



Private PreK –High School

Mission Statement

Lab School exists to build up and develop all aspects of a child. Whether it be academically, through the arts, sports, or character; we believe in developing children to be the best person they are meant to be. We believe in having faith in what is right and that good will prevail. We believe in teaching concern for, and actively helping others. We believe in teaching children to never give up, and to be fair and equitable with others. We believe in teaching moderation of needed things and abstinence from things which are not needed. We believe in developing future leaders for the good of society and all mankind.

Motto

Where classical education meets hands on learning.

www.labschoolok.com

**111 Premier Parkway
Norman, Ok 73069
(405) 701-3668**

**Director of Operations ~ Renee Roberts/Brandy White/Patty Mills
Principal ~ Kim Cagle
Administrative Assistant ~ Ashley Vance**

This handbook supersedes any previous version.
This handbook serves as policy and procedures for parents and students of Lab School of Oklahoma. Directors and/or Administrators reserve the right to change the policy or procedures at any time as deemed necessary after reasonable notice to owners.

Revised December 28, 2022

A Note from our Headmaster

Dear Parents:

The purpose of the Lab School Family Handbook is to ensure that each member is fully informed of the policies, expectations, and privileges provided to Lab School Families. In doing so, it is our hope that parents, students and faculty will have a smooth, successful and enjoyable school year. When questions arise during the school year, please consult your handbook. Of course, there is no way every situation can be addressed. Questions left unanswered by the policies contained within will be left to the discretion of the administration.

If parents have a concern or issue, please contact the person or people closest to the situation. While it may be tempting to “go straight to the top” with a concern, the response from the top will usually be to refer you to those who have the most knowledge of the situation. If an issue cannot be resolved at the lowest level (directly with teacher or coach), then it should be brought to the attention of the school’s director, for resolution.

Open communication and ongoing dialogue between home and school are necessary to the development of honest relationships that are necessary for the optimal education of our students. I promise to be transparent in all of our outgoing communication to you, our families. Thank you for your continued support, commitment, cooperation, and trust. I look forward to an enriching and rewarding year at Lab School!

Sincerely,
Renee Roberts
labschoolok@gmail.com
(405) 701-3668

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ABOUT US

Who We Are:

We are a dedicated group of educators and professionals who have seen that traditional education is overcrowded, underfunded, and ultimately a disservice to the children it strives to serve. We will provide an alternative to your family.

Our Goal:

Holding excellence in education as our minimum standard, Lab School's goal is to bring forth leaders in society that are able to think, contribute and shape our future. To give back, to invent, create, to move forward and mold the next generation after them.

How We Do It:

We bring children out of the classroom and into a love of learning by doing! We reunite the basis of classical education in a systematic spiral methodology that makes sense and gives a clear understanding of how the world works and has grown since ancient times. This frees up a child to explore, ask questions, and learn to understand the "why" behind the actions of civilizations. By tailoring the core subjects to your child's unique learning style, we work to bring forth the very best result with what makes the most sense to your child.

Admission and Enrollment

Parent and Student Meeting: Once a contact form has been submitted, an interview and tour of our campus and interview and tour is set. A tour of our campus is required before any accepted enrollment. This provides you an opportunity to make a completely informed decision pertaining to your child's education. It also gives us a chance to meet with you and decide if your student is a good fit or our program. We will contact you by phone or email to set a time to do so. Children are encouraged to accompany their parents at these interviews. If you wish to enroll at this point, a completed admissions application <https://www.labschoolok.com/new-student-registration.html> will be filled out and submitted. You will be billed the application fee at this time. Once the application fee is paid, the board will meet and decide, based on your references,

speaking with your child's current school administration, and your interview, if your family will be a good fit for our program.

Enrollment: The school will notify you within one week regarding the admissions decision. If accepted, and space is available, the school will issue you an acceptance letter via email and bill enrollment fees. Your deposits are due back within 48 hours to hold your child's spot in a classroom. If you apply for enrollment but there are no openings, your child will be placed on the waitlist until an opening becomes available.

Student Academic Success: The Lab School environment is unique. It cultivates an inner discipline and fosters cooperation skills and logical thinking that is the foundation for further learning and social development. Occasionally, the learning style of an individual child is not compatible with the climate of the Lab School space. If the teacher or staff become concerned about the suitability of our learning lab for your child, he or she will contact you to set up a conference. Our principal will be present at this meeting.

