



# OASIS CHRISTIAN ACADEMY

*“Train up a child in the way he should go  
and when  
He is old he will not depart from it.”*  
**Proverbs 22:6**



*“The Lord gives wisdom: out of His mouth  
comes  
knowledge and understanding.”*  
**Proverbs 2:6**

PARENT/STUDENT HANDBOOK  
PRESCHOOL  
Infants, Toddlers, K2, K3



# Oasis Christian Academy

Pre-School • Kindergarten • Elementary • Middle School • High School

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2022-2023 Academic Year

Dear Parents and Students:

It is with sincere devotion to God's Word and to the cause of training this generation to embrace the responsibilities, that we present to you this expression of the philosophy and standards of Oasis Christian Academy. For 22 years now we have been training young children to become Christian leaders who will move into every man's world with the character and destiny of God invested in their lives. The bible tells us in Proverbs 22:6 that we should "train up a child in the way he should go and when he is old, he will not depart from it." We believe that this is what Jesus commissioned us to do and to this cause, we dedicate all that we do.

It is our pleasure to serve you in this ministry by providing your child with a "home away from home."

As you read this handbook, we join you in your effort to see this become your reality.

In His Service,

Maxine A. Buckman (Rev. Mrs.)

Director of Administration

*"Train up a child in the way he should go ...."*

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## **INTRODUCTION**

This Handbook contains current information regarding admission policies, fees, regulations, and general information about Oasis Christian Academy OCA. It is the policy of the school to give advance notice of change whenever possible, to permit adjustment. However, the administration reserves the right to make changes when it is deemed advisable.

Admission to OCA is a privilege and not a right. Children forfeit this privilege if they do not conform to the standard and ideals of the school. The school may insist on the withdrawal of a child at any time the child or parents (legal guardians) of the child, in the opinion of the administration, do not conform to the policies, regulation and mission of the school.

Oasis Christian Academy is a “sanctuary” where Christian children are free to pray, sing praises and worship God openly without humiliation or ridicule from friends or peers. Students who have or develop ungodly and unrighteous attitudes, practices or lifestyles, including but not limited to, the use of drugs, alcohol, tobacco, immoral conduct, weapons, whether on or off campus, will be subject to dismissal.

Oasis Christian Academy is registered and approved by the Ghana Education Service (GES) with a Grade B status. We are members of Oral Roberts Educational Fellowship and candidates for accreditation by the International Christian Accreditation Association (ICAA).

## **STATEMENT OF NON-DISCRIMINATION**

Oasis Christian Academy does not discriminate based on race, sex, national origin, or physical disability. However, OCA does reserve the right to use appropriate selection criteria in fulfillment of its stated goals and objectives.

## **MANAGEMENT**

<b>Chairman of the Board:</b>	Rev. Dr. Kwabena Darko
<b>Director of Administration:</b>	Rev. Mrs. Maxine Buckman
<b>Director for Human Resource &amp; IT:</b>	Rev. Selwyn Buckman
<b>Acting Principal:</b>	Mrs. Obenewaa Asiedu
<b>Assist. Admin./Vice Principal (Pre-School):</b>	Rev. Mrs. Sheilla Opoku-Gyan
<b>Vice Principal (3 - 12):</b>	-
<b>Vice Principal (K - 2):</b>	Mrs. Janet Arhin
<b>Vice Principal (Technical):</b>	Mr. Charles Dogbe

## **Our Vision**

A center for training Christian leaders from infancy to adulthood to be Ambassadors of Christ in every part of our world.

### **Vision Scripture**

“Train up a child in the way he should go and when he is old, he will not depart from it”. *Proverbs 22:6*

## **Our Mission**

To provide a well-rounded, whole person education by training children spiritually, academically, physically, and socially.

### **Mission Scripture**

“And Jesus increased in wisdom and stature, and in favour with God and man.”  
*Luke 2:52*

## **Our Commitment**

OCA is evangelistic in our mission. We seek to take the message of salvation to all children from all walks of life, teaching them to love and fear the Lord.

We are committed to developing the whole child for the honor and glory of God in the fulfillment of the Great Commission by providing interaction in Biblical training, spiritual growth, academic mastery, fine arts appreciation, and physical development.

