



## FAMILY HANDBOOK



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## **HISTORY**

New Haven United Methodist Day School (NHDS) was established as an outreach to our community. We have provided a quality early learning program “where learning is fun and play is important” to hundreds of families since 1965. We also offer a school age after care program for Carnegie Elementary - our Partner in Education and neighbor. NHDS is a Christian school and we welcome families from all cultural, ethnic, racial and religious backgrounds. We believe every child is unique and loved by God.

## **MISSION, VISION, AND GOALS**

The mission of New Haven United Methodist Church is to make disciples for Jesus Christ in the world by being God’s love in action. Our vision is to be a community of heart and soul. As a ministry of the church, NHDS upholds this same mission and vision for our children and families.

At New Haven Day School (NHDS) children will:

- Experience and learn about God’s love as they are nurtured in our caring and accepting environment.
- Participate in a variety of age-appropriate activities that promote growth in all areas of development - social, emotional, cognitive, language, physical and spiritual.
- Be encouraged to explore, make choices, collaborate and solve problems - all important elements in becoming a lifelong learner.

We welcome and encourage children to participate in our various special events offered by NHUMC throughout the year.

## **Children’s Ministry Council**

The Children’s Ministry Council oversees the operation of NHDS and serves as a support to the Director and staff. This Council is comprised of select church members, the Senior Pastor, and the Director of Family Ministries. Non-voting participants may attend meetings to support decision-making (teachers, parents/guardians, professional experts, etc.).

## **GENERAL INFORMATION**

### **Contact Information**

Please feel free to contact us if you have a concern, question or suggestion.

Phone: 918-742-6781

Email: [newhavendayschool@gmail.com](mailto:newhavendayschool@gmail.com)

Facebook page: New Haven Day School

Website: [www.newhavendayschool.org](http://www.newhavendayschool.org)

## **Procare**

New Haven Day School uses a software called Procare to manage several aspects of our facility including billing, family communication, school calendar, staff/student ratios, sign in/sign out, attendance, daily student activities and milestones, student assessments, lesson plans, and more! You will receive an email upon enrollment with instructions for downloading and utilizing your Procare app.

## **Absences**

Please notify the office if your child will be absent due to illness, vacation, etc. We will check in with you if we do not hear from you by 9:30 a.m. (preschool families).

## **Calendar**

Our Preschool and School Age After Care program calendars are available on our website ([www.newhavendayschool.org](http://www.newhavendayschool.org)) and through your Procure app. We also keep you updated on upcoming events on our Family Connection bulletin board located outside the office.

## **School Closures**

### **During the school year program (August – May):**

NHDS follows Tulsa Public Schools (TPS) for closures. However, the program may experience a closure due to extenuating circumstances and will notify the parents / guardians through ProCare if this becomes necessary.

- In the event more than two consecutive weeks of the **Preschool Program** are missed, makeup dates and/or tuition refunds will be determined by the Children's Ministry Council.
- The **School Age** After Care program will meet on the makeup days required by TPS.

### **During the summer program (June and July):**

- In the event more than three consecutive days of the **Preschool Program** or **School Age Programs** are missed, then tuition refunds will be determined by the Children's Ministry Council.

## **Staff**

NHDS teachers are dedicated to providing a learning environment that is safe, caring and developmentally appropriate for your child. All staff members and volunteers are required to undergo and pass a background check every two years. Staff also complete annual professional development and are certified in CPR and First Aid. All staff members and volunteers are encouraged to have immunizations as recommended by the Centers for Disease Control and Prevention.

## **FINANCIAL INFORMATION**

Monthly tuition is determined by calculating the number of days your child is scheduled to be present, multiplying that by the daily rate and dividing by nine. This results in nine equal payments (August through April). The non-refundable enrollment fee plus one half of the tuition will be invoiced upon completion of the registration form and is required to hold your child(ren)'s spot. Tuition is due the 1st of each month (with the first month's tuition only drafted at one half the amount as half was paid at enrollment time) and will be automatically drafted on the first of each month (from the credit, debit, or ACH you provide to your account). We request that families consider using the ACH option to help the Day School save money and be able to use funds for other supplies and activities. In the case of a failed payment, both administrators and guardian will receive notification via e-mail. There will be a late fee attached to your account. Missed days are not refundable.

End of year and monthly statements are available through your Procure app.

Withdrawal from the program requires a written two-week notice. Tuition that has been paid beyond those two weeks will be refunded.

## HEALTH AND SAFETY

### Wellness Policy

Please use sound judgment when deciding to send your child to school when his/her health is in question. Two issues we commonly see are fever and nasal discharge. Your child should be fever free for 24 hours (without the aid of fever-reducing medication) before returning to school.

