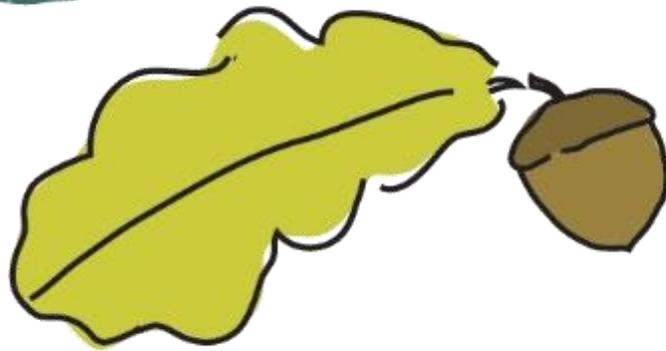


OAKTREE ACADEMY



Family Handbook

This Handbook Belongs to the _____ Family

Enrollment Notes:

Welcome to Oaktree Academy!

Oaktree Academy was created by generous and informed members of our community who identified the need for child care services and resources as a priority. The group of leaders who support our work are dedicated to making our area a community of choice where families are healthy and successful.

Our Mission:

Oaktree Academy is a nonprofit, charitable organization that promotes whole-family success through high-quality child care services in enriching environments.

Our Philosophies:

Oaktree Academy is a place where diverse families feel important and welcome. Families' and children's individual needs are at the core of programming. Parents are always welcome in the classroom and have the opportunity to inform center policy and program decisions through participation in a Parent Involvement Committee.

Oaktree Academy's play-based curriculum and learning environment respects a child's unique perspective of the world as a member of the classroom, center, local, and global community. Oaktree strives to provide best-practice based opportunities and experiences that allow children to be self-directed in their explorations, discoveries, and learning. Environments reflect the natural world and provide opportunities for nature-based experiences. The atmosphere at Oaktree promotes valuable interactions between children, peers, and adults.

Oaktree employees are passionate professionals who are committed to the success of the children and families enrolled. Staff members participate in policy and program planning. Oaktree is dedicated to supporting employees in their professional goals through ongoing learning and development. Volunteers and student interns are welcomed and considered valued members of the staff.

Oaktree Academy is an active participant in community-wide collaboration around early childhood and family services. Oaktree leadership, staff, and families participate in joint projects, community initiatives, and professional development opportunities. The center is active in early childhood and child enrichment systems and a participating member of the Great Start Collaborative.

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Executive Director: Lisa Cooper
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Infants@Oaktree-Academy.org
Toddlers@Oaktree-Academy.org
Tots@Oaktree-Academy.org
JrPreschool@Oaktree-Academy.org
Foxes@Oaktree-Academy.org

Programs

Oaktree Academy's "year" begins on the day after Labor Day. Children spend one year in each classroom and gently transition to the next classroom with their group of friends in September.



Infants (Under 1 year on Sept 1): Loving relationships form the foundation of our infant care program. Low staff-to-child ratios and small group sizes (at least 1 adult for every 4 babies) allow caregivers to respond to infants' individual needs and schedules. There are exciting new things to see and explore every day in our classroom and on our playgrounds.



Toddlers (1 year by Sept 1): As your little one becomes confidently mobile and ready for more active play, he/she moves into the toddler room. We discover new cognitive, motor, social, and language skills throughout our daily routine. Toddlers spend lots of time outdoors and in the indoor playground using their energy to power play and exploration.



Tots (2 years by Sept 1) Your older toddler is ready for more activity, excitement, and a tad more structure. A routine is our foundation while playing to learn new social, self-care, language, and motor skills. Lots of time is spent reading, singing, and dancing together. Our Tot's room is potty training central!



Jr. Preschool (3 by Sept 1) Your potty trained 3-year-old is ready for our Junior Preschool program! A flexible but structured curriculum and daily routine form the backdrop for engaging interest areas, group times, choices, and opportunities to cooperate provided in just the right size doses as children practice key developmental and social skills.



Preschool (4 by Sept 1) Your child will spend the year before Kindergarten celebrating the joys of childhood in our Preschool program. Our curriculum guides us through play-based learning, exploration, and meaningful interactions with teachers and peers that support each individual child's unique development. Great Start Readiness Program (State funded free preschool) may be available to eligible families. GSRP and tuition students are blended in two Oaktree Preschool classrooms and experience the same fun full-day program.



