



State Department of Education
Miss Helen's Private School Application for Accreditation

Miss Helen's Private School is family owned and operates year-round and has been serving the Tulsa community since 1954. The school offers a preschool, kindergarten, and elementary grades 1-5 programs.

MISSION STATEMENT

Mission Statement - Our Mission is to educate and support students by creating an environment that cultivates personal and academic excellence.

School Philosophy - Miss Helen's Private School provides a high quality, professional and positive year-round learning environment. All of our students are challenged to achieve their full potential. The learning experience should combine self discipline with academics and should be enjoyable and fun. We are committed to making a positive difference in the lives of our students. Our goal is to help each student achieve a high level of self confidence and overall success. In partnership with family, faculty and staff we believe we can help the student reach their full potential.

Philosophy of Education - Miss Helen's Private School has been providing excellence in early childhood education since 1954. It was then that "Miss Helen" Wingo realized many of the children entering Kindergarten had difficulty adjusting socially, emotionally as well as academically. She believed there must be a better way for the young students of Tulsa to be prepared for their academic futures. She was right and Miss Helen's Private School has grown to become a leading educational institution. It is a great learning institution where children can develop their reading, math, and social talents as well as improve communication skills and learning habits.

Community Support - Miss Helen's Private School's Executive Director, Lynda Wingo, is active in the Tulsa Regional Chamber of Commerce as a Board Member and former chair of Small Business. She also sits on the board of the Broken Arrow Chamber of Commerce, as well as, the board for the Broken Arrow Performing Arts Center. She has memberships in Tulsa Executive Exchange and Executive Women's International, Tulsa Chapter. Mrs. Wingo was honored as the Executive of the year in 2019, and the Volunteers of America, Volute Volunteer of the Year in 2023. Miss Helen's is a part of the Tulsa community with more than 69 years of educating and nurturing children.

FINANCE

The past three years Financial statement (see attached Financials)

This includes our expenses and income.

The accountant for Miss Helen's Private School is William Zumwalt, CPA and has served in this capacity for 30 years. The school maintains a million dollar (\$1,000,000) liability policy in addition to full coverage for the school with State Farm Insurance.

The Parent Teacher Organization holds fundraisers throughout the year in order to support the educational goals of Miss Helen's to benefit the students. Past fundraisers have provided new computers, playground equipment, gardening equipment

Our federal Tax ID is 73-1275065

FACILITIES

The property located at 4849 South Mingo, Tulsa, OK 74146 is owned by Miss Helen's Private School.

Our current facility was built in 1996 and provides 15,400 square feet. We have three self-contained, preschool pods, each containing four rooms: Dance/Gross motor, Stories and Science, Art, and Music and Spanish. Every room in the preschool has a bathroom. There are 2 kindergarten classrooms with an en suite bathroom. In 2008, 4,000 square feet was added for our elementary wing. This wing has four classrooms as well as 2 bathrooms. We have four self-contained playground areas as well as a computer lab and cafeteria with two bathrooms adjacent. A small office is available for therapy and testing, as well. There are two administration offices and a reception desk.

GOVERNANCE (see attached)

Miss Helen's Private School is a Sub S Corporation, and the governing board consists of family members. Lynda Wingo, President, Gary Wingo, Vice President, Jayme Wingo-Baker, Secretary/Treasurer. We work well together and make any decisions or changes together along with working with our Advisory Board.

Advisory Board also includes long term staff, Stephanie Byrne (17 years), Christi Ray (28 years), Rhonda Reidy (40 years), and Pam Elmore (22 years)

We are governed by the needs of the students, families and staff.

OPERATIONS

General Education and age appropriate curriculum following OSDE PASS Objectives.

Student information is gathered through annual enrollment. 170 is our maximum enrollment.

School effectiveness indicators - Our PreK classes have semi-annual assessments. The online curriculum, MobyMax is utilized to assess the reading and math grade level of all students grades 1-5 students at the start of the term, mid-term and end of term. We use this data to determine if students are making the necessary progress or if intervention is required. All third-grade students must show grade-level proficiency in reading and math. The school also has a state of the art alarm system monitoring around the clock with a local company. Our doors remain on lockdown 24 hours a day, the playgrounds are surrounded by 6 foot locked gates/fences. All exterior doors, parking lots, playgrounds are on camera surveillance.

School Information System - Our parents and director have communication through emails, texting app, the MHPS school app, cellular numbers and face to face daily conversations. Parents have access to our social media where info and pictures are shared at parents discretion.

The school's operation hours are from 7:30 am until 5:30pm. The Elementary Academic day is from 8:00 am until 3:30 pm. The Kindergarten is 8:30am-3:30 pm. Attendance is taken with regard to these times. Before care is offered from 7:30-8:00 am and Aftercare from 3:30-5:30 pm. (see attached Class Schedules)

Transportation - Miss Helen's has a bus for field trips but does not provide transportation to and from school.

Emergency safety plan - A fire escape route is posted in each classroom and practiced monthly. Severe weather drills are conducted each 9 weeks and Intruder on campus drills are also practiced quarterly. The reception area is equipped with an emergency alert button and there are fire pull stations throughout the building. There are security cameras throughout the property inside and outside the building.

The academic school calendar year is 180 days and the summer program is 40 additional days. (see attached school closings)

Child Nutrition - 2 two healthy snacks and lunch is served every day to each child. Specific attention is paid to dietary, religious and allergic requirements per forth by the Oklahoma DHS guidelines.

POLICIES - (see attached Policies)

Employee Background Checks - Upon an offer of employment, all employees are required to complete a background check. The Oklahoma new hire reporting and the Employment Eligibility verification forms are completed as well.

Uniforms - Miss Helen's Private School requires uniforms to be worn by all students PreK3- 5th grade. The uniform consists of yellow or green monogrammed shirts and navy trousers, skorts,

skirts, shorts, jumpers as well as our MHPS plaid skirts and jumpers. Spirit shirts and hoodies are worn on Fridays. The staff is required to follow the dress code outlined in the Employee Handbook.

Title IX - Miss Helen's Private School staff undergo Title IX training during our Staff In-Service week to better understand their responsibilities to best protect the rights of our students. Policies of non-discrimination and sexual harassment are discussed. Procedures for filing a grievance during business and non-business hours are covered. Title IX training also explains what is considered sexual harassment, sexual assault, sexual violence, dating violence, and domestic violence. Importantly, confidentiality and adhering to Family Educational Rights to Privacy Act (FERPA) regulations are also clearly explained. Title IX Rights and Responsibilities

Bullying & Harassment in the Workplace - Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. (see attached - Anti-harassment policy and Complaint procedure)

Drug Free Campus - Miss Helen's Private School is committed to maintaining a drug free workplace and workforce in conformity with federal laws, as set forth in the Drug Free Workplace Act of 1990. It is therefore the policy of the School to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by Miss Helen's employees both on and off campus. Violations of this policy may subject employees to disciplinary action, up to and including termination of employment and referral for prosecution. Miss Helen's will also provide information and may also encourage employees to participate in an appropriate drug assistance or rehabilitation program. (see attached - Drug Free School Policy)

Smoke and Tobacco Free Campus - No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Miss Helen's Private School at any time. "Property" means the organization's facilities "curb to curb," including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property. (see attached - Tobacco Free Policy)

Child Abuse recognition - The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination. If you do suspect a child is being harmed, reporting your suspicions may protect the child and get help for the family. We discuss at mandatory training: Recognizing child abuse Types of abuse, Signs of physical abuse, Signs of neglect, Signs of sexual abuse, and Signs of emotional maltreatment. (see attached - Recognizing signs of child abuse)

PERSONNEL

A Bachelor's degree is required to teach in kindergarten through 5th grade. CDAs and Associate degrees for preschool teaching positions will be considered for certain ages and classes. Four or more years of documented, full-time experience as a teacher of children less than 8 years of age is preferred.

Hiring Policy - Applications for employment are available at the school office and can be submitted during school operating hours. All applications are reviewed regardless of race, religion, ethnicity. Once a qualified candidate is selected and interview time will be arranged. If the candidate is interested in the position then an opportunity to shadow that position is created. After shadowing, the candidate will meet with the director to receive feedback or an employment contract. A food handler's card is required within thirty days of employment.

Teacher Recruitment - Teachers are recruited through social media advertising and on online job boards. The current teachers, staff and parents referrals are also a successful recruitment tool.

Employee Contract - The employee handbook is a part of the contract. Employment contracts are effective on the first day of the fall term. Teachers for the fall term will be presented a contract in the early spring and will be given five (5) days to sign or decline the contract. Available summer employment will be given first to those who have signed contracts. Twenty-five (25) hours is considered full-time employment.

Job Descriptions- (see attached - Job Description)

Teacher Position

Assistant Teacher Position

Teaching Methods - A variety of teaching methods are utilized in the classrooms to facilitate a productive classroom. Whole-group instruction allows for a quick dissemination of information. While small group work gives opportunity for student leadership as well as risk taking. Student lead discussions lead to discoveries. One-on-one instruction time provides the student with direct intervention on troublesome areas. Emotional intelligence is an important part of a student's education as well and our staff is equipped to help develop this area. Preschool instruction is language based. Each young student is given individual opportunities and is encouraged to use their language to express themselves.

Roles, Responsibilities & Duties - (see attached Staff Handbook)

Staff Evaluations - During the first year of employment the contracted employee will have an evaluation at the end of the fall term (December) as well as time of contracts. Second year and beyond employees will be evaluated annually.

Professional Development - Regardless of previous education or experience, employees will be expected to continue their training in early childhood best practices in order to keep current on

new research and techniques. Miss Helen's Private School requires each teacher to complete a minimum of 20 hours of approved training as mandated by the State of Oklahoma. All staff are required to complete these hours of approved training by April 1. Miss Helen's provides opportunities for professional development during its staff-in-service session prior to the start of term annually. Workshop hours may be received from on-line, informal onsite training, videos, reading and workbooks with approval from a director. Continuing education must take place on the employee's personal time outside of normal working hours.

Counseling Services - Miss Helen's offers speech and occupational therapy through The Sunshine Center a local therapy center located at 2221 West Detroit Street Broken Arrow, OK 74012. Within our building there is a dedicated space for these sessions. Miss Helen's will refer parents and students to local professionals for other necessary support for student success.

Special Ed - Miss Helen's will accommodate children with special needs as long as the child can find success within our classrooms. If the association is not a good fit for the student, Miss Helen's will work with the parent to help find the best situation for their student.

Volunteer/Parent Involvement - Upon enrollment each family is a member of the Miss Helen's Private School Parent Teacher Organization (PTO). This organization provides opportunities for parents to support the teachers with fundraising efforts and community building events.

CURRICULUM

Preschool

- Handwriting without tears
- Land of the Letter People
- Frog Street Press
- HighReach Learning
- DLM Under Construction Beginning Math
- Math in My World
- Risk Watch
- Spanish
- Character Critters
- Second Step
- Developmental Gymnastics
- SEL - A Little Spot of Feelings & Emotions

Kindergarten

- Gesell kindergarten readiness assessment
- Saxon Math
- Saxon Phonics
- Character Education
- Spanish
- Computer Lab

- P. E./Recess

Elementary

- Math - Go Math
- Saxon Phonics
- Language Arts/Spelling & Grammar
 - Literature based Studies
- Studies Weekly Social Studies
- Wonders Reading HMH
- Science weekly and Standards based
- Spanish
- Computer Lab
- P. E./ Recess

Grade Level competencies (1-5 grades)

- MobyMax assessments against grade level each start of term, mid term end of term.

Student Progress (K-5)

- Report cards are issued each nine weeks
- Reading Counts reports given monthly
- parent/teacher conferences for all ages

Library Plan

- Each Kindergarten and elementary classroom maintains their own library
- The books are sorted by Scholastic Reading counts reading level
- Students are assigned books based upon their reading level

Extra Curricular Activities

- Hip Hop - K-3
- Cheerleading
- Piano and Ukulele Lessons - K-5
- Swimming lessons
- Computers for PreSchool
- Amazing Athletes - PreK
- Girl Scouts - K-5

Teaching Methods - A variety of teaching methods are utilized in the classrooms to facilitate a productive classroom. Whole-group instruction allows for a quick dissemination of information. While small group work gives opportunity for student leadership as well as risk taking. Student lead discussions lead to discoveries. One-on-one instruction time provides the student with direct intervention on troublesome areas. Emotional intelligence is an important part of a student's education as well and our staff is equipped to help develop this area. Preschool instruction is language based. Each young student is given individual opportunities and is encouraged to use their language to express themselves.

Monitoring/Assessments - K-5 standardized testing and PreK do assessments twice a school year.

STUDENTS

Admission Policies - Miss Helen's welcomes enrollment of all students and is nondiscriminatory without regard to race, color, religion, creed, gender, national or ethnic origin. Each student is entitled to all rights, privileges, programs and activities made available to all students at the school. Our enrollment and permission form must be completed and signed by the parents. Application enrollment and supply fees must accompany each student's application prior to approval. All children must have a health form completed and signed by a physician prior to attendance, meet school age requirements and be toilet trained. Kindergarten and Elementary students must also have a copy of their birth certificate on file prior to the first day of school.

