



HANDBOOK OF POLICIES AND PROCEDURES

PARENT

2018-2019

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INTRODUCTION

Our Mission

OASIS NC is a 501(c)3 non-profit organization committed to providing Outstanding Academic and Social Instructional Services for individuals in North Carolina. We use evidence-based practices, and highly individualized services and supports, to target a broad range of educational, behavioral, social, and communication needs in a supportive environment.

Our commitment to this mission is defined by offering a wide variety of highly individualized services to individuals through:

- Intersession programs that combine fun summer day camp activities (games, music, art, etc.) with research-based educational, social, and behavioral instruction.
- A quality social communication learning program
- A private school for academic instruction
- Tutoring for social, academic, and behavioral goals

Our Philosophy

We believe all children should be able to learn and play in a nurturing environment where their unique personalities are celebrated and their differences are appreciated. OASIS NC is a place where children will experience friendship, happiness, and personal growth.



Our values guide our program development and instruction. While we recognize the importance of academic achievement, we also realize the significance of building confidence, relationships, and community connections to form habits that lead to a well-balanced, healthy, happy life.

Academic and Personal Excellence

High aspirations of academic achievement and personal character builds the foundation for a happy, successful life.

Compassion and Respect for All

Compassion for yourself, others, animals and the environment is above all else at SEAA.

Creativity and Confidence

Nurturing creativity in a supportive environment removes the fear of making mistakes and strengthens one's confidence.

Diversity and Tolerance

Knowledge and acceptance of others' differences, as well the ability to solve conflicts peacefully, prepares students for living in a globally-connected society. We happily welcome students of all races, religions, and members of our LGBTQ community.

Friendships and Fun

Friendships are essential for everyone and time to develop meaningful relationships is a vital part of our curriculum.

Health and Nutrition

Forming healthy eating and exercise habits early in life promotes healthy choices based on an understanding of nutrient-rich whole foods.

Independence and Leadership

Mindfulness and self-awareness instruction encourages students to look within to become the next generation of leaders!

Nature and Reflection

Spending time in nature develops an appreciation for the environment and provides opportunities for silence and reflection.

Service and Community

Developing the practice of serving others benefits oneself, the community, and the world.



OASIS NC is proud to formally introduce our Protect the Planet Project and announce our partnership with the Plastic Ocean Project! Our students have always been passionate about the environment and we wanted to harness that passion into action. We have many exciting, cross-curricular activities planned this school year in the classroom and around the community. Our planet project has two primary goals, to use less plastic and to eat more plants throughout our day.

No Plastic Please



Goal 1: Less Plastic (and Styrofoam)

Plastic has become a major concern around the world. Our school is going to reduce the amount of plastic we use by:

Using:	Instead of:
Reusable Bottles	Water Bottles Juice Boxes Fast Food Drink Cups
Reusable Silverware	Plastic Forks/Spoons
Reusable Straws	Plastic Straws

Goal 2: More Plants

Plant-based products are an inexpensive, natural alternative to products made from plastic (and Styrofoam). This school year, students will learn how to make 3-4 recipes each quarter that use whole foods as ingredients.

Use/Do This:	Instead of:
Reusable Produce and Grocery Bags	Plastic Bags
Fresh Foods or Foods Sold in Bulk	Foods sold in packages
Bringing lunch/snacks in reusable containers	Lunchables Ziploc Bags Easy Mac

*** Our nutrition program will only focus on increasing the amount (and variety) of healthy foods students eat, NOT telling students what they should not to eat. We will not be teaching any particular food “philosophy” (Keto, vegan, paleo, etc.). It will simply be about helping students go beyond pizza, nuggets, and plain pasta.

These goals are new to staff as well and we look forward to learning together how to make our world a cleaner and healthier place to live.



GENERAL POLICIES

Equal Rights

Registration for all classes is open to the total community regardless of race, color, ethnicity, national origin, religion, age, handicap or sex.

Hours of Operation

OASIS NC is open from 8am-4pm, Monday-Thursday, and 8am-3pm on Fridays. We are closed on major holidays. Please see our Calendar for more specific information. Also, if you need to meet with an administrator, please call for an appointment as they may be in a classroom and unavailable.

Arrival and Departure

Please supervise your child while they go in and out of the building. Older students are allowed to walk in by themselves, but require an adult to walk up to the door for dismissal.

