an immediate response, please call the office for help reaching out to the teacher quickly.
5. Please email administration and/or supervisors using the emails provided on page 1 of this handbook with questions or concerns.

ILLNESS AND MEDICATION

OLA makes a great effort to ensure that our facilities are clean. Classrooms and toys are disinfected daily, and classrooms are deep cleaned nightly by the custodians. The staff at OLA take constant precautions to prevent the spread of diseases. It is imperative that we all work together to keep the children in our care as healthy as possible.

We ask that you keep your child at home and not let them return to school until they are symptom and medication free for 24 hours from the following:

- Fever of 100.4 °F or greater
- A productive cough, high-pitched croupy or whooping sounds after coughing
- Difficulty or rapid coughing/breathing causing the child to turn red or blue in the face
- Yellow/green discharge from nose
- Sneezing
- Diarrhea
- Vomiting
- Rashes anywhere on the body
- Rashes/wounds on the body that are open and/or oozing discharge
- Sore throat and/or trouble swallowing
- Lethargy, unable to stay awake during normal activities
- Discharge, redness of the whites (conjunctiva) and/or swelling of one or both eyes

- Evidence of head lice and/or nits
 - Any combination of the above symptoms
1. If any of these symptoms are present at school, a parent will be contacted immediately, and your child will be excluded from all activities and wait in the office until you arrive. From the time of contact, your child must be picked up within 1 hour. Please have arrangements in place that allow you to pick up your child within the 1-hour timeframe.
 2. **If you are called to pick up your child from school due to any of the above symptoms, they will not be able to return the next day. Students must also be symptom and medication free for 24 hours before they can return to school. OLA has the right to refuse care until your child is in good health.**
 3. If your child is diagnosed by a physician with a contagious illness, you will notify OLA so we can notify other parents in order to avoid an outbreak in the classroom and/or school.
 4. If your child has a sibling(s) enrolled at OLA, and they are diagnosed with a contagious illness the siblings will also be required to stay home so you can help keep the spread in the school to a minimum. In addition, if anyone in the household is diagnosed with a contagious illness, we ask that the child(ren) are kept home until everyone is no longer contagious to keep the spread down.
 5. You certify that your child is in good health and free of illness that would endanger him/her or other children.
 6. When your child is ill, you understand and agree that OLA will not accept your child for care. This includes any of the symptoms listed in the list above. If your child is contagiously sick, you will not bring the child into OLA and you will find alternate arrangements for childcare. When your child is no longer contagious and is healthy enough to actively play with other children, they may come back to OLA. This helps protect the health and well-being of all the children and staff at OLA.
 7. Please refer to **OLA's sick policy on our website** at www.oakandlilyacademy.org under the admission tab.

Medications (prescription or over the counter) can be sent in unopened and in the original container, labeled with the child's name, and a signed authorization form included with the medications. These forms can be found on our website at www.oakandlilyacademy.org under the admission tab or can be picked up at the front office at OLA. The medication form must be turned into the front office before we can give any medication. Prescription and Nonprescription medications kept at OLA will be kept in a locked cabinet in the front office.

MEDICATIONS

1. **Prescription medications** require a Medication Consent Form for each medication.
 - These medications require parental signature AND a written order from the child's prescribing doctor. Or the prescribing doctor can sign the Medication Consent Form.
 - Medications that will be given more than 10 working days such as inhalers, nebulizers, epinephrine auto-inject pens, etc. require an Action Plan from the prescribing doctor. All medications listed on the Action Plan must be provided and kept at the school. (including Benadryl if it is part of the Action Plan).
 - The label on the medication must include your child's name, dosage, current date, frequency, and the name and phone number of the prescribing doctor.
 - On the Medication Consent Form, please specify the dosage and time(s) for the medication to be administered.
2. **Non-prescription medications** require a Medication Consent Form that only needs to be signed by the parent.
 - Non-prescription medications include Tylenol (acetaminophen), Motrin (ibuprofen), etc.
 - The medication must be in the original box/container, unopened and labeled with the child's name.