Enrollment procedure - Prospective student families will fill out an application and an enrollment form. A tour will be scheduled and an interview will take place. Miss Helen's is happy to offer opportunities for potential students to shadow in a class as well. Transfer of previous school records will have occurred and all fees will be paid before enrollment is considered complete.

Student Recruitment - Students are recruited through online advertising, open houses, social media events and in local media as well. Current families and our staff are useful recruiting tools too.

Student/Parent Handbooks - All enrolled students will receive a handbook for the current school year at the start of the term. Parents or Guardians are required to return a signed acknowledgement form indicating their understanding of the rules and operations for a successful school year. (see attached Student/Parent Handbook)

Grades served - Miss Helen's preschool serves the grades PreK 3, PreK 4, PreK 5. The Elementary program serves grades Kindergarten & 1st- 5th grades.

Health Services - All medications must be checked in with the office before being administered. The authorization to administer medication form must be complete and signed by a custodial parent or guardian. All medications are held secure in a medication lock box inaccessible to children. A vision screening is offered at the start of each term.

Class size and structure - Miss Helen's class sizes vary by age. PreK 3-8:1, PreK 4-8:1, PreK 5-10:1 Kindergarten- 15:1, Elementary Grades 1-5-1:18. The preschool program departs from the traditional self contained classroom environment and allows students to rotate among teachers. The students are placed by birthdate in one of three pods of classrooms. The names of the pods are Sunshine Kids for PreK 3. Clover Club for PreK 4 and Rainbow Dreamers for PreK 5.

Sunshine Kids (PreK 3) and Clover Club (PreK 4) classes include Stories and Science which emphasizes reading, writing, and math skills, story time and hands-on science. Music and Spanish class is where songs, music activities, movement and coordination develop. A beginning Spanish curriculum is included as a part of their daily activities. Art class teaches students about color, shapes, and develops their fine motor skill through coloring, painting and

self expression. Tap, ballet, and tumbling are offered in our Dance class to foster gross motor development.

Rainbow Dreamers (PreK 5) also consists of four classes which students attend daily. Learning Lab is where students meet the weekly letter person and participate in Handwriting activities. In the Imagination Station class students engage their peers through center activities, art projects, pretend play and listening games. Word Workshop is a fun class where students enjoy math, spanish and science. Step and Sound Studio students will engage in musical games and dance movements with props. Developmental Gymnastics is included in weekly lessons as well. These classes offer additional challenges to the developing preschooler.

Kindergarten - 5th grade: There are two self-contained kindergarten classrooms at Miss Helen's Private School. Grades 1-3 have self contained classrooms and grades 4 & 5 are looped in the same classroom year over year.

Interviews /Tuition/Fees - All prospective students and their families will have an interview with the director. In this meeting any specific needs of the student will be discussed and any necessary accommodations will be made known. Current 2023-2024 tuition schedule is as follows. Preschool \$8787, Kindergarten \$8692, Elementary Grades \$8597. Additional fees include: Application Fee \$25, Gesell Kindergarten Readiness evaluation \$75, Enrollment fee \$150, Supply fee \$250.

Behavior/Discipline Procedures - Preschool uses Conscious Discipline, positive reinforcement, a safe place in each preschool room is provided for a child to "calm down" before returning to class activity, and parent conferences as needed. Kindergarten & Elementary Grades have a behavior Contract for both parent and student to sign at the beginning of the school year. Positive reinforcement is used daily to earn incentives, and journals are sent home daily with notations for parents to be aware of unacceptable behaviors. Parent conferences are done within each school year. (see attached K & EG Discipline Procedures)

Miss Helen's Private Schools, Inc.
STATEMENT OF INCOME

Month Ended Dec 31, 2022 and 2021 and Year Ended Dec 31, 2022 and 2021

	Month Ended Dec 31, 2022	%	Month Ended Dec 31, 2021	%	Year Ended Dec 31, 2022	%	Year Ended Dec 31, 2021
Revenue							
Tuition	\$ 155,590.28	100.00 %	\$ 124,636.58	100.00 %	\$ 1,513,843.13	100.30 %	\$ 1,494,871.49
Returns & Allowances	0.00	0.00 %	0.00	0.00 %	(4,575.00)	(0.30) %	(3,890.00)
Total Revenue	155,590.28	100.00 %	124,636.58	100.00 %	1,509,268.13	100.00 %	1,490,981.49
Cost of Goods Sold							
Total Cost of Goods Sold	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00
Gross Profit	155,590.28	100.00 %	124,636.58	100.00 %	1,509,268.13	100.00 %	1,490,981.49
Operating Expenses							
Taxes - Property	0.00	0.00 %	22,184.00	17.80 %	0.00	0.00 %	22,184.00
Travel	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	2,432.98
Substitute Exp	210.00	0.13 %	0.00	0.00 %	2,023.25	0.13 %	268.30
Curriculum	0.00	0.00 %	0.00	0.00 %	1,625.20	0.11 %	0.00
Gifts	0.00	0.00 %	157.43	0.13 %	441.74	0.03 %	1,011.71
Advertising	1,143.20	0.73 %	808.45	0.65 %	15,774.10	1.05 %	12,618.30
Automobile Expense	131.92	0.08 %	249.61	0.20 %	5,667.55	0.38 %	6,481.10
Bank Charges	17.00	0.01 %	33.06	0.03 %	677.51	0.04 %	710.29
Continuing Education	0.00	0.00 %	100.00	0.08 %	1,029.00	0.07 %	1,415.59
Contributions	0.00	0.00 %	0.00	0.00 %	1,527.99	0.10 %	1,872.64
Credit Card Expense	90.18	0.06 %	90.18	0.07 %	0.00	0.00 %	77,399.00
Depreciation	0.00	0.00 %	77,399.00	62.10 %	0.00	0.00 %	8,698.35
Dues and Subscriptions	325.00	0.21 %	2,175.00	1.75 %	9,957.13	0.66 %	3,546.88
Meals & Entertainment	422.49	0.27 %	409.29	0.33 %	5,784.89	0.38 %	31,990.06
Food Expense - School	4,247.67	2.73 %	3,099.88	2.49 %	38,685.59	2.56 %	55,393.88
Health Insurance - Employees	5,120.74	3.29 %	4,604.21	3.69 %	55,669.89	3.69 %	19,118.03
Health Insurance - LTC	1,465.64	0.94 %	1,546.44	1.24 %	16,105.62	1.07 %	3,841.72
Health Insurance - Shareholder	0.00	0.00 %	3,841.72	3.08 %	0.00	0.00 %	16,395.89
Insurance	852.58	0.55 %	779.08	0.63 %	21,194.46	1.40 %	1,116.00
Insurance - Life	0.00	0.00 %	0.00	0.00 %	1,116.00	0.07 %	0.00
Interest	1,176.46	0.76 %	0.00	0.00 %	13,079.15	0.87 %	30,469.40
Lease Equipment	20,516.45	13.19 %	8,310.92	6.67 %	34,595.12	2.29 %	22,128.75
Legal & Accounting	0.00	0.00 %	10,705.00	8.59 %	2,203.00	0.15 %	35,853.60
Office Expense	168.99	0.11 %	4,103.62	3.29 %	16,391.68	1.09 %	16,714.42
Pension Plan	1,161.10	0.75 %	3,164.32	2.54 %	13,678.71	0.91 %	372.57
Postage	0.00	0.00 %	118.16	0.09 %	347.61	0.02 %	13,408.12
Repairs & Maintenance	0.00	0.00 %	308.59	0.25 %	9,394.00	0.62 %	98,416.48
Salaries - Officers	5,400.00	3.47 %	36,016.48	28.90 %	64,100.00	4.24 %	

Miss Helen's Private Schools, Inc.
STATEMENT OF INCOME

Month Ended Dec 31, 2022 and 2021 and Year Ended Dec 31, 2022 and 2021

Salaries & Wages	67,209.00	43.20 %	80,271.46	64.40 %	782,676.75	51.86 %	729,366.20
Security Service	150.00	0.10 %	50.00	0.04 %	1,125.00	0.07 %	1,775.99
Student Activities	1,604.00	1.03 %	1,186.00	0.95 %	29,782.42	1.97 %	33,202.28
Supplies	8,044.41	5.17 %	4,822.13	3.87 %	76,160.10	5.05 %	52,631.62
Supplies - Classroom	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	512.73
Taxes - Payroll	5,338.32	3.43 %	8,566.63	6.87 %	66,661.14	4.42 %	64,306.18
Taxes - Other	21,527.00	13.84 %	0.00	0.00 %	28,469.98	1.89 %	805.00
Telephone	777.57	0.50 %	777.79	0.62 %	9,455.63	0.63 %	9,666.81
Uniforms	0.00	0.00 %	0.00	0.00 %	8,039.99	0.53 %	3,592.19
Utilities	2,822.76	1.81 %	2,336.18	1.87 %	38,913.99	2.58 %	31,245.07
Total Operating Expenses	149,922.48	96.36 %	278,214.83	223.22 %	1,373,054.25	90.97 %	1,408,086.13
Operating Income (Loss)	5,667.80	3.64 %	(153,578.25)	(123.22)%	136,213.88	9.03 %	82,895.36
Other Income							
Total Other Income	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00
Other Expenses							
Covid-19 Expenses	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	4,686.29
Total Other Expenses	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	4,686.29
Income (Loss) Before Income Taxes	5,667.80	3.64 %	(153,578.25)	(123.22)%	136,213.88	9.03 %	78,209.07
Income Tax		0.00 %		0.00 %		0.00 %	
Net Income (Loss)	\$ 5,667.80	3.64 %	\$ (153,578.25)	(123.22)%	\$ 136,213.88	9.03 %	\$ 78,209.07

Miss Helen's Private Schools, Inc.
STATEMENT OF INCOME

Month Ended Dec 31, 2021 and 2020 and Year Ended Dec 31, 2021 and 2020

	Month Ended Dec 31, 2021	%	Month Ended Dec 31, 2020	%	Year Ended Dec 31, 2021	%	Year Ended Dec 31, 2020
Revenue							
Tuition	\$ 124,636.58	100.00 %	\$ 93,252.84	100.00 %	\$ 1,494,871.49	100.26 %	\$ 1,071,652.03
Returns & Allowances	0.00	0.00 %	0.00	0.00 %	(3,890.00)	(0.26) %	(962.51)
Total Revenue	124,636.58	100.00 %	93,252.84	100.00 %	1,490,981.49	100.00 %	1,070,689.52
Cost of Goods Sold							
Total Cost of Goods Sold	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	0.00
Gross Profit	124,636.58	100.00 %	93,252.84	100.00 %	1,490,981.49	100.00 %	1,070,689.52
Operating Expenses							
Taxes - Property	22,184.00	17.80 %	0.00	0.00 %	22,184.00	1.49 %	0.00
Travel	0.00	0.00 %	0.00	0.00 %	2,432.98	0.16 %	0.00
Substitute Exp	0.00	0.00 %	0.00	0.00 %	268.30	0.02 %	176.25
Curriculum	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	1,186.38
Gifts	157.43	0.13 %	0.00	0.00 %	1,011.71	0.07 %	691.66
Janitorial	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	282.12
Advertising	808.45	0.65 %	895.80	0.96 %	12,618.30	0.85 %	14,028.75
Automobile Expense	249.61	0.20 %	227.24	0.24 %	6,481.10	0.43 %	3,274.12
Bank Charges	33.06	0.03 %	41.30	0.04 %	710.29	0.05 %	536.13
Continuing Education	0.00	0.00 %	0.00	0.00 %	64.00	0.00 %	321.16
Contributions	100.00	0.08 %	100.00	0.11 %	1,415.59	0.09 %	208.00
Credit Card Expense	90.18	0.07 %	163.05	0.17 %	1,872.64	0.13 %	1,885.71
Dues and Subscriptions	2,175.00	1.75 %	120.00	0.13 %	8,688.35	0.58 %	5,289.46
Meals & Entertainment	409.29	0.33 %	854.42	0.92 %	3,546.88	0.24 %	4,689.05
Food Expense - School	3,099.88	2.49 %	1,812.75	1.94 %	31,990.06	2.15 %	22,903.51
Health Insurance - Employees	4,604.21	3.69 %	4,874.56	5.23 %	55,393.88	3.72 %	55,511.50
Health Insurance - LTC	1,546.44	1.24 %	0.00	0.00 %	19,118.03	1.28 %	12,717.53
Health Insurance - Shareholder	3,841.72	3.08 %	0.00	0.00 %	3,841.72	0.26 %	0.00
Insurance	779.08	0.63 %	876.91	0.94 %	16,395.89	1.10 %	14,277.87
Insurance - Life	0.00	0.00 %	0.00	0.00 %	1,116.00	0.07 %	1,116.00
Internet Service	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	59.70
Lease Equipment	8,310.92	6.67 %	2,005.28	2.15 %	30,469.40	2.04 %	22,007.62
Legal & Accounting	10,705.00	8.59 %	550.00	0.59 %	22,128.75	1.48 %	9,515.00
Licenses & Fees	0.00	0.00 %	75.00	0.08 %	0.00	0.00 %	75.00
Office Expense	2,254.83	1.81 %	2,641.01	2.83 %	29,017.73	1.95 %	27,154.72
Pension Plan	3,164.32	2.54 %	1,100.71	1.18 %	16,714.42	1.12 %	12,741.95
Postage	118.16	0.09 %	205.87	0.22 %	372.57	0.02 %	589.21
Repairs & Maintenance	308.59	0.25 %	1,407.87	1.51 %	13,468.12	0.90 %	16,248.46

