

For I know the plans I have for you, declares
the Lord, plans to prosper you and not to harm
you, plans to give you hope and a future.

-Jeremiah 29:11



Prosper

A C A D E M Y

Explore. Learn. Grow.

Prosper

A C A D E M Y

Nurturing Minds | Strengthening Faith

OUR MISSION

Prosper Academy offers a holistic learning environment dedicated to valuing each child's God-given potential, inspiring a continuous love for learning, and cultivating virtues for a purpose driven life.

OUR VISION

Prosper Academy offers a truly different approach to school with innovative pedagogical methods that inspire self-guided learning within a holistic environment. Our educational philosophy is rooted in Christian values and fosters intellectual, spiritual, physical, and emotional development. We move beyond the traditional tools of lectures, homework, and high-stakes tests. At Prosper, our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and motivates them through real-world projects and experiences. We are committed to nurturing mindfulness, integrity, and leadership. We strive to empower students to utilize their unique spiritual gifts to improve their experiential educational outcomes and gain the life skills necessary to become a successful professional.

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GOALS

- Scale oriented for multi age classroom growth each year
- Community Partnership
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PROSPER VALUES



- Family
 - Your family is valued. Education begins at home and our certified professionals guide families to have a new outlook on their child's education. We inspire students within the classroom and collaborate with parents to establish holistic learning at home. We partner with homeschooling families or families that wish to begin homeschooling their children. We provide resources, direction, and a community for your family to thrive.
- Resilience (Grit):
 - Children who are learning how to think for themselves, to love learning, to solve problems, to express how they feel, and to value their own and other's opinion. Resilience generates an understanding that we are all in this together, which is why children grow up to understand the importance of working together, braving discomfort, viewing mistakes as learning tools and persevering against the odds as a team.
- Metacognition:
 - A crucial aspect of lifelong learning. It involves consistently assessing and regulating one's thoughts and performance. Metacognitive skills include critical thinking, self-awareness, independent learning, and reflective thinking. The metacognitive process consists of three steps: planning, monitoring, and evaluating.
- Growth Mindset:
 - A growth mindset is the belief that one's intelligence and abilities are malleable and can be enhanced with the right strategies and effort. The opposite of this is a fixed mindset, where someone believes that their skills are set in stone and they cannot improve.
- Integrity:
 - Integrity transpires through expressing gratitude for others, valuing honesty and openness, taking responsibility and accountability for your actions, good and bad, respecting yourself and others around you no matter where you are, and demonstrating reliability and trustworthiness.
- Discipleship:
 - A disciple is a learner, a follower, a person wholly devoted to becoming like the master teacher. Jesus emphasized serving. The focus for Jesus was to follow and surrender to God's plan. It was his focus for the disciples as well.
- Leadership:
 - A leader is someone who inspires passion and motivation. It is someone with a vision and the path to realizing it. A leader ensures their team has support and tools to achieve their goals.
- Community service
 - Engaging in community service provides students with the opportunity to become active members of their community and has a lasting, positive impact on society. Community service or volunteerism enables students to acquire life skills, knowledge, and a sense of social awareness, as well as provide a service to those who need it most.

OUR PHILOSOPHY

Finnish Educational Philosophy

- The Finnish education system has been rigorously tested for decades with outstanding learning results. It combines the best and latest learning philosophies, models and practices with continuous development to meet the highest standards in education.
- Learning is understood as a lifelong process. Learning happens in an active way by utilizing student's natural curiosity, their will to explore, and the joy of discovery. Free play and guided projects is a natural way to learn physical, emotional, social and intellectual skills.
- A sense of a community also plays an important role in Finnish education. We want to provide students with opportunities to participate in and influence their own life decisions.
- Another important piece is the fostering of respect for life, sustainable living and human rights. We support their emotional development and ethical thinking. Sustainability encompasses many areas of life, from social practices like incorporating culture and teaching compassion, to ecological considerations like developing a relationship with nature and a willingness to actively care for the environment. For example, when students take field trips to the forest or nature park, we discuss how to respect nature. We practice mindfulness and leave the space as we found it.
- Research shows that introducing new skills when students are ready to receive them leads to learning, not frustration. Prosper Foundations utilizes the Finnish education system to support learning and development without the toxic stress that can come from pushing students to learn too much, too early.
- Everybody learns best when steered by their own interests, which is why a student's interest play a central role in their education. Finnish educational philosophy has outstanding learning outcomes with purposeful play, guided projects, and nurturing guidance from highly-trained teachers.
- Finland is well-known for its emphasis on child-centered instruction and practice. We focus on the value of childhood and the positive development and wellbeing of children and families. It also stresses children's participation and developing social and cultural skills within education. This requires children's active interaction with peers, teachers, adults, community members, and the environment. Finnish education helps students build their self-confidence as learners through positive emotional experiences.
- Student's opinions, ideas and viewpoints are taken into account in their educational experience. For example, in Foundations, a teacher might observe a student who is interested in playing with cars and always chooses this activity when they can. On the other hand, this student might not have interested in numbers or colors. To incorporate the student's interest in cars into an activity they might not typically choose, our teachers would to take the time to create activities to integrate colors and numbers in the car play space. This allows this student to practice identifying the colors using cars and counting cars in the activity area. In addition, the student is now interested in colors and numbers. The teacher continues to builds on this interest in the classroom by developing a role play activity in which they pretend to work at a car maintenance station.