OAKids (Kindergarten through 5th Grade): Our 7am Early Bird care gives families an option for catching the Ludington bus to school. OAKids after school program offers a snack and kid-planned activities based on enrolled children's ages and interests. Enrichment-based Day Camps run when school is closed/canceled and during winter, spring, and summer breaks. This large-group program provides children with opportunities to practice social skills, make new friends, and interact with youth and adult mentors.

Oaktree Academy's care programs are large group settings. While each child's needs are always central to our practices, a large center like Oaktree may not be the right place for every child. If Oaktree just doesn't feel like the right fit, visit www.greatstarttoquality.org to search for all of the different preschool and child care options in our community.

Hours of Operation	Center Closings										
<p>Care is provided MONDAY – FRIDAY from 7:00 am to 6:00 pm</p>	<p>Oaktree is closed on the following days:</p> <table border="0"> <tr> <td>New Year’s Eve*</td> <td>New Year’s Day*</td> </tr> <tr> <td>Memorial Day*</td> <td>July 4*</td> </tr> <tr> <td>Friday Before Labor Day</td> <td>Labor Day*</td> </tr> <tr> <td>Thanksgiving Day*</td> <td>Day After Thanksgiving</td> </tr> <tr> <td>Christmas Eve</td> <td>Christmas Day</td> </tr> </table> <p style="text-align: right;">*paid</p>	New Year’s Eve*	New Year’s Day*	Memorial Day*	July 4*	Friday Before Labor Day	Labor Day*	Thanksgiving Day*	Day After Thanksgiving	Christmas Eve	Christmas Day
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Christmas Eve	Christmas Day										

Enrollment Options, Schedules, Tuition, and Payment Policies

Infant, Toddler, Tots:

\$21 Half Day: 7am-12pm *or* 12pm – 5pm
\$45 Infants Full Day: 7:00 am – 5:00 pm
\$38 Toddler/Tot Full Day: 7:00 am – 5:00 pm
\$4 Extended Day: 5:00 pm – 6:00 pm

OAKids School Age Programs:

\$16 School Year Half Day: 12:00 pm – 5:00 pm
\$32 School Year Full Day 7:00 am – 5:00 pm
TBD Summer Day Camp 8:30 am - 3:30 pm
\$5 Early Bird: 7:00am – 8:30 am
\$6 After School/Day Camp: 3:30 pm – 6:00 pm

Enrollment fee: \$25 per family

10% discount off of all older siblings' tuition (excluding Day Camp)

Early Arrival/Late Pickup Fee: \$1 per minute

Jr. Preschool:

\$16 Half Day: 8:30 am – 12:00pm
\$26 School Day: 8:30am – 3:30pm
\$36 Full Day: 7:00 am – 5:00 pm
\$5 Early Bird: 7:00 am – 8:30 am
\$4 Extended Day: 5:00 pm – 6:00 pm

Preschool:

\$26 School Day: 8:30 am – 3:30 pm
(free to GSRP eligible families)
\$36 Full Day: 7:00 am – 5:00 pm
\$5 Early Bird: 7:00 am – 8:30 am
\$5 Fireflies: 3:30 pm – 5:00 pm
\$4 Extended Day: 5:00 pm – 6:00 pm

Schedules

- Your child’s schedule is set at enrollment/re-enrollment based on the above options. Your child may attend any time during the days and times he/she is enrolled.
- Enrollment is ongoing, based on a weekly schedule, and renewed prior to classroom graduation in September.
- Each child has 10 tuition free vacation days to utilize each year (Sept – August). A ‘day’ is equal to the number of hours the child is enrolled on the requested vacation day; days cannot be used in portions. Submit vacation schedules with at least two weeks’ notice and tuition will not be charged for those days. Vacation days may not be used on any *Oaktree Paid Holiday* that falls on a day of the week the child is normally enrolled.
- No refunds, credits, or adjustments are made for any absences other than vacation days planned in advance.
- It may not be possible to accommodate varying schedules, schedule changes, or drop-in requests.