Miss Helen's Private Schools, Inc.
STATEMENT OF INCOME

Month Ended Dec 31, 2021 and 2020 and Year Ended Dec 31, 2021 and 2020

Salaries - Officers	53,075.20	42.58 %	5,400.00	5.79 %	112,475.20	7.54 %	45,600.00
Salaries & Wages	63,212.74	50.72 %	49,099.63	52.65 %	712,307.48	47.77 %	692,632.07
Security Service	50.00	0.04 %	55.00	0.06 %	1,775.99	0.12 %	1,162.41
Student Activities	1,186.00	0.95 %	0.00	0.00 %	33,202.28	2.23 %	17,238.78
Supplies	4,822.13	3.87 %	2,370.98	2.54 %	52,631.62	3.53 %	34,611.17
Supplies- Classroom	0.00	0.00 %	0.00	0.00 %	512.73	0.03 %	197.32
Taxes - Payroll	8,566.63	6.87 %	3,852.80	4.13 %	64,306.18	4.31 %	53,258.35
Taxes - Other	0.00	0.00 %	21,844.00	23.42 %	805.00	0.05 %	22,624.00
Telephone	777.79	0.62 %	820.74	0.88 %	9,666.81	0.65 %	9,687.95
Uniforms	0.00	0.00 %	0.00	0.00 %	3,592.19	0.24 %	2,291.26
Utilities	2,336.18	1.87 %	1,828.32	1.96 %	31,245.07	2.10 %	25,333.44
Total Operating Expenses	198,966.84	159.64 %	103,223.24	110.69 %	1,323,851.26	88.79 %	1,132,083.61
Operating Income (Loss)	(74,330.26)	(59.64)%	(9,970.40)	(10.69)%	167,130.23	11.21 %	(61,394.09)
Other Income							
Interest Income	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	12.00
Total Other Income	0.00	0.00 %	0.00	0.00 %	0.00	0.00 %	12.00
Other Expenses							
Covid-19 Expenses	0.00	0.00 %	8,959.87	9.61 %	4,686.29	0.31 %	11,796.88
Total Other Expenses	0.00	0.00 %	8,959.87	9.61 %	4,686.29	0.31 %	11,796.88
Income (Loss) Before Income Taxes	(74,330.26)	(59.64)%	(18,930.27)	(20.30)%	162,443.94	10.90 %	(73,178.97)
Income Tax		0.00 %		0.00 %		0.00 %	
Net Income (Loss)	\$ (74,330.26)	(59.64)%	\$ (18,930.27)	(20.30)%	\$ 162,443.94	10.90 %	\$ (73,178.97)

**AMENDEMENT TO BYLAWS
OF
MISS HELEN'S PRIVATE SCHOOLS, INC.**

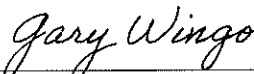
December 12, 2023

The undersigned, Secretary of Miss Helen's Private Schools, Inc. (the "Corporation") hereby certifies that the Members and Board of Directors of the Corporation have adopted the following amendment to the Bylaws of the Corporation as of December 12, 2023:

BE IT RESOLVED, that Section 1.1 of the Corporation's Bylaws shall be amended to read as follows:

SECTION 1.1. The principal office of the Corporation shall be located at 1439 West Rockport St., Broken Arrow, Oklahoma 74012. The Corporation may also have offices at such other places, both within and without the State of Oklahoma, as the Board of Directors may from time to time determine or the business of the Corporation may require.

Dated as of the 12th, day of December, 2023.



Gary Wingo, Secretary

BY-LAWS
OF
MISS HELEN'S PRIVATE SCHOOLS, INC.

ARTICLE I - OFFICES

1.1 The principal office of the Corporation shall be located at 5919 E. 87th Street, in the City of Tulsa, County of Tulsa, State of Oklahoma. The Corporation may have such other offices either within or without the State of Oklahoma, as the Board of Directors may designate or as the business of the Corporation may require from time to time.

ARTICLE II - SHAREHOLDERS

2.1 ANNUAL MEETING: The annual meeting of the shareholders shall be held on the third Monday in April in each year, beginning with the year following the year in which these By-Laws are adopted, at the hour of 10:00 o'clock a.m., for the purpose of electing Directors and for the transaction of such other business as may come before the meeting. If the day fixed for the annual meeting shall be a legal holiday in the state in which the annual meeting is to be held, such meeting shall be held on the next succeeding business day. If the election of Directors shall not be held on the day designated herein for any annual meeting of the shareholders, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the shareholders as soon thereafter as conveniently may be.

2.2 SPECIAL MEETING: Special meetings of the shareholders, for any purposes, unless otherwise prescribed by statute or the Articles of Incorporation, may be called by the President or by the Board of Directors, and shall be called by the President at the request of the holders of not less than Sixteen percent (16%) of all the outstanding shares of the Corporation entitled to vote at the meeting, which request shall state the purpose or purposes of the proposed meeting. Business at special meetings shall be limited to the purpose or purposes stated in the call of said meeting.

2.3 PLACE OF MEETING: The annual meeting or any special meetings shall be held at the principal office of the Corporation at 5919 E. 87th Street, Tulsa, Oklahoma, or at such other places as shall be designated in the notices or waivers of notice of such meetings. A waiver of notice signed by all shareholders entitled to vote at a meeting may designate any other place, either within or without the State of Oklahoma, unless otherwise prescribed by statute as the place for the holding of such meeting. If no designation is

made, or if a special meeting be otherwise called, the place of meeting shall be the principal office of the corporation.

2.4 NOTICE OF MEETING: Written or printed notice stating the place, day and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than three (3) nor more than thirty (30) days before the date of the meeting, either personally or by mail, by or at the direction of the President, or the Secretary, or the officer or persons calling the meeting, to each shareholder of record entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the shareholder at his or her address as it appears on the stock transfer books of the Corporation, with postage thereon prepaid.

2.5 CLOSING OF TRANSFER BOOKS OR FIXING OF RECORD DATE: For the purpose of determining shareholders entitled to notice of or to vote at any meeting of shareholders or any adjournment thereof, or to make a determination of shareholders for any other proper purpose, the Board of Directors of the Corporation may provide that the stock transfer books shall be closed for a stated period but not to exceed, in any case, thirty (30) days. If the stock transfer books shall be closed for the purpose of determining shareholders entitled to notice of or to vote at a meeting of shareholders, such books shall be closed for at least three (3) days immediately preceding such meeting. In lieu of closing the stock transfer books, the Board of Directors may fix in advance a date as the record date for any such determination of shareholders, such date in any case to be not more than thirty (30) days and, in case of a meeting of shareholders, not less than three (3) days prior to the date on which the particular action requiring such determination of shareholders is to be taken. If the stock transfer books are not closed and no record date is fixed for a meeting of shareholders, or shareholders entitled to receive payment of a dividend, the date upon which such meeting is called, or the date on which the resolution of the Board of Directors declaring such dividend is adopted, as the case may be, shall be the record date for such determination of shareholders. When a determination of shareholders entitled to vote at any meeting of shareholders has been made as provided in this section, such determination shall apply to any adjournment thereof.

2.6 VOTING LISTS: The officer or agent having charge of the stock transfer books for shares of the Corporation shall make, at least three (3) days before each meeting of shareholders, a complete list of the shareholders entitled to

vote at such meeting, or any adjournment thereof, arranged in alphabetical order, with the address of and the number of shares held by each, which list, for a period of forty-eight (48) hours prior to such meeting, shall be kept on file at the registered office of the Corporation and shall be subject to inspection by any shareholder at any time during usual business hours. Such list shall also be produced and kept open at the place of the meeting from at least one (1) full day before the meeting and shall be subject to the inspection of any shareholder until the close of said meeting. The original stock transfer book shall be prima facie evidence as to the shareholders entitled to examine such list or transfer books or to vote at any meeting of shareholders.

2.7 QUORUM: A majority of the outstanding shares of the Corporation entitled to vote, represented in person or by proxy, shall constitute a quorum at a meeting of shareholders. If less than a majority of the outstanding shares are so represented at a meeting, a majority of the shares so represented may adjourn the meeting from time to time without further notice. At such adjourned meeting, any business may be transacted which might have been transacted at the meeting as originally notified provided a quorum shall be represented. The shareholders so represented at a duly organized meeting at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough shareholders to leave less than a quorum.

2.8 PROXIES: At all meetings of shareholders, a shareholder may vote by proxy executed in writing by the shareholder or by his duly authorized attorney in fact, and bearing a date not more than eleven (11) months prior to said meeting unless said instrument provides for a longer period. Such proxy shall be filed with the Secretary of the Corporation at or before the time of the meeting.

2.9 VOTING OF SHARES: Each outstanding share entitled to vote shall be entitled to one vote upon each matter submitted to a vote at a meeting of shareholders. When a quorum is present at a meeting, the vote of the holders of a majority of the stock having voting power present in person or represented by proxy shall decide any question brought before such meeting, unless the question is one upon which by express provisions of the statutes or of the Articles of Incorporation or of these By-Laws, a different vote is required, in which case such express provisions shall govern and control the decision of such question.

2.10 VOTING OF SHARES BY CERTAIN HOLDERS: Shares standing in the name of another Corporation may be voted by such officer, agent or proxy as the By-Laws of such

Corporation may prescribe, or, in the absence of such provisions, as the Board of Directors of such Corporation may determine.

Shares held by an administrator, executor, guardian or conservator may be voted by him or her, either in person or by proxy, but no trustee shall be entitled to vote shares held by him or her without a transfer of such shares into his or her name.

Shares standing in the name of a receiver may be voted by such receiver, and shares held by or under the control of a receiver may be voted by such receiver without the transfer thereof into his or her name if authority to do so be contained in an appropriate order of the court by which such receiver was appointed.

A shareholder whose shares are pledged shall be entitled to vote such shares until the shares have been transferred into the name of the pledgee, and thereafter the pledgee shall be entitled to vote the shares so transferred.

Shares of its own stock belonging to the Corporation, except shares held by it in a fiduciary capacity, shall not be voted, directly or indirectly, at any meeting, and shall not be counted in determining the total number of outstanding shares at any given time.

2.11 INFORMAL ACTION BY SHAREHOLDERS: Unless otherwise provided by law, any action required to be taken at a meeting of the shareholders, or any other action which may be taken at a meeting of the shareholders, may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by all of the shareholders entitled to vote with respect to the subject matter thereof.

ARTICLE III - BOARD OF DIRECTORS

3.1 GENERAL POWERS: The property and business of the Corporation shall be managed by its Board of Directors, which may exercise all such powers of the Corporation, and do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by the By-Laws directed or required to be exercised or done by the shareholders.

3.2 NUMBER, TENURE AND QUALIFICATIONS: The number of Directors constituting the whole Board of Directors of the Corporation shall not be less than three (3) nor more than five (5). The number of Directors to be elected to the initial Board of Directors at the first meeting of the

shareholders shall be three (3). All Directors of the Corporation shall be elected for a one (1) year term of office. Directors shall be elected at the annual meeting of shareholders, except as provided in Article 3.9 hereof, and each Director shall be elected to serve until his successor shall be elected and shall qualify.

3.3 REMOVAL OF DIRECTORS: The entire Board of Directors or any individual Director may be removed from office with cause by a vote of the shareholders holding the majority of the outstanding shares entitled to vote, or may be removed without cause by a vote of the shareholders holding no less than seventy-five percent (75%) of the outstanding shares entitled to vote at any annual or special meeting of said shareholders. Should the Board of Directors or any one or more Directors be so removed at any annual or special meeting of the shareholders, new Directors may be elected at the same meeting.

3.4 REGULAR MEETINGS: A regular meeting of the Board of Directors shall be held at such time and at such place as shall be fixed by the vote of the shareholders at the meeting at which Directors are elected without other notice than the resolution of the shareholders, fixing said time and place of meeting. The Board of Directors may provide, by resolution, the time and place for the holding of additional regular meetings without other notice than such resolution.

3.5 SPECIAL MEETINGS: Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board of Directors may fix the place for holding any special meeting of the Board of Directors called by them.

