

# NORTHHAVEN DAY SCHOOL PARENT HANDBOOK

Revised May 2019

4600 36<sup>th</sup> Avenue NW  
Norman, Ok 73072  
321-8170  
northhavenchurch.net

Director:  
Kim Divelbiss  
[kim@northhavenchurch.net](mailto:kim@northhavenchurch.net)

Assistant Director:  
Abby Clark  
dayschool@northhavencurch.net

*Welcome to NorthHaven Day School. We appreciate the opportunity to care for your child. In the following pages, you will find the policies and procedures of our program. We appreciate your cooperation with these polices to ensure a safe and pleasant environment for our families as well as our staff.*

### **STAFF & SAFETY:**

All persons employed by NorthHaven Day School (NHDS) and NorthHaven Church (NHC) must pass a background check before they are hired to work with children. Every effort will be made to have all staff certified in basic first aid and CPR. It is required that each day at least one staff member on site will hold a current certification in first aid and CPR.

### **ENROLLMENT PROCEDURES:**

The following is required at the time of enrollment:

1. Completed Enrollment Form
2. Current Immunization Record
3. Enrollment Fee (See included Fee Schedule)

### **HOURS OF OPERATION:**

With few exceptions, NHDS will primarily follow the Norman Public Schools calendar. NHDS is open from 9:00AM until 2:00PM each Tuesday, Wednesday and Thursday. Please consult the school calendar for days when NHDS is not in session. The staff of NHDS will arrive before the children to prepare for the day. Please respect that this is a planning time and do not drop your child off prior to 9:00AM. Due to licensing requirements and other church activities, it is essential that your child be picked up on time. At 2:05PM each day, we will begin charging \$1.00 per minute per child for children that are picked up late. On the third offense, your child may be removed from our program. If someone other than a person authorized on your child's enrollment form is picking up your child, please notify the Director or Assistant Director, preferably at the time of drop off. No child will be released to a person unknown to us without the permission of the parent. All new persons picking children up will be required to present photo identification. If your family has specific custody arrangements, please notify the Director. A court order will be required for NHDS to prevent one parent from picking a child up.

### **FEES & PAYMENT PROCEDURES:**

#### **Tuition Rates**

<u>June 2019-July 2019 First Child</u>	<u>Each Additional Child</u>
1 day/week- \$87.50/month	\$80.50/month
2 days/week- \$175.00/month	\$161.00/month
3 days/week- \$ 262.50/month	\$ 241.50/month
<u>August 2019-May 2020 First Child</u>	<u>Each Additional Child</u>
1 day/week- \$82.50/month	\$75.00/month
2 days/week- \$165.00/month	\$150.00/month
3 days/week- \$247.50/month	\$225.00/month

### **Enrollment Fee**

Fees are based on the number of days per week each student is enrolled.

#### Summer 2019

Flat Enrollment Fee- \$30

#### 2019/2020 School Year

1 day/week- \$45

2 days/week- \$65

3 days/week- \$85

Upon enrolling, you will decide which days you would like your child to attend NHDS. By enrolling for certain days, we will reserve a spot for your child. Because staffing is based upon these reservations, you will be required to pay for each day that your child is enrolled, whether or not they attend. Billing statements will be available at the front desk between the 25<sup>th</sup> and 30<sup>th</sup> of each month for the following month's charges. Payments are due on the first of each month. A late fee of \$10.00 will apply to all accounts received after the fifth of each month. Delinquent accounts may result in the removal of your child from NHDS. If you enroll in the middle of the month, your account will be pro-rated accordingly and will be due on your child's first day. A \$25.00 fee will apply to returned checks and a cash payment will be required to clear your account. If a second check is returned, you will be required to pay your tuition by cash or money order. Please notify the Director or Assistant Director if your child will not be attending school. We appreciate as much notice as possible as we accept drop-in children when space allows. Our drop-in rate is \$25.00 per day. Please see the Director or Assistant Director for drop-in requests. If at any time you wish to reduce the number of days your child is enrolled or withdraw your child from NHDS, a 14 day written notice is required. For questions regarding billing, please see the Director.

### **SCHOOL CLOSINGS FOR BAD WEATHER:**

NHDS will be closed when Norman Public Schools are closed for bad weather. Please check local news stations on bad weather days to see if Norman Public Schools are closed. NHDS will not be listed separately. No refunds will be issued for days that are missed due to bad weather cancellations.

