



Learning Center Parent Information Sheet

Program Mission

To foster a love for learning in children, help them reach their full potential, and create a safe space for them to develop social and emotional skills that help facilitate success in life.

Program Description

Each day children will eat a snack together, participate in group activities, and rotate as a class to a different activity every day.

Holidays

The Learning Center follows the Tulsa Public Schools holiday calendar.

Check-in/Check-out Procedures and Authorization for Pick-up

Children will be bussed by a TPS school bus to the Northwest Tulsa HUB, every day after school where they will be checked in by their teacher.

Parents will identify on their child's registration form who can and cannot pick up their child. The Learning Center is dedicated to keeping the safety of the children in our program and will be requiring adults to show their ID upon pickup.

If a parent or legal guardian wishes to add more people to the "can pick up" or "cannot pick up" list, they will need to deliver in writing the list of names to the Learning Center front desk. This policy is in place to maintain the safety of the children in our Learning Center.

The Learning Center Director and Associate Director will be in contact with Mark Twain Elementary School every day to daily attendance information. It is our policy that if a child does not attend school, they cannot attend our program the day the absence occurred. We are a partner with Mark Twain Elementary and support the importance of school attendance.

Late Pick-up Policy

The Learning Center closes at 5:30pm. We ask authorized adults to arrive by 5:20pm in order to allow the children enough time to tidy up and gather their belongings. If a 5:30pm arrival is unlikely on occasion, parents will need to call the Learning Center so a staff member or volunteer can speak to the child about the delay. Continued late pick up of your child will result in a meeting with the Learning Center Director to discuss if your child can continue in the program.

Staff

Our staff is dedicated to promoting the well-being of your child(ren) at the Learning Center. All Learning Center staff members have gone through a background check and have current CPR and First Aid certifications.

Supervision

Children will be well supervised and trained staff will remain with children at all times.

Care of Children who are ill

Children who become ill while in our care may be sent home if:

- The child's illness is keeping him or her from comfortably taking part in activities,
- The sick child needs more care that the staff can provide without affecting the health and safety of other children, or
- Other children could get sick from being near the sick child.

Emergency Preparedness

The Learning Center has developed and practices emergency plans for:

- Serious injuries or illnesses
- Lost or abducted child
- Poison exposure, including exposure to toxic substances
- Potentially violent situations in the program, including individuals with threatening behaviors
- Natural disasters, including tornado, blizzard, flood, earthquake - The Learning Center will not be in session if Tulsa Public Schools cancels school for bad weather.
- Fires
- Disruption of utilities, including loss of electricity, gas, water

Security

Entrances are protected from unauthorized visitors by remaining locked from the outside. During enrollment parents can write the names of adults who are not allowed to pick up their child(ren).

Methods of Communication

- Feel free to share any concerns or questions that may arise.
- You may call or email the Learning Center at any time.
- You can request a meeting at any time.

Weapons

There are no weapons permitted at the facility. The Common Good HUB/Learning Center has a “No Weapons on Site” policy.

Confidentiality

Every child’s information will be kept confidential. The Common Good will not share a child or a family’s personal information unless child abuse or neglect is suspected.

Review and Revision of Policies, Plans, and Procedures

The policies and procedures are revised and updated as we learn new information and as we receive input from families, so feel free to provide input and to ask questions at any time.

I _____ (print name) have gone over these policies and by signing this I agree to follow the policies set forth.

Parent/Guardian Signature: _____ **Date:** _____