We want every child to experience the satisfaction and joy of a successful education. Generally, children adapt to the Lab style of learning within 60 days to 1 trimester. If your child is not functioning successfully in the lab, we will make educational recommendations to your family. If we believe that Lab School will not meet your child's needs, we will recommend alternate environments to you and remove him/her from the class. There are instances where inappropriate and or extreme disruptive behavior warrants immediate dismissal. The board reserves the right for the good and safety of the school to exercise that right and make those decisions at their discretion whenever needed.

Enrollment Termination Process: The Lab School is dedicated to maintaining a safe, harmonious learning environment for the optimum development of all our students. Children with excessively disruptive or harmful behavior will be asked to leave our program. The board reserves the right to dismiss a child at any time for the good and safety of the school as a whole.

The following steps are followed to reach such a decision:

- Three documented verbal warnings in a child's file equals one "disruption" incident.
- Two disruption incidents in a one week period for lower levels (Prek - 4th grade) or in a one trimester period for upper elementary and above (5th grade and above) will result in suspension from the program for an agreed upon period of time by our administration not to exceed two days for lower levels and one week or upper levels.
- During such a suspension, all grades will be forfeited for upper grades and those assignments will be turned in and receive a zero.
- After a suspension, if a student has three documented verbal warnings or one disruption again within a specified period for Pre k - 4th or one trimester for 5th and above, and cannot show they are able to control

themselves in a respectful manner to others in our school (students and staff alike, they will be dismissed.

Other Reasons for Withdrawal:

The school operates on the tuition and fees paid for services. If a family's account is 60 days or more past due, the child will be withdrawn from the program until the account has been brought up to current status. If a family intends to withdraw, written notification of intent to withdraw a child shall be made at least 30 days prior to withdrawal. Please make sure to read our contract in full when enrolling your child as it is a legally binding contract.

While we do not teach doctrine we are a Christian School and hold to biblical beliefs set forth in the Bible which we believe to be the inerrant word of God. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5,13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4). Therefore students will be addressed by their natural born gender and name. Same sex dating will not be allowed among students.

Students will forfeit enrollment at the Lab School if at any time they are found to participate in drugs, vaping, sexual misconduct, pornography, are arrested or have formal charges brought against them. If are in possession of a weapon on school property, threatening of bodily harm to other students or faculty, participating in sexual acts between members of the opposite or same sex, stating that they are are homosexual, bisexual, or are in a homosexual relationship.

Tuition and Fees

Tuition and Fees 2023 / 2024 School Year: Beginning with our 2023-2024 school year, all tuition will be automatically withdrawn from either a bank account or credit card (with a convenience fee) in accordance with the option you chose when you enrolled. All families will be required to have a backup form of

payment on record that will be charged if the primary is declined. If the back up form of payment is declined, we will accept cash or cashiers check only within 48 hours, or your student will not be allowed on premises until payments in full have been made by cash or cashiers check. After 60 days past due, you will be required to withdraw your child. Enrollment in other programs at Premier Sportsplex, e.g., summer programs, enrichment classes, youth leagues, next academic year and deposits for the following year will not be accepted unless your account is current. **Accounts that remain unpaid will be referred to collections.**

Tuition:

(There is a 25.00 a month discount for additional children after the initial child)

Pre K: \$5500.00 per year or \$550.00 per month.

Kindergarten: \$5,975.00 per year or \$597.50 per month

1st - 5th grade: \$5,975.00 per year or \$597.50 per month

6th-8th grade: \$6500.00 per year or \$650.00 per month

High School: \$6800.00 per year or \$680.00 per month

Extended Learning:

Before and After Care:

Before and After Care: Before Care starts at 6:00 am and after care runs until 6:00 pm.

Before Care Per Child: \$130.00 monthly

After Care Per Child: \$180.00 monthly

Before Care and After Care Per Child: \$275.00 monthly

Drop in rates are \$20.00 per day for each before and after care and must have advanced notice.

Both before and after care have snacks included.

Please take note of cumulative late charges for students picked up after 6pm. Our extended care is provided for your convenience to either enroll or to use as a drop in basis. However, we close promptly at 6pm. Please be considerate of our staff and be on time to pick up your student, as they have commitments and responsibilities in the evening. Therefore, take note of the charges listed below for children picked up after 6pm.

