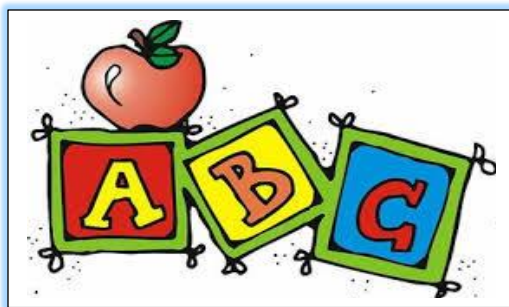




MISSION STATEMENT

MIGHT Community Development and Resource Center (MIGHT CDRC) is a faith-based, non-profit organization built upon Christ-centered, biblical principles. Our organization collaborates with government agencies, churches, partners, and the community to offer services in the Lawton/Ft. Sill area. We function as a liaison which empowers and equips individuals and their families by offering life skill programs and services. These culturally sensitive programs and services include educational, social, economic, health and spiritual guidance and referral sources to establish a cohesive atmosphere for community growth, personal development and civic pride.

Parent Handbook



CHILDCARE MISSION STATEMENT

MIGHT TECHNOLOGY & LEARNING CENTER (TLC) is a **Nationally Accredited DHS licensed, 5-Star**, program designed to ensure a safe and healthy environment for children **ages 0 weeks to 12 years** of age and their families.

The program's mission is to develop young citizens of the community that are productive, active, and academically and personally supported by providing services to meet these needs while encouraging and providing opportunities for involvement in the community around them.

At this center, we will work with the parents, area schools and agencies to ensure excellent academics, tutoring and mentoring. In addition, we will provide trained, quality and certified teachers, social and personal developmental activities from licensed counselors and certified case managers to aid in emotional and mental health needs for the children and the families that we service.

HOURS OF OPERATION

Monday through Friday 6:00 am to 6:00 pm

Closures

Closed dates for MIGHT TLC are posted throughout the facility and on the website

*****In the case of inclement weather, if Lawton Public Schools are closed we are closed. Families will be notified by the KSWO website, a phone call or text message*****

COMPLIANCE FILE

The compliance file is located in the Executive Director's Office and is available upon request. This notebook contains the information that meets Oklahoma Child Care Center Requirements, Section 5(e). The information included is the most recent child care licensing monitoring report. It will also include any of the forms that have been received in the last 120 days: child care licensing complaints; and for 04CP004E, Child Welfare Investigative Summary Notification to Child Care Licensing Services, with finds of unconfirmed to include findings of services not needed or services recommended, and Form 04CP004E, Child Welfare Investigative Summary Notification to Child Care Licensing Services, with findings confirmed, for one year from the completion of the investigation.

EMERGENCY PLANS AND PROCEDURES

A copy of the MIGHT TLC's Disaster Handbook is available in the front lobby on the parent information shelf. Each parent is required to familiarize themselves with this book and sign a statement that they have done so prior to the child entering our program. Each classroom has a Disaster Bag in their closet.

We practice severe weather and fire preparedness throughout the year. Our students and staff are prepared. In the event of an emergency situation due to severe weather or fire, all classes are assigned a specific "safe area". If you are picking up your child immediately before a storm, please remain calm and follow our procedures. There will be an administrator at the front door relaying to a teacher to bring your child up front. It is incredibly important for our staff to maintain an accurate attendance record, especially during emergency situations. We understand the urgency in these situations, but do ask that you remain calm and not upset other children.

LICENSING REQUIREMENTS FOR CHILD CARE PROGRAMS & THE RESOURCE GUIDE FOR CHILD CARE PROGRAMS

A copy of these reference books are available in the front lobby on the parent information shelf.

Our center is licensed and operated by MIGHT TLC staff to meet or exceed the minimum requirements for Child Care Centers set forth by the State of Oklahoma. These standards relate to our facilities, staff, health and safety procedures, nutrition, ratios and record keeping.

Rigid enforcement of State and City health, fire and licensing standards are in the best interest of all children.