OUR PHILOSOPHY

- Our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and inspires them through real-world projects and experiences.
- Holistic-Lifelong learning: We view each student as a unique individual with their own ideas, thoughts and needs, which is why we focus on their wellbeing, both physical and emotional, alongside their educational needs. We foster student participation and autonomy, teaching how to take care of themselves and others, and develop their social-emotional abilities so that they learn the skills for life.
- Project-based learning is a method of learning that consists of sessions with specific objectives and a final product. Students construct their own knowledge through exploration with the teachers' guidance and support. We believe that learning is not limited to specific activities or the classroom. Every situation and moment is a chance to learn something new. In project-based learning, students construct their own knowledge through thoughtful exploration with the teachers' guidance and support.
- Nature based experiential learning
 - Learning through exposure to nature and nature-based activities, occurs in natural settings and where elements of nature have been brought into built environments, such as plants, animals, and water. When students spend time outside they explore science topics using curiosity, creativity and wondering, becoming better problem solvers and critical thinkers. Being outside leads to more time being physically active and developing small and large motor skills. Students get excited and interested in learning new content when they use natural materials in natural spaces. Students who spend time interacting with nature develop a sense of responsibility and respect for nature, living things and the world around them. This ensures a future with people who will advocate for the natural world and natural spaces that benefit everyone.
- Behavioral Expectations
 - Prosper Academy uses the Gospel along with philosophies derived from Raising Mentally Strong Kids, TBRI, and Conscious Discipline. Each methodology is a leader in brain-based social-emotional learning that's proven to build resilience in children, families, educators and schools.
 - TBRI® is an attachment-based, trauma-informed intervention that is designed to meet the complex needs of children. It focuses on Empowering Principles to address physical needs, Connecting Principles for attachment needs, and Correcting Principles to disarm fear-based behaviors. *Our Team is not TBRI® certified yet.
- Family Expectations
 - Committing to Prosper's values, educational philosophy and approach to holistic education as a family.
- Prosper admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OUR CLASSROOMS



Classroom Environment

- Prosper Academy offers multiple educational experiences:
 - 4 Day: Monday-Thursday
 - 2 Day: Monday & Wednesday or Tuesday & Thursday
- Holistic Multi-Age Classrooms
 - Bright Babies (Ages 1)
 - Tiny Tots (Ages 2)
 - Eager Explorers (Ages 3 & 4)
 - Lively Learners (Ages 5 & 6)
 - Primary 1 (Ages 6.5-8)
 - Primary 2 (Ages 9-10)
 - Classrooms are scale oriented to add grade levels each year
- Reduced Student to Teacher Ratio-15 students per classroom
- Enrichment Classes such as Private Piano Lessons, Art, Music, and P.E., Sign Language
- Gardening
- Uninterrupted learning blocks to encourage core skill development
- Our Role in Your Child's Education
 - Our Teachers play a key role in scaffolding students to enhance self-directed learning. We assess student readiness for new methods, establish the boundaries of each student's decisions about his or her learning, and teach the methodology needed to achieve competency of new skills. We also manage the classroom, provide resources, organize learning activities, and provide input. Our teachers are facilitators of learning, providing new challenges, guidance, support, and positive feedback.
- Self-Guided Learning
 - Our Nurturing teachers and assistants focus on guiding each child according to their own strengths and abilities. Each child is viewed as a unique individual. Students learn at their own pace, rather than being taught skills that they are not ready for, or that they have already mastered. The focus becomes the child's learning rather than the adult's teaching. Children are invited to take charge of their learning and are given more opportunities to choose what activities interest them. This sense of "ownership" and self-direction is the foundation for lifelong learning.
- Peer Mentoring
 - Younger children observe older children enjoying advanced, challenging activities and this inspires them. They look to older children for guidance, and older children have the opportunity to serve as mentors and take on leadership roles. Leading, whether by modeling classroom procedures or helping a younger student with adding numbers, is a critical experience for a child.
- Prosper Projects
 - We have 5 Prosper Projects throughout the year. They last for seven weeks and consist of holistic learning experiences with a specific focus. Each Prosper Project is inspired by biblical principles and points to scripture. Students are encouraged to set goals and complete individualized and group experiential projects. Students will participate in a field trip during each project.



