



Scissortail

Dear Family,

Welcome to Scissortail Children's School. This is our sixth year serving the Lawton-Ft. Sill community and providing child and family-focused programs that reflect our commitment to play as a means of fostering development and learning. We are pleased to offer a holistic early education experience for your child...one that is respectful, engaging, intellectual, creative and nurturing. In continued preparation of the school year, we have reflected on our strengths and success from our past years and set directions for our continued growth as professionals and as a school community. You may see changes in our school and classroom environments as result of our continued growth.

As you complete the enclosed enrollment packet, please take time to review the material in the Family Handbook. You will find information about the policies and practices that help us assure that your child and your family have a wonderful experience at Scissortail Children's School. The Holiday Program is designed to help families find additional care during times when Scissortail Children's School is not in session. In addition, we are organizing a family participation program to improve family connections within the school and community. The handbook is only one form of communication with our families. We invite you to communicate with us often in person, via the Brightwheel app or phone. We encourage you to ask questions and share ideas. Please join us in making the coming year one of joyous discovery for your child.

Sincerely,
Your Scissortail Family



Scissortail

Please find the following within your packet:

- * Immunization Schedule
- * 2021-2022 SCS School Calendar
- * Holiday Program Enrollment Information
- * Monthly Rate & Fees Schedule
- * Family Questionnaire
- * Family Handbook (please read...good information)

Please return to the office:

- * A payment of \$300 for the non-refundable Enrollment Fee (Yearly fee per family).
- * Current Immunization Record
- * Completed and Signed Enrollment Paperwork & Supplemental Forms
- * Photo of Child
- * Photo of Family

All required enrollment forms and fees must be completed in order for your child to begin school. If you have any questions, please email us at scissortailcs19@gmail.com

Thank you so much! We can't wait to welcome you and your child to our school!

Monthly Rates and Fees

We always like to remind our community that the rate charged does not cover the actual expenses of education; consequently, Scissortail relies on fundraising and community donors to bridge the gap between rates charged and the cost of providing a high early education experience.

Monthly School Day Rate (8:30-3:30)

Age Group	One Year Olds	Two's and Threes	Four and up
Full Time (Mon-Fri)	\$740	\$700	\$660
3 days a week (Mon/Wed/Fri)	\$540	\$540	\$540
2 days a week (Tue/Th)	\$360	\$360	\$360
	Infants under One		
Full Time	\$800		
3 days a week (Mon/Wed/Fri)	\$540		
2 days a week (Tue/Th)	\$360		

Early/Late Care (7:30-8:15/ 3:30-5:30)

	One Child
	Fee (monthly)
Full Time	\$100
3 Days a week	\$60
2 Days a week	\$40

Fees

\$300 non-refundable admissions/registration fee (yearly per family due to guarantee your child's spot)



Scissortail

Immunization Record

Please attach a copy of the child's immunization record. A child two months of age or older cannot be admitted to a child care facility unless the parent presents certification from a licensed physician or authorized representative of any state or local Department of Health that such child has received or will receive immunizations at the medically appropriate time.

Documentation Release

Scissortail Children's School creates documentation of learning that is displayed in our building. We also post pictures, artwork, project work, videos/audio on our blog, website and social media. The following is a release giving us permission to do so. Because documentation is an integral part of Reggio-inspired practices, we do not provide an "opt-out" option. Scissortail also serves as a training site for early childhood teacher interns from Cameron University.

I hereby authorize Scissortail Children's School to publish photographs, artworks, project works, videos, and audio recordings taken of me and/or the undersigned minor children, and our names listed below for use in Scissortail Children's School's printed publications, video documentaries, audio recordings, and internet websites.

I understand that Cameron University students may create documentation evidence under the supervision of Scissortail Children's School staff. Any documents created will only be viewed by Scissortail Children's School faculty and/or Cameron University faculty.

I release Scissortail Children's School from any expectations of confidentiality for the undersigned minor child(ren) and myself attest that I am the parent or legal guardian of the child(ren) listed below and that I have the authority to authorize Scissortail Children's School to use their photographs, visual, audio recordings, work samples, and names.

I acknowledge that since participation in publications and websites produced by Scissortail Children's School is voluntary, the minor child(ren) will not receive financial compensation.

I further agree that participation in any publication and website produced by Scissortail Children's School confers no rights of ownership whatsoever. I release Scissortail Children's School, its contractors, and its employees from liability for any claims by me or any third party in connection with my participation or the participation of the undersigned minor child(ren).