TUITION & FEES

Tuition is due according to your payment plan agreed upon at the time of enrollment. Each family will receive a Policy & Tuition Agreement with MIGHT Technology & Learning Center (TLC) at the time of enrollment. *****Please note*** Refunds are only given in the event that your account has been billed incorrectly.**

ENROLLMENT

Once an enrollment is made, and an agreement is signed, any changes made are submitted in writing. If for some reason a request is made to amend the agreement, it MUST be submitted in writing. MIGHT TLC is willing to work with you in order to best serve your needs. However, an approval MUST be

ENROLLMENT (cont.)

granted by the Executive Director and you will be required to sign an amendment to your original agreement.

Full time enrollment is defined as four (4) consecutive hours or more in any one day.

School Age enrollment is defined as children in kindergarten to fifth grade and as four (4) non-consecutive hours or less in attendance in any one day

School age drop-ins are available as space permits and ONLY during the hours children are OUT OF SCHOOL. This will be approved by MIGHT TLC at the time of need. Drop-ins will be billed at \$23.80 a day per child and payment is due before or at the time the child/children are dropped off at the center.

DROP-OFF/PICK-UP POLICY

For the safety of all of our children at MIGHT TLC, we may require the unimpaired authorized adult dropping off/picking up **to wear a mask in order to walk your child to/from their classroom.**

Please be aware that it is important for the teacher to be alert to the children at all times. Therefore, we ask upon dropping off or picking up that you be mindful of how much time you spend in the classroom. If you desire to speak with your child's teacher, we ask that you schedule a time to come back so their teacher can give you their undivided attention.

If someone rather than you will be picking up your child, you must notify MIGHT TLC. **For security reasons**, if you call us on the phone to inform us that someone else will be picking up your child, you will be required to provide us with the answer to your security question. Individuals who are able to pick up your child at any time should be listed on the "Permission to Pick Up" area of your enrollment forms and be willing to show proper photo identification. **If you fail to notify MIGHT TLC of a change in your child's pick-up plan, we will not release your child until we have heard from you – the parent/guardian.** Children **MUST** be walked into the center, **to their classroom**, upon drop off, and out of the center, **from their classroom**, upon pick up **by an adult or a sibling who is 16 years of age or older.** Children are **NOT allowed** to walk themselves or with a sibling who is under the age of 16, to and/or from the car/house is as safety issue, against DHS and MIGHT TLC's policy, and therefore **strictly prohibited.**

ATTENDANCE AND TARDY POLICY

Regular attendance is essential. Punctuality and attendance plays an important role in the development of your child's attitude towards learning. If your child is going to be absent, it is the responsibility of the parent/guardian to notify MIGHT TLC **before 9:00 am.** You can also send a text to report absences to the center's Google Voice number: **(260) 297-0767.** In addition, you can send a message through or mark your child as absent on Lillio (formerly HiMama).

Multiple tardiness and/or absences may result in an administrative conference and/or your child losing their slot from the MIGHT TLC program. If this should happen, your child will need to be put on the waiting list in order to come back. Attendance is recorded daily in each classroom.

ATTENDANCE AND TARDY POLICY (cont)

We offer a preschool environment – beginning at age 2 – from **9:00 am to 3:30 pm** and a traditional childcare setting before and after school. It is important for your child to attend and arrive on time every day so they can take full advantage of our school readiness program. Your child **may not be permitted to attend** if they are not here by 9:00 am unless MIGHT TLC has previously been notified. **Please be aware of our policies and respect them accordingly.**

Parents are allowed up to **two weeks of vacation annually**. You **MUST** inform MIGHT TLC **in writing** at least **one week in advance**. This written notice ensures your child's slot(s) are still available upon your return.

PARENT NOTIFICATIONS

Parents are notified immediately of:

- A. A child who does not arrive on his or her own at the facility as scheduled, such as when walking to the facility;
- B. A child not present at the pick-up location as scheduled;
- C. A child or individual at the pick-up location who believes the child is to be transported by the program, when the program is not providing this transportation;
- D. Administration of a life-threatening condition medication that is only administered as needed;
- E. Any incident of a child getting hurt or hurting themselves;
- F. An injury that may need evaluation by a physician;
- G. Lice, scabies, or impetigo occurrences
- H. Illness or infestation symptoms that developed or changed
- I. Poison exposure;
- J. An animal bite to a child, when the skin is broken or when an evaluation by a physician may be needed.
- K. Parents are notified promptly of a child who is separated from the group due to an illness or infection or when exclusion is required per Oklahoma Administrative Code (OAC) 340 Appendix JJ – Exclusion Criteria for Children Who Are Ill.