Tuition and Payments

- Weekly tuition is calculated in advance based on each child’s enrollment schedule and any vacation days used.
- Tuition is paid via automatic payments processed with Tuition Express. Families enroll using either a credit/debit card or bank account. The payment method on file is billed on Thursday in order to be funded on Friday.
- Late payments cannot be accommodated.
- A \$35 fee is applied to a declined payment.
- In the case of a past-due balance, a \$15 late fee will be applied and enrollment will be canceled until the account is brought current. If enrollment is canceled re-enrollment cannot be guaranteed.
- Tuition applies if your child’s enrollment schedule includes the day of the week on which the following Oaktree Paid Holidays fall: New Year’s Eve, New Year’s Day, Memorial Day, July 4, Labor Day, and Thanksgiving Day.
- We accept private scholarships and State of Michigan Child Development and Care payment assistance; any portion of tuition not covered by payment assistance programs will be billed to the enrolling parent/guardian.
- Great Start Readiness Preschool (free 4-year-old preschool) may be available to eligible families.

Enrollment and Withdrawal

Children will be placed in a program based on their age and developmental readiness when space is available that meets a families' schedule needs. Once spots are filled, families will be placed on a waiting list and will be offered enrollment when a suitable schedule becomes available. Siblings of currently enrolled children take priority on the wait list.

GSRP Preschool: In addition to the above policy, children who are eligible for GSRP will be placed in available spots based on age, income eligibility, and greatest need. A point system is used to determine child placement (oldest children with the highest number of points are placed first) as required.

A family may withdraw a child from care for any reason at any time. The courtesy of at least one week's prior notice is greatly appreciated. Children who have withdrawn will not be guaranteed re-enrollment.

A child may be discharged from care if it is determined that Oaktree cannot safely meet the child's needs (in accordance with State and Federal Laws) or for failure to comply with Oaktree Academy procedures including submission of required documentation (immunizations, physicals, etc.), failure to pay, etc. One week's notice of discharge will be given when possible. GSRP students who are absent for 30 consecutive days will be withdrawn from preschool and re-entry will not be guaranteed.

Arrivals and Departures

Staff, parents, and visitors are to use the West entrance at the main office ONLY. Please park ONLY in designated areas for the safety of all children and families. Please keep the bus/fire lane free at all times.

ALL parents/guardians, individuals authorized to drop off and pick up, volunteers, visitors, staff, etc. are required to gain access to the building by using the kiosk or signing in with the office staff.

Checking in a child:

- Each child is required to be signed in via ProCare at the Kiosk or with the office staff at the main office before being taken to his/her classroom. Teachers also keep attendance in the classroom.
- All adults checking children in are to exit the building at the main office.

Checking out a child:

- ONLY AUTHORIZED ADULTS are permitted to check out a child (the enrolling parent or guardian determines who is authorized to check a child out on the Child Information Record).
- Authorized adults who arrive to pick up a child are required to gain access at the kiosk or sign in with the office staff before entering the building to retrieve a child. A photo ID may be required to enter the building and/or sign out a child.
- Each child is required to be signed out via ProCare either at the Kiosk or with staff in the main office before leaving the building.
- **All adults and children must exit the building at the main office. No other exits are to be used.**

Sample* Toddler Daily Routine	Sample* Preschool Daily Routine
<p>7:00-8:00a Arrivals and play time 8:00a Handwashing, Family style breakfast 8:15a Play time with friends and teachers 9:30a Outdoor playground 10:30a Large group play (music, books, etc) 10:40a Play time with friends and teachers 11:30a Handwashing, Family style lunch 12:00p Half-day arrivals/departures 12:00-2:00p Rest time 2:00p Wake up, Afternoon teacher arrival 2:30p Handwashing and Afternoon snack 2:50p Large group play (music, books, etc) 3:00p Indoor playground 3:30p Outdoor playground 4:00-5:00p Play time and Departures 5:00-6:00p Extended day play and Departures 5:30p Evening snack</p>	<p>7:00-8:30a Early bird arrivals and play time 8:30a Classroom arrivals, Family style breakfast 9:00a Morning meeting 9:10a Small group play time, Play planning 9:25a Play time with friends and teachers 10:25a Clean up 10:35a Large group (Play review, music, books) 10:45a Outdoor playground 11:30a Handwashing, Family style lunch 12:00p Rest time and quiet play 1:30p Play time with friends and teachers 2:30p Large group (Play review, music, books) 2:45p Outdoor playground 3:30p Indoor playground and Departures 4:00-5:00p Classroom play time and Departures 5:00-6:00p Extended day play and Departures 5:30p Evening snack</p>

Diaper checks/changes and/or bathroom breaks occur throughout the day as needed.
Infants have a flexible routine built around caregiving schedules that accommodate individual child needs.
Toddlers and Tots follow a flexible but more structured routine that supports development.
Preschool routines include even more self-care and independent skill practice throughout the day.