- On the Medication Consent Form, please specify the dosage and time(s) for the medication to be administered.
 - Non-prescription medications should not be administered for more than a 3-day period unless a written order from the child's physician is received.
 - OLA cannot keep as needed nonprescription medications. These will be sent home daily.
3. **Non-prescription topicals** require an Authorization to Apply Non-Prescription Topical Skin Product form that needs to be signed by the parent.
- Non-prescription topicals include ChapStick, sunscreen, diaper cream/ointment, oral teething medication, insect repellent, etc.
 - The topicals must be in the original box/container, unopened and labeled with the child's name.
 - Non-prescription topicals will be kept in a cabinet/storage in the child's classroom.

Medication Consent and Authorization to Apply Non-Prescription Topical Skin Product forms are valid for 1 year. We cannot give medication to your child if the form on file and/or medication has expired.

COMMUNICABLE DISEASES

When an enrolled child or an employee of OLA has a (suspected) reportable disease, it is OLA's legal responsibility to notify the local Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments. We will follow the Virginia Department of Health's Communicable Disease reference and notification charts.

UNVACCINATED/PARTIALLY VACCINATED CHILDREN

OLA recognizes parents' right to advocate for their children's health and welfare. While we uphold parent choices, ultimately our responsibility to care for our students goes beyond a single parent's decisions. Students enrolled under an exception to vaccinations will be suspended from care if an outbreak of a preventable disease occurs or if there is any exposure of a preventable disease. The return to school will be at the discretion of the administrative staff. If a suspension occurs, tuition is still due to secure the spot.

DISCIPLINE PROCEDURES

1. In the case of disciplinary measures, redirection is used first, and if necessary, the child is removed from the situation and allowed to talk out their behavior.
2. If further discipline is required, parents will be notified so we can take a course of action together to rectify the problem.
3. Please see the appropriate **OLA Discipline Policy by age on our website** (www.oakandlilyacademy.org) under Admissions.
4. If the behavior continues after meeting and developing a Behavior plan, termination may be required.

WEAPONS

Weapons of any kind are prohibited on the grounds of OLA. Children are not permitted to play with weapons of any type or size or to pretend that other items are weapons, including their fingers, hands or toys. If a child brings a toy weapon from home, the weapon will be placed out of sight and sent home the same day with a note explaining the policy about weapons. Continued play with pretend weapons could be cause for suspension.

BULLYING

Bullying is not considered acceptable behavior and can include any of the following:

- PHYSICAL – Punching, kicking, fighting, biting, spitting, etc.
- VERBAL – Name calling, taunting, etc.
- EMOTIONAL – Exclusion from discussions/activities or play

Bullying is not tolerated in any form at OLA. If these behaviors are repeatedly observed in the classroom, a behavior plan will be created with the recommendation of the Director, teacher and parents. If the behavior does not correct, the student will be terminated from OLA. Please refer to the **biting policy** and **Preschool/Kindergarten behavior policies on our website** (www.oakandlilyacademy.org) under Admissions for more information.

MEALS/FOOD

1. OLA does not provide meals. Families should pack the following: Two snacks and a lunch. Please include all utensils needed for snacks and lunch.
2. **Items containing peanuts, tree nuts or nut products are NOT ALLOWED. (Tree nuts include almonds, hazelnuts, cashews, macadamia nuts, pecans, walnuts, etc.)**
3. Sodas are not permitted for consumption at school.
4. Treats sent in for the class must be approved by staff prior to bringing them. All treats must be store bought, and the ingredient label must be provided at least **2 days** prior to bringing the treats in to ensure the safety of students with allergies.
5. Foods should be labeled with the child's name, date and type of food.
6. Children are not allowed to share food.
7. Breakfast that is brought in by students can be given to them until 7:45 am so that breakfast is done by 8:00 am.

FOOD ALLERGIES

If your child has a food allergy, you must notify us in writing on the registration paperwork. Staff will notify parents with at least 2 days' notice with any snacks or treats that they are giving out or any treats that parents are sending in.

Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician. (For more information, please see the **Illness and Medication** section below)

NAP/REST TIME

All children (4 years old and younger) are provided with a regularly scheduled nap or rest time per the Virginia Department of Education (VDOE) regulations. Children will not be forced to sleep, nor will they be coaxed to stay awake. Students do not have to sleep but are expected to lie quietly for a period while their classmates are falling asleep. Children that do not fall asleep after the rest of the students are asleep will be provided alternative quiet activities. Students are expected to either sleep or play quietly for the required 2-hour nap time. Due to the VDOE regulations, all students (4 years old and younger) must participate in the nap/rest time, and we legally cannot exclude any children. If a child continually disrupts the room while at naptime, a schedule change or termination may be required.