Please arrive on time to pick your child up. The staff has a limited amount of time to prepare and plan for the activities each day. Also, when a child is not picked up and his/her other friends have all gone, they feel confused and anxious. All children must be picked up by designated time. A \$15.00 service charge, per each 15 minute increment, is assessed for each child who is picked up after the program closes. Also, please give advanced notice if you plan on picking up your child early. This can be equally as upsetting if there is an activity he/she is looking forward to completing before dismissal.

It is important that your child attend every day that he/she is well unless there is illness at home. If your child is ill, please call and leave a message so we know not to expect/pick up your child that day. Due to monthly expenses, OASIS NC is unable to provide reimbursement for absences.

Please use caution in our parking lot. Always have your child walk beside you, never running ahead, when entering or exiting the building and in the parking lot. The children's safety is our main concern.

If someone other than the parent is to pick up your child, written notice must be given. If this written notice can not be given, then the parent must call the director and give the name of the designated person. For the protection of your child, only those persons on the release authorization form will be allowed to pick up your child if you cannot be contacted. Until the staff gets to know the faces of those persons listed, a driver's license or other photo identification will be requested to verify identity.

If an authorized person, who the OASIS NC staff suspects is intoxicated or impaired, insists on removing a child from the center, the staff will immediately report the incident to the local police agency.

*****You may not knowingly list any registered offender regardless of relationship to your child. For the safety of all children at OASIS NC, addresses listed will be checked against the NC Offender Registry.*****

Staff

All staff at OASIS NC will have local and federal criminal background checks prior to employment. All staff will have current first aid and CPR certification within 3 months of employment.

OASIS NC is staffed with experienced and passionate personnel who have been trained in evidence-based methodologies such as TEACCH, Applied Behavior Analysis, Positive Behavior Supports, and Relationship Development Intervention.

Staff & Assistant/Child Ratio

The staff/child ratio depends on the program that your child is participating in and his/her needs. Please speak with OASIS NC staff for specific information.

Severe Weather Policy

In the event of severe weather, OASIS NC will follow the decision made by the New Hanover County Schools. NHCS decision will be broadcast on the local television and radio stations. Please be alert to severe weather conditions.

- In the event of NHCS two-hour delay, OASIS NC services will open at 9:30am.
- In the event of NHCS closing, OASIS NC will also be closed and all services will be cancelled.

Parent and Family Participation

We greatly accept, enjoy, and encourage parent participation at OASIS NC. Many opportunities are available throughout the year for parents and family to share time with us. Helping hands are always welcome! Opportunities to be involved include:

- Fundraising events
- Sharing of ideas and/or helping with special crafts or projects
- Helping in and out of the classroom, let us know of your interests
- Enjoy special celebrations for family members
- Assist or attend holiday celebrations and classroom parties
- Assist or attend end of year celebrations

Birthdays

Birthdays may be celebrated with special snacks. Children are encouraged to bring favorite foods, which may or may not be cookies or cakes.

To avoid hurt feelings, please do not bring invitations to OASIS NC for an outside birthday party unless all students in the class are invited.

Transportation

OASIS NC is NOT currently able to provide transportation to and from school. Parents are required to provide transportation to and from OASIS NC at the arrival and dismissal times. Additional permission forms will be provided when transportation is utilized for pick-up, field trips, etc.



SOCIAL, COMMUNICATION, AND BEHAVIORAL MANAGEMENT

The OASIS NC philosophy is to teach children social and communication skills by creating an environment that motivates them to interact and play with their peers, siblings, and other adults.

OASIS NC uses a variety of evidence-based educational techniques within a caring environment to help children develop their full potential. OASIS NC teaches children through such methods as:

- Visual schedules and other visual supports
- Applied Behavior Analysis (ABA)
- Positive Behavior Supports
- Natural Environment Teaching (NET)/play interventions
- Social Skills groups and inclusive classrooms
- Social Stories/social narratives
- Video modeling
- Developmental/Relationship-Based Strategies
- Fluency teaching.

All actions of OASIS NC staff are founded in the basic assumptions that every child is unique and, therefore, deserves respect for him/her, for anything he/she owns, and for anything he/she produces or does. This statement does not mean that inappropriate behavior is condoned, but that the child who shows the inappropriate behavior is treated with respect and is assisted to acquire more appropriate ways of behaving.