Sample OAKids After School Routine

<p>4:00 Program begins: Ludington bus arrives, Handwashing, Snack 4:20-5:00p Active play choices in the Indoor playground, Outdoor playground, or Clubhouse 5:00-6:00p Board games, Legos, and other play choices in the Clubhouse</p> <p style="text-align: center;">Visit www.OAKids.com to view a sample summer daily routine!</p>

**Your child's actual daily routine is posted in his/her classroom.*

Curriculum

Oaktree Academy implements Teaching Strategies' Creative Curriculum[®], a research-based and well respected curriculum that is common to many early childhood settings in our community and around the country. The Creative Curriculum[®] is built on theories of development in young children including the understanding that all children learn through active exploration of their environment. The goal of the Creative Curriculum is to help children become independent, self-confident, inquisitive and enthusiastic learners by actively exploring their environment.

You'll notice the following elements in our Creative Curriculum[®] classrooms:

- Infant, Toddler, and Tots programs place caregiving routines and meaningful relationships at the center of development and growth. Enriching activities and experiences are planned and offered at moments when children are content and ready to explore. Practices are utilized to optimize interactions during meals, diapering, playing, and cuddling in order to form healthy attachments and gain social skills.
- Classrooms are arranged into areas that support the development and play-based learning of each age group. Infants have play zones that allow for floor play, crawling and walking, and exploration while others eat, rock, or nap. Classrooms arranged into interest areas that group play activities and materials into logical spaces.
- Classrooms are arranged in ways that minimize conflicts throughout the day. Most of the space in the classrooms are for child use- teacher spaces are minimized in order to provide children with the greatest amount of play space possible.
- Materials are open-ended, grouped in areas, support development in all domains and senses, and are developmentally appropriate. Materials allow children to explore and express their ideas.
- Teachers plan their weeks by focusing on areas of study in order to intentionally offer children experiences that support their learning and development while engaging them in social activities.
- Literacy, math, science, social studies, social/emotional, fine and gross motor, and other curriculum and development goals are integrated into teacher/child interactions and play opportunities.

In our Creative Curriculum[®] classrooms you will not find:

- Weekly or monthly themes (Butterflies, Blue, Shapes) that do not follow children's interests
- Worksheets, "cookie-cutter" arts and crafts, or other closed-ended activities
- Daily screen time or use of technology when unnecessary for developmental gains
- Developmentally inappropriate academic activities (letter drills, direct teacher instruction)

We are ALWAYS learning how to implement our curriculum in ever-increasing ways. Our teachers receive curriculum training and support throughout the year.

Developmental Screening and Assessment

Oaktree Academy staff utilize the Ages and Stages Questionnaire to monitor children's development and growth. Parents are invited to complete an ASQ twice a year (fall and spring). Teachers review and score the ASQ to deliver results to parents that demonstrate children's developmental strengths and possible needs. Follow-up play activities are provided that target the areas that each individual child's results determine. Any need for additional support or referrals is discussed based on results. The ASQ is fun and important to complete!

Teaching Strategies' GOLD is used to assess children's learning and development. Results are shared with parents at our conferences and/or when concerns arise. Teachers use assessment data to plan play opportunities for children that accommodate their needs, challenge them appropriately, and support the development of new skills.

Daily Child Records and Teacher/Parent Communication

Every Oaktree classroom teaching team is equipped with an iPad and the Tadpoles app. Tadpoles is a program that allows teachers to view each child's important data including allergy alerts, authorized pick-up information, parent contact information, etc. Teachers use Tadpoles to manage daily classroom attendance and head-counts as they move around the building and playgrounds. Teachers note each child's meals, naps, diapers/bathroom visits, and special lesson activities that children participate in each day.

The daily report is automatically sent home to each parent/guardian email address when a child is checked out for the day. Parents can view the report any time in their inbox. Parents may also choose to download the free Tadpoles parent app from their device's app store to have even more access to the information kept in their child's daily report.

The email addresses provided by parents/guardians at enrollment are used for Tadpoles daily reports.

Tadpoles is not meant to keep teachers overly busy with daily notes. It is quick and easy to use and allows teachers to keep accurate records that do not require them to spend too much time with the iPad.

Teachers do not have access to the internet to check email on the iPad; please call the front office if you need to be in touch with the classroom during the day.

