



# Family Handbook

2024-25 School Year



**ORGANIZATIONAL VISION:** Our neighbors in Northwest Tulsa have equitable opportunities to thrive for generations.

**ORGANIZATIONAL MISSION:** We collaborate with our Northwest Tulsa neighbors and other partners advocating for the community, and creating opportunities through education, physical and mental health, career development, sports and the arts for children, families, and residents of all ages.

**The After-School Program is built to accomplish the following goals:**

- Emphasis on promoting social-emotional development and fostering literacy skills
- Offer a secure and enjoyable after-school program designed for students in Northwest Tulsa
- Maintain a low child-to-teacher ratio to ensure high-quality care for all students
- The program is led by three Master Teachers with over ten years of classroom experience, providing mentorship and support to the classroom staff
- Utilize research-based curriculum to promote positive school readiness outcomes and continually improve the program
- Smooth transition plans in collaboration with public schools
- Adopt an interdisciplinary approach to address the holistic needs of each child
- Prepare nutritious home-cooked snacks on-site
- Access to an on-site mental health therapist for students and families
- Prioritize family engagement, goal setting, advocacy, parent education, and involvement with on-site family advocates



## PARENT HANDBOOK

### Site

The Northwest Tulsa Hub	19 S 49 <sup>th</sup> W Ave, 74127
Hub/After School Program Phone (call or text between 11am-7PM)	918.619.3861**
The Common Good Main Phone	539.867.3692

\*\*Please save this number in your phone as this will be the number the program manager will call in the event of an emergency or to convey relevant information.

### Helpful Numbers

Police, Fire, and Health Emergency	911
Poison Control Center	800-522-4611
Child Abuse Hotline	888-458-6230
Sooner Care Choice Helpline	800-987-7767
Help Hotline	918- 836-4357



### Ages Served/Hours of Operation

The Common Good serves children from Northwest Tulsa from grades PreK through 5<sup>th</sup> grade. Operating hours are Monday through Friday from 2:30PM to 5:30PM. We will be closed various days for holidays and professional development days. Please visit our website ([cgtulsa.org](http://cgtulsa.org)) or stop by the NW Tulsa Hub to gather a calendar.

### Mini Camps

The Common Good will offer all-day programming on some non-school days. Enrollment is limited and is offered on a first come, first-serve basis for openings within a child's specific age group. Preference will be given to currently enrolled families first then will open to the public.

Families will be notified via email or anticipated Mini Camp dates and enrollment instructions.

- DHS and Tribal case workers must be notified of the full day program
- DHS swipes must be done daily.
- A nutritional morning snack, lunch and afternoon snack will be provided.
- Parent/guardian will be notified 10 days in advance of any Mini Camp cancellations due to lack of staff or weather.

### Enrollment Deadlines

The Common Good provides notice to current After Learning families of important enrollment deadlines dates via several avenues including, but not limited to statements, emails, flier, newsletters, and The Common Good website. While After Learning makes every effort to notify families of important enrollment deadlines, the burden to enroll child(ren) for any After Learning program by the stated deadline ultimately lies with the parent. If you have any questions about enrollment deadlines, please contact the Program Manager.

### Inclement Weather

School may be closed due to inclement weather conditions. Please listen to local television stations (channels 2, 6, 8) for this information and also follow The Common Good on social media (Facebook and Instagram) for updates. **If Tulsa Public Schools is closed, TCG's after-school program will also be closed.**

### Open Door Policy

Parents are welcome to visit their child at any time during the day. Parents are encouraged to be involved in the program by reading stories, volunteering in the classroom, becoming actively involved in parent meetings and serving on committees. Please communicate with the program manager to schedule a visit. We also have the DHS compliance file available to read.

Parent involvement is a great way for parents and teachers to build relationships. Come get involved and join in the fun!



### **Fees for Services**

The after-school program is currently free with programs offered at no cost.