YEARLY CALENDAR

- Families will have access to our Calendar & Event Dates in July of each year.
- It includes:
 - Prosper Project Cornerstone
 - Field Trips that corresponds with each Prosper Project
 - 1 Week Break Between Most Projects
 - 12 Week Summer Break
 - Parent | Teacher Conferences
 - Family Events
 - Programs | Graduation

SAFETY PROCEDURES

- We adhere to Oklahoma Standards for drill requirements: fire, intruder, lockdown, tornado, and earthquake.
- A CLEET Certified safety officer will be onsite throughout the day
- Doors will remain locked throughout the day
- Security cameras will be used to monitor safety
- Families will use their Brightwheel code for checkin & checkout daily
- All Prosper employees are CPR & First Aid certified

LUNCH & SNACKS

- We will offer lunch for families who would like to participate in our lunch program. Prosper partners with Comma Cafe to provide healthy lunch options for our students 4 days per week. Menus will be sent home in advance for ordering lunches for the following month. All proceeds go to a supporting local business, Comma Cafe.
- Colorful Foods: Nutritious snacks will be provided in the afternoons. We try to include as many whole food colors in students snacks as possible. Each color provides various health benefits and no one color is superior to another, which is why a balance of all colors is most important. Teachers and students will continue to explore colorful foods to feed our brain during snack times.

BRIGHTWHEEL | COMMUNICATION

- Brightwheel is our operating system. Each family will have a Brightwheel account for enrollment, arrival, dismissal, communication with teachers, tracking progress, tuition payments, fees, records, etc. It is our informational hub. Administration will communicate important updates, events, etc through email and handouts in folders.

TRANSPARENT CLASSROOM

- Transparent Classroom is a lesson planning and record-keeping tool leveraged by both educators and parents. It was specifically designed by multi-aged classrooms. Since assessment of a child's learning happens daily as part of the individualized learning model, there is significant opportunity to engage parents more regularly. This is a major advantage considering that parent involvement translates into positive learning outcomes for each child.



SAFETY AND EMERGENCY PLANS OF ACTION

- Students will never be left alone or unsupervised.
- There will be a minimum of 2 staff members present with students in Foundations during the hours of operation.
- Each employee is certified in CPR and First Aid every 2 years.
- Fire evacuation and severe weather plans will be posted.
- Fire drills will be held in the fall and spring at varying times. A record of drills is kept in the office and submitted to OSDE.
- Tornado drills will be held throughout the year.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, students will be evacuated to the nearest safe building available.
- Families will be notified through the Brightwheel notification system and informed of when to pick up their children.

PROSPER ACADEMY WILL TAKE THE FOLLOWING STEPS TO MAINTAIN THE FACILITY:

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

CHILD ABUSE PROTECTION

- The Director & Assistant Director of Prosper Academy are mandated by law to receive Child Abuse Detection and Prevention training. The Director & Assistant Director are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

PARENT/GUARDIAN COMMUNICATION

- Family conferences will take place for all students twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Communication may be sent in your child's folder, so please make sure to check it weekly.
- Parents may also receive and/or send communication to the teacher through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- Administration will utilize parent email addresses to notify families about upcoming events or any school wide news.
- To further foster whole family relationships, parents or guardians of children enrolled at Prosper Academy are welcome to visit at any time, by scheduling a time that works best for both the teachers and them. We encourage parent involvement and volunteering.