Please keep your child home if he/she has a yellow or green nasal discharge. You will be notified to pick your child up from school if he/she is exhibiting atypical behavior, is not able to participate comfortably in activities, and/or when an illness results in a greater need than staff can provide. A child who becomes ill while at school will rest in an isolated, supervised area until an authorized person can pick up the child. NHDS reserves the right to deny re-entry to school if the child continues to show signs and symptoms of an illness. Families will be notified if a child or staff member is found to have a communicable disease.

In the case of a particular illness, please consult with the Director to discern when your child may return to school. You can also refer to these guidelines to help determine when your child can return to school:

<b>ILLNESS/SYMPTOM</b>	<b>When child may return to school</b>
Yellow/green nasal discharge	Discharge is gone or clear in color
Diarrhea/very loose BM	24 hours after diarrhea subsides
Fever (100 degrees or more)	Fever free for 24 hours WITHOUT fever-reducing meds
Chicken Pox	Sores have dried and crusted
Conjunctivitis (pinkeye)	24 hours after treatment has begun
Covid	Follow current CDC guidelines
Hand, Foot and Mouth	Sores have dried and crusted
Head Lice	24 hours after treatment has begun and nit free
Hepatitis A	One week after onset of illness
Herpes Simplex	Sores have dried
Impetigo	24 hours after treatment has begun
Influenza	Fever free for 24 hours WITHOUT fever-reducing meds
Easels	5 days after rash appears
Meningitis	Doctor's note required
Mononucleosis	Doctor's note required
Mouth sores	Doctor's note stating the child is not contagious
Mumps	Doctor's note required
Pertussis (whooping cough)	On antibiotics for at least 5 days
Pinworm Infection	24 hours after treatment has begun
Rash	Doctor's note stating the child is not contagious
Ringworm Infection	24 hours after treatment has begun
Roseola	When symptoms have improved
RSV	Doctor's note stating the child is not contagious
Rubella	7 days after rash appears
Scabies	24 hours after treatment has begun

Strep Throat	24 hours after treatment has begun
Tuberculosis	Doctor's note stating the child is not contagious
Vomiting	24 hours after vomiting subsides

### **Immunization Policy**

All staff members are encouraged to have updated immunizations. We also require all children who attend our school to be immunized as recommended by the Center for Disease Control (CDC). We require an immunization record upon enrollment. We ask that you provide an updated record as your child receives immunizations. If your child cannot be immunized due to medical reasons, we require an exemption form (provided by the Director) signed by your child's doctor.

### **Medications**

Medication may be administered if the parent/guardian has completed a medical consent form. This form is available from the Director or School Age Supervisor. The medication must be in the original container labeled with the child's name, dosage, and expiration date. An antibiotic can be administered IF the child has been on the medication for at least 24 hours.

### **Injuries and Emergency Procedures**

Our staff has received training in preventing injuries and handling common childhood emergencies. First aid kits are kept on the playgrounds and in each classroom. They are also taken on field trips.

The following steps are taken if an injury occurs:

- First aid is administered.
- Parent/guardian is informed of injury before pick up.
- If the situation warrants, we will contact 911. If allowed, a NHDS staff member will accompany the child in the ambulance. Your enrollment form includes an emergency medical care authorization.
- An accident report is completed for parent/guardian to sign at pick up.

### **Classroom and Playground Safety**

Safety checks are performed in all indoor and outdoor areas at the beginning of each school year. Staff continuously monitors all areas for safety concerns throughout the year.

- ❖ Toys and items that come in contact with children's mouths will be washed and sanitized after each use, or as needed.
- ❖ Every classroom is free of known hazards.
- ❖ All cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials are stored in their original labeled container, away from food, and are inaccessible to children. They are used in strict compliance with label instructions and are applied only when the children are not present. If smaller containers are used for these products, they are properly labeled with the product name and warning information.
- ❖ Medicines are stored so they are inaccessible to children.
- ❖ Electrical cords are inaccessible to infants and toddlers and outlets are covered.
- ❖ No toxic plants are accessible to children.

- ❖ Any container of standing liquid will be inaccessible to children unless it is part of a planned and supervised learning activity.
- ❖ Smoke alarms, emergency exit doors, and sprinkler systems meet fire codes and are tested annually.
- ❖ The Early Childhood and Preschool playgrounds are separated by a fence to separate the older children from the younger children and in order for children to play only on age-appropriate playground equipment.

### **Fire and Tornado Warning - Drills**

Fire and tornado drills are conducted twice (at minimum) per school year. Emergency routes are posted in the hallways and classrooms.