3.6 NOTICE: Notice of any special meeting shall be given at least five (5) days previously thereto by written notice delivered personally or mailed to each Director at his or her business address, or by telegram. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail so addressed, with postage thereon prepaid. If notice be given by telegram, such notice shall be deemed to be delivered when the telegram is delivered to the telegraph company. Any Director may waive notice of any meeting. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

3.7 QUORUM: A majority of the number of Directors fixed by Article 3.2 hereof shall constitute a quorum for the transaction of business at any meeting of the Board of Directors, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

3.8 MANNER OF ACTING: The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

3.9 VACANCIES: Any vacancy occurring in the Board of Directors may be filled by the affirmative vote of a majority of the remaining Directors though less than a quorum of the Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of his or her predecessor in office. Any vacancy to be filled by reason of an increase in the number of Directors shall be filled by election at an annual meeting or at a special meeting of shareholders called for that purpose.

3.10 COMPENSATION: Directors, as such, shall not receive any stated salary for their services, but, by resolution of the Board of Directors, the Directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors and may also be paid a fixed sum for attendance at each meeting of the Board of Directors. No such payment shall preclude any Director from serving the Corporation in any other capacity and receiving compensation therefor.

3.11 PRESUMPTION OF ASSENT: A Director of the Corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless his or her dissent shall be entered in the minutes of the meeting or unless he or she shall file his or her written dissent to such action with the person acting as the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

3.12 EXECUTIVE COMMITTEE: The Board of Directors may, by resolution or resolutions passed by a majority of the entire Board, designate an executive committee (hereinafter "Executive Committee"), consisting of two (2) or more of the Directors of the Corporation, which, to the extent provided in said resolution or resolutions, shall have and may exercise the powers of the Board of Directors in the management of the business and affairs of the Corporation, and may have power to authorize the seal of the Corporation to be affixed to all

papers which may require it, between regular meetings of the Directors, subject to the control of the Board. The Executive Committee shall keep regular minutes of its proceedings, and report the same to the Board of Directors when required.

3.13 INFORMAL ACTION BY DIRECTORS: Any action required to be taken at a meeting of the Board of Directors or its Executive Committee, or any other action which may be taken at a meeting of the Board of Directors or its Executive Committee, may be taken without a meeting if a record or memorandum thereof setting forth the action so taken be made in writing and signed by all of the Directors entitled to vote with respect to the subject matter thereof.

ARTICLE IV - OFFICERS

4.1 NUMBER: The officers of the corporation shall be a President, a Vice-President, a Secretary and an Assistant Secretary, and a Treasurer, each of whom shall be elected by the Board of Directors. The office of Vice-President may be held vacant. Such other officers, assistant officers, and agents as may be deemed necessary may be held at the same time by one person, except the offices of President and Secretary or President and Vice-President shall not be held by the same person at any time.

4.2 ELECTION AND TERM OF OFFICE: The officers of the Corporation shall be elected annually by the Board of Directors at a meeting of the Board of Directors to be held after each annual meeting of the shareholders. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as is convenient. Each officer shall hold office until his or her successor shall have been duly elected and shall have qualified or until his or her death or until he or she shall resign or shall have been removed in the manner hereinafter provided.

4.3 REMOVAL: Any officer or agent elected by the Board of Directors may be removed by an affirmative vote of a majority of the Board of Directors, but such removal shall be without prejudice to the contract rights, if any, of the person so removed.

4.4 VACANCIES: A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by the Board of Directors for the unexpired portion of the term.

4.5 PRESIDENT: The President shall be a member of the Board of Directors provided, however, that the President shall

continue to hold office until he or she is removed or his or her successor has qualified after being appointed or elected, notwithstanding an earlier termination of his or her office as Director. The President shall be the principal executive officer of the Corporation and, subject to the control of the Board of Directors, shall in general supervise and control all of the business and affairs of the Corporation. He or she shall, when present, preside at all meetings of the shareholders and of the Board of Directors. He or she may sign, with the Secretary or any other proper officer of the Corporation authorized by the Board of Directors, certificates for shares of the Corporation, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these By-Laws to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed. The President shall perform all other duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

4.6 VICE PRESIDENT: In the absence of the President or in the event of his or her death, inability or refusal to act, the Vice-President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all the restrictions upon the President. The Vice-President shall perform such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors.

4.7 SECRETARY: The Secretary shall: (a) keep the minutes of the shareholders' meetings and of the Board of Directors' meetings in one or more books provided for that purpose; (b) give, or cause to be given all notices in accordance with the provisions of these By-Laws or as required by law; (c) be custodian of the corporate records and of the seal of the Corporation and see that the seal of the Corporation is affixed to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized or required; (d) keep a register of the post office address of each shareholder; (e) have general charge of the stock transfer books of the Corporation; and (f) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. The Assistant Secretary shall have the same duties and functions set forth in the paragraph for the Secretary.

4.8 TREASURER: The Treasurer shall: (a) have charge and custody of and be responsible for all funds and securities

of the Corporation; (b) receive and give receipts for moneys due and payable to the Corporation from any source whatsoever; (c) deposit all such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provision of Article V of these By-Laws; (d) keep full and accurate accounts of receipts and disbursements in books belonging to the Corporation; (e) render to the President and Directors at each regular meeting of the Board, or whenever they may require it, an account of all of such transactions and the financial condition of the Corporation; and (f) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him or her by the President or by the Board of Directors. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

4.9 OTHER OFFICERS: Such other officers, assistant officers and agents which may be elected or appointed by the Board of Directors shall perform such duties as shall be assigned to them by the Board of Directors.

4.10 SALARIES The salaries of the officers shall be fixed from time to time by the Board of Directors. No officer shall be prevented from receiving such salary by reason of the fact that he or she is also a Director of the Corporation.

ARTICLE V - CONTRACTS, LOANS, CHECKS AND DEPOSITS

5.1 CONTRACTS: The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances.

5.2 LOANS: No loans shall be contracted on behalf of the Corporation and no evidences of indebtedness shall be issued in its name unless authorized by a resolution of the Board of Directors. Such authority may be general or confined to specific instances.

5.3 CHECKS, DRAFTS, ETC. All checks, drafts or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by the Board of Directors.

5.4 DEPOSITS: All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such banks, trust companies or other depositories as the Board of Directors may select.

ARTICLE VI - CERTIFICATES FOR SHARES AND THEIR TRANSFER

6.1 CERTIFICATES FOR SHARES: Certificates representing shares of the Corporation shall be in such form as shall be determined by the Board of Directors. Such certificates shall be signed by the President and by the Secretary or by such other officers authorized by law and by the Board of Directors to do so. All certificates for shares shall be numbered or otherwise identified. The name and address of the person to whom the shares represented thereby are issued, with the number of shares and date of issue, shall be entered on the stock transfer books of the Corporation. All certificates surrendered to the Corporation for transfer shall be cancelled and no new certificate shall be issued until the former certificate for a like number of shares shall have been surrendered and cancelled, except that in case of a lost, destroyed or mutilated certificate a new one may be issued therefor upon such terms and indemnity to the Corporation as the Board of Directors may prescribe in accordance with the laws of the State of Oklahoma.

6.2 TRANSFER OF SHARES: Transfer of shares of the Corporation shall be made only on the stock transfer books of the Corporation by the holder of record thereof or by his or her legal representative, who shall furnish proper evidence of authority to transfer, or by his or her attorney thereunto authorized by power of attorney duly executed and filed with the Secretary of the Corporation, and on surrender for cancellation of the certificate for such shares. The person in whose name shares stand on the books of the Corporation shall be deemed by the Corporation to be the owner thereof for all purposes.

6.3 RESTRICTION UPON TRANSFER OF SHARES (a) At any time after a shareholder has made full payment for his or her shares, such shareholder may sell or transfer all or any portion of his or her shares provided that such shareholder shall first deliver an offer to sell the shares at their book value (hereinafter "shareholder offer") to the Corporation, which shall have the first right, option and privilege, for a period of thirty (30) days from the receipt of the shareholder offer, to elect to purchase all or any portion of the shares offered for sale (said option hereinafter referred to as the "first option") in accordance with the shareholder offer. For purposes of this Article 6.3 the "book value" of each share

shall be equal to the total assets of the Corporation minus its liabilities, and divided by the total issued and outstanding shares of the Corporation. Further, in calculating the total assets of the Corporation, all equipment, tools, inventory, automobiles and/or other vehicles and any other item of real or personal property then owned by the Corporation shall be valued at their current market value.

(b) If the Corporation fails or refuses to exercise the first option within the thirty-day period or exercises the same with respect to only a portion of the shares, then each of the shareholders, other than the offeror, shall have the right, option and privilege for an additional period of thirty (30) days from the expiration of the first option, to elect to purchase either all or any such portion of the shares which have not been accepted for purchase by the Corporation, in proportion to the respective interest in the Corporation of each such shareholder (the said option to the shareholder hereinafter referred to as the "second option"). The term "in proportion to the respective interest in the Corporation of each such shareholder" shall be defined as that portion of the shares available for sale equivalent to the ratio of shares owned by each such shareholder to the total issued and outstanding shares of the Corporation owned by all of the shareholders (other than the shares offered for sale), provided that if any shareholder entitled to exercise an option to elect to purchase hereunder shall fail to do so, then the shares for which no option has been exercised shall become available for purchase by the shareholders who have elected to purchase hereunder (hereinafter "electing shareholder"), in the proportion that the shares owned by such electing shareholder bears to the total number of shares owned by all electing shareholders (excluding therefrom the shares owned by shareholders who have failed or refused to exercise options to purchase hereunder).

(c) The shareholder offer referred to herein shall be in writing, signed by the offeror, setting forth that the offeror desires to sell a specified number of shares, and stating the terms of payment therefor. A copy of such offer shall be delivered personally or sent by registered or certified mail, return receipt requested, to the corporation at its principal office and to the shareholders at the address for each such shareholder as it appears on the stock transfer books of the Corporation. The date of personal delivery or mailing shall be deemed to constitute the date of the making of said offer.

(d) Within the first option period, the corporation shall deliver to the offeror and the other shareholders a written notice setting forth (i) its intentions with respect to the exercise of its option to purchase shares offered for

sale, and (ii) if the Corporation has elected not to purchase the shares offered for sale, the date upon which the second option will expire. Each of the electing shareholders shall signify his or her acceptance by written notice thereof, signed by such shareholder, delivered to the offeror and the Corporation prior to the expiration of the second option period. Thereafter, the Corporation shall advise electing shareholders of any additional shares available for purchase as a result of the failure by any shareholder to elect to purchase shares hereunder, and electing shareholder shall have an additional period of thirty (30) days from mailing of such notice by the Corporation to elect to participate in the purchase of said shares in proportion to the respective interest in the Corporation of each such electing shareholder.

(e) If all of the shares offered for sale by a shareholder hereunder are not acquired by the Corporation and/or the other shareholders as provided herein, the offeror shall offer any such shares to any employees of the Corporation who have been granted a right to purchase such shares by the Corporation. Thereafter, an offeror, after full compliance with this Article 6.3, shall be free to sell any such shares to a third party offeror.

ARTICLE VII - FISCAL YEAR

7.1 The fiscal year of the Corporation shall be determined by the Board of Directors.

ARTICLE VIII - DIVIDENDS

8.1 The Board of Directors may from time to time declare, and the Corporation may pay, dividends on its outstanding shares in the manner and upon the terms and conditions provided by law and its Articles of Incorporation. Dividends may be paid in cash, in property, or in shares of capital stock, subject to the provisions of the Articles of Incorporation and the laws of the State of Oklahoma.

ARTICLE IX - SEAL

9.1 The Board of Directors shall provide a corporate seal which shall have inscribed thereon the name of the Corporation and the words, "Corporate Seal."

ARTICLE X - WAIVER OF NOTICE

10.1 Unless otherwise provided by law, whenever any notice is required to be given to any shareholder or Director of the Corporation under the provisions of these By-Laws or under the provisions of the Articles of Incorporation, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI - AMENDMENTS

11.1 These By-Laws may be altered, amended or repealed and new By-Laws may be adopted by affirmative vote of the shareholders representing a majority of all the shares issued and outstanding, at any annual shareholders' meeting or at any special shareholders' meeting when the proposed amendment has been set out in the notice of such meeting.