Parents are notified upon child pick up of:

- A. Changes in the child's physical or emotional state
- B. A communicable disease or infestation exposure according to program policy
- C. An administration of a non-life-threatening condition medication that is only administered as needed, such as diaper cream or sunscreen;
- D. Implemented emergency plans and procedures, except for drills.
- E. Himama Daily Reports which include activities, documentation of eating, diapering, and/or sleeping.

Parents are notified prior to each field trip of the date, destination, time of departure, anticipated time of arrival, and time of return. Field trip permission slips must be signed **BEFORE** participation in the field trip. If your child arrives late after their group has left the facility, accommodations, when possible, may be made. **Please note:** the Transportation Agreement signed in the Enrollment packet includes pre-permission for all field trips. **If you do NOT want to allow the overall field trip permission, please do NOT initial the Field Trip line on the Transportation Agreement.**

PARENT NOTIFICATIONS (upon pick up cont.)

Parents are notified upon enrollment and prior to a change or the presence of:

- A. an animal
- B. tobacco or simulated tobacco use; and
- C. weapons, including how safety requirements are met;
- D. Insect repellent use; if used in the classroom, insect repellent is professionally sprayed on the weekends.

DISENROLLMENT

For the safety and well-being of our staff and children, **we reserve the right to dis-enroll families without notice for any of the following:**

1. Excessive biting
2. Lack of parental cooperation with the center's policies and staff
3. **Three (3) or more lice, scabies, or impetigo occurrences**
4. **Repeated disregard for closing times (2 or more incidents)**
5. Late payments, no payment, or returned checks
6. Verbal or physical abuse toward staff or children
7. Persistent unacceptable behavior
8. **Excessive absences**
9. **Unrealistic Expectations**
10. **Any other reason deemed necessary by the Executive Director.**

COMMUNICATION

MIGHT TLC takes pride in our **Open Door Policy**. Parents and family members are encouraged to bring issues and/or concerns to the Parent Liaison – Assistant Executive Director: **Mrs. Kim**. This is to address any issues/concerns and ensure they can be resolved in a timely manner as well as to make sure confidentiality is observed. Upon enrollment, Mrs. Kim's cell phone is provided so that parents are able to reach someone at any time. During the hours of **8:00am – 5:00pm Monday thru Friday**, Mrs. Kim can be reached at the center: **580.595.4808**. Outside of the above hours: please contact **405-586-4448**. *****NOTE***** this is a Google Voice number – an internet text/phone app. If you call and there is no answer, **please send a text** and Mrs. Kim will return your call as soon as possible – this goes for regular business hours as well.

In addition, there is a formal "Customer Complaint Form" that is available to assist with documenting the timeline of a resolution.

Parent Teacher Conferences

Twice per year, we have parent/teacher conferences to discuss children 6 weeks to 5 year olds developmental progress. **Attendance at these conferences is strongly encouraged as they are offered in person, phone call, Duo or Zoom.** Please note: We will try our best to accommodate your schedule. You will receive a copy of the Progress Report Card used which will help you to track developmental milestones, other progress your child has made, their strengths and opportunities for improvement.

EARLY LITERACY

Studies have shown the importance of reading to your child, beginning as early as in the womb. When children are read to numerous developmental milestones are influenced – for instance, their vocabulary. As a child’s vocabulary grows the world begins to expand around them. **Reading is THE building block of learning for the rest of a child’s life.** This said, we strongly encourage you to partner with us and read to your child as much as possible.

DISCIPLINE POLICY

We, the staff at MIGHT TLC, are deeply interested in creating the best learning atmosphere possible in our facility. While your child/children are in our center, a staff member will handle any disciplinary problems in a firm and loving manner.