- 6:00 - 6:04 pm \$ 5.00
- 6:05 - 6:14 pm \$ 10.00
- 6:15 - 6:30 pm \$ 20.00
- After 6:30 there is a \$20.00 charge plus an additional \$1.00 per minute.

Continued late pick up will result in dismissal of the entire family.

Camps During Breaks for All Grades:

We have camps for fall, winter, and spring break. We have a wonderful camp during the summer for K-8th grade called Camp925. We will be sending home information after January 1. You can enroll for our summer camp at www.premiersportsplex.org under the summer camp tab or on our website under "Summer Camp". There **must** be a minimum of 6 students enrolled in any camp before it can take place.

Other Fees and Costs:

Application Fee: \$50.00 first child / \$40.00 each additional child

Enrollment Fee: \$150.00 first child / \$75.00 each additional Child

Book Fees: This varies by grade and will be due June 1st.

Invoicing: All tuition and fees are withdrawn automatically. **It is your responsibility to make sure your account is paid on time.** All before and after care will be added to your tuition statement. Any extra activities will be automatically taken from your preferred method of payment and an email will be sent out prior with notification.

School Policies

Attendance: Regular, punctual attendance is necessary for your child to receive the full benefit of our program. Parents should notify the office by 8 a.m. if a child is unable to attend school. Children with a contagious disease must be kept home for the health and safety of the other children. Please inform the office if your child contracts a contagious disease. More information can be found under the “Health Policies” section.

Primary students: Having a set routine aids in the emotional and brain development of your child. For that reason, we encourage you to make every effort to have your child here. If you know your student must be away for any length of time for reasons other than illness, parents should contact the school in advance to discuss the situation. This will help us in planning and also in aiding your child when they come back from their routine change. A doctor’s note is necessary to excuse tardy arrivals. Academic instruction begins promptly at 8:30. Five tardy arrivals will be marked as unexcused absences.

All students: Legally, all elementary-age children must attend school daily. This can take on many forms. We accept and agree with full time school, blended models of school, and also educational opportunities to learn while on family “vacations”. For that reason, if a vacation is scheduled, parents should discuss with their teacher the educational experiences and activities that will be learned. We at the Lab School believe that life is learning and that any time spent with family can be of immense value. You are paying us for a service. It is your responsibility as the parent to make sure your child is learning. We would like you to enjoy your children and for your children to love learning. If we can help you document your vacation as a learning experience, we would love to do that! **Please know, that allowing your child excessive days out of learning is detrimental to their education and every effort should be made to make all of life learning. We encourage you to have your child here if they are not at a scheduled event.**

School Hours:

Our school year begins August 10, 2022 and ends on May 26, 2023. Please see below for hours, days off without care, and days off with camps offered.

Before Care 6:30 am

Drop off 7:30 am – 8:25 am

School Starts 8:30 am

School Ends..... 3:00 pm

Pick Up 3:00 pm – 3:30 pm (Please make every effort to pick up your child by 3:30 as we are transitioning to aftercare between 3:30 - 4:00)

After Care 4:00 pm

After Care Ends..... 6:00 pm

Our Lab School office is open Monday through Friday 8am through 4:00pm. If you need to reach us after hours you can email us at labschoolok@gmail.com, and we will call or email you back as soon as we can. If you are enrolled in before or after care, please call us at (405) 701-3668 and the aftercare staff will answer. **Aftercare staff will NOT be able to answer school questions.** You will be emailed in advance if there is a change to any of the phone numbers listed.

Renee Roberts (director).
(rrobertsokp@gmail.com)

(405) 701- 3668

8am – 4pm

Ashley Vance (admin)
(labschoolok@gmail.com)

(405) 701-3668

8am – 4pm

Arrival and Dismissal:

Arrival: Arrival is between 7:30 and 8:25am. School begins promptly at 8:30am. It is very distracting to all students when others are arriving late. For every 5 late (tardy) drop offs without a doctor's note, your child will receive one unexcused absence on their report card. Please make every effort to be here and drop off during those times. If your child arrives before the 7:30 drop off time, before care drop in rates will be added to your invoice for the following month. Please refer to your pick up and drop off schedule email for details on where to drop off and pick up your student.