### **ILLNESS POLICY:**

In an effort to keep our students and staff healthy, please keep your child home if they have had vomiting, diarrhea, an eye infection, a rash (that is not allergy related) or any other contagious illness within the last 24 hours. NHDS also requires that children be fever free for 24 hrs, without the assistance of fever reducing medication, before attending school. NHDS requires all immunizations to be up to date. We will follow the guidelines established by the Center for Disease control and Oklahoma State Department of Health. You may choose to file for an exemption. Enrollment of children who have filed for exemption will be at the discretion of the NHDS director and NHDS board. NHDS also reserves the right to require a doctor's note clearing your child to return to school after being ill.

### **MEDICATION:**

With the exception of lifesaving medication (ex: EpiPen), NHDS staff will not administer any medications to our students. Should your child require a dose of medication during school hours, a parent will be required to come to school and administer it.

### **CLOTHING:**

Please dress your child in clothes appropriate for play. Our program includes activities that can be messy. Our program also includes outdoor play when the weather permits. Please send the appropriate coat or jacket for the weather labeled with your child's name. Children one year and older have outdoor play which requires shoes.

### **SUPPLIES:**

At the beginning of each semester, you will be given a small supply list. Please send those items with your child on his/her first day of the semester. Additionally, please send the following daily supplies with your child:

\***LUNCH** – We ask that your child's lunch is ready for them to eat (ex: cut into bite size pieces). We prefer not to heat food and ask that you put an ice pack in your child's lunch box rather than asking us to refrigerate it. Please do not send cans of soda.

\***COMPLETE CHANGE OF CLOTHES** – Even if your child is potty trained, accidents happen.

\***DIAPERS**

\***BOTTLES, SIPPY CUP OR WATER BOTTLE**

\***BACKPACK or BAG**

**EVERYTHING YOU SEND WITH YOUR CHILD SHOULD BE LABELED WITH HIS/HER NAME**

### **POTTY TRAINING:**

If your child is potty training, please communicate with your child's teacher regarding your schedule at home so that we can work with your child in a consistent manner. Please send plenty of changes of clothes during this time. If your child has more than one accident per hour, we will determine that they are not quite ready for potty training and ask you to send them in diapers. Because we know that potty training is very individualized, children are not required to be potty trained by a certain age to participate in our program. Do to the nature of instruction in our oldest classroom, students must be potty trained to attend. If your child is not potty trained he/she will be placed in another age appropriate class.

### **ADJUSTMENT & PARTICIPATION**

We understand that separating from parents is a difficult transition for some children and will do all that we can to make this process as easy as possible. We ask parents to make their goodbyes brief, even if your child is upset. Usually a child will calm down after their parent leaves. If your child continues to be upset and shows no signs of improvement we will call you. If you have specific instructions for your child's teacher, please have them

written out to hand to the teacher first thing in the morning. This will limit delayed departures and confusion during the busiest time of the day.

While at NHDS, we hope that your child will participate in all of our activities. However, we realize that some children are observers and we will not force any child to participate.

### **CURRICULUM:**

Our primary purpose at NHDS is to provide the highest quality of care for your children at a reasonable price. We strive to provide an environment in which children can grow spiritually, socially, emotionally, cognitively, creatively and physically. We will encourage learning by offering both Christian education and a variety of experiences, which target gross and fine motor skills, sensory exploration, group activities and individual free choice activities. Infants will have individualized schedules. Children age one and two will have a rest time after lunch. A daily schedule will be posted in each classroom.

Additionally, NHDS is in partnership with Early Foundations. Early Foundations is a project that is made possible by the collective efforts and resources of the Oklahoma State Department of Education, SoonerStart and the Department of Pediatrics Child Study Center at the University of Oklahoma Health Sciences Center. This program allows children with autism spectrum disorders (ASD) to receive one on one instruction as well as integration into our classrooms at NHDS. One to six children with ASD may be involved in our program from 9:00AM to 1:00 PM. The maximum number of children with ASD in any given classroom is three. Each of these students will have an assistant teacher to support them as they interact with other students. Early Foundations also has a program director on site and replication trainers available for consultation. We consider it a privilege to be involved in a program that allows us to teach our students that all of God's children have gifts. If you have any questions or concerns, please see the Director.