We are committed to help each child reach his/her potential in Christ and exhibit a Christ-centered life directed by the Holy Spirit.

## **ARTICLES OF FAITH**

Oasis Christian Academy maintains the fundamental teaching of God's Word (Bible).

### **WE BELIEVE:**

- ...the Bible is the inspired and only infallible and authoritative rule of faith and conduct (2 Timothy 3:16).
- ...there is one God, eternally co-equal, co-existent, and co-eternal in three persons, Father, Son, and Holy Spirit. (1 John 5:4-6)
- ...in the pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, and ascension to Heaven of the Lord Jesus Christ, and His promised second coming to earth in power and glory to rule a thousand year. (1 Peter 2:21-24, 1 Corinthians 15:3, John 3:16).
- ...in the fall of man and the need of regeneration by the Holy Spirit based on grace, through repentance and faith in the blood of Jesus Christ. (Romans 3:21-30; Galatians 4-7).
- ...the redemptive work of Christ on the cross provided healing of the human body in answer to believing prayer. (1 Corinthians. 1:18; Ephesians. 2:16; Colossians. 1:20).
- ...the baptism of the Holy Spirit is provided for all believers and produces the fruit of the Spirit in the believer's life. (Mark 1:8; Act 2:4; Galatians. 5:22-26)
- ...in the sanctifying power of the Holy Spirit, by whose indwelling the Christian is enabled to live a holy life of righteous works, separated from the world, witnessing the saving grace of God through the ministry of the Holy Spirit. (Acts 1:8, 9:31; Romans 15:13)
- ...in the Blessed Hope, the rapture of the Church at Christ's coming. (1Thessalonians 4:18; Rev. 21:20)

- ...in the resurrection of the saved and the lost, the one to everlasting life and the other to everlasting damnation. (John 5:24, 28, 29)
- ...in the unity of believers in our Lord Jesus Christ. (Ephesians 4:3-6).

### **OUR PHILOSOPHY OF EDUCATION**

Jesus said, "Go teach...". It is our commission to teach children considering these three natural abilities children have:

1. Natural humility which makes them easy to reach.
2. Natural teachability because their minds are continuously seeking new experiences.
3. Natural faith which causes.

Considering these natural abilities, we strive to give children a well-rounded education in the things of God first as in Matthew 6:33 which states, "Seek ye first the Kingdom of God and His righteousness and all these things shall be added unto you." As children are trained to love the Lord and follow the footsteps of Christ, they will desire to be like Jesus who was excellent in all areas.

In combining biblical training with academic, social, moral, and physical education instruction, children will be ambassadors for Christ portraying the character of Christ in the society, in their future workplaces, in their homes, in their schools and wherever they find themselves. Proverbs 22:6 tells us to "Train up a child in the way he should go and when he is old, he will not depart from it".

### **GENERAL OBJECTIVES**

- To offer a nurturing and Christ-centered environment for our children.
- To allow children to develop a love for God and His Word.
- To prepare children spiritually, academically, socially, morally and physically for the school's program.
- To teach children to learn to talk to God themselves with heartfelt prayers rather than memorized ones.
- To instill Godly character in children by training them "line upon line, precept upon precept," day after day. To train means to exercise, to discipline, to teach

and form by practice. When a child is trained, it becomes a part of his character to do what he is taught.

- To train children to reach their highest potential. No child is left behind. Each child has a God-given potential and we help every child know what their potential is and work on reaching that potential.
- A Christ-centered environment

### **SPIRITUAL GOALS**

OCA is dedicated to meeting the needs of the whole child: academically, physically, morally, and spiritually. In meeting the spiritual needs of its children, our school sets the following as its objectives:

1. The school, first and foremost, acknowledges the eternal value and spiritual worth of each child and therefore shall present the salvation message to each child.
2. The school dedicates itself to the spiritual training of its staff to serve as leaders and witnesses of Christ among the children.
3. The school conducts semi-annual assessments of the spiritual growth of each child three and older and shall use this information in the planning and development of its programs.
4. The school provides adequate, daily spiritual instruction to each of its children, with consideration of the developmental level and background of each.
5. The school provides quality instruction in Bible knowledge and facts in order to provide children with training for their spiritual lives.
6. The school introduces the children to a chapel program that provides additional spiritual training and provides opportunities for worshipping together.
7. The school communicates with the families of its children and provides opportunities for their spiritual edification and growth.