ARTICLE XII - INDEMNIFICATION OF DIRECTORS AND OFFICERS

12.1 To the extent not inconsistent with Oklahoma or other applicable law in effect from time to time, any and all present and future Directors or officers of the Corporation, any and all present and future Directors or officer of any other Corporation serving as such at the request of the Corporation because of the Corporation's interest in such other Corporation, or the executor, administrator or other legal representative of any such Director or officer, shall be indemnified by the Corporation against all costs and legal or other expenses, including counsel fees and the costs or amount of settlement reasonably incurred by or imposed upon them, or any of them in connection with the defense of any action, suit or proceeding, whether civil or criminal, in which they, or any of them are made parties, or a party, by reason of being or having been Directors or officers or a Director or officer of the Corporation or of such other Corporation. The right of indemnification herein provided shall apply whether or not such Director or officer or former Director or officer is such at the time such costs or expenses are incurred or imposed. Such right of indemnification shall not apply, however, to matters as to which any such Director or officer or former Director or officer shall be finally adjudged in such action, suit or proceeding to be liable for gross negligence or misconduct in the performance of duty. If any such action, suit or proceeding is settled (whether by agreement, entry or judgment by consent, or otherwise) without a final determination on the merits, the determination by a majority of the members of the Board of Directors who are not parties to or involved in such action, suit or proceeding, though less than a quorum, or of any disinterested person or a majority of

more than one disinterested person to whom the question may be referred by the Board of Directors, that such action suit or proceeding did not arise out of gross negligence or misconduct in the performance of duty by the Director or officer or former Director or officer indemnified, and that such Director or officer would not be held liable in the action, suit or proceeding in question, shall be necessary and sufficient to justify indemnification hereunder. For the purpose of the preceding provisions: (a) the right of indemnification conferred hereby shall extend to any threatened action, suit or proceeding, (b) the termination of an action suit or proceeding by a plea of nolo contendere or other like plea shall not constitute a final determination on the merits, and (c) unless expressly so adjudicated, a judgment against a Director or officer or former Director or officer indemnified, in any civil, criminal or other action, suit or proceeding, shall not constitute a determination that such Director or officer had been liable for gross negligence or misconduct in the performance of duty. Advances may be made by the Corporation against the costs, expenses and fees, as, and upon the terms, determined by the Board of Directors. The foregoing right of indemnification shall not be exclusive of any other rights to which any Director or officer may be entitled as a matter of law or which may be lawfully granted to him; and the indemnification herein provided shall be in addition to and not in restriction or limitation of any other privilege or power which the Corporation may lawfully exercise with respect to the indemnification or reimbursement of Directors or officers.

The foregoing By-Laws (Articles I through XII, inclusive) are hereby approved this 4th day of April, 1986, as the By-Laws of MISS HELEN'S PRIVATE SCHOOLS, INC., an Oklahoma corporation, by its Shareholders, Directors, President and Secretary.

Lynda M. Wingo
Lynda M. Wingo
President

Lynda M. Wingo
Lynda M. Wingo
Director/Shareholder

Gary F. Wingo
Gary F. Wingo
Secretary

Gary F. Wingo
Gary F. Wingo
Director/Shareholder

Lynda M. Wingo
Lynda M. Wingo
Treasurer
2:135:wingo.byl

Helen Louise Wingo
Helen Louise Wingo
Director

**JOINT UNANIMOUS WRITTEN CONSENT
IN LIEU OF ANNUAL MEETING
OF DIRECTORS AND SHAREHOLDERS OF
MISS HELEN'S PRIVATE SCHOOLS, INC.**

The undersigned, being the Directors and Shareholders of Miss Helen's Private Schools, Inc. (the "Corporation"), do, by the execution of this Consent in accordance with the Oklahoma General Corporation Act and applicable provisions of the Corporation's Bylaws, approve, ratify and affirm the following Resolutions as if such Resolutions were approved at a regular or special meeting duly called and constituted:

BE IT RESOLVED, that Section 1.1 of the Corporation's Bylaws shall be amended to read as follows:

SECTION 1.1. The principal office of the Corporation shall be located at 1439 West Rockport St., Broken Arrow, Oklahoma 74012. The Corporation may also have offices at such other places, both within and without the State of Oklahoma, as the Board of Directors may from time to time determine or the business of the Corporation may require.

BE IT FURTHER RESOLVED, that the Board adopts and approves the Amendment to the Bylaws attached as Exhibit A hereto and authorizes and instructs the Secretary to affix his signature thereto and insert such Bylaws into the Minute Book of the Company.

DATED at Tulsa, Oklahoma as of this 12th day of December, 2023.

SHAREHOLDERS:

Lynda Wingo
Lynda Wingo

Gary Wingo
Gary Wingo

DIRECTORS:

Lynda Wingo
Lynda Wingo

Gary Wingo
Gary Wingo

01/20/2015 10:06 AM

OKLAHOMA SECRETARY OF STATE



SOS



26454380002

TRADE NAME REPORT

Filing Fee: \$25.00

.TE

2500 N. LINCOLN BLVD., NORTH TOWER, State Capitol
Oklahoma City, Oklahoma 73105-489
(405) 522-2520

I hereby execute the following trade name report in order for a business entity to do business in Oklahoma under a name other than its legal name pursuant to the provisions of Title 18, Section 1140:

1. Trade name under which the business is carried on in Oklahoma:

MHPS Financial Ltd.

❖ The trade name or d/b/a name must be different than the legal name stated within article #4 below.

2. Address(es) where business is being carried on under the trade name:

4849 S. Mingo

TULSA, OK 74146

3. Brief description of the kind of business being transacted under the trade name:

Private School

4. Legal name of the "business entity" doing business under the trade name:

Miss Helen's Private School

❖ As used in this section: "Business entity" means a corporation, a business trust, a common law trust, a limited liability company, or any unincorporated business, including any form of partnership. An unincorporated business may include an individual doing business under a trade name. In this case, the legal name would be the individual's legal name.

5. Type of "business entity" filing the trade name report: (check one of the following)

☒ corporation subs ☐ business trust ☐ common law trust
☐ limited liability company ☐ unincorporated business ☐ partnership

6. State or jurisdiction where the "business entity" was formed:

OK

RECEIVED

JAN 20 2015

(REVERSE SIDE OF FORM MUST BE SIGNED AND DATED) OKLAHOMA SECRETARY OF STATE

**COMPLETE ONLY THE ACKNOWLEDGEMENT SECTION WHICH APPLIES TO THE
BUSINESS ENTITY FILING THIS TRADE NAME REPORT.**

BUSINESS ENTITY ACKNOWLEDGEMENT
(Limited Liability Companies, Business Trusts, Unincorporated
Businesses, Common Law Trusts, or Partnerships)

- Signed this _____ day of _____, _____ by:

Signature

Printed Name

Title

Signature

Printed Name

Title

CORPORATION ACKNOWLEDGEMENT

- Signed this 15 day of January, 2015 by:

Lynda Wingo
Signature of President or Vice President

LYNDA WINGO
Printed Name

Attested to by:

GARY WINGO
Signature of Secretary or Assistant Secretary

GARY WINGO
Printed Name

JULY 2023						
S	M	T	W	Th	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/ 30	24 1	25	26	27	28	29

3 - 5 4th of July Break

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3		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			

Classes Resume

12 Elem. closed for Conf.

15 MLK Jr. Day

19 Kind. closed for Conf.

AUGUST 2023						
S	M	T	W	Th	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		

31 - 4 Session Break

7 - 11 Staff In-Service

10 Meet the Teacher

First day of School

FEBRUARY 2024						
S	M	T	W	Th	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		

19 Presidents' Day

SEPTEMBER 2023						
S	M	T	W	Th	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

4 Labor Day

MARCH 2024						
S	M	T	W	Th	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/ 31	25	26	27	28	29	30

18 - 22 Spring Break

29 Good Friday

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22/ 29	23 30	24/ 31	25	26	27	28

18 - 20 Fall Break

APRIL 2024						
S	M	T	W	Th	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				

NOVEMBER 2023						
S	M	T	W	Th	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		

3

SK closed for Conf.

6

CC closed for Conf.

10

RD closed for Conf.

22 - 24

Thanksgiving Break

MAY 2024						
S	M	T	W	Th	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	

27 - 31

Session Break

DECEMBER 2023							20 - 3 Winter Break		JUNE 2024								
S	M	T	W	Th	F	S			S	M	T	W	Th	F	S		
					1	2									1		
3	4	5	6	7	8	9			2		4	5	6	7	8		
10	11	12	13	14	15	16			9	10	11	12	13	14	15		
17	18	19	20	21	22	23			16	17	18	19	20	21	22		
24/ 31	25	26	27	28	29	30			23/ 30	24	25	26	27	28	29		
							20 Professional Day									Summer Session Begin	

MHPS | 2023-2024 Scheduled School Closings



CLOVER CLUB

Welcome to our 2023-2024 school year! Our classes will begin on Monday, August 14, 2023. To begin your child's day, please be at school for social time (recess 8:30-9:00), ***all children need to be at school by 9:00 for classes!*** If your child will be late or absent, please call the school. The following schedule will be used daily with the exception of special days.

7:30 - 8:00	Quiet transitions
8:00 - 8:30	TV time
8:30 - 9:00	<i>Recess</i> (playground, weather permitting)
9:00 - 9:15	Calendar
9:15 - 9:30	Snack
9:30 - 10:05	Class 1
10:05 - 10:40	Class 2
10:40 - 11:15	Class 3
11:15 - 11:30	Lunch prep
11:30 - 12:00	Lunch
12:00 - 12:30	<i>Recess</i> (playground, weather permitting)
12:30 - 1:00	Rest time prep & Read Aloud Story time
1:00 - 3:00	Rest time w/lullaby music
3:00 - 3:30	Get up / Snacks / Sharing
3:30 - 4:00	<i>Recess</i> (playground, weather permitting)
4:00 - 4:30	Language Activities (including <i>Character Critters & Risk Watch</i>)
4:30 - 5:00	Movement Activities / Curriculum Enrichment Centers
5:00 - 5:30	Reading / Quiet Activities

All students are required both tap and ballet shoes for Dance class. When fitting your child's shoes allow room for growth (use thick socks when trying on) and label your child's name inside each shoe.

Reminder – We have two parking lots for parents and visitors of Miss Helen's. One parking area in front of the school, and the second to the north of the playground (gravel area). Please be courteous and cautious when parking and driving!! Our children need to be safe at all times!!

Please do not park at front sidewalk – THIS IS A FIRE LANE!

We close at 5:30 promptly.



HORNED OWLS SCHEDULE 2023-2024
Miss Stephanie

*8:00 – 9:30	Language Arts
9:30 – 10:30	Math / Snack
10:30 – 11:05	Planners / Brain Break
11:05 – 11:40	PE / Recess
11:40 – 12:15	Spanish
12:15 – 12:50	Computers
12:50 - 1:00	Lunch prep
1:00 – 1:30	Lunch
1:30 – 2:30	Science / Social Studies
2:30 – 3:45	Art / Music / Creative Writing / Community Service
3:45 - 4:00	Snack / D.E.A.R.
4:00 - 5:00	Recess
5:00 - 5:30	Reading / Quiet Activities

.....

*Please remember the importance of your child’s arrival ***before 8:00!*** After 8:00, tardies and absences are recorded in your child’s permanent file. **Classes are in session 8:00-3:45.**

(All P. E. classes may change due to weather and access to outside.)

School closes promptly at 5:30.



KINDERGARTEN 2023-2024

7:30 - 8:00 TV time in Rainbow Dreamers

8:00 - 8:30 Recess (Playground, weather permitting)

8:30 - 9:20 Calendar / Journal / Math

9:20 - 9:50 Computers

9:50 - 10:20 Spanish

10:20 - 10:30 Snacks

10:30 - 11:05 Recess (Playground, weather permitting)

11:05 - 11:45 Language Arts (Phonics / Spelling / Penmanship / Reading)

11:45 - 12:25 Art / STEM / Cooking / Centers

12:25 - 12:30 Lunch Prep

12:30 - 1:00 Lunch

1:00 - 1:30 Rest prep/chapter books

1:30 - 2:30 Rest

2:40 - 3:05 Thematic Enrichment

3:05 - 3:30 Music / Interactive Writing

3:30 - 3:45 Snack & Story

3:45 - 4:30 Recess (Playground, weather permitting)

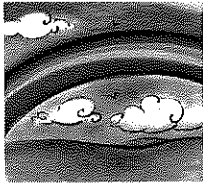
4:30 - 5:00 Brain Games

5:00 - 5:30 Reading / Quiet Activities

Please remember the importance of your child's arrival ***before 8:30!*** After 8:30, tardies and absences are recorded in your child's permanent file. ***Classes are in session at 8:30!!***

School closes promptly at 5:30





RAINBOW DREAMERS

Welcome to our 2023-2024 school year! Our classes will begin on Monday, August 14, 2023. To begin your child's day, please be at school for *social time (recess 8:00-8:30)*, ***all children need to be at school by 8:30 for classes!*** If your child will be late or absent, please call the school. The following schedule will be used daily with exception of special days.