ADMISSION|ENROLLMENT|TERMINATION POLICIES

*Prosper Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.



ELIGIBILITY FOR ENROLLMENT

- Students 1 or older before September 1 are eligible to be enrolled at Prosper Academy, provided enrollment space exists.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We reserve the right to choose who is accepted into Prosper Academy. Any student whose needs cannot be met or whose behavior endangers other students will have to be placed on an Individual Behavior Plan. Family meetings with an administrator and the teacher will take place throughout the year to ensure the child's needs are being met.
- Prosper Academy is committed to supporting all students and families. We realize some students may be better served through the support of other local agencies. Parents will be notified if concerns arise.
- Prosper Academy will be pursuing partnering with agencies such as SPS and Today's Therapy Solutions for OT and Speech Therapy screenings for our students.

CARING FOR CHILDREN WITH SPECIAL NEEDS

- Prosper Academy must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.
- Students with special needs will be accepted into Prosper Academy under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- Prosper Academy will be responsible for ensuring that confidentiality about special needs is maintained for all families enrolled.
- Prosper Academy will meet with families to ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Students with special needs will be educated in the least restrictive environment as possible. To accomplish this, Prosper Academy may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without a written contract and parental consent, including cost and tuition adjustment for services provided. Inclusion of staff on IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure that Prosper Academy provides the most supportive and least restrictive environment.
- It is important that parents keep Prosper Academy apprised of any changes or needs that their child may have regarding their special needs.

ENROLLMENT FORMS

Forms to be completed and submitted to Prosper Academy prior to admission include:

1. Application Form
2. Tuition Agreement
3. First Aid Permission / Emergency Info / Medication Consent (if needed)
4. Social Media and Photo Release
5. Safe Food Transportation Agreement
6. Child Information Form
7. Parent Driver's License or OK ID
8. Proof of immunizations and a physical exam (well child check-up)
9. Handbook Acknowledgement Signature Form
10. Previous Transcripts / Report Cards

PAYMENT AND FEE SCHEDULE

- All tuition payments are due on the 1st of the month, regardless of your child's attendance. Prosper Academy reserves the right to change these fees with a 30 days notice.



BEFORE SCHOOL CARE FEES

- \$10.00 per day, whether the child is in attendance the full time or a portion of the time.

FEES FOR FAMILIES ON SCHOLARSHIP PLANS

- Families are responsible for the portion of the fee not covered by the subsidy.

WAITING POOL

- In cases when enrollment space is unavailable, students will be placed in a waiting pool.
- Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

APPLICATION FEE

- Upon submission of each Student Application, families will receive a \$150.00, one time, application fee through their Brightwheel account. This fee is non-refundable should the family decide to not attend.

SUPPLY FEE

- Families who have completed enrollment will receive a \$200.00 supply fee through their Brightwheel account in July for the forthcoming school year and a \$200.00 supply fee through their Brightwheel account in January. This fee is non-refundable should the family decide to not attend.

OTHER FEES

- \$25.00 late payment fee after the 5th of each month.
- \$25.00 returned check fee (Subject to change, based on the bank charges)
- \$10.00 each day after dismissal, if a child has not been picked up.

BILLING

- Invoices will be sent by the the 1st of each month and will include the fees due for the following month. Payments are due on the 1st of each month.
- If the bill is unpaid by the 5th day of the month, a late fee of \$25.00 will be assessed each week if there is an outstanding balance, with a maximum of 2 months. If the account becomes 2 months overdue, the child's enrollment will be suspended, and not allowed to attend until the bill is paid.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- If the bill is not paid within 1 month of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.

TERMINATION OF STUDENT ENROLLMENT

Prosper Academy reserves the right to terminate a family contract for the following reasons (but not limited to):

- Failure to pay invoices as they are due, Failure to complete required forms, as required, Lack of parental cooperation, Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents, Lack of compliance with handbook regulations, False information given by parent either verbally or in writing, Disciplinary reasons as outlined previously



Prosper Academy also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 60 days advance written notice stating when a student will be removed from Prosper Academy
- Payment for 12 weeks of school
- If the child is pulled without a 60 days notice, payment is to be made immediately for the next 12 weeks.