It is important that our cooperative students have the ability to pursue their development free from disruption or distraction. **MIGHT TLC does NOT allow food, toileting or corporal punishment to be used as a form of discipline.** Maintaining an atmosphere that is conducive to learning necessitates relating discipline to discourage disruptive behavior. In order to maintain a safe environment for your child/children the following disciplinary process will be strictly followed:

- | | |
|---|--|
| 1. First inappropriate behavior | Teacher gives a quick verbal warning. |
| 2. Second inappropriate behavior | Teacher removes child from situation and speaks to the child in a calm and pleasant manner about the situation. |
| 3. Third inappropriate behavior | Teacher offers the child a cool down in a comfortable place away from other children. |
| 4. Fourth inappropriate behavior | Program Director is called to the classroom to speak with the child in a calm and pleasant voice about the situation. A *Behavior Report is completed and a conference with the parents may be set up to discuss the behavior. |
| 5. Fifth inappropriate behavior | An administrator from the front office is called to the classroom; child is taken to the office to call the parent. The parent may be asked to pick the child up and a three - day suspension may result. |

Please Note: this process starts over daily unless it is a safety concern/hazard. In other words, **just as God’s mercies are new every day**, consequences of something a child did the day before will not be carried over to the next day.

Repeated physical aggression (i.e. fighting, biting, or exhibiting physical aggression towards other children, teachers/staff or refusing to follow safety rules regardless of age, may result in a three-day suspension.

* Behavior Reports are used in an effort to discover a possible pattern – such as a specific time of day or task where a behavior is observed.

If behavior problems continue, your child may be dropped from enrollment - without a two-week notice. This will be at the discretion of the CEO/Executive Director of MIGHT TLC

MEAL POLICY

All children enrolled at **MIGHT TLC** are required to fill out a **CACFP** food application – **one per family**

Meal times for MIGHT TLC are as follows:

Breakfast	<u>10mos – 5y old:</u> 7:45a – 9:30a	<u>School Age:</u> 7:30a – 8:05a	<u>Summer Breakfast:</u> 8:00a – 9:30a
Lunch	11:30a – 12:10p		
Snack	<u>10mos – 5y old:</u> 3:00p – 3:30p <u>School Age</u> 4:00p – 4:30p	<u>Summer Snack:</u> 3:00p – 4:00p	

*** Please note *** **Breakfast ends at 9:30am sharp.**

- Children who arrive after 9:30am will have to be patient and wait for the lunch time scheduled above.
- Please do **NOT** bring any outside food into the center for your child to eat, even if arriving after 9:30am.
 - This rule is in place because children like to share or may put food down and go play. A **gesture this small** can turn into a **medical emergency** as some children in attendance **have food allergies.**
- In the event of a field trip during lunch time, MIGHT TLC **will provide** sack lunches.

CHILD/STAFF RATIO:

MIGHT Learning and Technology Center follows the guidelines to maintain the appropriate ratio of children per staff member. A copy of these guidelines may be found in any of the classrooms on the parent boards. All children are always within sight and sound of a caregiver.

STAFF QUALIFICATIONS

All MIGHT TLC employees have met all OKDHS child care employee criteria. The center staffs the required number of qualified Master Teachers that have a CCP, CDA, or related college hours. There is always a member of the staff and all drivers with a current CPR and First Aid certification. All staff have a completed OSBI/OKDHS background and fingerprint checks.

MANDATORY SUPPLIES

Each child **must** have **2 changes of clothing at the center at all times**. This includes shirts, bottoms, underwear, and socks. Please keep these labeled and in a Ziploc Bag. Infants and Toddlers (not potty trained) **must have a minimum of 10 diapers or pull-ups and pack of wipes** at the center at all times.

All students **12 months and older must have a light blanket**. All children are encouraged to lay down for nap/rest time. However, they are not forced to go to sleep. They may read a book, work on a puzzle or another quiet activity. **Please note:** Infants, per OK DHS regulations, **CAN NOT** have ANYTHING in the crib **EXCEPT** a pacifier – which cannot be attached to their clothing.