### **Attendance**

Regular attendance is required for your child to fully receive the benefits of the program. We expect your child to attend the After-School Program daily unless absent for illness. If your child is absent due to illness, please call the HUB phone number to let us know. (918.619.3861)

Unless previously approved by the Program Manager, all students will arrive at The HUB via Tulsa Public School bus from Wayman Tisdale Fine Arts Academy. If you plan to arrive late due to a previously scheduled appointment (doctor, dentist, etc.) or an unexpected situation, please call The HUB to let us know. If your child has not arrived at The HUB and you have not called to let us know, a staff member will follow up with a phone call.

Students must attend school to attend the After-School Program.

After five days of no-shows at The HUB or if we are unable to reach you during that time, your child WILL BE DROPPED FROM THE PROGRAM AND WILL BE REPLACED WITH A STUDENT ON THE WAITING LIST.

NOTE: In case of illness, your child must provide a note from their doctor allowing them to return to school activities.

### **Arrival/Departure**

Children must be picked up between 5:30-5:45PM. If a parent/guardian is late, please call the program manager (918.619.3861).

Note: If a parent/guardian is late picking their child up more than 5 times throughout the year, students will be removed from the program and their spot will be given to a child on the waiting list.

Students will not be permitted to exit the building without the parent/guardian coming inside to pick them up. Communicating directly with students via phone to arrange pickup is prohibited.

Please do not call the Hub prior to arrival to begin packing a student's belongings unless picking the student up early. This disrupts the classroom and the pick-up process.

The Common Good utilizes the pick-up/do-not pick up list provided to Tulsa Public Schools. Please ensure this list is up to date with Tulsa Public Schools.

### **DHS Swiping In/Out**



Students must be swiped in and out daily to ensure that your child's attendance is recorded. If you do not swipe daily and you get more than 5 days behind, your child will not be able to attend until all swipes are caught up.

### **Tribal Monthly Contract**

Students time sheets must be signed by the end of each month to ensure your child's attendance is recorded.

### **Safety Tips during Departure**

1. Must come inside to pick up.
2. Do not leave small children unattended.
3. We prefer you to be on the cell phone when picking up your child.
4. Please treat TCG staff with respect.

### **Cell Phone Use**

All cell phone use when picking up and/or dropping off children is strictly prohibited. This is a special time for you to engage in conversation about your child and with school staff.

### **Tobacco Use**

The Common Good is a tobacco-free premise. Tobacco use of any kind is prohibited. This policy extends to electronic or vapor cigarettes.

The tobacco-free premises policy applies to:

- All indoor and outdoor areas
- All visitors (children, parents and vendors)

### **Firearms, Weapons, and Explosives**

Firearms or weapons, open or concealed, are prohibited on our property or at any school-sponsored event. Firearms and weapons include, but are not limited to the following: gun, rifle, pistol, dynamite explosive, grenade, mine, powerful explosive, BB gun, stun gun, air rifle, air pistol, knife (of any length), slingshot, metallic knuckles, razor blades, or fireworks.

### **Medication and Administration of Medication**

It is our policy to assist parents by administering prescribed medications in their absence. In order to do this, the proper paperwork must be completed by the parent or guardian. All medication must be packaged in the pharmacy container with proper information and instructions on the label. We will be happy to administer over-the-counter medication with a doctor's written order. New medication must be started at home and the child must be on the medication 24 hours prior to their return to the Hub. **YOUTH MAY NOT BRING/CARRY MEDICATIONS TO THE PROGRAM.**



### **Parent Resource Area/Library**

The parent resource area is open and free to use anytime the Hub is open. However, individuals may only utilize the area checking child in or prior to picking-up their child.

### **Volunteer Opportunities**

Each parent is encouraged to take advantage of volunteer opportunities that may include visits to the classroom, participation in parent meetings, family nights, onsite training, or other parent engagement opportunities. A volunteer book is located at the front desk to sign in and document volunteer activities.

### **Dress Code/Clothing**

Children should be dressed appropriately for the weather. If it is forecasted to be below 60 degrees, please send a coat and hat for your child. Shoes must be worn at all times. We ask all parents to provide an extra change of clothing to keep at the Hub. All clothing should be labeled with your child's name. All sandals must have an ankle strap. The Common Good does not keep a Lost & Found. If clothing is left behind, it will be disposed of at the end of each week. If you need assistance with extra clothing, please contact the Program Manager.