Teachers record incident reports on tadpoles, but always discuss important information in person when you arrive to drop off or pick up your child.

In addition to daily conversations at arrival/departure times and Tadpoles daily reports, you will also receive communications from Oaktree through messages on the Procure Kiosk at check-in, quarterly center newsletters, and special notes placed on your child's locker.

Emergencies and Weather

Oaktree Academy's policies and practices are in place to ensure the health and safety of all children, staff, and visitors in the building. In the case of an injury, accident, need for evacuation, or need to shelter-in-place, Oaktree staff will follow posted procedures including contacting parents and/or authorized individuals promptly. Drills will be run regularly and logged. Oaktree participates in a county-wide school safety plan that assists in communication and emergency response when necessary.

Oaktree **will not** automatically close due to weather when the public schools are closed. Oaktree will remain open whenever it is possible to do so. However, when conditions become unsafe, Oaktree may close or operate under an emergency status. In the case of the need to close, Oaktree families will be notified via radio announcements, email/phone calls (when possible), and Oaktree's Facebook page.

See "Outdoor Play" for more weather-related policies.

School Safety

Oaktree Academy participates in the Mason County School Safety committee. County-wide school safety procedures and policies are being developed and put in place in order to address security and emergency response in a consistent nature. Staff and children will be trained in any new emergency response procedures and drills will take place as required and necessary.

Parent Notification Plan

If your child is injured, becomes ill, or is involved in an accident or incident while in care at Oaktree Academy, our staff will notify you immediately by calling the emergency number you provide on your child's Information Card. If the matter is urgent and you cannot be reached, we will phone the secondary emergency contact on your child's Information Card.

In the case of minor injuries, illnesses, accidents, or incidents, we will notify you promptly of the occurrence and document the incident properly.

Field Trips

Prior notice of field trips will be given to families. Field trip permission forms will be obtained before a field trip occurs.

Exclusion Policy for Child, Staff, or Volunteer Illness

Children, staff, and volunteers shall not attend if any of the following are present:

- Flu-like symptoms
- Bad cold with cough or difficulty breathing
- Fever of 100 degrees or more (must be 24 hours post fever to attend)
- Strep throat
- Pneumonia
- Scarlet Fever
- Vomiting
- Diarrhea
- Ear infections (must be 24 hours post first dose of antibiotics to attend)
- Rash with a fever
- Eye discharge
- All communicable diseases including chicken pox, measles, pink eye, scabies, head lice, ring worm, fifth's disease, etc. A statement of wellness from a physician must be submitted prior to return (in the case of head lice, a child may return when he/she is louse and nit free).

Items From Home, Lockers

Please provide and maintain an extra change of clothing including socks and underwear, and weather-related gear such as outerwear in winter and a water bottle in the summer. All snacks, meals, materials, and play items are supplied by Oaktree, so please be sure to leave these items at home except under special circumstances arranged in advance.

Each child will be provided with a locker (children in the same family may be asked to share lockers). Lockers are used as cubbies and will not be locked. Valuable, special, or non-replaceable items are not to be left in lockers. Extra clothing, diapers, etc. may be kept in lockers. Teachers and Caregivers utilize lockers as a communication tool- watch for newsletters, artwork, and other items posted on lockers!

Licensing Notebook

Oaktree Academy maintains a licensing notebook which includes all licensing reports, special investigation reports and all related corrective action plans as required by the Bureau of Children and Adult Licensing. The notebook is available at the kiosk for parent review during business hours.

Licensing inspection and special investigation reports from at least the past 2 years are available on the child care licensing website at www.michigan.gov/michildcare.

Parent Involvement and Leadership

All parents and guardians are invited to participate in Oaktree Academy's Parent Involvement Committee (or PIC) and other leadership committees. Activities include providing Oaktree policy guidance and feedback, demonstrating teacher appreciation, managing fundraising goals and campaigns, acting as an ambassador to our community, and assisting Oaktree staff with special projects.

Ask your child's teacher or front office staff for the PIC Chairperson's contact information to join.

Referrals

Oaktree is an active member of several community agency networks and maintains relationships with representatives at community service provider agencies. These connections provide opportunities for Oaktree staff to refer families to services when as needed or when a child's needs cannot be met at Oaktree.