### **DISCIPLINE:**

At NHDS we will encourage and model positive behavior. When discipline is necessary we will use redirection and time-out. Our time out policy consists of removing the child from the classroom activity for a minute per year of the child's age. This is a thinking time for the child. The child will never be left unsupervised. All of our teachers are trained in positive discipline based on the book Keep It Positive by Juda Carter, MA, Esther Chun, JD and Rev. Craig Brown, M.Div. Our director is a certified trainer for this program.

### **BEHAVIOR ISSUES & BITING POLICY:**

It is the belief of NHDS that when children are busy with appropriate activities negative behavior rarely occurs. In the event that your child has inappropriate behavior issues, bites or is unusually rough with another child or staff member, our staff will make every effort to develop a positive plan to correct this behavior. In cases where such a plan is not successful, the following escalation procedure will be enforced:

1. Your child's teacher and/or the Director or Assistant Director will speak with him/her, communicating to them that this is not appropriate behavior. An incident report will come home with your child so that you are aware of the incident and can talk with him/her at home.

2. You will be notified by phone and asked to pick up your child immediately. You will still be required to pay for this day of school.
3. You will be notified by phone and asked to pick up child immediately and they will be required to miss their next scheduled day at school. You will still be required to pay for these days of school.
4. Repeat offenses will be reviewed with the parents by the Director and may result in the removal of your child from our program.

If your child injures another child or is injured by another child while at NHDS, you will be provided an accident report. This report will not include the other child's name. Any other injuries will also be recorded on an accident report and if necessary, according to the Director's discretion, you will be contacted by phone.

### **PHONE CALLS/EMAIL:**

You are welcome to call the school through the church number, 405-321-8170, to check on your child or with any questions or concerns. Please be advised that the Director is not always immediately available to answer the phone and you may have to leave a message. These messages will be returned as soon as possible. Messages received during non-school hours will not be returned until the next school day. Email is often the best option to communicate information to the NHDS. [dayschool@northhavenchurch.net](mailto:dayschool@northhavenchurch.net)

### **WHEN CONFLICTS ARISE:**

It is our hope that your family's experience at NHDS will be a positive experience. However, should a problem arise, it is important that parents know how our school is governed and what steps should be followed in cases of conflict.

### **CHAIN OF COMMAND:**

\*NHDS teachers are employed under the direction of the NHDS Director. In the Director's absence or at the request of the Director, teachers may also be required to follow the Assistant Director's direction.

\*The NHDS Assistant Director is employed under the direction of the NHDS Director.

\*The NHDS Director is employed under the direction of the NHDS Board, the NHC Personnel Committee of NHC and the Senior Minister of NHC.

### **CONFLICT RESOLUTION:**

Should you have a concern or conflict with a NHDS employee, please see the Director as soon as possible. If such a conflict cannot be resolved with regular communication, please use the following procedures:

#### **PARENT GRIEVANCE WITH TEACHER:**

If a parent has a grievance with a NHDS teacher, the parent is to verbally inform the Director, or in her absence, the Assistant Director. Within 24 hours, the parent is to present the Director with written documentation of the grievance. A meeting will be scheduled with the teacher, parent and Director to arrive at a resolution.

#### **PARENT GRIEVANCE WITH THE ASSISTANT DIRECTOR:**

If a parent has a grievance with the Assistant Director, the parent is to verbally inform the Director. Within 24 hours, the parent is to present the Director with a written

documentation of the grievance. The Assistant Director will be given 24 hours to submit written documentation of the grievance from their perspective. The Director will schedule a meeting with the parent, the Assistant Director and the Director to arrive at a resolution.

PARENT GRIEVANCE WITH THE DIRECTOR:

If a parent has a grievance with the Director, the parent is to verbally inform the Director. Within 24 hours, the parent is to present the Director with written documentation of the grievance. The Director will be given 24 hours to submit written documentation from their perspective. The Director will schedule a meeting with the parent, the Director and the NHDS Board Chairperson to arrive at a resolution.

*\*If the procedures above fail to result in a resolution of the grievance, said grievance will be brought before the NHDS Board. All parties involved will be required to attend a meeting of the NHDS Board. At that point, the NHDS Board vote shall override any prior proposed resolutions. The Senior Minister of NHC will only be asked to step in if the NHDS Board is unable to make a decision regarding a grievance.*