Oasis Christian Academy is an evangelistic school therefore we admit students from every religious background however students are expected to participate in all activities in the school.

### **PLEDGES**

OCA places emphasis upon the greatness of heritage and sacrifices of its heroes. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for our flag and country. The following pledges



are respectfully recited by all children every day. Please help your child memorize each one.

### **Pledge to Ghana Flag**

*I promise on my honor to be faithful and loyal to Ghana my motherland.*

*I pledge myself to the service of Ghana, with all my strength and with all my heart.*

*I promise to hold in high esteem our heritage won for us*

*Through the blood and toil of our fathers,*

*And I pledge myself in all things to uphold and defend the good name of Ghana, so help me God.*

### **Pledge to the Christian Flag**

*I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior crucified, risen and coming again, with life and liberty for all who believe.*

### **Pledge to the Bible**

*I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.*

## **ADMISSION POLICY**

As a school with high moral standards, we are dedicated to the task of providing quality education and extended care in a Christian environment. OCA is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him/her. We are here to work with the home, but not take the place of parents who have experienced difficulty in fulfilling their role. Our goals are not to reform, but train children in the highest principle of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Students and faculty reflect these ideals and standards in their attitude, dress, and appearance. All students and parents are expected to regularly attend and belong to a Bible-believing Church.

Oasis Christian Academy recognizes that it cannot meet the needs of all children. While we love all children some do not adjust to a disciplined environment. In all cases, the school reserves the right to have discretion in their discipline, with corporal correction used if considered appropriate, and the student is at least five years old. Students who do not cooperate with the total educational process may be placed on probation for a reasonable corrective period or dismissed.

## **ADMISSION PROCESS AND REQUIREMENTS**

### ***Pre-Interview***

When a Parent calls or visits the school for information, a pre-interview is completed, and admissions requirements are explained.

### ***Admissions Requirements***

Parents must:

- Complete a general application form.
- Provide a copy of child's most recent report card and transcript if applicable.
- Provide a copy of child's current immunization records and birth certificate.
- Agree with the vision and mission of OCA.

### **Age Requirements: (No exceptions will be made.)**

- **2yr-Preschool:** All children must be 2 yrs by September 30 to be admitted. If they do not meet the requirement they must wait until the following year or be admitted to the Toddler class.
- **3yr-Preschool:** All children must be 3yrs by September 30 to be admitted. If they do not meet the requirement they must wait until the following year or be admitted to 2yr-Preschool.

### ***Interview***

A personal parent interview is arranged with the Administrator. All forms must be completed before the interview begins. Both parents must be present for the interview. If a parent cannot be at the interview a letter of consent together with a valid photo identification, should be sent directly to the school's email address. A video call be made with the absent parent during the interview.

### ***Acceptance Procedure***

Once the interview has been concluded and all forms completed the complete application file is reviewed by Administration for an enrollment decision.

Upon enrollment, parents will be requested to sign and date a "Parental Agreement" pledging:

- To support the stated policies of the school.
- To cooperate with school staff.
- To keep financial obligations current.
- To support the discipline policies of the school including, but not limited to, Biblical corporal correction.

## **FINANCIAL INFORMATION/POLICIES**

Oasis Christian Academy is a religious institution with an annual budget dependent on tuition, fundraisings, and donations for operating expenses. Faithfulness in keeping

tuition accounts current is expedient to maintain curriculum supplies and operating expenses.

### ***Admission Fees - GH¢800***

Admission fees are paid immediately admission is granted together with the first semester's fees. Student admission is not complete unless this fee has been paid. Admission fees are non-refundable or transferable. If a parent pays for admission and the child does not come to school that entire school year, admission will be canceled, and the parent will have to go through the application process again.