### **Personal Property-Children**

- The Common Good is not responsible for the loss or damage of personal property belonging to the child-this includes, toys, jackets, coats, glasses, and any hand help games.
- The Common Good does not encourage children to bring personal items from home. Parents/guardians will be notified if a Show-n-Tell activity has been planned that would require a child to bring something from home.
- Use of personal cell phones and smartwatches are prohibited.
- The Common Good does not have a Lost Found.

### **Family Involvement**

There are many opportunities for family involvement in your child's programs. Children enjoy showing you what they have accomplished, and you are welcome to visit any time.

Ways Parents Can Be Involved in the Program:

- Volunteer to lead an activity
- Come in and read to the children
- Attend our Family Engagement Nights
- Complete annual family surveys

Family surveys will be sent out annually to give you the opportunity to share your ideas and concerns. However, anytime during the year we welcome you to share any suggestions, comments, or concerns. The Programs Managers, or any member of the administrative team, will

be more than happy to discuss any questions or concerns you may have.

### Health

Your child's health is very important to us and is also shown to help with school readiness. Below is a list of the Health requirements to participate in the After-School Program at the Hub:

- Every child must submit a current immunization record and provide up-to date records throughout the child's enrollment.
- Every child must be current and remain up-to-date with the EPSDT (Early Periodic Screening, Diagnosis, and Treatment) Well Child Exam guidelines.
- o EPSDT Well Child Exam Guidelines
  - o Starting at age 3, your child must have a dental exam every six months. Every child younger than three should receive a dental screening during the Well Child Exam.
  - o Lead screenings must be conducted at age 12 months and 24 months. If your child did not receive a screening at those times, the child must receive a screening before the age of 5.
  - o H&H screenings (Hematocrit and Hemoglobin) must be done between the ages of 9 to 12 months. This can be done during a Well Child Exam or during a WIC evaluation.
  - o Your child will receive sensory screenings (hearing and vision) by the staff annually.
  - o Your child's height and weight will be monitored and recorded annually.
  - o Parents are expected to follow-up with any medical or dental needs that arise and provide documentation to the TCG staff.
  - o If your child does not have insurance, our staff will work with you to complete a SoonerCare application or explore other medical coverage options.
  - o For children who do not have a primary doctor, we will work together to establish a medical home.

### Illness

According to the Dept. of Health & Human Services, Division of Child Development, we are unable to accept a child with a diagnosed communicable disease (measles, mumps, chickenpox, etc.) or obvious acute illness. When your child has a sore throat, earache, stomachache, fever, or any suspected contagious illness, he/she SHOULD NOT COME TO CLASS. Not only will this help your child to regain his/her health more quickly, but it will also protect the other children and staff in the program. If your child is going to be absent due to illness, please notify the Hub at your earliest convenience (918.619.3861).

You will be contacted immediately if your child becomes ill at the Hub. If you cannot be reached, your emergency contact will be notified to pick up your child. While waiting to be picked up, your child will be allowed to rest in the front area of the Hub but will not participate in activities with the other children. For the protection of all, children suspected of having an infectious disease must have a physician's statement or be fever-free for 24 hours before returning to the program.





NOTE: In case of illness, your child must provide a note from their doctor allowing them to return to activities and the After-School Program at The HUB.

If a life-threatening emergency involving your child occurs while attending The Hub, you will be notified and 911 will be called to transport your child to the nearest hospital. If a parent cannot be reached, your emergency contact will be notified. It is important that you notify the Program Manager to update your records whenever there is a change in your address, phone number, or emergency contact person.

### **Child Abuse Policy**

If there is reason to believe a child is being abused or neglected, The Common Good has a legal responsibility to report it. Reports will be made at any time to the OKDHS Abuse and Neglect Hotline at **1-800-522-3511**. The hotline is available 24 hours a day, 7 days a week.

### **Child Emergency & Accident Procedures**

The Common Good utilizes 911 for medical emergencies. A child emergency constitutes any injury of child or staff requiring a doctor's care or any situation requiring emergency vehicles such as an ambulance, fire, police, etc. on the premises.