Parent/Teacher Communication

ANY and ALL communication between parents and teachers should occur ONLY via Brightwheel or in person. Parents and teachers should not be communicating about school issues via personal cell phone numbers or social media. Also, please keep in mind that your child's teachers are busy engaging and playing with your child(ren) throughout the day. When you send a message on Brightwheel, please do not expect an immediate response. Your child's teacher will respond when the class has downtime. If you have a question or concern that requires an immediate response, please call the school phone at 580-699-2451. If we are away from the phone, please leave a message, and we will respond as soon as possible. Also, if you send a message on Brightwheel after 5:30pm, you will not receive a response until the next day's school hours. We want to respect our teachers' time off with their families, so they are not expected to answer questions outside of school hours.

As a reminder, school hours are considered Monday through Friday 7:30 am to 5:30 pm.



Please complete the following:

Name and Ages of Minor Children:

Name: _____

DOB: ____/____/____

Name: _____

DOB: ____/____/____

Name: _____

DOB: ____/____/____

I hereby certify that I am the Parent or Legal Guardian of
_____, named above, and do hereby
give my consent without reservation to the foregoing on behalf of this
person.

Parent/Legal Guardian 1 Signature:

Parent/Legal Guardian 2 Signature:

Date: ____/____/____

Dear SCS Family,

Please complete the following questionnaire to help us get to know your child and family. Thank you.

Child's Name:

Names and ages of siblings:

What languages does your child speak or understand?

Tell us a little bit about your child:

One important thing for you to know about my child is:

Share some activities or interests that your child enjoys:

Share your child's strengths:

What hopes or goals do you have for your child this year?

What celebrations, traditions or holidays do you share as a family?

Do you have any special talents, skills or interests that you would like to share with the children or faculty?

Thank you for taking the time to complete the questionnaire

FAMILY HANDBOOK



Scissortail

Children's School



Our Mission

Scissortail Children's School is an inclusive early childhood education program providing high-quality, progressive programs for children 6 weeks through age six and their families.

Our School Structure

Scissortail Children's School is a progressive school that serves children in SW Oklahoma who are 6 weeks-6 years of age. Our school opens at 7:30am for early care and school begins at 8:30am. Our school day ends at 3:30 with late care ending at 5:30pm daily.

Early & Late Care Policy

Early & Late care is provided for a fee and arranged in advance. This is because we must be able to have an appropriate number of faculty available for late care. Please let your child's teacher (verbal or Brightwheel) or Molly (verbal or Brightwheel) know if you need late care. We do reserve the right to say no if we cannot provide appropriate supervision.

During these non-school times, activities and supervision are provided by one teacher and one or more teacher assistant. Activities during these times include: painting/drawing, puzzles and other manipulatives, clay/play-doh, and board games. Weather permitting, children may also be engaging in free-play outside.

FEES (MONTHLY) FOR ONE CHILD

Full-Time	\$100
3 days a week	\$60
2 days a week	\$40

Arrival

Arrival occurs in the entry area of the school. At this time parents are not allowed past the front desk during morning drop-off. Once you arrive with your child please wash their hands and a staff member will walk them to their classroom for breakfast. Your child's teachers will check them in for the day and if you have any additional information please let the staff know or message on Brightwheel and they will get back with you during our down times.

Absence

Please contact us if your child is going to be absent from school or if you are going to be over 30 minutes later than your typical arrival time...we will start to worry! You can Brightwheel message your child's teacher or call the school and leave a message.

Dismissal

Pick-up will be outside at the playground gate, weather permitting. Your child's belongings will be outside as well but for some reason if they forgot something inside you are welcome to go back with them to retrieve the item. If the weather is not conducive to be outside please meet a staff member at the front desk and they will go collect your child. Scissortail Children's School closes at 5:30pm, so please make arrangements for your child to be picked-up on time. Of course, safety is very important and we encourage families to ensure their safe arrival for pick-up (no speeding or reckless driving); therefore, we understand an occasional late pick. Families should contact the school if a late pick-up will occur. However, we want to respect our faculty and their families/schedules/obligations after work...so if late pick-up becomes a pattern, we will meet with you to discuss the situation and possible courses of action.

If you are having a friend/family member pick up your child, it is imperative that they are listed as an authorized pick-up in your child's



file. Additionally, this individual must show photo identification.

Scissortail Children's School will not release your child to an unauthorized individual under any circumstances. This policy is for the safety of your child.

Payment

Scissortail Children's School has a yearly rate for the school year (August-May). For your convenience, we divide the yearly rate into equal monthly payments, so your monthly rate remains the same no matter how many days per month your child attends. Payment is due on the 1st day of each month. If the 1st falls on a weekend or holiday, please pay on the next school day.