MANDATORY SUPPLIES (cont.)

On cold days, **all children need a heavy coat, closed toe shoes and socks.** Children will play outside **unless** the weather is extremely cold or extremely hot. On these occasions, the children will go into the gym. **Please dress your child accordingly.**

BIRTHDAYS AND PARTIES

You may bring treats to celebrate your child’s birthday in their class. Parties are held during the afternoon snack time (around 3:00pm). Check with your child’s teacher to make arrangements. If you host your child’s birthday party at MIGHT TLC, please furnish all items – **food items are to be store bought.** Each class will hold their own holiday parties. A sign-up sheet may be placed in the classroom with items needed and detailed party information. ****Please note** - MIGHT TLC has the right to refuse to serve inappropriate items that: Lack freshness, fail to meet nutritional or safety guidelines or are not age appropriate.

CULTURAL BELIEFS

Do you have any cultural beliefs that you would like to share with us? We would love to have your input on ways that we can honor your culture within your child’s classroom and maybe with the entire center. Activities should be age-appropriate. These activities can range from special holidays celebrated, food, language and/or music – to name a few.

POISON POLICY

In the event of poison exposure, whether on or off site, the child will be attended to immediately. If minor exposure, the attendant is to follow the directions of the poison intervention procedures on the label. If these are not available, the attendant is to phone poison control and follow their instructions. If the poison exposure is deemed major, the attendant will call 911 and follow instructions given.

GOOD HEALTH

There is a list of symptoms that the Oklahoma Health Department clarifies as **“Too Sick for Child Care”**. These symptoms are common symptoms that usually pose a sign of being contagious. MIGHT TLC will contact the parent, legal guardian, or emergency contacts on your child/children’s emergency pick-up list if any of these symptoms exist. For the health and safety of the children in the center, it is imperative that the sick child is **picked up within 30 minutes** from notification of symptoms. Children with a contagious illness will be isolated from the other children.

These symptoms are as follows:

1. Temperature over 101°	2. Irritability	3. Too tired to do any activity
4. Persistent crying	5. Worsening or uncontrolled coughing	6. Difficulty breathing
7. Diarrhea	8. Yellow or Green discharge from nose or eyes	9. Vomiting
10. Undiagnosed rash or pox	11. Undiagnosed Mouth sores	12. Head lice
13. Scabies	14. Ringworm (until treatment started)	15. Impetigo
16. Strep throat	17. Pink eye or pus drainage from eye	18. Chicken pox
19. Shingles	20. Pertussis (whooping cough)	21. Mumps
22. Yellowish skin or eyes	23. Hepatitis A	24. Covid 19
25. Draining skin wounds that cannot be covered completely		

GOOD HEALTH (cont)

If your child experiences any of these symptoms, **they must remain out of the center for a full 24 hours after** the symptoms have ceased. **If you treat a fever** with Acetaminophen or Motrin, the fever still exists and the child should remain out of the center until they are symptom free - **without medicine** - for 24 hours.

If a child in the center has been diagnosed with a contagious virus and/or infection, for example chicken pox, a notice will be posted on the door informing parents. If your child does have a contagious virus and/or infection, they may not return until they have documentation from a doctor stating they are able to return to the center. **It should be noted that if your child is still exhibiting symptoms (i.e. yellow and/or green discharge and/or consistently coughing), it is at the Administration's discretion whether the child will be allowed to attend – even with a doctor's note. Any other exceptions must be approved by the administration.**

MEDICATIONS

To accommodate parents, our facility administers **some** prescription medication. Medication administration is at the discretion of the **Assistant Executive Director**. To have this service provided, the parent needs to sign the medical release form providing the time, method of distribution and dosage. All bottles must have a current fill date. If the prescription is liquid, we require the secured caps and dispenser. A new syringe must be provided for each new prescription. If food is required to be taken at the time the medication is given (such as applesauce), the parent is responsible to provide it. Once the log is filled for a medical release form (30 day slots), the parent must sign another medical release form. For chronic medical conditions, permission may be obtained for 12 months or less at a time, provided **specific instructions** include when administration is needed, such as diaper cream and inhalers. It should be noted that MIGHT TLC does **NOT**, aside from an EpiPen, administer medication that uses needles or lancets. **If it is found that administration of the medication is unpractical, the Assistant Executive Director reserves the right to discontinue administration of medication via written notification.**

If a parent wants to have sunscreen applied on their child, **written permission must be provided**. Please consider bringing sunscreen during the summer months as sunburn can increase the risk of skin problems later in life, including skin cancer. Please specify when sunscreen is to be applied for your child on the medical release form.