BIRTHDAYS AND CLASS PARTIES

We love to celebrate at OLA! If you would like to send invitations for your child's birthday or other celebration, we are happy to pass them out if the whole class is included. Parents (max of 2) are invited to attend any birthday celebration in class for your child. Your child's teacher will reach out to schedule your visit.

Each class will celebrate holidays with a class sponsored party. Parents that would like to attend will be put into a lottery to attend and help plan one party during the school year. Your child's teacher will provide this information at orientation.

INJURY

In the event a child suffers a minor injury (bruises, scrapes, bites, etc.), appropriate first aid will be administered. A staff member certified in first aid and CPR is always present at the school. Parents will be

contacted during the day regarding minor injuries. Parents are notified on ProCare Connect of any minor accidents or incidents.

In the event a child suffers a major injury or accident (broken bone, head injury/concussion, uncontrollable bleeding, etc.), appropriate first aid will be administered. Parents will be contacted immediately via phone call. Additional medical intervention, including 911, will be used as required. Parents assume all expenses incurred in the event of a medical emergency.

If your child needs to be transported due to a medical emergency, if no other authorized person can be contacted or can arrive before transport needs to leave, a staff member will accompany and remain with the child until a family member or emergency contact arrives.

If a medical emergency is happening during drop off/pick up, please do not enter the building until the emergency is resolved.

DAMAGES

Any damage to OLA property or furnishings or other student's property caused by a student will be the responsibility of the student's parents/guardian.

OUTDOOR PLAY

Outdoor play is incorporated into the schedule of Waddlers and up. Students will go outside twice a day if the "feels like" temperature is between 42 degrees and 92 degrees, and the weather permits it. Infants and Crawlers will go out for walks with babies seated in wagons and buggies. If the temperatures are outside of the above parameters or it is raining, snowing, poor air quality, etc., students (Waddlers and up) will go to the Treehouse for indoor playtime.

CLOTHING

Children are expected to wear clean, comfortable clothing each day that does not inhibit their movement. Parents should be aware that, due to the nature of our activities, clothing may become stained or dirty during the day. "Play clothes" are recommended. Clothing should always be weather appropriate, including coats, when necessary, due to outside play (weather permitting). Dangling jewelry, including necklaces and bracelets, is considered a safety hazard and is not permitted.

At the beginning of the school year, children should bring a change of clothes to be kept on hand, including socks, undergarments, and shoes. These items should be placed in a clear plastic bag and labeled with the child's name. The clothes will remain in the student's bag until needed. The clothes should be changed throughout the year as needed to keep weather appropriate.

Sturdy shoes or sneakers with socks are the most appropriate footwear for students. Open toe shoes are not recommended.

PARKING

Parents may park in any of the marked parking spots across from the playgrounds and along the building by the playgrounds at the back. Please proceed and continue with caution in the parking lot as we have students, staff and parents always crossing to their cars throughout the day.

Do not park along the playground fence across from the designated parent parking for any reason. This is not a drop off/pickup zone, and it hinders parents from crossing to their cars and from backing out of parking spaces. It is also a safety concern for parents trying to go around the parked vehicle.

Only properly authorized drivers with valid and visible handicap sign/plates may use handicap spaces.

For security reasons, we strongly recommend that parents do not leave their cars running during pick-up and drop-off. Please make sure that cars are properly secured and valuables are left out of sight. OLA is not responsible for items stolen from vehicles

DRILLS

OLA regularly practices drills for fire, lockdown, intruder and other emergency situations. Our building conforms to current codes and must pass a yearly fire inspection by the city. Copies of emergency guidelines are kept in every classroom.

Every classroom is equipped with a walkie-talkie so that teachers can always remain in contact with the office. Teachers are also required to have walkie-talkies with them on the playground or when taking a walk with the class.

If you arrive to drop off or pick up during a drill, please do not attempt to enter the building until the drill is over.

*****Acknowledgement of this handbook is required on the registration paperwork for all students.*****