### **Biting**

Young children often do not have the language or social skills to draw upon when they are upset or frustrated. Unfortunately, this sometimes leads to biting another child, which is very hard on both families. We will support the child who has been bitten as well as the one who bites. Parents/guardians of both children will be notified, and the incident will be documented. Neither of the children will be identified to the other family. We will conference with the family of the biting child and develop a plan to help him/her learn more appropriate behavior within an agreed upon amount of time. NHDS may find it necessary to dismiss the child if the biting behavior does not improve.

### **Discipline**

Our learning environment is designed to engage children and limit discipline problems. Redirection is the main course of action utilized to help a child regain personal control. Time away from the group (one minute for every year of the child's age) may also be used if redirection is not effective. Natural consequences are allowed if this causes no threat of harm or humiliation to the child. Staff will set up a conference with the family if there are concerns about unusual behavioral issues.

### **Photo Release**

Our enrollment form includes a photo release section. If you do consent, NHDS may use photos that include your child on our website, promotional materials, and social media pages (i.e., Facebook). Children's names will never be used.

### **Reporting Child Abuse and Neglect**

Anyone having reason to believe that a child has been abused or neglected is required to report the matter promptly to the Department of Human Services in Tulsa, Oklahoma. Our staff is legally obligated to do so.

## **PRESCHOOL PROGRAM INFORMATION**

**Ages:** 9 months - PreK

Children are placed according to age on September 1 for the school year program and June 1 for summer program.

**Days of Operation:** Tuesday, Wednesday, and Thursday (only 3-day option available for school year program; summer program typically runs in June and July; Tues/Wed/Thurs).



**Hours of Operation:** 9:00 a.m. - 2:00 p.m.

### **Overview**

NHDS provides a secure, nurturing environment for children. This is often their first experience away from home. We know it is important for them to feel comfortable, so they can explore and enjoy a variety of experiences while learning new concepts. This safe environment is full of opportunities for socialization and cooperative play. Young children learn best through a play-based approach, and we accomplish this utilizing learning centers within our classrooms (art, dramatic play, literacy, blocks, science, math, manipulative, etc.). Teachers design and implement a variety of individual and group activities based on a monthly theme. Children are engaged as they select how they choose to learn each day as teachers facilitate and encourage involvement.

Our lesson plans include age-appropriate Christian principles, always focusing on God's love. (God loves me; God gave me my family; God created our wonderful world, etc.). We also may offer a weekly Chapel time for children aged two through PreK.

### **Communication and Family Involvement**

Your Procure app will be used as a main source of communication. Here you can see your child(ren)'s daily activities, messages from teachers or administrators, calendar reminders, and more. It is important that all parents or guardians wishing to be involved in family communications download and utilize the Procure app.

Please check your child's classroom bulletin board regularly for information on lesson plans, daily activities, special events, etc. We also have a Family Connection bulletin board with important information located next to the Day School office. You can also stay up to date by periodically checking our Facebook page (New Haven Day School) and website ([www.newhavendayschool.org](http://www.newhavendayschool.org)).

A school newsletter is published periodically to keep you further informed and involved with the happenings at New Haven Day School. An email will be sent to you via the Procure software to the email you provide upon enrollment.

Conferences are offered at the end of the school year (preschool only). This is an uninterrupted time to get more details on your child's progress. Should a concern regarding your child arise anytime during the school year, a time will be set to discuss it.

Parental participation is important to New Haven Day School. We value your input, so we also offer an annual program survey. We encourage families to be involved in our Parent Association, which is an organization comprised of parents that supports the students, school, and staff.

### **Daily Arrival and Pick Up Procedures**

We will utilize the Procure app and software for sign-in/sign-out attendance purposes. Please list additional adults with sign-in/sign-out or "drop off"/"pick up" privileges under *Authorized Pick-up Info* on your registration form.

Access to our classroom area is restricted during school hours with the exception of arrival and pick up. The entrance is located on the east side of the large playground (gym door). Doors are

unlocked and supervised from 9:00 a.m. - 9:15 a.m. and 1:45 p.m. - 2:00 p.m. Please be prompt and have your child to class on time, so he/she will be able to participate in all learning opportunities. If you must arrive later than 9:15 a.m., please use the code assigned to you to gain entrance to the building.

Please also be prompt for pick up. It causes anxiety in many children when they see their friends leaving and they are still waiting. A late fee is assessed if there is a late pick up. Only those authorized on your child's enrollment form may pick up your child, unless other arrangements are made through the teacher(s) and the office.

### **Supplies**

Families are asked to provide a few school supplies at the beginning of each school year. The list is furnished several weeks before the first day of school.