Oaktree staff will provide referrals to Early On, West Shore ESD, Family Link partners, Department of Human Services, Community Mental Health, and/or other agencies to best support a child's success. A Family Link release of information will be presented to parents/guardians when a referral to that system will allow Oaktree staff to best serve an enrolled child or family or to assist a family in accessing additional supports. Oaktree staff will follow up with a referral to further ensure a child's needs are being met.

Child Abuse and Neglect

All Oaktree Academy staff and volunteers are mandated reporters. Each staff member and volunteer receives orientation on the signs of child abuse and/or neglect and our obligation to report in order to ensure the safety and health of each child. Oaktree Academy staff and volunteers will make reports of suspected child abuse and/or neglect when required and as required by law.

Confidentiality

All child and family information obtained by Oaktree Academy for the purpose of meeting child care licensing, grant/funding, food program, or other requirements will be respected and kept private.

Grievance Policy

Oaktree Academy will always strive to provide a positive, nurturing environment for each child. If you have any concerns please bring them to the attention of your classroom teacher. Your child's teachers will work together with you to address your concerns. Unresolved or additional concerns may be directed to Lisa Cooper, Executive Director, or in her absence, Jennifer VonDrak, Office Manager.

If you feel that Oaktree Academy is in violation of a licensing regulation, reports may be made to the Bureau of Child and Adult Licensing.

Medication

Over-the-counter and prescription medication is administered to children only **as prescribed** when it is provided to Oaktree staff in the **original package** and is accompanied by a required **Medication form**, available in the front office. Medication administration is logged at each dose/application as required.

All medications are stored according to instructions, either in a staff refrigerator or a locked med box in the classroom. Medications are never to be stored in child or staff lockers.

Prescribed rescue medications **must** be provided and onsite each time a child is in care (inhalers, for example). Expired medications will be returned to parents/guardians and must be replaced if prescribed.

Rest Time

Infants will sleep and wake according to their individual needs and schedules. All children in Toddlers, Tots, Jr. Preschool, and Preschool will be given the opportunity to rest after lunch each day for approximately 1 hour or more. Children who do not sleep will be provided with quiet activities while others sleep. Children transition into and out of rest time by helping to set up and clean up their own resting environment. Rooms are darkened and children are made comfortable by their teachers.

Hygiene

Handwashing is an important practice in reducing the spread of germs. Staff and children wash hands throughout the day including before eating, after using the restroom or diapering, after the use of a tissue, and other times when hands may be dirty.

Tooth brushing is a practice being implemented in our classrooms throughout the year. Look for information on tooth brushing to be shared by your child's teacher.

Outdoor Play

Each child will be provided daily opportunities for outdoor play year-round on our natural playground as required. In order to ensure health and safety during outdoor play, please observe the following:

- Dress your child for active play every day according to the season. Expect your child to get dirty as we play in nature!
- Provide the appropriate outerwear for outdoor play according to the season (warm gear in the winter and spring, light layers in summer and fall). You may keep outerwear in your child's locker.
- Provide "indoor" shoes during the winter months and appropriate boots for going outside.
- Provide 1 bottle of sunscreen with an SPF of 30 or higher for the summer months.
- Provide a clean bottle of water each day during the summer months.

During very hot (>90) or very cold (<15), rainy, or severe weather we will use our indoor playground. To address respiratory health, if the Air Quality Index code is orange, outdoor time will be limited to 1 hour in the a.m. and 1 hour in the p.m. If the Air Quality Index is red or above we will limit exposure.

Conditions are monitored using a Hamlin Township data station at www.wunderground.com and a zip code-based AQI report at www.airnow.com.

Infants and Young Toddlers

A daily digital record will be provided to parents' email via Tadpoles including the following:

- Food intake: time, type, and amount
- Sleeping patterns
- Elimination patterns
- Developmental milestones
- Changes in a child's behavior
- Other as requested

Diapers

Oaktree Academy will accommodate the use of both disposable and cloth diapers. Parents are responsible for providing:

- A supply of disposable diapers (packages or boxes may be stored in your child's locker) AND/OR a supply of cloth diapers and covers, and a lined, zippered bag for dirties
- A supply of wipes
- Any topical diaper creams if necessary (with a signed permission slip)

Parents will be notified when supplies run low.

Soiled cloth diapers will be returned un-rinsed to parents at the end of the day.