### ***Tuition Fees – see administration office for rates***

Tuition may be paid in one of the following ways:

- **Annual** – Parents may pay their total year tuition in advance (receives a 10% discount).
- **Semester** – Two equal installments due the first day of the term and late after the 3<sup>rd</sup> Week (late fee of Gh¢10 charged after the 3<sup>rd</sup> Week).
- **Monthly** – Some parents may be eligible for this option. If eligible, payment of Tuition will be in ten (10) monthly installments for the whole academic year. Each installment is due by the 1<sup>st</sup> of the month and late after the 5<sup>th</sup> day of the month (late fee of Gh¢2.50 per day charged after the 5<sup>th</sup> day). If payment has not been made by the 20<sup>th</sup> of the month the account will be placed on probation. If payment is not made within the 10-day probationary period the student is subject to withdrawal.

All accounts with payment not received in the accounts office by the 3<sup>rd</sup> week of the term will be placed on probation. If payment is not made within the 2-week probationary period, the student is subject to immediate withdrawal and the child will be dropped from the active class list.

If you miss a month's payment (monthly plan only), your child will not be permitted to attend classes the following month without full fees paid for both months (including any late fees). Please do not ask for exceptions to this policy.

Students who are admitted and enroll after the first day of school must pay the full registration fees in addition to the full tuition before they can begin classes.

Tuition fees reserve the scheduled attendance days each semester for your child. If your child is out due to sickness or personal days off, full tuition will still be due. There is no credit for absence whether your child is out for the full month or a partial month. There is no deduction for holidays, Christmas vacation, or Easter holidays, etc. This policy is stated on your signed contract.

A parent who withdraws his/her child after two (2) weeks of school attendance, is liable to pay the full tuition for the semester. If a child is withdrawn in the middle of

the school year, the parent will pay a withdrawal fee of **¢50** per child withdrawn in addition to any other fees that may be owed.

Once the financial agreement has been made between family and school it is deemed highly unethical by the academy for parents to enter into negative discussions with other families concerning the policies of the institution. All questions will be gladly answered to satisfaction by the Administration.

Financial obligation includes, but is not limited to, tuition, curriculum fees, extended (before and/or after school) care, cafeteria/canteen charges, fund-raiser obligations, etc.

### ***Returned Cheque***

If an account is past due because of an insufficient funds cheque, or otherwise remains unpaid by the 3<sup>rd</sup> week of the term, it will be placed on a 2-week probation period. If payment is not made within the ten-day period, the student is subject to immediate withdrawal.

There is a returned cheque charge of GH¢50 for each returned cheque. More than two returned cheques may subject you to paying with cash or money orders.

### ***Curriculum Fees – see the business office for rates***

At OCA we use the Abeka Curriculum, the number one Christian school curriculum in America today together with other curricula deemed appropriate by the administrators. Books for the upcoming year are to be paid for by the end of June to allow time for purchase and shipping. Curriculum fees are assessed each year. These fees are subject to change from year to year and are dependent upon the classroom needs for that year. Children may also be given a list of school supplies at the time of enrolment consisting of items such as crayons and glue that they may use on a daily basis.

## **HEALTH SAFETY & NUTRITIONAL POLICIES**

### ***Medical Guidelines***

Our school is for healthy active young children. The school setting is not appropriate environment for children who are ill or those who become ill during the day. Children who are ill require quiet and rest. Children showing symptoms of fever or sickness will not be admitted in the morning or kept throughout the day, according to the standards and guidelines set forth by the state. If the illness prevents the child from participating comfortably in school activities or if the illness results in a greater need for care than the staff can provide without compromising the health, safety and supervision of the other children, attendance for the day must be denied.

If your child comes down with a contagious illness while at school, if fever present, or if your child is too listless to participate in the active school day, you will be asked to make arrangements for your child to be picked up within the hour. We do not have facilities to isolate sick children. It will be up to you to find arrangements for your

child's care until he/she is completely well. It is important that you have a set plan if your child becomes ill at school.

If your child is exposed to a communicable disease while at school, you will be notified. We also ask that you report to the school when your child has been exposed outside our care. Diagnosed communicable disease will require a doctor's note, stating that the child is no longer contagious and is able to participate in school activities, before re-admittance. A communicable disease chart is available for your inspection.