### **Lunch and Snacks\***

A mid-morning snack is provided each day and the cost is included in the tuition. Please alert your child's teacher(s) to any food allergies.

Families provide lunch and a beverage for their child. Please provide healthy liquids for your child's bottle or sipper cup and send only ready-to-eat foods that do not require heating. Please include an ice pack if necessary. A covered divided lunch plate makes serving lunch easier and more efficient. Please send items that are easily opened by your child (as he/she is ready) to encourage the development of self-help skills.

Younger children will be spoon and/or bottle-fed if needed with the goal of transitioning to independent finger foods. Please send finger foods as they become developmentally ready.

**Lunch box suggestions:** Cheese cubes/slices, lunchmeat, fresh fruit and veggies, dried fruits, small sandwiches, granola bars, goldfish or other crackers.

**\* NHDS is not a nut-free school, but accommodations will be made for a child who is allergic/sensitive to nuts.**

### **Cribs and Rest Mats**

Cribs are available for our youngest class until they are able to transition to a rest mat on the floor. All other children will need a rest mat covered with a fitted sheet or other covering along with a blanket (including PreK) for a rest time. Coverings and blankets should be taken home weekly for laundering.

### **Diapers/Pull-Ups and Potty Training**

Please be sure your child has enough diapers/pull-ups each day. We ask that you actively work on potty training at home by the time your child has turned three. Let us know when you begin this process so we can work in cooperation and set your child up for success.

### **Clothing**

Please dress your child in clothing that is easily removed as this facilitates changing times as well as potty training. Send a coat and hat with your child as we do play outside except in

extreme weather conditions. Closed toe shoes are the best choice to protect little feet when climbing, running, riding tricycles, etc.

### **Change of Clothes**

Please bring a bag with a change of clothes (all items labeled) at the beginning of the school year. It will be left in your child's classroom to be used in case of accidents. Please change out the clothing as the seasons change.

### **Label, Label, Label**

Please label EVERYTHING (clothing, coats, hats, diapers/pull-ups, lunch boxes and containers, cups, pacifiers, mats, backpacks, blankets, etc.).

### **Personal Belongings**

Please leave toys, money, and other treasures at home unless asked to bring something for show and tell. Your child is allowed to bring a "lovey" or stuffed animal to have during rest time. We do not allow toy guns or other war toys.

### **Gross Motor Play**

Outdoor play is an important part of large motor development. We will play outdoors unless the temperatures are extreme. Please dress your child accordingly and send proper outerwear. We also have a gym and two indoor gross motor rooms.

### **Birthdays**

You are welcome to bring a birthday treat to be shared with the class. Please keep it simple and minimal frosting is appreciated (cookies, cookie cake, donut holes, rice crispy treats, brownies).

### **Field Trips**

Older classes may take occasional field trips if enough help is available for transportation and supervision. Notice of a field trip will be posted at least one week in advance. If there is a cost, the teacher will collect that ahead of time. Please see the Director if cost is an issue for your family. Please keep your child home if you do not want him/her to participate in the field trip.

### **After Hours Playground Use**

Playgrounds are available for families after the dismissal of school. Please closely supervise your children and encourage them to play on the playground that is appropriate for their age. Please vacate the large playground by 2:45 p.m. so our school age after care children can use it.

### **SCHOOL AGE AFTER CARE PROGRAM (Serving Carnegie Elementary)**

**Ages:** PreK - Grade 5

**Days of Operation:** Monday - Friday (when TPS is in session)

**Hours of Operation:** 2:30 p.m. - 5:30 p.m.

Teachers walk with the children from Carnegie to the church when weather permits. We have a mini-bus available when needed. Children are supervised in a group setting and may choose from a variety of activities. Outdoor playground time is provided when weather permits.

Homework time is offered and a snack is also provided and served. Families are responsible for

arranging transportation to the church when children participate in after school activities (Scouts, tutoring, etc.). Please notify us of those arrangements.

We follow the Tulsa Public Schools calendar, including closures due to inclement weather.

Parents/guardians will utilize the Procure app for signing out your child as well as communications from teachers/administrators, calendar reminders, and more. It is important that all adults wishing to be involved in family communications download and utilize the Procure app.

## Acknowledgement of Receipt

Please read this handbook carefully and refer any questions you may have to the Director.

After you have read this handbook, please complete this acknowledgement and return it to the Director on or before your child's first day.

*I have read, fully understand, and agree to the guidelines and procedures set forth in the Family Handbook. I have a copy of this handbook for my personal reference.*

Primary Parent or Guardian Full Name (Please Print) \_\_\_\_\_

Child Name(s) \_\_\_\_\_

Primary Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_