Unsafe Behaviors

Screening by one of our directors is required before a child can be registered at OASIS NC. For children exhibiting behaviors that impact the safety and well being of themselves or others (i.e. hitting, spitting, cursing, running away) OASIS NC, through its Director, reserves the right to recommend alternative, more intensive services (1:1, in-home support, etc).

Physically aggressive behavior towards other students and/or staff will result in immediate termination of contract without refund. Verbally aggressive behavior (threats, etc.) towards other students and/or staff is also taken very seriously. Parents of the threatening and threatened students will be notified of the incident and the corrective steps taken. If the verbal threat is considered to be a danger to any staff or student, immediate termination of contract without refund will result.



REGISTRATION AND TUITION

Registration

Currently enrolled students and siblings are given first choice of available services. General public enrollment is on a first come, first served basis and it is required that OASIS NC staff conduct an observation and consultation before registration is accepted. Fees paid at registration are NON-REFUNDABLE and NON-TRANSFERABLE.

Tuition

- a. Monthly payments are due before the first date of services.
- b. Monthly tuition fees for T/W/TH schedules are computed by taking the number of Tuesdays in the month and multiplying them by the weekly tuition rate.

Late Fees/Penalties

\$15 payment fee will be charged for all payments received after Tuesday of the service week.

A \$15 late fee for pick up of your child will be charged in 15 minute intervals.

Parents may, from time to time, have difficulty making monthly tuition payments due to unforeseen financial circumstances. If a parent(s) find that he/she is unable to remit monthly tuition payments when due, the parent(s) must promptly notify OASIS NC so that an agreement for the payment of past due tuition can be arranged.

Failure to so notify OASIS NC, or to comply with the payment agreement within one month of the date a tuition payment was due, will jeopardize a child's continued enrollment at OASIS NC.

If a check is returned from the bank for insufficient funds, closed account or other reason so that OASIS NC is unable to collect the funds, the person or family writing the check will be assessed \$35.00.

OASIS NC shall refuse enrollment applications for subsequent enrollment periods (i.e., Social Learning, Summer Programs, etc.) if the parent(s) refuse to enter into, or fails to comply with, an agreement to resolve past due tuition obligations.

Please note: OASIS NC is a nonprofit corporation and is dependent upon tuition to meet its financial obligations (e.g., payroll, insurance, etc.).

Program Status Change

_____1. **30 days** written notice must be submitted to the program director for all program status changes to maintain our staff/student ratios. Status changes include an increase or decrease in the number of days that the child attends or withdrawal from the program. **Oasis Day School students are enrolled for the entire program or such portion as may remain after the date of entrance.** The fact that the school fees for the Academic Year Program are paid in two or more installments does not constitute a fractional contract.

_____2. Withdrawal from the program will require a new registration application and another registration fee before returning.

_____3. **No reduction or remission of fees can be allowed by OASIS NC for absences.**



HEALTH INFORMATION

Medical Needs

If your child has a condition, which may have the potential for a medical emergency that may impact the child's potential to fully participate in classroom activities, please let the Director know. Staff, volunteers, and parents may be made aware of any conditions so that they may know how to react if an emergency should arise and be able to interact with your child at an optimal level.

Medications

Preferably, medications will not be given at OASIS NC, with the exception of an emergency need for inhalers and allergic reaction kits. Should the need arise, OASIS NC may administer **only** prescription medication that is in the original container bearing the original label with the prescription number, date, physician's name, directions for use and the child's name. We cannot administer nonprescription medication such as cough medicine, cough drops, baby/children's aspirin, etc., unless there is a written authorization from a physician stating directions for use, date, child's name and physician's name and signature. If a physician gives you sample medication for your child, we cannot administer it without the written authorization described above. These are state regulations; no exceptions can be made.

If your child has this need, please provide a completed permission to administer medication form or letter that that has been signed by your child's physician and yourself. Please ensure the directions, dosage and conditions to administer the medication and side effects are indicated. The medication must be in the appropriate pharmacy labeled package for the child and be given to the Director by the parent along with the completed authorization to administer medication

Illness

Please keep your child home from school if there is any sign of sickness. If a child is too sick to participate in outside play activities while at OASIS NC, then the child is too sick to attend that day. We are unable to supervise children inside and outside at the same time. Parents are asked to notify OASIS NC when their child is absent from school due to illness. If a child vomits during the night, it is a good idea to keep her/him home the next day. If your child comes to school sick, we are not permitted to accept the child on that day. If the child becomes ill during the school day, you or the emergency persons you have authorized will be contacted to come for your child. The parents will be the first attempted contact. The following is a list of possible symptoms but is not limited to:

- Fever (must be fever free 24 hours to return)
- Sore throat
- Coughing
- Unidentified rash
- Red eyes with discharge
- Irritability/lethargy
- Fresh cold
- Allergies are severe and interfere with the child's ability to enjoy their day

Please notify OASIS NC if your child has any communicable disease such as chickenpox, conjunctivitis, hepatitis, meningitis, head lice, pinworms, etc. Likewise, OASIS NC will notify you when we are aware that your child has been exposed to a communicable disease.

In the event of an accident, a staff member will complete an incident report on any child who experiences a significant injury. This report will be shared with the parent.

Immunizations

Immunizations are required by the State of North Carolina to protect all children from disease. Children must be up to date for their age, and a copy of their immunization record, signed by a physician, must be on file on or before the child's first day of school.

Physical Exam

A copy of your child's most recent (within one year) physical exam must be submitted on or before the child's first day of school.

Procedures for Suspected Child Abuse and Neglect

All employees of OASIS NC are required to report cases of suspected child abuse and/or neglect to the Child Protective Services at the Department of Social Services. Teachers must document all physical and behavioral indicators of suspected child abuse and neglect. Staff is provided with training and reference material for recognizing the signs and symptoms of child abuse and neglect.

The following procedures are followed for reporting suspected child abuse and/or neglect:

1. Documentation of physical and/or behavioral indicators
2. Director and Teacher consultation
3. Director observation and documentation
4. If documentation supports suspicion, Child Protective Services is contacted by the Director and the following information is given:
 - a. Child's name, age, address
 - b. Child's present location
 - c. Parent's name and address
 - d. Nature and extent of the injury and/or condition observed
 - e. Reporter's name and location (an anonymous report may also be accepted)
 - f. Name and address of alleged perpetrator if not the parent
5. If documentation does not support suspicion, the parent will be contacted and the physical and/or behavioral indicators will be discussed. Parent will be informed that the situation will continue to be monitored and documented.

Snacks and Nutrition

A snack is an integral part of the learning environment. Children develop social and language skills through snack activities as well as obtain nutritional benefits. Please have your child bring a snack and water bottle daily. **Please let the director know of any food allergies.**

Appropriate Dress for Children

We like creative activities, so children need to come to OASIS NC in clothes for participation in daily activities such as painting, wet sand play, or pouring juice for snack. For safety reasons, children are asked to wear athletic shoes with closed toes and heels to school.

*** For children ages 5 and 6, please provide a complete change of clothing in a 1 gallon zip lock bag (top, bottoms, underwear and socks). Please be sure all items are clearly marked with your child's name. As weather changes we will send home the bag of clothes for an updated seasonal set. ***

Please do NOT bring to OASIS NC:

Toy guns, weapons, whistles, or any items of value. Keep in mind that toys brought from home may be shared and handled by other children and OASIS NC is not responsible for damages.

Parent Concerns

Concerns within the classroom should be addressed by contacting your child's teacher to schedule a conference. After conferencing with your child's teacher, if you still have concerns, please see an administrator. Administrator(s) and the parent will then have a conference. The director will determine if the teacher's presence is required to resolve the issue.

Concerns with operational procedures or school policies should be addressed with the administration.

Report Incidents

All incidents (i.e., vehicular, verbal, racial, physical, etc.) are to be reported to the OASIS NC office within 24 hours of the incident. This is private property and this includes the parking lot area, too.

Parents may be responsible for any repair costs if a child intentionally harms or damages equipment or props while at school. This excludes accidental breaks and normal wear and tear on toys and materials.

Babysitting

OASIS NC staff is not allowed to provide services outside of OASIS NC, on the weekends, or after business hours. This allows us to provide the best level of instruction while your child is at OASIS NC!



**POLICIES AND PROCEDURES
PARENT RELEASE FORM**

I/We _____ have read and understand OASIS NC'S handbook (available online at www.oasisnc.org/forms) that outlines the policies and procedures. We agree to comply with all stated policies and procedures. Policies are subject to change during the course of the year.

Signature

Child's name

_____/_____/_____
Date

Please sign and return this form to the OASIS NC office.
For questions regarding anything in this handbook call the director at 910-769-4586.
Thank you!! ☺