### ***Medications***

- Written parental permission is given and includes the child's name, type of medication, dosage amount as directed on label and times to administer the medication. Forms for this purpose are kept in your child's classroom. Medication permission must be written out on a daily basis if given on consecutive days.
- Any medication brought by parents for the child must be in the original container labeled with the child's name, name of medication, dosage amount as directed on label, times and directions to administer the medication, and include the name of the physician prescribing the medication.
- We do not administer over-the-counter medications without specific and written instructions from the parent, except for teething medication or diaper rash creams. If your child needs cold or fever-reducing medications (except for minor teething fevers) to get through the day, he/she cannot be admitted to the school.

### ***Accidents, Injuries and Safety Measures***

Any child, in the event of an accident or injury, will be given first aid immediately, and the parents will be notified. In the events of a critical accident or injury, the child will be taken to the nearest hospital emergency room. We will contact you immediately after emergency medical personnel have been called. A member of the school staff will accompany the child to the hospital and remain until a parent arrives and is informed of the situation. Cost of emergency care is the responsibility of the parent or guardian. Specific procedures are provided for teachers to follow in case of accident, injury or fire. Classrooms and outdoor play areas are inspected daily for safety. The school has an annual fire inspection, and a licensing representative visits the school at least twice yearly to ensure the standards are being met.

### ***Nutrition***

We believe that mealtime should be a social time together coupled with learning experience. Staff members serve the children and help create a pleasant, relaxing atmosphere. Our teachers never force children to eat something they react to, but we

do encourage them to develop a taste for many different foods. Lunches should offer one-third of the child's daily needs. Included in our regular day program are a variety of nutritious afternoon snacks, which consist of juice or fruits, muffins, crackers, or breads.

### ***School Lunch Program***

All meals must be purchased at the school and are ***pre-paid per semester***. All students are required to participate in this program. If a student is allergic to any foods, the parents are required to present a medical report from a physician stating what foods the child must not eat and the allergic reaction associated with the food or food product.

### ***Field Trips***

As part of the educational process here, the children take field trips to observe what they are taught in class. Fees may be associated with the trip for tickets, entrance fees, transportation, lunch, etc. Children must have their permission slips signed and returned and fees paid in advance (if any) to attend the field trip. You will be informed ahead of time for specifics such as when, where, time and any fees and what to bring. We welcome and encourage parent involvement on field trips. All field trips are carefully planned and closely supervised.

## **PROGRAM POLICIES**

### ***School Hours***

The Pre-school is open Monday to Friday from 7:00am to 6:00pm. Class time begins at 8:00am and ends at 2:00pm. Lateness to school is not tolerated and a child that reports to school after 9:30am will not be admitted to the classroom. After lunch the children have an hour and half to a two-hour nap. There are additional activities for the children in the afternoon, which continue until 2.00pm.

School closes promptly at 3.00pm and teachers are dismissed at 4.00pm. If you must leave your child after 4.00pm please make arrangements with the school office. A late fee of GH¢10 will be paid for each child left after 4.00pm. On the alternative, the school has after-school care for children whose parents are so busy that they cannot come for them before 4.00pm. The amount to be paid for this club is GH¢200 per child per month or GH¢800 per semester. For further inquiries visit the administration office.

Teachers do not receive overtime pay when you are late, and they often have young children at home of their own or plans for the evening that are hampered if they must stay past 4.00pm. More than three late evenings will subject your child to possible dismissal. Please make arrangements for others to pick up your child if you are running late. Be sure we have the name(s) and driver's license numbers in advance of any individuals you might ask to pick up your children

### ***Extended Care***

After school care is available from 3.00pm until 6:00pm through our nursery department. For registration and other information, call 032-203-7630 or 032-208-1571 or visit the administration office.

### ***Messages and Tuition payments***

Any message for your child's teacher should be left with the teacher on duty. Please do not leave any message in students' bags. Please do not send tuition or canteen payments with your child. All payments should be made in the administration office, and you should wait for a receipt, whether paying by cheque or cash.