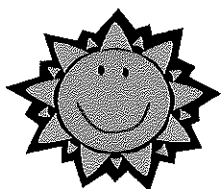
7:30 - 8:00	TV time
8:00 - 8:30	<i>Recess</i> (playground, weather permitting)
8:30 - 8:40	Calendar
8:40 - 9:25	Class 1
9:25 - 9:35	Snack
9:35 - 10:20	Class 2
10:20 - 10:50	<i>Recess</i> (playground, weather permitting)
10:50 - 11:35	Class 3
11:35 - 11:55	Spanish in homeroom
11:55 - 12:00	Lunch prep
12:00 - 12:30	Lunch
12:30 - 1:00	Rest time prep & Read aloud story time
1:00 - 3:00	Rest time with lullaby music
3:00 - 3:30	Get up / Snacks / Sharing
3:30 - 4:00	Language Activities
4:00 - 4:30	<i>Recess</i> (playground, weather permitting)
4:30 - 5:00	Curriculum Enrichment
5:00 - 5:30	Reading / Quiet Activities

All students will need both tap and ballet shoes for Dance class. When fitting your child's shoes allow room for growth (use thick socks when trying on) and label your child's name inside each shoe.

Reminder-We have two parking lots for parents and visitors of Miss Helen's. One parking area in front of the school, and the second to the North of the playground (gravel area). Please be courteous and cautious when parking and driving! Our children need to be safe at all times!!

Please do not park at front sidewalk – THIS IS A FIRE LANE!

We close at 5:30 promptly.



SUNSHINE KIDS

Welcome to our 2023-2024 school year! Our classes will begin on Monday, August 14, 2023. To begin your child's day, please be at school for social time (recess 8:30-9:00), ***all children need to be at school by 9:00 for classes!!*** If your child will be late or absent, please call the school. The following schedule will be used daily with the exception of special days.

7:30 - 8:00	Quiet transitions
8:00 - 8:30	TV time
8:30 - 9:00	Recess (playground, weather permitting)
9:00 - 9:15	Calendar
9:15 - 9:30	Snack
9:30 - 10:05	Class 1
10:05 - 10:40	Class 2
10:40 - 11:15	Class 3
11:15 - 11:30	Lunch prep
11:30 - 12:00	Lunch
12:00 - 12:30	Recess (playground, weather permitting)
12:30 - 1:00	Rest time prep & Read Aloud Story time
1:00 - 3:00	Rest time w/lullaby music
3:00 - 3:30	Get up / Snack / Sharing
3:30 - 4:00	Recess (playground, weather permitting)
4:00 - 4:30	Language Activities (includes Social/Emotional learning)
4:30 - 5:00	Curriculum Enrichment Centers
5:00 - 5:30	Reading / Quiet Activities

All students are required both tap and ballet shoes for Dance class. When fitting your child's shoes allow room for growth (use thick socks when trying on) and label your child's name inside each shoe.

Reminder – We have two parking lots for parents and visitors of Miss Helen's. One parking area in front of the school, and the second to the north of the playground (gravel area). Please be courteous and cautious when parking and driving!! Our children need to be safe at all times!!
Please do not park at front sidewalk – THIS IS A FIRE LANE!

We close at 5:30 promptly.

Anti-harassment Policy and Complaint Procedure

'Company' is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, 'Company' expects that all relationships among persons in the office will be business-like and free of bias, prejudice and harassment.

It is the policy of 'Company' to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran. 'Company' prohibits any such discrimination or harassment.

'Company' encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of 'Company' to promptly and thoroughly investigate such reports. 'Company' prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

Definitions of Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

Individuals and Conduct Covered

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to 'Company' (e.g., an outside vendor, consultant or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as business trips, business meetings and business-related social events.

Complaint Process

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with the 'Supervisor or any member of management.

'Company' encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

Workplace Bullying

'Company' defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company's Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including General Managers, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. 'Company' considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

Violence in the Workplace

All employees, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates or coerces another employee, customer, vendor or business associate will not be tolerated. 'Company' resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. 'Company' treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to Management. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform Management of any protective or restraining order that they have obtained that lists the workplace as a protected area.

'Company' will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. 'Company' will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, 'Company' may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

'Company' encourages employees to bring their disputes to their General Manager. 'Company' will not discipline employees for raising such concerns.

Miss Helen's Private School
Commitment to a Drug Free School Policy

Policy Statement

Miss Helen's is committed to maintaining a drug free workplace and workforce in conformity with federal laws, as set forth in the Drug Free Workplace Act of 1990. It is therefore the policy of the School to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances by Miss Helen's employees both on and off campus. Violations of this policy may subject employees to disciplinary action, up to and including termination of employment and referral for prosecution. Miss Helen's will also provide information and may also encourage employees to participate in an appropriate drug assistance or rehabilitation program.

Miss Helen's is committed to providing a workplace free from the effects of the illegal use of drugs and abuse of alcohol and seeks to make its employees aware of the dangers of drug and alcohol abuse as well as the availability of drug counseling, rehabilitation and employee assistance. Miss Helen's recognizes that the illegal use of drugs and abuse of alcohol by members of our community is likely to have a detrimental impact on the ability of Miss Helen's to accomplish its mission. The school seeks to provide an environment free from the adverse effects of alcohol and other drug abuse. All personnel are responsible for being fully aware of the requirements of Miss Helen's Private School policy as well as local, state, and federal laws regarding alcohol and other drugs. Miss Helen's Private School will hold employees responsible for behavior that violates the policy and may refer incidents which could constitute a violation of law to Police Services.

MISS HELEN'S PRIVATE SCHOOL TOBACCO-FREE POLICY

Purpose:

To protect the health, safety, and comfort of students, employees, customers, and visitors of Miss Helen's Private School. Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. Miss Helen's Private School recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and nonemployee visitors of Miss Helen's Private School.

Policy

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Miss Helen's Private School at any time.

"Property" means the organization's facilities "curb to curb," including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

Procedure

1. Staff, visitors, and clients will be informed of the Miss Helen's Private School tobacco-free policy through signs posted throughout properties owned and operated by Miss Helen's Private School.
2. The Miss Helen's Private School will assist employees who want to quit smoking by helping them access smoking cessation programs and materials.
3. Any client or visitor observed using tobacco or electronic cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.
4. Any employee violations of this policy will be handled through the standard disciplinary procedure.

Operating Policies and Procedures

I. Name of Organization

The name of the organization is Miss Helen's Private School, Inc.

II. Sponsorship/Ownership

Miss Helen's Private School, Inc. is a corporation licensed in the State of Oklahoma. It is owned by Lynda and Gary Wingo. Helen Wingo founded the school in 1954.

III. School Philosophy

The mission of MHPS is to provide a high-quality professional and positive year round educational environment in which all students are challenged to achieve their full potential. We believe the learning experience should combine self-discipline with academics and is enjoyable and fun. We believe that the teaching curriculum should incorporate the latest technology available and are adapted to accommodate each student's individual needs.

We remain committed to making a positive difference in the lives of our students and helping them achieve a high level of self-confidence and overall success. We believe that a team approach, involving all faculty and staff members, is essential to the student's progress and that each faculty and staff member plays a critical role in both the students' and school's overall success. We believe that the student's family also plays a key role in the learning process and is an integral part of our team.

IV. School Goals and Objectives

A. Student

1. To provide opportunities for each student to interact with others in a setting conducive to the development of wholesome social relationships.
2. To provide opportunities for meaningful play that is based on the student's individual needs, interests, handicaps and abilities. We further strive to build important foundations for future reading skills and other academic pursuits.

B. Parent

1. To provide opportunities to meet and work with other parents and teachers who have, as their common concern, the interests and needs of the preschool, kindergarten and elementary grade students.
2. To provide a meaningful program of education and social interaction for the student while the parents pursue their own work, education, or other interests.
3. To provide opportunities for each parent to grow in their understanding of child development through a planned educational program.

C. Community

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of future citizens of the community.
3. To enhance the role of MHPS as an integral part of the community.
4. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

V. Admission Policy

Miss Helen's welcomes enrollment of all students and is nondiscriminatory with regard to race, color, religion, creed, gender, national and ethnic origin. Each student is entitled to all rights, privileges, programs and activities made available to all students at the school.

VI. Staff Requirements

The salaries and duties of the staff shall be in accordance with a statement of Personnel Policies drawn up by the Personnel Committee and outlined in a working agreement, which is set forth in this document.

VII. Student Health Requirements

- A. Students are to be carefully evaluated by their respective teachers upon entering the classroom. If at any time, the student becomes ill he or she is to be isolated and the parents contacted by a Director to have the student picked up.
- B. Parents are required to notify the school whenever a child has been exposed to a contagious disease.
- C. All newly enrolled students are required to have completed age appropriate immunizations as required by the Oklahoma Department of Health.

VIII. Classroom Procedures

- A. The school premises shall be open for all students from 7:30 a.m. until 5:30 p.m., Monday through Friday, except for school holidays and closings.
- B. The preschool classes, including lunch and recess, shall be conducted between 8:30 a.m. and 12:30 p.m., Monday through Friday except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.
- C. Kindergarten children will attend classes from 8:30 a.m. to 3:45 p.m., Monday through Friday, except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.
- D. Elementary grade children will attend classes including community service from 8:00 a.m. until 4:00 p.m., Monday through Friday, except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.
- E. Although preschool children shall initially be assigned to a class according to age, they might later be transferred to another class based upon their individual needs.

- F. Each classroom shall have a teacher with the Director in support for each pod. The Director will provide assistance in classroom activities, positive reinforcement of behavior concerns, direct communications with parents and the scheduling of parent-teacher conferences. Schedules shall be consistent with lesson plans and developed by the Executive Staff.
- G. The school may be closed on some holidays observed by the public school system and on certain other days designed for teachers' in-service training sessions or other reasons. Written notice of such closing shall be made in advance to parents. When Union Public Schools are closed due to weather, MHPS and its offices may also be closed. The Executive Staff will consider any exceptions. These weather closings will be announced on local TV stations and KRMG 740 AM / 102.3 FM radio station before 7:00 a.m. You may also call the hotline for closings at 918-365-2224. A text will also be sent out. This policy was initiated with the concern for the safety of the students, parents and staff in mind.
- H. Each teacher should have a "notebook" with each child's name and a copy of assessments on a page to make notes throughout each semester. Teachers must keep students' progress with classroom goals. Each teacher must also keep a notebook with documentation regarding any concerns of children. This is not for parents reading.
- I. Each pod should have a notebook for teachers to record any behavior or discipline concerns. This is not for parents reading.

IX. Discipline Policy

MHPS standards encourage self-respect, respect for others and their property, and allow for a climate of learning and optimal individual care. Positive reinforcement is given to each student when dealing with inappropriate behavior.

Problem behavior is managed in three ways, after establishing a preventative environment, redirection and giving choices; the teacher may first use time away (1 minute per age of child). When a child is willing to use appropriate behavior, he or she may rejoin the group. This may be the decision of the teacher or the student depending upon the circumstances.

Secondly, depriving the student of an appropriate privilege is another generally accepted form of encouraging self-control. For example, if a student misuses equipment it may be taken away or the student redirected to a new activity. A student will **not** be deprived of anything that falls into the area of basic needs such as: food, rest, opportunities for fresh air etc.

In more serious circumstances, the teacher has a third option of receiving help from their Lead Teacher or a Director. In this instance, a student might be isolated in another classroom or office to complete class assignments. A child may **NOT** be isolated in the library or hallway.

MHPS reserves the right to isolate disruptive students and/or remove them from their classroom. The student's continual noncompliance with classroom standards will result in a parent conference to discuss options of professional assistance. If the disruptive behavior continues after the conference, the school reserves the right to contact the parents to have the child picked up for the remainder of the day. If a child deliberately and aggressively injures another child or teacher, his or her parents will be called immediately and asked to pick up the child from school for the remainder of the day. Continued unacceptable behavior may result in the suspension or termination of the student. MHPS reserves the right to judge the severity of the noncompliance in accordance with the classroom's predetermined standards.

(Note: All parents receive a copy of the Discipline Policy as part of the MHPS Parent Handbook.)

A. Discipline Plan (Pre-school through Elementary)

1. Teacher/Prevention (room set-up, quality and quantity of appropriate class activities, special seating, teacher's total attention, and a positive and respectful attitude.)
2. Acknowledge positive behavior; don't dwell on negative behavior. Deal with it positively, and then move on quickly to the class or another child.
3. Redirect children to another activity before incidents occur.
4. Offer the child choices.
5. Each teacher is required to document daily child's inappropriate behavior and/or concerns. (No notes are to be sent home with parents regarding child's behavior without a Director's approval)
6. A Director will contact a parent regarding documentation and inform the parent that a phone call to have child picked-up from school will have to be made if the child's behavior becomes aggressive or disruptive to the rest of the class.
7. With parental support, a behavior chart can be used for positive behavior for 2-weeks.
8. A Director with or without the homeroom teacher will have a follow up conference (by phone or in person) with parent to discuss behavior chart. If no change in inappropriate behavior has occurred then parents will be informed by the Director to contact a professional for testing, counseling, etc. within a 2-week period.
9. A Director will follow up at the 2-week deadline obtaining information regarding professional's name and appointment times.
10. A Director will keep staff informed and follow up after receiving all results of any testing done, diagnosis and any recommendations. Then recommendations will be applied and supervisor kept informed of child's behavior.
11. A Director may omit any of the above steps and request immediate removal, and/or referral to professional if child's behavior becomes consistently abusive or otherwise threatening to the welfare of the other students or staff.