Scissortail Children's School does not ask families to sign a contract as we understand that circumstances do change for families.

School Schedule and Closings

Regular payments are due monthly regardless of holidays/closings, planned or otherwise. **There are no refunds for these days. There are no refunds for family vacations or other absences.** We are closed for traditional holidays and breaks including Veteran's Day, Martin Luther King, Jr. Day, Thanksgiving Break, Winter Break, and President's Day. A complete listing of school closings is provided for you in our Scissortail Children's School Calendar. A Scissortail Children's School Calendar is provided to all families and additional copies are available in the office. **School Closures:** If the weather conditions are not safe for traveling, or if we encounter an emergency situation, in which we have to close, we will notify parents through the Brightwheel app as soon as possible. Scissortail Children's School will decide school closures based on the safety of everyone involved, including staff.

Holiday Program

Families can choose to enroll in our Holiday Program offered during some school holidays/breaks. **This program is in addition to your child's normal payments.** Information will be provided to families a month before the expected date of the holiday program. A complete listing of dates included in the holiday program is provided for you in our Scissortail Children's School Calendar. The fees for the holiday program are by the day.

Daily Flow

We follow a daily flow of events. A predictable order of events provides a sense of comfort to a child. However, we do not have strict times set for events. For example, we will have breakfast around 8:30. Some days we might delay until 8:45 because the children are so engaged in their morning activities, but we will always clean-up and wash our hands before having snack...so the children have a predictable series of events

to expect. Explorations in the morning and afternoon will consists of inside and outside explorations of the environments the faculty have created for the children. As the teachers and children develop relationships and understand their interests, routine will develop.

Daily Flow Schedule

7:30 am	Early Care Begins
8:30 am	School Begins
8:30 am	Breakfast
9:00 am	Morning Explorations
12:00 noon	Lunch
12:30 pm	Quiet time/Nap
2:45 pm	Afternoon Snack
3:30 pm	School ends; Good-Byes
3:30 pm	Late care begins
5:30 pm	Late care ends; Good-byes



Child Wellness

In order to provide the optimal learning environment for developing minds and bodies, children are provided healthy meals, creative/active play, adequate rest and positive, nurturing relationships. When children are ill or have experiences a life stressor, we request that your child be at home, where they are most at home and able to receive the quiet, loving attention they need in a less stimulating environment.

Medications

We are required to have your written permission to dispense ANY medication. Medications are kept in the office and out-of-the-reach of children. Please discuss any medication issues with your child's teacher.

Injuries & Medical Emergencies

We are an active preschool. We will explore outside, encountering appropriate risks...and we anticipate minor scrapes and bumps might occur during the course of exploration and play. We will use lavender oil, aloe vera and natural products to treat minor skin irritations. All soap, bug spray and sunscreen used are composed of natural products. We have band-aids and a first aid kit available as well. In the event of a medical emergency, we will call 911 and contact you immediately. Please note that if your child must go to the ER, a caregiver will accompany your child if possible (we must keep child/teacher ratios appropriate to ensure the safety of the other children at school).

Discipline

We use redirection as our main form of discipline. Redirection is a proactive teaching strategy used to address challenging behavior (something that interferes with learning and engagement in prosocial interaction) BEFORE it escalates or continues. We do have a behavior policy that every child is required to have signed and on file at the



school. Please be sure you have received, signed and returned this policy.

Illness

If a child develops a temperature of 100.5 or above (a fever) while in our care, you will be contacted and asked to pick up your child immediately. We will not administer Tylenol or Motrin. If a child develops a fever at home, the child must stay home until they have been FEVER FREE without fever suppressants for at least 24 hours. If a child begins vomiting while in our care, you will be contacted and asked to pick up your child immediately. If a child begins vomiting at home, they must stay home until they have not vomited for at least 24 hours. If a child develops severe diarrhea (more than 3 loose BMs) while in our care, you will be contacted and asked to pick up your child immediately. If your child develops severe diarrhea while at home, they must stay home until they have not had loose BMs for at least 24 hours. This policy is to

ensure the safety and wellness of all children, families and faculty. We all have children of our own, and we have all experienced the stress of having to pick up an ill child from care. Please know we understand the impact and disruption of family schedules when an illness occurs...but we must enforce policies for the health of everyone.