Sunscreen shall be applied at least 30 minutes prior to going outside. If applicable, sunscreen shall be reapplied every two (2) hours while children are in the sun, and even more often if they are swimming or playing in water outdoors. Please consult your local pharmacist when purchasing sunscreen. We also have shaded areas on the playgrounds for all children. **Note:** Sunscreen is **not recommended** for children under 6 months of age. Instead, we ask that you provide hats, long-sleeve shirts and long pants, for when they will be in the sun. If a parent insists that we use sunscreen on their infants, a written permission with specific instructions **must** be obtained by the child's doctor.

All medication is kept in a locked file cabinet in a locked office. Medication will only be given by a designated staff member or parent. All outdated medication shall be discarded immediately and appropriately. A parent may request the return of medication at any time.

INFANT SAFE SLEEP ENVIRONMENT DESCRIPTION

Our goal at MIGHT TLC is to ensure that all areas for children are free of hazards. **We have taken the following steps to accomplish this goal:**

- ✓ Certificates of compliance are under each mattress
- ✓ Cribs are placed approximately one foot apart and assigned to one infant.
- ✓ If an infant is absent or no longer attends the program, the crib may be assigned for use by another child.
- ✓ All beds are sanitized daily
- ✓ Crib sheets are changed daily and washed before putting them back on the crib mattress.

*****Please ask for Safe Sleep Policy if you have a child under the age of 12 months*****

BULLYING POLICY

All school age students are required to sign and agree to the MIGHT TLC Bullying Policy. Parents must also sign an agreement. MIGHT TLC has a zero-tolerance bullying policy.

ABUSE AND NEGLECT

Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect. It is our commitment to our parents to maintain a safe environment free of abuse and neglect. Under no circumstances are MIGHT TLC's staff members allowed to abuse or neglect any child in our center.

Each staff member is required by Oklahoma law to report suspected child abuse whether here or at the child's home. Each staff member will follow this law. Suspected child abuse is reported to the 24-hour statewide child abuse hotline.

If your child has an accident while outside of our center, please make sure to inform the administration and the child's teacher. If there is documentation of the accident from the doctor's office, please provide us with a copy to put in the child's file.

If the child has Mongolian spots on their body, please inform the administration and the teacher so they are not mistaken for bruises. We ask that you provide us with a doctor's note stating this fact. We will report child abuse when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused or neglected.

HUMAN TRAFFICKING

Every person having reason to believe that a person or child-placing agency is engaging in the crime of trafficking in children as described in Section 866 of Title 21 of the Oklahoma Statutes shall report the matter promptly to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control. The Bureau shall notify the district attorney in the county where the alleged trafficking in children took place no later than seven (7) days after receiving a report.

NON-DISCRIMINATION POLICY

In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, marital status or disability.

MIGHT TLC adheres to the following:

The ADA and IDEA

There are two important federal laws related to disabilities that are relevant to childcare. One is the **Americans with Disabilities Act, or the ADA**. Titles II and III of the ADA prohibit childcare facilities from discriminating against anyone with disabilities.

Under the ADA, a childcare facility must:

- not reject a child based on his or her disability, unless the changes required to accommodate the disability would constitute a *fundamental alteration* to the program or the child poses a direct threat to the health or safety of others
- make *reasonable modifications* to its policies and practices in order to allow children, parents, and staff with disabilities to participate in the program.
- not charge additional fees for services required by the ADA.
- place children in age-appropriate classrooms.