### ***Naps***

All children enrolled in the pre-school including kindergarten will have nap unless they are picked up prior to naptime. If your child does not take a nap in the afternoon, he/she will be expected to rest quietly so that others may sleep. Often, the day is so active for the children that those not normally needing naps find them necessary. Naps last no longer than two hours and the children who awaken earlier may get up and participate in quiet activities until the scheduled rest time is over.

### ***Toys***

The school provides toys and stuffed animals for enjoyment of the children. We ask that your children bring toys from homes only on special "share days" which are determined by your child's teacher. Purses, guns, or war toys are not appropriate "share day" items. Please do not bring anything with sentimental or monetary value to school. We cannot be responsible for lost or damaged toys.

### ***Report Cards/Slips***

Sunshine reports are given daily. Kindly check your child's bag for their sunshine report. Semester report slips are given at the end of the semester, and it is the parent's responsibility to make sure that they pick up their wards report slip. No report slip will be given to a child or put in the child's bag. All report slips that have not been collected by the 2<sup>nd</sup> week after the end of semester will be available for pickup at the beginning of the next semester.

### ***Summer Programs***

OCA offers a Summer Daycare program for the nursery school children during the summer vacation period. All nursery children can participate in this program at a small cost.

### ***Re-enrollment***

Re-enrollment for nursery opens in May. Parents may re-enroll their children according to the guidelines given at the time. OCA reserves the right to review the progress of every student and may, at its sole discretion, determine that a student's re-enrollment can be denied even though there is no special breach of conduct. **No**

*opening may be reserved for students who have not filled out forms and paid the re-enrollment fee which serves as an advance part payment of the next academic year's tuition. The re-enrollment fee is non-refundable.*

### ***Birthdays***

A child's birthday is a very exciting event at school, and we are happy to help the child celebrate this occasion. However, until further notice birthday parties cannot be celebrated in school.

### **DRESS CODE**

All children are required to wear school uniform to school and all school functions. Clothing and shoes should be marked with the child's name. Extra clothing should be sent in case of unexpected messes.

#### **GIRLS:**

- Sky Blue school branded dress w/ White collar should be worn to school on chapel day (Wednesdays) and other important school functions only.
- Sky blue school branded dress w/ Blue collar should be worn on Mondays, Tuesdays, and Thursdays only.
- OCA t-shirt and long straight blue jean skirts should be worn on Fridays only (No faded, stylish and tight-fitting jean skirts please).

#### **BOYS:**

- White school branded shirt with navy blue shorts should be worn to school on chapel day (Wednesday) and other important school functions only.
- Sky blue school branded shirt with navy blue shorts should be worn on Mondays, Tuesdays and Thursdays only.
- OCA t-shirt with blue jeans trousers should be worn on Fridays only (No faded, worn or frayed Jeans).
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**All uniforms must be purchased from the OCA Bookshop only.** All other brands are not within dress code standards and correction will be given by the administration. This may necessitate parents bringing the proper clothing from home or ordering the proper garment to replace what was purchased elsewhere.

### ***Personal Hygiene***

Each child is encouraged to develop independence in his/her habits. We make every effort to help each child attain an appreciation for, and a feeling of, responsibility for cleanliness and neat appearance. Children wash their hands before and after meals and after using the toilet. Please encourage your child to continue these requirements at home and they will become healthy habits. Children being toilet trained should have a lot of extra pants and underwear or "pull ups" on hand to keep them dry and comfortable. Young children are taken to the restroom frequently and reminders are given. Good table manners and cleanliness are encouraged. Healthy habits such as



brushing teeth, washing hands after restroom visit, getting plenty sleep, and eating nutritious foods are discussed in the classroom.

### **DISCIPLINE POLICY**

Prior to expecting good behavior from children, they must first know exactly what is expected of them. Standards of good behavior are clearly communicated to the children at their level of understanding. Children are taught by example through fair and consistent rules. In all discipline, we will use guidance methods in an atmosphere of firmness, understanding, love, and acceptance. Misbehavior is constantly dealt with as soon as possible. Steps of correction include the following:

1. Talking with the child
2. Withdrawal of privilege (time out)
3. Notes from the teacher regarding the child's behavior sent home to parents
4. Conference with parents.