OPERATIONAL POLICIES

BOARD OF DIRECTORS | FINANCIAL ADVISORY | SCHOLARSHIP BOARD

- Prosper Academy is a nonprofit organization with an active 501c3 status. Prosper Academy is guided by a Board of Directors, Financial Advisory Board, and Scholarship Board made up of members of the community who serve as advisors for the school.
- The Board meets once per month to review the Prosper Academy Director's report, the financial report, enrollment information, and other information as presented by the Director or Foundations Director.
- The Board Members assist the Director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.

HOURS OF OPERATION | CALENDAR

Prosper Academy is open from 8:45-3:00 on Monday-Thursday.

*Early Drop off is available for families.

A Yearly Calendar will be sent home and available on the website and in student folders.

SPECIAL HOLIDAYS

- Prosper Academy will close for the following special holidays:
 - Labor Day
 - Fall Break
 - Thanksgiving
 - Christmas
 - New Years
 - MLK Day
 - President's Day
 - Spring Break
 - Memorial Day

There may be additional days throughout the year when Prosper Academy will close (weather related), but notice will be given whenever possible. Tuition costs will not be adjusted due to unexpected closings.

SCHOOL BREAKS

- Prosper Academy will have school breaks throughout the year after each Prosper Project. We strongly encourage quality time with family. Prosper Project breaks will occur every 7 weeks. Classes will resume the following week. All of these breaks are posted on our School Calendar and most coincide with holidays.

EMERGENCY POLICIES

INCLEMENT WEATHER

- Prosper Academy will make every effort to be open in bad weather. We will close when Pottawatomie County declares a "Warning" or when it is otherwise deemed necessary (i.e. extremely low student numbers due to illness, power outage, and/or for the safety of staff and families). A decision to close is a difficult one to make and there are occasions when the facility will be open during a "Watch" if the director feels the conditions and roads are safe enough for travel.
- Parents will be notified through the Brightwheel App.



SCHOOL DELAYS AND CLOSINGS

- Prosper Academy follows the county schools' delays and closings. Prosper Academy will notify families for school closings and delays.

RELOCATION OF CHILDREN IN THE EVENT OF BUILDING EMERGENCY

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, all staff and students will be relocated to a safe facility. Staff and students will be moved to the closest safe facility available.
- Parents will be notified that they must pick their children up immediately.

CHILD ATTENDANCE, ARRIVAL, AND DEPARTURE

ARRIVALS AND DEPARTURES

- Drop off is at 8:45am. We ask that students arrive no later than 9:00am, as we start our school day at that time. If your child is to arrive later than 9:00am, please notify your child's teacher, with the understanding that your child may miss some lesson time.
- Appointments (i.e. doctor, dentist, etc.) are the exception to this. Again, please contact your child's teacher so he/she is aware of an approximate arrival time.
- Parents/guardians are required to sign children in and out each day through the Brightwheel app.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff members will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a student to leave without these provisions.
- Please notify the director and your child's teacher if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$10.00 per day will apply if students are not picked up by 3:15pm.
- If a child has not been picked up by 3 hours after their scheduled pick up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect

REPORTING CHILDREN'S ABSENCES

- Our team plans the day based upon the number of students expected. We ask that parents notify their child's teacher as early as possible if their child is going to be absent, late, or if they plan to pick up their child early on a specific day.

TOBACCO, ALCOHOL, FIREARMS AND DRUGS

- Prosper Academy prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. A copy of the policy may also be requested at any time.



MEDICAL POLICIES

IMMUNIZATIONS AND PHYSICAL EXAM

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within the enrollment period prior to their attendance. These records must be provided prior to your child's first day of attendance. Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on the Prosper Academy Brightwheel account or bring it to the Prosper Academy office.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved.

MEDICATION & EPIPEN WAIVER

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order or parent's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the student's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed. Medication CANNOT be sent with students and kept in their backpacks.
- All students enrolled at Prosper Academy must have a guardian review our Epipen policy and waiver form.

COMMUNICABLE DISEASES

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
 - vomiting
 - severe coughing
 - temperature of 100.4 degrees or higher
 - diarrhea
 - suspicious rash
 - difficult or rapid breathing
 - lice (may only return when deemed "nit free")
 - red, encrusted, or runny eyes
 - green mucus/snot
 - lethargic behavior
- Parents are expected to have the child picked up within one hour of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick student from the rest of the class while they are waiting to be picked up.