Dismissal: Please pick up your child at the designated time. If you will be late, please call the school. Dismissal time is at 3pm with pick up by 4:00pm. Please make every effort to pick up by

3:30pm as we will be transitioning children to the back of the building between 3:30 pm and 4:00 pm and you may have to wait longer if you are picking up between 3:30 pm and 4:00 pm.. Children who have not been picked up by our 4:00pm pick up time will be placed in the After School Childcare program and parents will be billed for this time. For children who are not picked up by 6pm, we charge a late fee according to the schedule under fees and costs.

For your child's protection, we will not release a child to someone other than a custodial parent or individuals designated on the Family Information Sheet unless written authorization is provided to the school. We will ask for photo identification of the person picking up your child. Authorization can be granted on the emergency information form, but make sure to include a note anytime changes in regular dismissal are made.

When your child arrives for the day, his/her arrival time will be recorded by a staff member. The departure time, also noted by a staff member, will be recorded as the time you and your child leave the school grounds for the day. Staff members will be happy to discuss this process with you if you have any questions.

No School/Closed:

School is **CLOSED** and **No Camps** are provided the following days:

September 4	Labor Day
November 20 – 24	Thanksgiving Break
December 25, 26	Christmas, Christmas
January 1	New Year's Day

School Closed / Camps Offered:

The following dates Lab School **is not in session but will be offering camps** to our students. These camps will be themed and will follow the same hours as our typical school day. More information on the exact nature will be available no later than September 3 for our fall camp, November 8 for our winter camp, and February 28 for our spring camp. The cost of these camps is \$250.00 per student. There is a \$50.00 registration fee per student. You will be billed the first of the month of the camp online in a separate invoice from your tuition (spring camp will be billed March 1). **Please note, we must have a minimum of 5 students enrolled before camp is confirmed.**

Fall Camp:	October 2-13
Winter Camp:	December 18 – January 5 (except. Dec. 25, 26)
Spring Camp:	April 1 - 12

Weather Closings:

In the event of an extreme weather, weather emergency, or unforeseen school closure, please check your email, our Facebook page, and the remind app for our school. Since many of you rely on us so that you can attend work, we will monitor the weather closely and make a decision as soon as possible. We often remain open while many other schools are closed because those schools provide student transportation. We are aware that many times public schools are forced to close because their student transportation cannot drive on the side or neighborhood roads, we are not held by that constraint. We realize that many of you live some distance from school and we encourage you to use your own judgment when deciding whether to venture out in questionable weather and road conditions. School work can always be made up. You are welcome to call the office if you have any questions or email us. We will be monitoring our email in weather events since we will be working remotely if not at school.

In the event of a possible tornado – always feel like you can come get your child. We will always err on the side of **extreme** caution and will notify you of closures immediately.

Health Policies

Illness: For the protection of all of the students at the school, the school staff reserves the right to send a child home whose health (according to Department of Health guidelines) poses a threat to other children in the program. Any ill child should be kept home. Children should not be brought to school if they:

- Have vomited or had diarrhea within the last 24 hours
- Require more rest time than what is provided by the program
- Currently have a fever, or have had one within the last 24 hours, over 100.4 degrees
- Are unable to play outside

Additionally, if your child has a communicable disease e.g., mumps, strep, chicken pox, hepatitis, pneumonia, measles, rubella, scarlet fever, scabies, pertussis, haemophilus/influenzae type b, encephalitis or meningitis, or COVID-19, you must report this to the school office. All reports and data associated with serious diseases, such as HIV infection and AIDS, that are furnished by the Department of Health or a local health officer are confidential. These reports are made solely to the Director of Lab School. Any further disclosure about a serious disease can only be made with written permission of the child's parent or guardian.

If you have any questions, please ask.

Hand washing: Children and staff wash their hands before and after all activities such as eating, using the bathroom, playing outside, art, science, and blowing their noses.

Handling bodily fluids: all staff members are trained in universal, and COVID-19 cleaning procedures to protect the children and themselves from possible contamination from bodily fluids.

Controlling infection: If the staff notices a child showing symptoms of an infectious disease, we send the child home immediately. When waiting for parent/guardian pick up, the child will be removed from the other children and be in a separate room under staff supervision.