X. Emergency Procedures

A. Fire Drills

Miss Jayme will conduct Fire Drills. Records of the drills will be kept including date, time, length of time of evacuation and the number of students participating. Each teacher should familiarize themselves with the proper evacuation procedures and the location and use of fire extinguishers. It is imperative that the teacher demonstrates a calm, knowledgeable attitude to the students at all times during a fire drill.

Each staff member must participate in all fire drills and be responsible to see that all students exit and re-enter the school building. The Lead Teacher will carry the master class enrollment list and check to make sure all students are counted and present. Evacuation maps will be posted in each classroom and exits must be kept

clear throughout the day. Any potentially hazardous situations or conditions should be brought to the attention of a Director. Examples include frayed cords, uncovered electrical outlets etc.

B. Weather / Lockdown Alerts

In the event of a weather/lockdown alert, the office will notify all personnel of the steps to be taken for the safety of the students. Each staff member should be aware of each area where shelter may be taken. A Director will designate these areas. Comfort and concern for the students should be displayed at all times. Be sensitive to each student's needs and avoid conveying alarm.

Periodic weather alerts and tornado drills will be conducted yearly using the P.A. system. All drills and alerts will need to be discussed with children in an informative and not fearful manner.

C. Accidents, Injuries and First Aid Procedures

It is important that each teacher inform her lead teacher immediately of any accident or injury to a student. All injuries, whether minor or major, shall be given immediate attention and care. Information regarding the accident or injury shall be entered on an "Ouchy" report, and a copy made to keep in the student's file. Copies should be made before 2:30 p.m. unless the accident occurs after 2:30 p.m. then the copy needs to be made as soon as possible before the parent picks up the child. Each report should include: 1) Name of child; 2) What type of injury was involved; 3) Where it happened; 4) How it happened; and 5) Preventative steps that should be taken to insure that the injury does not reoccur if applicable; 6) What time the injury occurred and 7) whether or not parent was contacted by phone and time of phone call.

XI. Required Meetings, Workshops, Open House, Other Activities

A. Staff Meetings

Various educational and staff meetings will be held throughout the school year. These meetings will be informative and all staff requires attendance. Each staff member should make any necessary outside arrangements for children, husbands and part-time jobs in advance. Meetings are generally held at the school during weeknights on Monday, Tuesday or Thursday. The normal meeting hours are between 6:00 p.m. and 8:00 p.m. Dates of all meetings will be posted well in advance. Each year staff In-Service days will be held in August prior to the Fall Session. All staff members are required to attend the In-Service sessions.

B. Workshops/ Continuing Education Training

Miss Helen's Private School presently requires that each staff member complete a minimum of 20 hours of approved training as mandated by the State of Oklahoma. All staff is required to complete hours before April 1. Miss Helen's will generally sponsor at least one in-house workshop during the year. Workshop hours may be received from on-line, informal on-site training, videos, readings and workbooks with approval from a Director (maximum of 6 hours). If hours are not completed before April 1, the staff member will not be able to use or receive personal days and or funny money.

Regardless of previous education or experience, employees will be expected to continue their study and training in early childhood techniques and early childhood education practices in order to keep current on new research and techniques. This continuing education study and training must take place on the employee's own time outside of normal working hours.

The Directors will recommend suggested courses and subject matter. Methods employed may include, but not be limited to, in-service training classes at the school, parent meetings, the study of current books and literature,

attendance at professional conferences and meetings, participation in recommended workshops conducted by professional associations and enrollment in pertinent courses offered at nearby colleges and universities. Certificates of completion are required.

MHPS will make partial reimbursement of the teacher's cost for workshop fees and selected college courses that have been recommended and approved by a Director. The reimbursement will range from 25% to 50% of the fees and tuition depending upon the number of staff members participating in the courses concurrently, the expense of the course, and the availability of funds within the budget. Approved workshop fees will be reimbursed at 50% (a receipt is required). Reimbursement of tuition costs will **not** be made to those employees who are not expected to be members of the school's faculty during the following year.

C. Meet the Teacher

This is a great time for teachers to meet and greet both children and parents. A formal Meet the Teacher is scheduled on a Sunday, between 1:00 and 4:00, just prior to the Fall Session. All teachers are required to attend and be in their assigned classrooms at least 30 minutes prior to the scheduled day and time of the Meet the Teacher. Sunday dress (dress, suit or skirt and blouse) is required. Teachers should greet parents in a friendly, helpful, informative and interested manner. Parents with needs or questions should be directed to a Director. Please do not attempt to quote prices, reschedule or take messages. Be sure that parents get all required papers and notes.

Teachers should make sure their classroom is decorated, neat, clean, cheerful and presentable. (This may require coming in early or staying late to get the room prepared.) Your classroom is representative of you as a teacher.

D. Parent Teacher Organization (PTO)

MHPS Parent Teacher Organization (PTO) has been formed to support the school's commitment to make a positive difference in the lives of our students. The goals of the PTO are to: enhance fundraising and social events, strengthen communication between parents and teachers, and encourage family participation. Special committees have been established which deal with: social activities, fundraising, and technology. The PTO meetings will be announced and at the school during the evening. The meeting normally lasts about an hour. All teachers are encouraged to attend and actively participate in PTO meetings. The PTO unanimously voted that staff and one guest would **not** have to pay for any PTO functions attended. They welcome you with enthusiasm! MHPS also provides an incentive for each teacher who attends. (See Personnel Policy - Salaries and the section pertaining to Funny Money.)

Dress code for PTO meetings or functions should be the same as for school – uniforms or free dress days; however, jeans may be worn as long as the attire is "school respectable" (if wearing T-shirts and sweatshirts they should contain the official MHPS logo and school colors.) Remember that when you appear, either at school or PTO meetings/functions, you are officially representing the school and your profession. You should always strive to do so in a professional manner.

E. Special Events and Activities

Special school functions and activities are scheduled throughout the year, which **require** staff member support and assistance. These include: Meet the Teacher (Sunday dress), two (2) work nights scheduled in May and December from 6:00-9:00 p.m. We appreciate your attendance and support.

XII. Financial Arrangements

A. Tuition and Fees

Fees and tuition are set by the officers of the corporation in accordance with the provisions of the annual school budget. The Directors formulate the proposed budget for each new fiscal year.

Miss Jayme will collect all fees and tuition payments. A certified public accounting firm retained by MHPS handles bookkeeping procedures.

Full tuition is paid one calendar month in advance and shall be due and payable on the first of each month. If payment is not received in the school office before the 15th of the calendar month, a late charge of \$50.00 will be added to the tuition due for the following month. If the tuition and late charge are not paid in full by the 20th of that month, there will be an additional \$25.00 late charge applied and enrollment will be suspended. Outstanding amounts not received by the last day of the month will be sent to the school's attorney for collection. In addition, the enrollment will be suspended. Attorney fees, court costs and other expenses will be added to the amount due and collectible.

B. Enrollment and Withdrawal

MHPS total enrollment is not to exceed 240 students per day, that which is allowed by the licensing agency.

Students shall enroll for not less than one full school term with the approval of the Directors or for the balance of the current school term if enrolled after the start of the term. The regular session school term is scheduled from mid-August to May 31.

The summer session term is scheduled from June 1 to July 31.

An application and enrollment fee for all students shall be paid upon the time of enrollment and also during re-enrollment for each subsequent school year. In addition, an annual enrollment and annual supply fee is required for students enrolling in the Rainbow Dreamers, Kindergarten, and Elementary Grades. ALL FEES ARE NON-REFUNDABLE, AT ALL TIMES.

The school reserves the right to terminate enrollment of a student for the following reasons: non-cooperation, behavior, and delinquency in payment of fees, or inability of the student or parent to adjust to the school program. The Directors along with the teacher's recommendation determine this.

Parents shall be allowed to withdraw a student prior to the end of the school year for the following reasons: serious illness of a student, permanent removal from the community (job relocation of parent), mutual agreement between the parent and school if the student's adjustment is unsatisfactory, delinquency in the payment of fees.

In all cases of student withdrawal, 30 days written notice shall be required to be given to the school. The exception is in the case of a serious illness or accident. Should the 30-day notice not be given, a \$150.00 early withdrawal fee is due.



Child Welfare Information Gateway

PROTECTING CHILDREN ■ STRENGTHENING FAMILIES

FACTSHEET

June 2007

Disponible en español
www.childwelfare.gov/pubs/factsheets/sp_signs.cfm

Recognizing Child Abuse and Neglect: Signs and Symptoms



The first step in helping abused or neglected children is learning to recognize the signs of child abuse and neglect. The presence of a single sign does not prove child abuse is occurring in a family, but a closer look at the situation may be warranted when these signs appear repeatedly or in combination.

If you do suspect a child is being harmed, reporting your suspicions may protect the child and get

What's Inside:

- Recognizing child abuse
- Types of abuse
- Signs of physical abuse
- Signs of neglect
- Signs of sexual abuse
- Signs of emotional maltreatment

U.S. Department of Health and Human Services
Administration for Children and Families
Administration on Children, Youth and Families
Children's Bureau



Child Welfare Information Gateway
Children's Bureau/ACYF
1250 Maryland Avenue, SW
Eighth Floor
Washington, DC 20024
703.385.7565 or 800.394.3366
Email: info@childwelfare.gov
www.childwelfare.gov

help for the family. Any concerned person can report suspicions of child abuse and neglect. Some people (typically certain types of professionals) are required by law to make a report of child maltreatment under specific circumstances—these are called mandatory reporters. For more information, see the Child Welfare Information Gateway publication, *Mandatory Reporters of Child Abuse and Neglect*: www.childwelfare.gov/systemwide/laws_policies/statutes/mandatory.cfm

For more information about where and how to file a report, contact your local child protective services agency or police department. An additional resource for information and referral is the Childhelp® National Child Abuse Hotline (800.4.A.CHILD).

Recognizing Child Abuse

The following signs may signal the presence of child abuse or neglect.

The Child:

- Shows sudden changes in behavior or school performance
- Has not received help for physical or medical problems brought to the parents' attention
- Has learning problems (or difficulty concentrating) that cannot be attributed to specific physical or psychological causes
- Is always watchful, as though preparing for something bad to happen

- Lacks adult supervision
- Is overly compliant, passive, or withdrawn
- Comes to school or other activities early, stays late, and does not want to go home

The Parent:

- Shows little concern for the child
- Denies the existence of—or blames the child for—the child's problems in school or at home
- Asks teachers or other caregivers to use harsh physical discipline if the child misbehaves
- Sees the child as entirely bad, worthless, or burdensome
- Demands a level of physical or academic performance the child cannot achieve
- Looks primarily to the child for care, attention, and satisfaction of emotional needs

The Parent and Child:

- Rarely touch or look at each other
- Consider their relationship entirely negative
- State that they do not like each other

Types of Abuse

The following are some signs often associated with particular types of child abuse and neglect: physical abuse, neglect, sexual abuse, and emotional abuse. It is important to note, however, that these

types of abuse are more typically found in combination than alone. A physically abused child, for example, is often emotionally abused as well, and a sexually abused child also may be neglected.

Signs of Physical Abuse

Consider the possibility of physical abuse when the **child**:

- Has unexplained burns, bites, bruises, broken bones, or black eyes
- Has fading bruises or other marks noticeable after an absence from school
- Seems frightened of the parents and protests or cries when it is time to go home
- Shrinks at the approach of adults
- Reports injury by a parent or another adult caregiver

Consider the possibility of physical abuse when the **parent or other adult caregiver**:

- Offers conflicting, unconvincing, or no explanation for the child's injury
- Describes the child as "evil," or in some other very negative way
- Uses harsh physical discipline with the child
- Has a history of abuse as a child

Signs of Neglect

Consider the possibility of neglect when the **child**:

- Is frequently absent from school
- Begs or steals food or money
- Lacks needed medical or dental care, immunizations, or glasses
- Is consistently dirty and has severe body odor
- Lacks sufficient clothing for the weather
- Abuses alcohol or other drugs
- States that there is no one at home to provide care

Consider the possibility of neglect when the **parent or other adult caregiver**:

- Appears to be indifferent to the child
- Seems apathetic or depressed
- Behaves irrationally or in a bizarre manner
- Is abusing alcohol or other drugs

Signs of Sexual Abuse

Consider the possibility of sexual abuse when the **child**:

- Has difficulty walking or sitting
- Suddenly refuses to change for gym or to participate in physical activities
- Reports nightmares or bedwetting

- Experiences a sudden change in appetite
- Demonstrates bizarre, sophisticated, or unusual sexual knowledge or behavior
- Becomes pregnant or contracts a venereal disease, particularly if under age 14
- Runs away
- Reports sexual abuse by a parent or another adult caregiver

Consider the possibility of sexual abuse when the **parent or other adult caregiver**:

- Is unduly protective of the child or severely limits the child's contact with other children, especially of the opposite sex
- Is secretive and isolated
- Is jealous or controlling with family members

Signs of Emotional Maltreatment

Consider the possibility of emotional maltreatment when the **child**:

- Shows extremes in behavior, such as overly compliant or demanding behavior, extreme passivity, or aggression
- Is either inappropriately adult (parenting other children, for example) or inappropriately infantile (frequently rocking or head-banging, for example)
- Is delayed in physical or emotional development

- Has attempted suicide
- Reports a lack of attachment to the parent

Consider the possibility of emotional maltreatment when the **parent or other adult caregiver**:

- Constantly blames, belittles, or berates the child
- Is unconcerned about the child and refuses to consider offers of help for the child's problems
- Overtly rejects the child

RESOURCES ON THE CHILD WELFARE INFORMATION GATEWAY WEBSITE

Child Abuse and Neglect

www.childwelfare.gov/can/index.cfm

Defining Child Abuse and Neglect

www.childwelfare.gov/can/defining/

Preventing Child Abuse and Neglect

www.childwelfare.gov/preventing/

Reporting Child Abuse and Neglect

www.childwelfare.gov/responding/reporting.cfm

This factsheet was adapted, with permission, from *Recognizing Child Abuse: What Parents Should Know*. Prevent Child Abuse America. © 2003.