- Students should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Prosper Academy
- Please do not give your child medication and send them to school if they have been ill through the night.
- Parents should have a backup plan of care established if their child is sent home from Prosper Academy with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute teacher will be assigned in his/her place as needed.

REOCCURRING MEDICAL ISSUES

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Prosper Academy must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.

ACCIDENTS

- Parents/guardians will be notified of accidents as soon as possible.
- All staff members are CPR/FirstAid Certified
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the student requires medical attention, the parent will be called, informed of the injury, and asked to pick up the student.
- Parents are asked to report any instances of the student being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of Oklahoma. Parents will receive a copy of the accident report that is mailed to the state.
- If the injury requires immediate medical attention, 911 will be called.

NAPS/REST PERIOD

- Foundations students will participate in a rest period each afternoon.
- Bright Babies and Tiny Tots will bring rest materials home every other week for cleaning.
- Eager Explorers and Lively Learners rest items will be sent home to be washed and returned by the next school day at the end of each month.
- Students are not required to sleep but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of time.
- Please provide a rest mat and a security item (stuffed animal), if needed.

GOSPEL CENTERED LEARNING

- You will receive information about our bible curriculum, chapel, and memory verses in your child's folder. This will keep you informed of the Prosper Academy's activities.
- Chapel is on Monday and Thursday
- Chapel will include seed family worship with sign language movement along with Bible lessons, scripture read and memorization, and prayer. Our Primary Classes participated in Roots to explore scripture further, discuss questions, and deepen understanding of the trinity.



PARENTAL RESPONSIBILITIES:

LUNCH

- Lunch and Extra Snacks
 - Please make sure your child eats breakfast at home. Please make us aware if your child has not had breakfast.
- Extra snacks can be stored in student's lunch boxes and backpacks.
- A snack is served in the afternoons.
- Prosper Academy will provide whole food snacks each day. Examples include fruit, yogurt, pretzels, string cheese, raisins, peanut butter, Sun butter (alternative for peanut butter for those allergic), vegetables and hummus. Goldfish crackers are also allowed (whole grain).
- Parents are welcome to bring a special snack or trinkets for their child's birthday, other special events, or just for fun with prior approval from the teacher. *Must be refined sugar and dye free
- Lunches can be purchased from Comma Cafe. Families can sign up a month in advance for Comma lunches to be provided for their child through a google form.
- If lunches are not purchased through Comma Cafe, they must be provided by the parents. All lunches must be packed cold however; warm lunches may be brought in stainless steel thermoses that keep foods at 140 degrees or warmer. Parents must heat the food at home before putting it in the insulated container. All opened and uneaten food that cannot be properly resealed must be thrown away at the end of lunch.
- Every student must bring a labeled water bottle to keep with them. water refills will always be available as well throughout the day.
- Soda and other high sugar content drinks are discouraged during lunch time. Juice boxes that are 100% fruit juice are an acceptable lunch drink.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes. A student allergy form must also be submitted along with a food allergy action plan signed by parents and Prosper Academy.

PERSONAL ITEMS & ELECTRONIC DEVICES

- Prosper Academy is well stocked with a variety of manipulatives and materials for the students to learn, play and explore with.
- Personal toys are often the cause of arguments among students.
- No toys shall be brought to Prosper Academy from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.
- If your student brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed in class.

LOST AND FOUND

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Prosper Academy is not responsible for items that the child has misplaced.



FIELD TRIPS

- RSVP slips are required for each field trip.
- Parents/Guardian are required to attend field trips and transporting their child.

FILES

- Please keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- Information will be requested each year or more to update student files.

CLOTHING

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors everyday and as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your student is sent home in a change of clothes that belongs to Prosper Academy, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap are not recommended (Please have a pair of safe shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn, or for a change of shoes to be provided.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Students will be expected to go outside to play and learn (even if just for a short period of time) as long as weather isn't severe (ie. Lightening/hail)
- Students are required to bring labeled appropriate weather gear for each season to keep at school. Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate that day without parental approval.
- Sunscreen will be provided. Students with allergies, or sensitivities to sunscreen, must bring their own, clearly marked, sunscreen.