Covid policy: Updated 8/25/2022

Information provided has been gathered from the most current CDC guidelines and adapted to best fit the needs of the Lab School of Oklahoma. These policies apply to all students and teachers regardless of vaccination status:

For individuals who test positive for COVID – 19 or have persons living in the household with Covid-19:

- Please notify the main office immediately.
- Stay home for 5 days after the first day of symptoms or positive test.
- Individuals may return to school after 5 days if asymptomatic and fever free without fever-reducing medication for 24 hours.
- Example: Symptoms or positive test occurs on Thursday- this is day zero. Friday would be day 1, Tuesday would be day 5. Individuals could return on Wednesday.

For individuals considered primary exposure: Someone who was less than 6 feet away from an infected person for a cumulative total of 15 minutes or more over a 24-hour period. Example: Three individual 5-minute exposures, totalling 15 minutes.

All families will have the option to choose one of the following if a class has been exposed by a classmate or teacher, or an individual has been primarily exposed elsewhere. Please notify the main office to let them know which option your family will be choosing if your child has had primary exposure:

- Take the excused absences and stay home for 5 days, with the understanding that assignments will be done at home as long as the student is asymptomatic and fever free OR
- Your student may return to school with the understanding that if symptoms appear, the student may be asked to quarantine for the 5 days. The main office also has the right to temp check and send the student home if their temperature is above 100.4. The student may return to school when asymptomatic and fever free without fever-reducing medication for 24 hours.
- All teachers have the same right to choose the option that they are most comfortable with if they are exposed. If a teacher takes the 5 days at home option, Lab School will contact our sub list. If we are unable to find a sub that is comfortable taking the class, we will have the exposed class quarantine, not to exceed 5 days.
- Entire classes that have primary exposure will be limited, but not excluded, from joining group activities for 5 days or stay at a distance of 6-10ft from other classes.
- Parents will be notified if your child has been in primary contact at school.

For individuals considered a secondary exposure: Someone who has direct contact with a primary exposed person. All persons, regardless of vaccination status, must do the following:

- Nothing needs to be done except to watch for symptoms.
- IF symptoms appear, please stay home and you may return to school if asymptomatic and fever free without fever reducing medication for 24 hours

At this time Lab School of Oklahoma does not mandate masks or tests.

We understand that these are unprecedented times and each person is or has been personally affected by COVID-19 in some way. It is our goal and our utmost priority to ensure the health of each of our staff and students while at the same time, recognizing their right to do what is best for their families. We look forward to providing your child the opportunity to have an in-person experience while fostering their social and emotional growth in a safe and healthy environment. If you or a family member are experiencing COVID-19 symptoms, please take extra precaution and stay home and stay safe.

Medication administration: Any medicine that is brought to school must be given to the front desk. It cannot be kept in your child's bag or lunch box. There are three things you must know about how we handle medications. These policies are for the protection of your child.

· **A medication authorization form** must be filled out, which includes the length of time the medication is to be dispensed. These medication authorization forms (available at the front desk) must be completed and signed before staff can give your child medicine. One form needs to be completed for each medication your child is taking. Also, if your child has a medical condition that requires accommodations be made on our end, a medical authorization form must be on file.

- **Give medication to an adult.** No medications are to be in lunch boxes. If you want your child to have vitamins or nonprescription drugs, please administer them at home.
- Any medication to be dispensed must be in its **original, labeled pharmacy container** with your child's name on it. This rule is for clarification in case of an allergic reaction and to help prevent any mistakes in medications.

Health Resources

- Cleveland County Health Department
- www.aap.org – American Association of Pediatricians
- www.mayoclinic.com/health/childrens-health – Mayo Clinic health information · www.kidshealth.org/ – addresses a wide variety of health issues
- www.cdc.gov/ – Center for Disease Control – Infant & Child health

Child Safety

Parent Notifications: Parents or their authorized emergency contacts will be notified immediately of any accidents, injuries, or illnesses. Behavioral incidents will be communicated on a case by case basis, depending on the seriousness of the incident (determined by teacher). You will be contacted either immediately by phone for urgent matters, or at the end of the school day for less serious matters by the administration.

Child Abuse & Neglect: All schools, child care centers, physicians and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has “reasonable cause to believe” or “reasonable cause to

know or suspect” that a child is being maltreated physically, emotionally or mentally. Employees are trained in identifying abuse and neglect.

Employee Screening: All employees are subject to thorough background checks at least once a year, often every 6 months. Potential employees are required to interview and provide references. All volunteers are screened for abuse and child neglect.