Infants and Young Toddlers (cont')

Bottles	<p>Oaktree Academy will accommodate the use of both formula and breast milk. Parents are responsible for providing:</p> <ul style="list-style-type: none"> • A supply of bottles (at least enough for one day's feedings), labeled with first and last names <ul style="list-style-type: none"> ○ Bottles may be left at daycare and will be sanitized nightly in the dishwasher. ○ If parents prefer, bottles may be brought to daycare and returned home each day. • A supply of PREPARED (liquid) formula or breast milk, labeled with: <ul style="list-style-type: none"> ○ Baby's first and last name ○ Date provided (for formula) ○ Date collected and date provided (for breast milk) ○ Date thawed, if applicable (for breast milk) <p>*Any DAILY supply of formula or breast milk left unused at the end of the day will be sent home at the end of the day.</p> <p>Formula and breast milk will be stored in the refrigerator/freezer in the infant room. Bottles will be gently warmed in a crock pot set on "low" (temp not to reach 120 degrees). Bottle prep practices such as hand washing, turning bottles several times, and testing milk temperature before feeding will be followed by all infant staff.</p>
First Foods	<p>Oaktree Academy will feed infants their first table foods according to the guidance of parents/guardians.</p> <ul style="list-style-type: none"> • Parents provide baby food and instructions for feeding • Menus will be provided for older infants/young toddlers; Parents circle or highlight items on the menu that children are permitted to eat at Oaktree. While parents provided baby foods, older infants/toddlers may eat diced foods on the menu as parents provide permission.
Sleeping	<p>Infants are permitted to sleep according to individual needs and schedules and based on parent guidance. According to current safe sleep standards and Michigan Law:</p> <ul style="list-style-type: none"> • Infants sleep in cribs. • Infants are always placed to sleep on their back. • Infants under 1 year of age are not permitted to sleep with any item in the crib including blankets; sleep sacks are available for use if necessary and/or requested. Parents may provide warm pajamas, baby's own sleep sack, or a swaddling sleep sack. • Alternate sleep positions or locations will only be permitted with a signed physician order. <p>Pacifiers are permitted in cribs with parent consent.</p>

Nutrition Policies

Program	Oaktree Academy participates in the Child and Adult Care Food Program. We strive to provide the highest quality nutrition to all of the children enrolled. Our meals and snacks follow required patterns with the goal of providing fresh, nutrient rich food that is delicious and well-liked by children. Food allergies are taken seriously and policies around foods present are adjusted based on medical needs. <i>Food served at Oaktree is fresh and homemade from scratch with whole ingredients whenever possible.</i>	
Fees	Meals and snacks are included in the tuition fee to children enrolled and in attendance when an up-to-date, complete CACFP food form is on file. This form allows Oaktree to fully participate in the CACFP and supports our nutrition program through maximum reimbursements.	
Sample Meal Schedule	Sample Menu	<p><u>Breakfast:</u> Oatmeal breakfast bake, bananas, milk</p> <p><u>Lunch:</u> Homemade chicken and broccoli soup, grilled cheese, mandarin oranges, crackers</p> <p><u>Snack:</u> Homemakde hummus and pita chips</p> <p>Fresh drinking water is available to all children at all times throughout the day.</p>
Infants	Infants are fed according to parent guidance and individual infant schedules. Parents provide formula, breast milk, baby food, and bottles. Infant/Toddler nutrition plans are created by parents and caregivers to support successful breast feeding, bottle feeding, weaning, introduction to solid foods, and transition to table foods.	
Family Style	Meals and snacks are served family-style at Oaktree Academy. Children and adults sit together at tables and pass bowls or platters of food to each other. Children and adults practice manners, sharing, helping, and responsibility, all while engaging in friendly conversation. Children help set the table, serve themselves with just-right-sized scoops and utensils, learn about portions and healthy choices, and clean up together.	
Food From Home	<p>When parents choose to send their child's meals from home, Oaktree nutritional policies, allergy precautions, and meal patterns must be followed. Parents may request meal pattern requirements from our Nutrition Coordinator. Meals sent from home containing sugary drinks, snacks, and/or treats will not be served. Food sent from home must be stored in appropriate containers and kept at required temperatures.</p> <p><i>No food purchased or prepared outside of Oaktree will be served, including birthday treats.</i></p>	
Allergies	Oaktree Academy will take necessary measures to ensure the health and safety of all children by following physicians' orders in regards to substituting food components due to allergies. Allergies will be posted in the kitchen and in the rooms the children are enrolled in.	

Weekly menus are posted on the center bulletin board near the front office.