Immunizations

All children must be up-to-date on their immunizations to attend SCS. If you have a medical exception, a personal exemption or a religious exemption as permitted by Oklahoma law and DHS guidelines, you must submit an immunization exemption certificate from the State of Oklahoma. If an outbreak of an illness occurs in the community, children whose immunizations are not up-to-date will not be allowed to attend SCS until so advised from the local Department of Health.



Rest

All children will be asked to lie down during quiet time, even if they do not usually fall asleep. Quiet, calm reflection and an opportunity to be alone is important in our busy world. While we will not force a child to lie down, we will encourage a period of quiet time on their cot. Each classroom will determine when a child that isn't napping can rise and engage in activities in our atelier or outside.

Nutrition

We serve well-balanced, nutritious meals at SCS. We do not serve fried foods or over-processed foods. We believe that the environment is crucial in the development of a young child and what foods are served and how they are grown and prepared is important. Meals are served in a family-style at the table or on a picnic blanket outside. Children serve themselves and help set the table and clean up after the meal.

Separation

For some children, coming to SCS will be their first time to spend a significant amount of time away from their home and family. This transition can bring both excitement and stress for both the child and the family. Below are a few suggestions to help the transition be smooth and pleasant for all.

Before School Begins

Attend the "Open House" day to allow your child to visit the school. Drive by and show them the school. Be casual about it, keeping discussions about school positive and matter-of-fact. If you believe your child may have difficulty separating, try not to allude to this in front of him/her. If you believe separation may be an issue, please discuss it with your child's teacher at "Open House" so that extra care and preparations can be made.



On the First Day...

Before coming to school, remind your child what is going to happen (who is taking them to school, who is picking them up). Make sure your goodbye is loving and brief. Please do not try to sneak out without saying goodbye. Avoid lingering for long periods of time, as this could suggest indecisiveness. You might gently suggest that your child draw or create a picture to share with you after school.

Pick-up and reviewing the day

When talking to your child about their day at school, we encourage questions about activities, "what did you have for lunch today?" or "Who did you play with outside?" Classes will post pictures to Brightwheel frequently to show you what students have been doing. These connections between what occurs at school and what is discussed (and possibly extended) at home are important to cognitive and social development.

Daily Clothing

“There is no such thing as bad weather, only bad clothing”

- Dana Hilbert

We ask that you send a backpack/bag daily with the items suggested below or you can choose to leave these items at school and we will send them home when they have been used or need washing. Make it a habit to replenish your child's bag or check for proper items every day. If your child attends for full days, you may need to double the amount of clothes in the bag. It is better for us to have more clothes than necessary rather than not enough. Oklahoma seasonal transitions can be quite strange and unpredictable, so please consider this when packing your child's bag.

We tend to get very dirty as well. We encourage children to dress and shoe themselves at school. It is important that your child is dressed with play in mind, and that they are able to pull her clothes on and off easily. Pants should have an elastic waistband if your child has not mastered button snaps yet. Shoes should have Velcro snaps or be a pull-on style. Laced shoes are discouraged, as most young children are not yet able to



tie them. Also your child is more than likely going to get messy as we believe messy play is a vital part of child development.

Please keep this in mind as you dress your child in the morning, as we wouldn't want a special outfit to get ruined.

Summer	Fall	Winter	Spring
shorts	pants	pants	pants
pants	long sleeve shirts	long sleeve shirt	long sleeve shirt
shirt	short sleeve shirts	warm socks	warm socks
underwear	warm socks (wool socks work well)	warm socks (wool socks work well)	sweater
bathing suit	sweater	sweater	rain jacket
sun hat with ties	hat that covers ears	hat that covers ears	rain boots
sunscreen	scarf	scarf	sun hat
water shoes	warm shoes	warm shoes	
		long underwear	
		mittens/gloves	
		snow pants	*NO UMBRELLAS

Dressing for the Weather (Outside Play)

We spend a considerable portion of our day working and playing outside. The only time we will not venture outside is during lightning, severe wind, severe freezing conditions or severe heat advisories. If it is 99 degrees, we go outside. If it is 100 degrees, we go outside. If it is raining or snowing, we go outside! With all this being said, we will be there right alongside your child.

We want the children to experience weather and nature. We want them to experience the diversity of the seasons in Oklahoma and learn to change their style of play according to the outdoor conditions. So that all of us can enjoy our time outside each day, each child's body must be properly protected from harsh weather conditions. We strongly encourage you to



dress your child in natural fibers like wool and cotton because these fibers breathe rather than holding in moisture.

As a reminder, your child WILL in fact get messy at school. Please keep this in mind when dressing your child for each day of school.