Body Safety: All Staff have received training in trauma, and follows the 5 safety steps:

- Know the Warning Signs
- Control Access through Screening
- Monitor all Program
- Be aware of Children's Behavior
- Communicate concerns

Building Security and Emergency Preparation: Fire Safety inspection is done on a yearly basis. The Lab School conducts fire drills regularly throughout the year. We follow safety and emergency plans that are reviewed on an annual or as needed basis. During the day, all entrances to the building are locked (doors can be opened from the inside). During the school day everyone is asked to use the main/office and call us if you need access.

Building Security and Backpacks: We have an open backpack policy at the Lab School of Oklahoma as well as a zero electronics policy. All backpacks will remain outside of the classroom open. For any reason if it is suspected that there are drugs or weapons on our premises, our open backpack policy allows for the quick search of all bags without interrupting our day. Cell phones are turned in before the day begins and are collected again at 3pm.. If any form of electronics is brought into the class, or found not to be turned physically in, they will be confiscated and an adult will need to come to the office and collect such devices.

Visitors: We welcome and encourage visits to the school from parents, outside teachers, prospective families, and the larger community. When you visit the school, we will have you sign in at the office. While we are maintaining social distancing practices, we will not be accepting visitors to the Lab School without temperature checking prior to tours before entering the building. At this time, because of COVID-19, we are suspending this practice for the health and safety of our staff and students.

Harassment: All children must be free from harassment and bullying in our school. Children may not be cruel and/or abusive to each other in any way in our environment. If you believe an incident of harassment has occurred with your child, please report it immediately to your child’s teacher. The school administration will investigate and take appropriate action.

Weapons: The Lab School is a private property. No weapons of any sort are allowed on our campuses. Any individual who is found to have brought a weapon on campus (regardless of a license to carry), will be prohibited from being on The Lab School property in the future.

Fun Lunch Days: Twice a month we have special lunch days. We will have pizza the second Thursday and Chick-fil-a the fourth Thursday generally. This is an optional event. If you

choose to participate, we will add the appropriate amount to your account when you sign up and you will be billed monthly with your tuition.

Naps and Quiet Time: Preschool and younger children benefit from scheduled periods of rest. This rest may take the form of actual napping or a quiet time for children staying all day. At the Lab School all children in PreK and Kindergarten are required to rest. Children who do not fall asleep will have a quiet rest time that may involve but is not limited to looking at books, listening to music, or other such quiet activities. Naps are available to all children if they need or want to rest during the day.

Clothing and appearance: Mom knows best when it comes to dress. But please note in case mom is busy when students leave the house:

- No pajamas unless special PJ day
- No foul language on clothing
- No undergarments should show
- No pictures that could scare our PreK group
- No holes in pants above the knee
- Both shoulders should be covered to hold up our tops!

Modest and natural dress will also be expected. No excessive makeup or jewelry will be allowed. Modest and natural will be the expectations for dress, hair, and overall appearance.

Students must bathe regularly and should take precautions against objectionable body odors. Both boys and girls will avoid extreme hairstyles and colors which are not acceptable. Only hair colors and tints the fall within the “natural” color range and pattern are acceptable. Acceptable styles and colors are at the administration’s discretion. Hair must be clean, neatly combed, and styled in such a way as to not hide the eyes.

Conspicuous or distracting accessories are not acceptable. Boys are not to wear long earrings, studs only are acceptable. Girls are permitted to wear no more than two pair of earrings at one time and can not wear jewelry in any pierced body part other than the ear. Earrings are to be kept to modest size. Excessive hoop and/or dangling earrings are a hazard in our facility and should be avoided. Simple necklaces, or bracelet is permitted. Multiple necklaces and/or bracelets are not permitted. Watches are permitted as long as they are not smart watches and do not have alarms or functions that disrupt the learning environment.

Tattoos are not permitted among students. Students are not to mark on or draw on themselves with ink, markers, etc. A student who has received a tattoo should have it covered at all times while on campus.

Hats are allowed as long as the eyes and face are visible.