We use organized and motivational Christian curriculum materials and teachers come prepared. Teachers strive to ensure a climate of love and concern in the classroom to promote Godly character and behavior. They also joyfully and consistently give praise for hard-earned successes and positive encouragement throughout the day. Children learn self-control and the habits of walking quietly in line, keeping their hands to themselves and respecting others.

### **ATTENDANCE POLICY**

Once a child is enrolled in OCA, the child is expected to attend school for at least 90% of the term. In certain instances, a child may be ill and may not attend school. In such cases the parents/guardians will have to notify the school of the absence. If a child misses school due to an illness for 50% or more of the term the child will repeat the class.

A child who misses school due to an illness for more than 5 days must acquire a medical verification of illness and report to the administration office upon returning to school.

Excuses for absence must be written and must contain the full name of child, reason for absence, dates to be absent and signature of parent or guardian.

Parents who travel with their children should note that a child who is taken out for more than one year will have to re-apply for admission upon return however that child will be given the priority if there is space available.

If a child must leave the school for a doctor's appointment or any other reason, the parent must inform the school on arrival in the morning and permission must be obtained from the nursery principal before the child is taken out.

### ***Lateness***

Three (3) tardies to school equals an absence. Absences due to excessive tardies will be considered unexcused. Anytime your child is late, you should accompany the student to the class and explain the absence to the teacher. There are certain emergency situations that would waive the disciplinary process.

Frequent lateness is grounds for expulsion from OCA.

### ***Transportation***

Parents are responsible for their student's transportation both ways. A parent or legal guardian must pick up the child unless arrangements have been made ahead of time for another adult to pick up the child. Identification will be necessary before a student is released to an adult other than a parent.

## **PARENT INVOLVEMENT**

The bible declares that our children belong to God and he has entrusted each parent with the children in the home. As parents, it is your God given responsibility to train up these children according to Biblical principles. Although every parent is not a teacher by profession, every parent is responsible for seeing that his children receive the right training. This cannot be done without parental involvement. These days the norm is to pass-off children to someone deemed more capable (teacher) leaving the children at the mercy of that someone without follow-up. The staff depends on the active support of the parents, which is more than just a one-time assurance that anything the school deems best will be supported without question. Here are some ways parents can be active in their children's training in addition to those already indicated in the handbook.

**PARENT TEACHER MEETINGS (PTM):** This includes all meetings with teachers throughout the year made up of open house, orientation, and personal conferences with teachers or administrative staff.

**PARENT INFORMATION BOARD:** An informative news board can be found at the entrance of the administration office. It contains important information regarding the school. All notices to parents are posted there as well.

**PARENT INFORMATIVE NOTICES:** On a frequent basis notices are put in the children's bags or pinned in their uniforms for parents. We kindly ask that you always check your child's bag for any notices to parents. SMS messages are also sent to

parents' mobile phones on a frequent basis. A parent WhatsApp group is also created for each class where informative messages are posted.

**PARENT TEACHER FELLOWSHIP (PTF):** The PTF is a fellowship comprising of teachers, staff, and parents of OCA. The sole purpose of this fellowship is to create an atmosphere of cordiality between parents and staff of OCA. These fellowship meetings also serve as a platform for parents to assist the school and its staff members through fundraising and special functions. Every parent of OCA is automatically a member of the PTF and is expected to be at all PTF meetings.

## **PARENT COMMUNICATION**

### ***How Parents Can Help***

Your attitude towards your child's experience at OCA will greatly affect his or her adjustment to our program. There are many ways in which you can help:

- Be patient with your child in adjusting to the school. Some children have no trouble adjusting to a new environment, new situations and experiences. Others however may need longer periods of time to accept new surroundings and people.
- Talking to your child about the day. They may have learned a new song, scripture, story or activity. Sharing their activities through communicating with your child will help him/her to verbalize thoughts and feelings.
- If your child has an upsetting experience such as an illness or any significant family trauma, please let us know. We want to help your child work out his/her difficulty through prayer, play, art and sympathetic conversation.
- Watch over what your child sees in movies, television, and social media. Be vigilant in maintaining a Godly home.
- Pray with your child, and lift up our school in prayer.
- Please call the office if you have any questions or concerns regarding your child or our program.
- Drop your suggestions in our mailbox at the security entrance of the school.
- Pay your child's fees on time.