Lovies & Blankets

Lovies & blankies are welcomed at school as a comfortable friend during naptime. We recommend that lovie & blankies stay at school and not travel back-and-forth from home to school as no one wants to experience the dreaded “left our lovie at school” stress and tears.

No toys are allowed to come to school. We wouldn't want a special toy to get lost or broken so please keep them at home. If a child brings a toy to school, it will be held at the front desk until the end of the day.

Potty Training

If your child is potty training at school, please make sure they are able to pull their own pants up and down, and are able to get onto the toilet with little assistance as being independent is a vital part of the toilet training process. We also ask that you communicate with your child's teacher on what you are doing at home so we can do the same at school, as consistency is key to successful potty training.

Things to bring for first day!

Below is a list of things to bring with you for your child's first day.

Please make sure you label every individual item your child brings to school especially clothes and socks. (These tend to get lost very easily, as we have lots of them.)

- *Sleeve of diapers/pull ups
- *Pack of wipes
- *Formula/Breastmilk or baby food
- *Diaper Cream
- *Two extra changes of weather appropriate clothes.



- *Sunscreen
- *Rain Boots
- *Shot Record
- * Water Bottle (water bottles will go home everyday but please make sure to bring back every day your child attends.)

Water Bottles

When choosing a water bottle please make sure it is one appropriate for your child, and that they are able to open and close it effectively. Also, we ask that you take your child's water bottle home everyday and bring it back everyday your child attends.

Covid-19 Procedures

We want to ensure that everyone's safety and well-being is our number one concern. These extra precautions are being taken to ensure we are doing everything we can.

- * Hand washing upon entering and hourly through-out the day.
- * Daily sanitizing of the classrooms with electrostatic sanitizing sprayer.
- *Water bottles will be sent home daily to be cleaned by parents.
- * No parents will be allowed past the front desk during drop-off.
- * More time outside to help slow the spread of germs.

Engaging Families

Scissortail Children's School is successful because families/faculty take the time to participate in activities, learning experiences, and school maintenance. This family involvement in the school is also valuable because it provides an imitative example for our children that will serve them as they grow to be stewards of the communities in which they live. Families have the opportunity to work with tasks associated with the upkeep of our school, the acquisition of materials and assisting with new projects of interest to the children of SCS. We **STRONGLY ENCOURAGE** families to participate on Brightwheel. Each student has



Behavior Policy

their own account, and teachers post many pictures and comments documenting your child's day. This is also how we communicate with

Aggressive behavior as hitting, biting, and kicking is common in a childcare environment among younger children. Reasons for this include: teething, sensory explorations, autonomy and control, peer interaction, frustration, anxiety and curiosity. It occurs most frequently when a child is tired, frustrated or excited.

What we do when this happens:

Attend to recipient first, apply first aid, and write an incident report.

The child will be redirected to appropriate activities.

Both parents of children involved will be notified.

When a child has this type of behavior several times in a short period of time, an intervention plan will be developed by the teacher, the director and the child's parents/legal guardians.

Student Discipline Report Action

1st Notice	Verbal Warning
2nd Notice	2 Days probation
3rd Notice	3 Days Probation
4th Notice	Suspension

If the child continues this behavior with little or no sign of improvement, Scissortail reserves the right to revoke care for the child.

I, _____ the parent/guardian of _____, have read and fully understand Scissortail Children's School's policy and I hereby agree to follow all policies while my child is enrolled in this facility.

you daily and about important announcements and information.

Scissortail Children's School

Year:

Beginning Month:

Start day: 1: Sunday, 2: Monday

2021-2022 School Calendar

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
August 2021						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
September 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
October 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
November 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
December 2021						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

111 SW C Ave	
580-699-2451	(Fax) 580-699-2461
Lawton, Ok 73501	
July 2nd-5th	Independence Day (Closed)
Aug 2nd-6th	Closed for training
Aug 6th	Open House
Aug 9th	First Day of School
Sept 6th	Labor Day (Closed)
Nov 11th	Veteran's Day (Closed)
Nov 22nd-26th	Thanksgiving Break (Closed)
Dec 20th-23rd	Winter Holiday Program
Dec 24th-31st	Winter Break (Closed)
Jan 17th	Martin Luther King Jr. Day (Closed)
Feb 21st	President's Day (Closed)
April 15th-18th	Easter Holiday (Closed)
May 27th	Last Day of School
May 30th- June 3rd	Memorial Day (Closed)
June 6th	First Day of Summer Camp
Category of Events	
	First /Last Day of School
	Holiday Program
	School Closed
	Open House

January 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
February 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
March 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
April 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
May 2022						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
June 2022						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		