Outdoor Play: Our program is designed to allow play every day. Students who stay in school all day need exercise and free time on the playground. Therefore, we are not able to have a staff member stay in class with one or two children who are sent to school with a cold, lingering ear infection, etc. Your child should be well enough to participate fully at school if he/she is in attendance. In the winter, our students play outside as long as the wind chill factor is above 40 degrees; if it is below that temperature, they will stay inside. Please accommodate this by bringing appropriate outdoor gear. Please be sure your child has appropriate clothing for outdoor play: sturdy, warm and easy to put on. Also, label, label, label. **Please label everything you send to school.** Children often do not recognize their own clothing. Labeling helps your child and us to sort out the myriad of items that come into the School each day. Use names, not initials, and mark in an easily-read place.

Personal Possessions: Children often want to bring favorite possessions to school, but we ask parents to discourage this practice. We welcome books, items made by the child, or objects related to culture, science, or nature. Sharing these items with other children in the class will become a part of the classroom learning experience. We do not allow children to bring toys, playthings and electronic devices **including cell phones** into the classroom. If your child asks to bring a toy or other personal property, simply explain that such items are not allowed at school. Please do not send valuables, including money and label all items that are sent to school. We do allow children to bring a comfort object with them to nap time (PreK/Kindergarten) and that can either be kept in the school bag or kept with the nap blanket depending on whether the item will travel to and from school.

A word about cell phones: It is the policy of Lab School that all cell phones **MUST either be left at home or turned in before the start of the day as soon as your child arrives. Phones turned in can be checked back out at 3pm. Please instruct your child to come to the office if they need to contact you. If you must reach your child, we are happy to pull them from class and have them call from the office. Your child's education is our top priority and we feel that minimizing the distractions that cell phones inevitably bring, will greatly aid in this endeavor. If a phone is found on your child's person or in their possession, it will be taken and a parent will have to physically retrieve it.**

Child Custody Issues: The Lab School is dedicated to the total development of each unique child. We believe that all children need a loving, supportive family. When a family separates, it is especially difficult for the children. Their loyalties are torn as they love and need both parents. The school will be supportive, open, and welcoming to both parents. We will remain neutral in conflicts between parents. School records, conferences, meeting information, educational materials and similar items are available to both parents.

Parents should try to schedule joint conferences with the teacher, but accommodations can be made for separate conferences. Parents, regardless of the custody arrangement, are entitled to information about the activities of the school and access to certain records. These records include: medical, dental and school records, day care provider's records, and notification of meetings regarding the child's education. Billing information is made available to any person who has signed the financial contract.

The school will not limit a parent's access to his/her child unless there is a court order on file in the child's records at the school limiting or specifying particular conditions for a parent's access to the child.

Special Services: Occasionally a child may evidence the need for special services. These needs may be physical, developmental or psychological. We have been working with children for a long time. We are trained to spot needs that affect the child's ability to learn and socialize successfully in a classroom setting. We will recommend evaluation and professional consultation. The school does not contact or contract for outside services. It is the decision and responsibility of the parents to make those arrangements.

We make every attempt to provide space for private tutoring and other services contracted for by parents with other organizations. However, we have limited space. All requests for private tutoring space must be made through the office.

Family Education Rights & Privacy Act (FERPA)

Parents have the right to access their children's educational records. The Lab School has the obligation to inform parents annually of their right to this access.

Parents have a right to:

- Inspect and review the student's educational records.
- Seek amendments to the student's educational records that the parent believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights.
- Consent to the disclosure of personally identifiable information contained in a student's educational records.
- File a complaint with the Family Policy Compliance Office, U.S. Department of Education, Washington, D.C. 20202-4605

Communication

Nearly all communication coming from the school will be disseminated electronically. It is essential that we have your email address and that you keep us current if that address changes. Please make certain to read the bi-weekly electronic newsletter as it contains important information about your child's classroom as well as school-wide information.

School Calendar: A school calendar available on our website. Changes and updates are made regularly on the calendar and are also communicated to you through our bi-weekly electronic newsletter, email, remind app, and our closed parent facebook page.

Email: In our ongoing efforts to be more conscientious in the use of resources, nearly all communication between the school and home will be made electronically. All regular

correspondence from the school will be sent via email. If you are not receiving our bi-weekly eNews (electronic newsletter) or other email communication from us please inform the office @ (405) 701-3668 or email your correct email address to labschoolok@gmail.com. If you have a question about billing, please email labschoolbilling@gail.com

All teachers and administrative staff members have an e-mail address. Questions, suggestions and other communications can be initiated by email. Please visit our website for the most up-to-date [Staff Directory](#), on the contact page of our website for specific contact information.