PANDEMIC PROCEDURES

- The health and safety of our children, families, and staff are our top priority. In an attempt to mitigate the spread of COVID-19, please remain home:
 - If their temp is 100.4, or higher.
 - Students must stay home until they are fever, and symptom free, for a minimum of 72 hours before returning to school.
- Parents are asked to check their child in using the Brightwheel app to avoid having to use paper and pen. Parents can notify staff of their arrival for pick up through the app, also.
- All students will wash their hands or use hand sanitizer before entering the classroom.



ILLNESS POLICY FOR COVID OR FLU

- Any student with a fever of more than 100.4 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
- Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
- Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.
- Parents will be required to contact their child's teacher within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.
- If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child _____ was seen and was evaluated for _____... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).
- If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, Prosper Academy must be contacted immediately by phone at 405.740.0762.
- If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.
- The CDC will inform both the parents and Prosper Academy staff of the recommended quarantine period and give directions on any possible closings of a classroom or program and the length of time for either.

KEEPING HEALTHY

- Prosper Academy will take every precaution for your child to stay healthy and ask that the parents help with this.
- Consistent hand-washing and cleaning of the school will be performed throughout the day.
- Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
- We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Prosper Academy.

CLOSING OF PROSPER ACADEMY

- If Prosper Academy is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the Health Department. Any, and all, direction for additional cleaning and disinfecting, quarantine recommendations and/or closures will be made by the health department after talking with those affected. Prosper Academy has every intention of remaining open during these uncertain times but may close as directed by state or local officials.



FOUNDATIONS CLASSES

BRIGHT BABIES & TINY TOTS

DIAPER & BATHROOM PROCEDURES

- Students must have 30 diapers for each week. Diapers packs must be labeled. Each student will have a container for their diapers (if needed), changes of clothes, pacifiers, etc. Water Wipes will be provided.
- Diaper cream or powder must be labeled with written and signed instructions of application from parents.
- Diapers will be checked each hour and changed if wet. Diaper or clothes changes will never be conducted alone. Teachers will wear gloves during each diaper change and use a spatula for applying cream to babies bottoms. After each use, gloves are disposed of and spatulas are cleaned & sanitized. Diaper station will be wiped clean with a Norwex cloth after each diaper change and sanitized after students leave for the day.
- Families will be updated each Thursday on supply needs for their student.
- Students will not have independent bathroom breaks. Two adults will monitor bathroom usage at all times. Teachers will not accompany a child into the restroom alone. It is required that two teachers must be in the room at all times for this purpose. Restroom doors will remain propped open.
- If a child is potty training they will be taken to the bathroom every 30-45 minutes to begin with. When they are successful, this will move to every hour and then 1.5 hours. Accidents will never be shamed.
- If classes are outside and a student needs a bathroom break, an admin or assistant will meet the teacher and student for the bathroom break or if there are enough teachers outside two teachers can take a child inside for a bathroom break.

CHANGE OF CLOTHES & REST SUPPLIES

- Each student needs 3 changes of clothes on hand to be kept in their bag/student tub

PACIFIER PROCEDURES

- Pacifiers must have a working clasp and be secured on the clothing of each student. Our goal for Tiny Tots is to only have during nap time if needed. If a student asks for their pacifier they will be permitted to have it. Two year olds will have encouraged weening, ie. pacifier will be placed in the sterile station during outside play.

BITING

- 1 bite: Parents of the students involved will be contacted via Brightwheel with a synopsis of situation. The student will separated from others until calm and trustworthy and will be monitored closely.
- 2 bites: Parents will receive a phone call to discuss the pattern of biting seen and begin the conversation of an action plan. The student will be separated from others and will have a team member with them at all times monitoring movement.
- 3 bites in 1 day: The student will be sent home and begin biting therapy & training to correct these behaviors. Teachers and parents will work together to create a behavioral plan of success.
- 3 biting incidents on multiple occasions: The student will move to tier 2 on a behavior plan and parents, teachers, and admin will meet to discuss the needs of that student.

OUTDOOR PROCEDURES

- Students will be outside for regular sensory exploration and play. Please provide the appropriate weather gear for all seasons. Teachers will monitor inclement weather and stagger outside play if needed. Bright Babies and Tiny Tots will remain inside if weather gear is not provided. Please keep in mind that we encourage outdoor exploration if at all possible, as long as it is safe for our 1-2 year olds. Ask our team for toddler weather gear recommendations.