## ***Communication***

An integral part of our program is parent-staff relationships. This interaction between home and school may take many forms and includes, but not limited to the following communication.

1. Parents are always welcome to visit the school.
2. Bulletin Boards are placed in the classrooms and the office area and contain information of interest to parents.
3. Parent/staff conferences are held twice in a year or as necessary.
4. Daily “sunshine reports” will be completed on all infants and toddlers under age three as a method of keeping parents informed about the children’s activities. These reports will provide a summary of information regarding eating; sleeping, play and learning activities, special information related to the child’s day, and needed supplies, and information about their toileting.
5. We welcome notes from parents informing your child’s teachers of any disruption in their regular schedule such as in the amount of sleep, health related concerns, disturbing emotional events, etc, that may affect your child during the school day.

## **WHAT TO BRING FOR YOUR CHILD**

These items are required every term for Nursery children. Please hand these items over to your child’s teacher at the beginning of the semester.

- Baby Powder
- 1 Medium Bottle Dettol or Savlon (No crusade please)
- 1 Med. Packet Omo 500g
- 1 Toilet Soap

## ***Infants***

- All the food, snacks, milk or formula, and juice you expect your child to eat and drink during the day. Fluids should be in bottles (plastic) labeled with your child’s name with separate bottle for each feeding. This is to protect your child from spoiled food. Foods will be served in the quantity specified and any leftovers will be discarded. Label all jars and containers with your baby’s name.
- Disposable diapers and wet wipes sufficient for the day. We recommend one diaper per hour your baby is in our care. Quantities may be brought and stored at the school. All ointments, prescribed medication, and powder needed.

- Extra clothing, bibs, socks, bath cloths, bath towel, blanket (light and heavy), comb and brush and body supplies such as lotion, oil, shampoo and bath soap.
- A written schedule of your baby's eating habits, nap schedules, special diapering instructions, etc. This schedule will be posted in your baby's room for staff references. Please sign and date the schedule and update as often as needed.
- The school has crib sheets and blankets, if you wish to bring these or other special crib items for your baby you are welcome to do so.

### ***Toddlers***

- Diapers, wet wipes, or training pants sufficient for the day. We recommend one diaper or pair of pants for each hour your child will be at school.
- Ointments, prescribed medications, and powder if needed.
- A complete change of clothing. If the child is learning to use the toilet and is wearing the long pants or shorts, you may wish to include several pairs.
- Shoes, socks, wash cloths, bibs, comb or brush.
- Bottles or training cups of milk or juice labeled with your child's name. Toddlers eating table food can buy lunch from the cafeteria or bring their own lunch. Have snacks available, if your toddler needs special baby snacks. Please pack them in his/her bag.

### ***Two-Year Olds and Up***

- Extra change of clothes. If your child is toilet training, you will need pull-ups or training pants sufficient for the day. Older children need extra clothes in cases of soiling or getting clothing wet outdoors.
- A sleep cot will be leased from the school for napping. The child's name will be labeled on it.

**PLEASE LABEL ALL ITEMS WITH YOUR CHILD'S NAME**

**ACKNOWLEDGEMENT PAGE**

This handbook contains all current information regarding admission policies, financial and programs policies, curriculum, and the philosophy and objectives of the school. Parents must sign an agreement that they have read all policies and information contained in this handbook and agree to abide by the policies and standards set forth.

**PARENT/STUDENT HANDBOOK  
2022-2023 ACADEMIC YEAR**

**Please print Parent’s / Guardian’s Names:**

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We acknowledge that We have received, read, and understand the policies of Oasis Christian Academy as outlined in the Parent/Student Handbook for the 2011-2012 Academic Year. We understand that this handbook may be modified at any time at the discretion of the Board of directors of Oasis Christian academy.

**Student’s Signature or Name Grade**

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**Parent’s or Guardian’s Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

This page must be returned to the office and will be kept on file.