



Parent Handbook

2023-24 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 th 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 5th 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) or stop by the NW Tulsa Hub to gather a calendar.

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 knowledge or direction of the program manager. 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.

Safety Tips during Departure

1. Turn off or turn down loud music.
2. Drive very slowly when approaching the building.
3. Turn your car off and take the keys out of the ignition before entering the center.
4. Do not leave small children unattended.
5. We do not allow you to be on the cell phone when dropping off or picking up your child.
6. Please treat TCG staff with respect.
7. Ensure proper car seats are installed, if necessary.
 - If you need a car seat, please let the Program Manager know as we have partners that can provide assistance in getting a car seat.

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.

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.

Toys

Please do NOT send toys from home as they may get lost or broken. If your child's class has a "sharing day" you will be notified.



The Common Good does not have a Lost & Found. If a child does bring a toy and it is misplaced, TCG is not liable if the toy is broken or lost.

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.
- EPSDT Well Child Exam Guidelines
 - 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.
 - 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.
 - 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.
 - Your child will receive sensory screenings (hearing and vision) by the staff annually.
 - Your child's height and weight will be monitored and recorded annually.
 - Parents are expected to follow-up with any medical or dental needs that arise and provide documentation to the TCG staff.
 - If your child does not have insurance, our staff will work with you to complete a SoonerCare application or explore other medical coverage options.
 - 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, stomach ache, 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.

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.

Positive 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.