Discipline Policy and Behavior Support

4

3

Intensive Support

When children's behavior or needs become very challenging, additional support is sometimes necessary to help them gain skills while keeping all children safe and happy. One good example is a toddler who frequently bites when he/she is frustrated. Oaktree Academy staff will work together with parents/guardians to identify opportunities for additional supports that will help make developmental periods of very challenging behavior opportunities for growth and learning.

Conflict Resolution

At Oaktree Academy we respond to conflict quickly in order to support children in identifying the problem, expressing their emotions, and finding a solution that allows everyone to be safe and happy. This kind of support is an intentional teaching tool that provides young children with experience being successful at conflict resolution in order to help them gain the social and emotional skills necessary to eventually avoid conflicts before they occur.

2

Problem Solving

When challenges occur, young children lack the skills to cope, express themselves, and find solutions that keep everyone safe and happy. At Oaktree Academy, we implement problem solving techniques that provide support to children while they are upset or frustrated so that they can take the time to apply what they know and practice new behavior skills while solving a problem respectfully.

Intentional Teaching

At Oaktree Academy we have developmentally appropriate behavior expectations of all young children. As children begin to interact with each other, play together, and do things for themselves, we find the opportunity to intentionally teach respectful, responsible, and kind behaviors. We use lots of support and guidance as children learn how to cooperate, use language, listen, clean up, participate in meals and group activities, etc. When challenging behaviors occur, we re-teach and support children in communicating while we solve problems together.

1

Routine

Our routines are created in order to support and accommodate each developmental group's needs and abilities. Infants and toddlers participate in a flexible daily routine that is based on each child's own schedule. As children grow, we implement more structure but remain flexible in order to provide a predictable, safe emotional environment that can also be modified to meet individual children's needs. Routines and the structure they provide support children's behavior and allow them to know what is coming next.

Environment

Our environments are designed to provide safe, appropriate, and supportive spaces for children to play and grow. We have located our rooms and arranged our spaces to best accommodate the types of activities and experiences each developmental group of children participate in. Rooms are arranged with plenty of space for multiple children to play at once. Multiple and duplicate materials are provided when possible so several children can play with popular items together. We intentionally design and re-design environments to find which arrangements work best as the foundation of a child's day.

Oaktree classrooms are large-group settings, making one-on-one care difficult to achieve. It is important to consider this point in order to determine if Oaktree is an appropriate setting for your child. When the combination of all foundational and intensive supports are not successful in meeting a child's needs, maintaining adequate supervision, and keeping all children safe, referrals to outside supports and possible withdrawal of the child may be necessary.

At Oaktree Academy children learn through play!

Just Playing
by Anita Wadley

When I'm building in the block room, please don't say I'm "Just Playing".
For you see, I'm learning as I play, about balance and shapes.
Who knows, I may be an architect someday.

When I'm getting all dressed up, setting the table, caring for the babies,
Don't get the idea I'm "Just Playing". For, you see, I'm learning as I play;
I may be a mother or a father someday.

When you see me up to my elbows in paint or standing at an easel, or molding
and shaping clay, Please don't let me hear you say, "He is Just Playing".
For, you see, I'm learning as I play. I'm expressing myself and being creative.
I may be an artist or an inventor someday.

When you see me sitting in a chair "reading" to an imaginary audience,
Please don't laugh and think I'm "Just Playing".
For, you see, I'm learning as I play.
I may be a teacher someday.

When you see me combing the bushes for bugs, or packing my pockets with choice
things I find, Don't pass it off as "Just Play".
For you see, I'm learning as I play.
I may be a scientist someday.

When you see me engrossed in a puzzle or some "plaything" at my school,
Please don't feel the time is wasted in "Play".
For, you see, I'm learning as I play.
I'm learning to solve problems and concentrate.
I may be in business someday.

When you see me cooking or tasting foods,
Please don't think that because I enjoy it, it is "Just Play".
I'm learning to follow direction and see differences.
I may be a cook someday.

When you see me learning to skip, hop, run and move my body,
please don't say I'm "Just Playing".
For, you see, I'm learning as I play.
I'm learning how my body works.
I may be a doctor, nurse or athlete someday.

When you ask me what I've done at school today, and I say, "I Just Played",
Please don't misunderstand me. For you see, I'm learning as I play.
I'm learning to enjoy and be successful in my work. I'm preparing for tomorrow.
Today, I am a child and my work is play.