**In the event of a medical emergency or sever injury involving a child, After Learning staff will:**

- Stay with the child.
- Send someone to call 911
- Call the parent or guardian
- Notify the Administrative Team
- Accompany the child to the hospital if a parent is unavailable, provided there is more than one staff member on site.
- Remain with the child until parents arrive and are fully informed about the emergency.
- Complete an Incident Report Form immediately and turn it in to the Program Manager or Administrative Team at the start of the next working day.

**In the event of a minor injury involving a child the staff will:**

- Administer first aid
- Have the child rest until he/she is ready to resume participation in the program.
- Notify parents in the event of head injury, bee, or wasp sting.
- Notify the After Learning Program Manager.
- Complete and Incident Report Form immediately and turn it in to the Program Manger or Administrative Team at the start of the next working day.
- Inform the parents at the end of the day about the injury so that additional attention may be given at home.

### **Field Trips/Transportation**



Occasionally, the program may schedule field trips during the year. Transportation is provided by Tulsa Public Schools. A permission slip will be provided prior to all field trips. Those children who do not have permission to participate will be accommodated at The Hub unless parent/guardian is otherwise notified.

Field trips are a privilege and if students do not display behavior, teachers will be able to hold students back from the field trip. In this case, TCG will supply adequate staff to facilitate programming at the NW Tulsa Hub.

### Behavior Policies

The Common Good recognizes parental authority and the rights of parents to discipline their children when under their supervision. However, the staff will **NOT** enforce school or home punishment during program hours such as restriction of play or participation in activities, the writing of sentences, assigned reading, assigned homework beyond our homework time. Our staff will not seek or accept parental permission to use any discipline or punishment prohibited by The Common Good policies and procedures.

The Common Good staff recognize and encourage acceptable behavior.

- Consistent rules, clear directions and expectations, and age-appropriate guidance are all part of our behavior policy.
- Children are encouraged to use the Mood Meter or Feelings chart and verbalize their feelings, thus learning to positively work through strong emotions.
- Conflict will be resolved in a positive manner without verbal or physical abuse.
- The staff will NOT allow other children or parents to use verbal or physical abuse within our programs.

In community partnership between Chris King Counseling Services and The Common Good AKA the HUB. Application is hereby made by the undersigned for voluntary admission to the services of Chris King Counseling Services, as a voluntary participant in Psychoeducation groups and behavior de-escalation (if necessary) under the Provision of the Oklahoma Statutes. Behavior de-escalation helps teachers and volunteers work with a child who may be acting out in a verbally escalated manner or physically aggressive manner. This behavior de-escalation will happen in the classroom or in an open space by the interns who are present at the time. Behavioral de-escalation is a method for preventing potentially violent situations by using verbal communication, body language, and purposeful actions to calm a dangerous situation. The goal is to keep safety as the highest priority for everyone involved. Psychoeducation groups, facilitated by CKCS clinicians or interns, are groups that are designed for the children who participate at the HUB and to educate them about different aspects of self-insight and interpersonal functioning. They might also help their members gain skills to understand and solve problems affecting their daily functioning. Each group will occur at least two days a week and utilize 20-30 minutes in each classroom. Group activities will consist of expressive arts, psychoeducational games, round tables, and various other age-appropriate activities for each classroom. Importantly, group psychoeducation for the HUB will revolve around helping the clientele better understand



emotional regulation, conflict resolution, being a good friend, positive affirmations, relaxation skills, and communication skills. The groups are meant to be enrichment and voluntary. In signing this, I understand that these groups are completely voluntary.

### **PROGRAM EXPECTATIONS**

The Common Good staff recognizes the rights of each child to be treated fairly and with dignity by both staff and their peers. One of the anchor tools used by the After Learning staff to help with setting program expectations is the Charter which is a vision everyone shares for how they want to feel while in the program. The Charter is posted and discussed with children regularly. Using the Charter helps create a positive social emotional environment where everyone treats each other with kindness and respect

### **PROGRAM CODE OF CONDUCT**

Children who engage in conduct or activities, which are prohibited by this policy, may be subjected to disciplinary action up to and including permanent expulsion from The Common Good programs. The disciplinary action taken shall depend upon the nature and severity of the violation and their child's past record of violations, if any.