Website: General information, the calendar of events, and other useful links can be found at our site: [Lab School](http://www.labschoolok.com) (www.labschoolok.com)

Electronic Newsletter (eNews) You will receive the school's eNews electronically every other week. This important communication provides information on school-wide activities, events, updates, and volunteer opportunities, as well as information on the specific activities of your child's classroom. Please be sure to notify the office if you are not receiving the eNews. Please be sure to provide the office with your updated email address.

Changes of address or emergency contact information: Whenever you change your address, home phone, work phone or emergency notification information, **please notify the school office directly**. Please do not rely on your child's teacher to update the office. Alerting the office is the only way to guarantee information is updated and documented throughout the school. This includes our Family Information Sheet, billing, mailing lists, and classroom files. Both the office and the teacher emergency records need to be up-to-date. This is a Department of Consumer and Industry Services requirement and, of course, it is beneficial for your child's safety and protection.

Problem resolution: We believe that open communication and supportive relationships between home and school are imperative for the full development of the child. However, we know that we are all human and things don't always go perfectly to everyone's satisfaction. Occasionally there might be issues, misunderstandings, conflicts, or communication confusion between parents and the school. If you have questions or concerns that you want to address, please start by contacting your child's classroom teacher. You may schedule a meeting if you wish. If you are not comfortable with the outcome of that meeting, you are encouraged to contact the director.

At some point, the teacher may feel a need to meet with you about your child's development. If so, he/she will arrange a meeting time with you that is convenient for all parties. He/she may request that the principal or director of Lab School attend that meeting.

Special Events and Policies

Student Conferences: Parent-teacher conferences are scheduled in the Fall and early Spring. Parents are given the opportunity to select a convenient time for the conference. Teachers are available for special conferences as necessary. Speak directly with your child's teacher to make arrangements. We believe good communication between home and school is essential to the best learning environment for the child. Teachers will periodically make personal phone calls throughout the school year.

Social and Fundraising Events: We are working diligently to provide a wide range of interesting and fun events for your family this year. Please check your calendar for all scheduled events! We have two fundraising events this year and two t-shirt sales scheduled.

Testing: As early as Kindergarten, we give you the option of testing your child each year. Lab school believes it is your choice whether or not you would like this opportunity to gauge your child's progress. For those of you who choose this route, we offer the Iowa Tests. Testing is done in Reading, Language, and Mathematics. Beginning in 3rd grade, Written Expression is included. The Forms are equivalent and built to the same content specifications. They provide comparable interpretations and the same detailed reports at skill and item level, so educators and parents receive ideal support for pre- and post-testing models. We will email when enrollment for these tests become available.

Being aware that Lab school of Oklahoma negotiates contracts with teachers, support personnel, vendors and services for the entire year based on the registration of my student(s); I understand that this is a contractual agreement and I hereby assume full responsibility for the payment of all tuition and fees due to the school. I am also aware that I am entering into this contract in the middle of a national pandemic and that this virus is not new. That this virus has been present for more than a year and that I am still and will still be held accountable for this contract in its entirety when I enter it. When re-enrolling, after signing this contract electronically and or on paper, I understand I am legally and financially responsible for the entire school year knowing the program I am continuing with having already been enrolled previously. I understand teachers and classes have not been assigned or announced for the upcoming year and have no bearing on this contract. If a new family is enrolling for the first time, after signing this contract electronically and or on paper, if I withdraw my student on or before June 1st of the current school year after signing this contract, I will be responsible for the first three months' tuition. If I withdraw my student after June 1st, I understand that I am responsible for the full amount of tuition and fees for the upcoming school year.

In case Lab School of Oklahoma must seek legal assistance through an attorney, or litigation involving the Contract, the prevailing party shall be entitled to reimbursement from the losing party for its reasonable attorney's fees, together with court costs and other out-of-pocket expenses incurred in any such action or proceeding.

I have read, agreed to and understand all of the policies and procedures as set forth in the Lab School 2023-2024 handbook provided to me. I am signing this page as an agreement for myself and my student to this handbook and the agreement of enrollment I signed when we enrolled.

Student's Name: _____

Student's Name: _____

Student's Name: _____

Student's Name: _____

Printed Name of parent #1: _____

Signature of Parent #1: _____

Date: _____

Printed Name of parent #2: _____

Signature of Parent #2: _____

Date: _____