Facilities that do not currently serve children, parents, or staff with disabilities should be as accessible as possible. New buildings must be fully accessible by ADA standards. Buildings that were occupied prior to January 26, 1993 and have not since been remodeled need only make modifications that are readily achievable, that is, easily accomplished at relatively little expense.

The second federal law to be aware of is the Individuals with Disabilities Education Act. (IDEA)

The IDEA

- ensures that children with disabilities have access to a free and appropriate public education.
- entitles all children to disability intervention and identification services.
- requires that children from birth to 2 years who receive early intervention services have an **Individualized Family Service Plan, or IFSP**.
- requires that children between 3 and 21 years who receive special education services have an **Individualized Education Plan, or IEP**.
- provides services for children with disabilities in the least restrictive environment. For older children, this means a classroom with their non-disabled peers; for younger children, it means places where learning would occur naturally, such as the home or childcare facility.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 14 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY), USDA is an equal opportunity provider and employer.

CHILD ACCIDENT/INCIDENTS

If a child has an accident or incident at the center, it is **our policy to take a picture of the injury and text it to you, the parent or guardian**. This is to give you an opportunity to choose if you would like to pick your child up or are okay with them staying at the center. What is **discussed in the text** will be documented in addition to completing an accident/incident report. This **documentation can serve as a parent's signature** for the written accident/incident report. A copy of the report is available upon request, pickup or can be sent home on the bus.

If your child **purposefully causes bodily harm to another child**, depending on the severity of the offense, your child may be suspended from the center. If offenses take place on a regular basis, **a conference is called** with you the **parent, and the Director** to explore resources available to help your child be successful in every area of their life.

VISITATION

We encourage parents to participate in their child's education. In order to ensure the safety of our students and staff, visitors **MUST** check in at the front desk and may be required to wear a mask.

CUSTODY ISSUES

There **MUST** be a notation on the **Child Fact Sheet and/or Child Survey Worksheet** if there is an individual(s) who you do **NOT** want to visit your child. **Please note:** MIGHT does **NOT** get involved in custody issues nor is MIGHT a location for a supervised visit. In addition, MIGHT does **NOT** provide documentation related to custody issues unless deemed necessary by our attorney.

PETS ON PREMISES

The only animals permitted in the center are fish and they are located in the Executive Director's office. This fish tank is cleaned regularly.

SMOKING, TOBACCO & PROHIBITED SUBSTANCES POLICY

Use of Tabaco: there is no chewing or smoking of tobacco on the premises (within 50 feet of the center). This rule also applies to The MIGHT TLC vans/buses. Illegal drugs are not permitted on MIGHT TLC premises for any reasons.

LOST AND FOUND

If your child is missing anything, please inquire at the center as soon as possible. **Remember to label everything**. It is much easier to return a lost item if it is labelled with the owner's name. Unclaimed items are given to charity after a reasonable length of time. We will not replace or reimburse for any lost or stolen items.

PERSONAL BELONGINGS

Children are **required to leave toys, food, gum, pets, electronics and money at home**. The learning materials at MIGHT TLC are shared by all of the children as part of the learning experience. We furnish an ample supply of toys, equipment, materials, and food for the day.

However, on special "Show and Tell" days, children are allowed to bring in something to share with the class. Please label everything. **War toys are not allowed** (i.e. guns, knives, swords, etc.).

MIGHT Technology & Learning Center

2023-2024 Calendar

Aug 2023						
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		

Sep 2023						
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

Oct 2023						
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				

Nov 2023						
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		

Dec 2023						
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						

Jan 2024						
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			

Feb 2024						
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		

Mar 2024						
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						

Apr 2024						
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 2024						
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	

Jun 2024						
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						

Jul 2024						
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				

Important dates

	LPS 1 st Day of School / Last Day of School		MIGHT TLC Parent / Teacher Conference
	Close Early @ 1pm		In-Service Training / MIGHT TLC CLOSED
	Holiday / MIGHT TLC CLOSED		Lawton Public Schools (LPS) Closed
	MIGHT TLC Team Meeting ALL children are to be picked up NO LATER THAN 5:30p		Lawton Public Schools (LPS) Virtual Day SCHOOL AGE Welcome to Attend Virtual help will NOT be provided