Children are prohibited from engaging in the following conduct or activities:

- Possessing, using, transferring possession of, or aiding, accompanying, or assisting another child to use any type of weapon, which term includes but is not limited to: guns, rifles, pistols, shotguns, any device which throws, discharge, or fire objects, bullets, or shells; knives; explosive or incendiary device, including fireworks; hand chains; metal knuckles; or any object that is used as a weapon or dangerous instrument, and any facsimile weapons.
- Leaving the building or any activity at unauthorized times without permission.
- Disobeying, showing disrespect for, defying the authority of, or being insubordinate to any Common Good staff.
- Engaging in conduct which endangers or jeopardizes the safety of self or other persons.
- Harassing, hazing, threatening, intimidating, bullying, or verbally abusing another person, including any gestures, written or verbal expression, or physical act that a reasonable person should know will harm another person, damage another's property, or insult or demean another in such a way as to disrupt or interfere with The Common Good mission. This provision includes, but is not limited to, threatening behavior, harassment, intimidation, and bullying.
- Using profanity, vulgar language or expressions, or obscene gestures.
- Assaulting, battering, inflicting bodily injury on, or fighting with another person.
- Creating or attempting to create a disturbance, acting in a disorderly manner, disturbing the peace, or inciting, encouraging, prompting. Or participating in attempts to interfere with or disrupt the normal program process.
- Showing disrespect, damaging, vandalizing, cutting, defacing. Or destroying any personal property belonging to The Common Good, or any other person.
- Engaging in theft, arson, gambling, immoral behavior, forgery, or possession of stolen property.



## PROGRAM CONSEQUENCES

When expectations are not met, the following consequences will be used:

- Conference between child and Program Manager to explore options and appropriate behavior, which may result in requesting the parent/guardian to come in and create a Behavior Success Plan
- Parents/guardians will be asked for ideas on solving the conflict.
- Allow children to have a voice and choice in the resolutions.
- Attempt to de-escalate the situation. The child can choose to visit the self-regulation station, go do the push wall, take a walk with a staff member, go to the safe place in the room, and get a drink of water allowing anger to subside, feelings to be controlled, and positive resolutions to begin. Once the child is back into his/her thinking brain state, staff members can conference with the child.
- Loss of privileges for a set period of time may be chosen.
- Suspension, up to permanent expulsion, from the program may be utilized depending on the circumstances. If a child is permanently expelled from The Common Good programs, he/she is not eligible for future re-enrollment.

The Program Managers will contact parents/guardians and determine a plan of action in case of chronic behavior issues. Behavior information will be kept confidential.

Some children with disabilities may require modifications to the programs usual disciplinary methods and/or consequences in order to benefit from the program. The Program Managers will work with parents of children with disabilities and school staff to develop and individualized behavior management plan if needed. Each child's needs for accommodation will be considered on a case-by-case basis.

*NOTE: The Common Good requires an emergency contact be kept on file, other than the parent/guardian, who can arrive to the program within 15 minutes to pick up in the event of a behavior or other emergency. The Common Good may terminate the enrollment of any child whose parent/guardian do not meet this requirement.*

### Positive SEL Guidance

In order for a child to develop intellectually, it is important for a child to learn acceptance, cooperation, respect, and self-discipline. In order to run a successful classroom, clear and concise rules, limits, and expectations concerning classroom behavior and discipline are explained to the children. Teachers use a variety of methods in the classroom to encourage proper behavior. Redirection, setting limits and using a Safe Place are a few of the most commonly used methods of positive guidance we use in order to promote the above characteristics. **Corporal punishment (spanking) is not used in the program nor is it allowed on the premises.**

### Parent/School Partnership Agreement

As parents and teachers, we all want the best for your child. The latest research has shown that



the following activities will lead to your child's long-term school success. Therefore, we agree to enter into this partnership to ensure that your child and your family receive the greatest benefit possible from the after-school program.



### **The Common Good Staff Agreement:**

We agree:

- To attend work regularly and arrive on time during assigned hours at the NW Tulsa Hub.
- To keep parents up to date on any changes that may occur in the classroom or onsite.
- To participate in regularly in parent conferences.
- To provide and demonstrate at home-activities designed to promote appropriate developmental milestones and to increase the language and literacy skills needed for future school success.
- To provide volunteer opportunities for parents that will enable them to participate in classrooms and parent meetings on a monthly basis.
- To send home weekly communication that provides updates on a child's progress and that provides information on current happenings on and off site.
- To establish and maintain on-going communication with parents and address any concerns parents may have in a timely and respectful manner.
- To work with families in establishing a primary care physician if needed.
- To embrace the opportunity to do whatever it takes to make sure that all children are set up for success in the after-school program.
- To empower ourselves to become an active partner in children's development and education.
- To evolve into a highly qualified staff member that continually takes advantage of learning opportunities to help make greater impacts on all children's development and education.

### **Parent Agreement:**

The Common Good's after-school program is a high-quality early childhood program that assists you to help prepare your child for further school success.

Your participation is important to us and to help ensure that your child benefits from the program, we expect you to:

Agree:

- To understand that I am the most important and central person to my child's education.
- To update all contact information, including current residence and emergency contacts on a monthly basis to ensure that you always have current contact information so I can be reached in case of an emergency.
- To ensure my child attends school every day and arrives on time to participate in the full program that The Common Good offers or notify the school of illness and absences (918.619.3861).
- To understand that my child may be removed from the program due to excessive absences or if picked up from programming late (past 5:45PM) more than 5 times throughout the school year.
- To attend semester parent meetings.



- To participate in parent conferences provided by teachers and program staff.
- To participate with my child in at home-activities designed to promote language and literacy skills that will ensure future school success, such as 15 minutes of nightly reading, etc.
- To establish and maintain on-going communication with program staff and address any concerns immediately and professionally.
- To review information that is sent home by teachers and staff.
- To understand that nutritious snacks are provided during the After-School Program. Due to health regulations, only food provided and prepared by The Hub can be served. All outside food is prohibited.
- If my child does not have a primary doctor, I will work with staff to establish a medical home.
- To keep my child's immunizations and Well Child Exams up to date, handle any medical needs that arise and provide documentation to classroom staff when necessary.
- To embrace the opportunity to do whatever it takes to make sure that my child is set up for success in the After-School Program.
- To empower myself to become an active participant in my child's development and education.

### Weather Policy

***There are great benefits of children going outside even when it's cold.***

***Children of all ages need fresh air and exercise.***

- Going outside each day actually helps keep children healthy. One reason is it reduces the risk of catching colds or other illnesses because infectious organisms are less concentrated outdoors so children are less likely to re-breathe the groups' germs.
- Sunlight exposure to the skin helps provide a child's body with much needed vitamin D which assists in the growth of strong bones.
- When children are allowed to go outside, it instills in them the importance of physical activity and exercise to stay healthy.
- Time spent outside affords children an opportunity to break free from the structure of the indoor classroom, especially for those children who are very active and love the outdoors.

How do you decide when it's safe to take very young children outside in extreme temperatures?

- When temperatures are at or below 32° F, including wind chill factor, outdoor time should be limited to no longer than 15 minute intervals. *Take precautions to make sure that infants and all children stay warm and dry.*
- Coats should be worn if temperatures are below 55° F.
- When temperatures are between 95-100° F, outdoor time should be limited to 15 minute intervals.

The term "*weather permitting*" means almost every day, unless there is a weather advisory or public announcement related to *extreme* cold or heat that may cause health problems. "There is no bad weather; only bad clothes." Therefore, children should be dressed properly and taken out on most days. This might require that the schedule be changed to allow children outdoor play in



the early morning when it will be very hot later in the day. Or it might require that the children have boots or a change of clothes when the grass is wet or that activities are on the *patio*.

### **Child Record Policy**

In accordance with The Family Educational Rights and Privacy Act (FERPA), The Common Good may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, The Common Good must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the organization not disclose directory information about them. The Common Good must notify parents and eligible students annually of their rights under FERPA.