Job Description – Teacher

Teacher Qualifications

I. Purpose

To provide a warm, nurturing, safe, and loving environment for each student where a positive self-image is enhanced, independence encouraged and individuality respected.

A. Principal Duties and Responsibilities

The principal duties and responsibilities of each teacher are as follows:

1. To offer a program that meets the emotional, physical, social, & academic needs of the individual student and the group.
2. To interact with the students and encourage their involvement in group-activities.
3. To tailor the program to the needs of the individual student with concerns for his or her interests, special need, special talents, individual style and pace of learning.
4. To treat each student with dignity and respect with a sensitivity towards his or her cultural and socioeconomic background.
5. To prepare a warm and safe environment that is orderly, clean and appealing and permits each student to grow and explore.
6. To use appropriate and positive discipline in accordance with the school's stated policy on discipline.
7. To maintain order in the classroom.
8. To observe, record and report significant individual and group behavior to a Lead Teacher/Director.
9. To be responsible for the welfare, health and safety of all students in your classroom.
10. To report to a Lead Teacher/Director any cases of suspected child abuse or neglect.
11. To decorate the classroom for holidays, seasons, and units in an inviting way to students using bulletin boards, pictures, students' artwork and other hangings and remove all used staples, sticky tack and other items to keep walls and doors clean and maintained.
12. To become familiar with and follow all school policies.
13. To attend any staff meetings. In addition, to complete a minimum of 20 hours of approved continuing education including workshops and seminars. Hours must be completed by April 1 of each school year. Staff In-Service Days are required by all staff at Miss Helen's Private School.
14. To keep a Lead Teacher/ Director informed in advance of class needs.
15. To purchase snack ingredients and minor supplies as needs arise, with pre-approval by a Director. You will be reimbursed upon filling out an appropriate reimbursement form with receipts attached with your name and items circled and totaled. No receipts will be accepted after one week.

16. To serve a snack to the students and sit with them while they eat. We require that a simple prayer be used prior to eating the snack.
17. To be responsible for all mealtime activities involving students including serving the group family style. A calm, positive, and professional attitude should be maintained while the children are eating.
18. To assist in the evacuation of the school building in the event of an emergency and be able to respond immediately to any emergency situation.
19. To prepare students for visitors and or field trips and write thank you notes.

B. Lesson Plans

All lesson plans will consist of 1) curriculum 2) weekly units 3) classroom subject goals and 4) teacher resources. All teachers are required to prepare and implement lesson plans for each class and/or activity. A personal lesson plan book is **required** to be kept by each teacher. A copy of the plans (and exact samples if required) is to be submitted on the appropriate forms before 9:00 a.m. on Monday, a week in advance. (Sunshine Kids, Clover Club, and Rainbow Dreamers turn in to Miss Rhonda – Kindergarten and Elementary turn in to Miss Christi.)

It is imperative that approved lesson plans be followed. Alterations are to be made only with the Director's approval. Any lesson plans returned for additions, changes, or for new/revised samples must be revised and turned back to the Supervisor within 24 hours of receiving returned lesson plans.

C. Substitutes

All substitutes must comply with the rules and regulations as stated in the handbook. Prior to assuming the role of substitute, all individuals will be required to observe the class in advance to familiarize themselves with class activities, the students and the overall policies of MHPS.

Existing teachers should be available to substitute for other teachers when requested by a Director. When contacted by a Director, the substitute shall report to the area of need. Substitutes should be aware that they are on call and need to be available if needs arise. Short notices are frequent. All substitutes should keep a calendar noting working dates and payments made. Payment will be made in the form of funny money for less than two hours at a time. Teachers requesting time off are not to make arrangements with other teachers directly. All requests should be submitted on a Request for Leave form to Miss Rhonda. Approval is required. Teachers are required to pay for any time absent (with funny money or cash) within 24 hours after return to work or in advance.

The following information should be readily available for substitutes: pod schedule, list of nap charts, children's names, lesson plans-samples & materials, playground schedule with teacher placement assignments, as well as, notes of any children in each homeroom class that have special needs – such as, food restrictions, allergies, etc. A list of emergency fire exits and weather warning procedures should be posted in each room.

II. Teacher Qualifications

A. Education/Experience

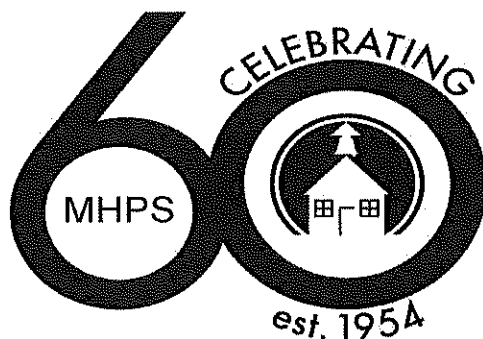
A bachelor's degree is required in one of the following areas: early childhood education, elementary education, child development or an equivalent area. CDA's & Associate degrees for preschool classes will be considered for certain classes and ages. In addition, four or more years of documentable full-time experience as a teacher of children less than eight years old are preferred.

B. Professional/Personal

Each individual must demonstrate an interest in working with children and an ability to relate to them. Each staff member should demonstrate the following personal qualities: self-motivation, self-direction, and the ability to follow directions, ability to make good judgments, creative, reliable, dependable, and the ability to respond in an emergency situation. Each staff member should exhibit a sincere interest in working with children and be knowledgeable regarding children's development and growth. Each staff member should also demonstrate a desire to continually increase his or her knowledge in the field of education and maintain a positive attitude.

Physical requirements include: the ability to hear the conversational voice with or without a hearing aid; the ability to see and read newsprint with or without corrective lenses; the ability to speak and be understood under normal circumstances; the ability to lift and carry children and other items weighing up to 50 pounds; the use of arms, hands, legs and feet, without corrective devices, to accomplish the latter, as well as handle evacuation procedures of the building in case of emergencies.

After an offer of employment is made each applicant is required, within a thirty- (30) day period to obtain a food handlers card. (check with a Director regarding details) In addition, each applicant must produce documentation of U.S. citizenship and proof of eligibility to work in the U.S. The applicant must also have current CPR certification, or obtain such certification, within 30 days of employment. Each employee will have a background check immediately upon hire.



Dear Staff:

We are delighted to welcome you to the faculty of MHPS. As a staff member at MHPS, you become part of a team that is committed to help each student achieve academic and social growth in a caring and nurturing environment.

We have prepared a Staff Handbook for your ready reference. The handbook contains job descriptions, as well as information on the school's operational and personnel policies and procedures. It is also designed to answer your general questions as well. We encourage you to become familiar with the handbook and refer to it often. You will note that MHPS is family-owned and operated and has been serving the Tulsa community since 1954. We are very proud of our new state-of-the-art school facility, which opened in October 1996.

We are glad you are here and look forward to your helping to make a difference in the academic and social growth of our students. Best wishes for an outstanding school year and thank you in advance for your contributions. Please feel free to contact us directly if we can be of any personal assistance.

Sincerely,

The Executive Staff

Jayme Wingo-Baker
Christi Ray
Rhonda Reidy

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Job Description – Teacher

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A. Principal Duties and Responsibilities

The principal duties and responsibilities of each teacher are as follows:

1. To offer a program that meets the emotional, physical, social, & academic needs of the individual student and the group.
2. To interact with the students and encourage their involvement in group-activities.
3. To tailor the program to the needs of the individual student with concerns for his or her interests, special need, special talents, individual style and pace of learning.
4. To treat each student with dignity and respect with a sensitivity towards his or her cultural and socioeconomic background.
5. To prepare a warm and safe environment that is orderly, clean and appealing and permits each student to grow and explore.
6. To use appropriate and positive discipline in accordance with the school's stated policy on discipline.
7. To maintain order in the classroom.
8. To observe, record and report significant individual and group behavior to a Lead Teacher/Director.
9. To be responsible for the welfare, health and safety of all students in your classroom.
10. To report to a Lead Teacher/Director any cases of suspected child abuse or neglect.
11. To decorate the classroom for holidays, seasons, and units in an inviting way to students using bulletin boards, pictures, students' artwork and other hangings and remove all used staples, sticky tack and other items to keep walls and doors clean and maintained.
12. To become familiar with and follow all school policies.
13. To attend any staff meetings. In addition, to complete a minimum of 20 hours of approved continuing education including workshops and seminars. Hours must be completed by April 1 of each school year. Staff In-Service Days are required by all staff at Miss Helen's Private School.
14. To keep a Lead Teacher/ Director informed in advance of class needs.

15. To purchase snack ingredients and minor supplies as needs arise, with pre-approval by a Director. You will be reimbursed upon filling out an appropriate reimbursement form with receipts attached with your name and items circled and totaled. No receipts will be accepted after one week.
16. To serve a snack to the students and sit with them while they eat. We require that a simple prayer be used prior to eating the snack.
17. To be responsible for all mealtime activities involving students including serving the group family style. A calm, positive, and professional attitude should be maintained while the children are eating.
18. To assist in the evacuation of the school building in the event of an emergency and be able to respond immediately to any emergency situation.
19. To prepare students for visitors and or field trips and write thank you notes.

B. Lesson Plans

All lesson plans will consist of 1) curriculum 2) weekly units 3) classroom subject goals and 4) teacher resources. All teachers are required to prepare and implement lesson plans for each class and/or activity. A personal lesson plan book is **required** to be kept by each teacher. A copy of the plans (and exact samples if required) is to be submitted on the appropriate forms before 9:00 a.m. on Monday, a week in advance. (Sunshine Kids, Clover Club, and Rainbow Dreamers turn in to Miss Rhonda – Kindergarten and Elementary turn in to Miss Christi.)

It is imperative that approved lesson plans be followed. Alterations are to be made only with the Director's approval. Any lesson plans returned for additions, changes, or for new/revised samples must be revised and turned back to the Supervisor within 24 hours of receiving returned lesson plans.

C. Substitutes

All substitutes must comply with the rules and regulations as stated in the handbook. Prior to assuming the role of substitute, all individuals will be required to observe the class in advance to familiarize themselves with class activities, the students and the overall policies of MHPS.

Existing teachers should be available to substitute for other teachers when requested by a Director. When contacted by a Director, the substitute shall report to the area of need. Substitutes should be aware that they are on call and need to be available if needs arise. Short notices are frequent. All substitutes should keep a calendar noting working dates and payments made. Payment will be made in the form of funny money for less than two hours at a time. Teachers requesting time off are not to make arrangements with other teachers directly. All requests should be submitted on a Request for Leave form to Miss Rhonda. Approval is required. Teachers are required to pay for any time absent (with funny money or cash) within 24 hours after return to work or in advance.

The following information should be readily available for substitutes: pod schedule, list of nap charts, children's names, lesson plans-samples & materials, playground schedule with teacher placement assignments, as well as, notes of any children in each homeroom class that have special needs – such as, food restrictions, allergies, etc. A list of emergency fire exits and weather warning procedures should be posted in each room.

II. Teacher Qualifications

A. Education/Experience

A bachelor's degree is required in one of the following areas: early childhood education, elementary education, child development or an equivalent area. CDA's & Associate degrees for preschool classes will be considered for certain classes and ages. In addition, four or more years of documentable full-time experience as a teacher of children less than eight years old are preferred.

B. Professional/Personal

Each individual must demonstrate an interest in working with children and an ability to relate to them. Each staff member should demonstrate the following personal qualities: self-motivation, self-direction, and the ability to follow directions, ability to make good judgments, creative, reliable, dependable, and the ability to respond in an emergency situation. Each staff member should exhibit a sincere interest in working with children and be knowledgeable regarding children's development and growth. Each staff member should also demonstrate a desire to continually increase his or her knowledge in the field of education and maintain a positive attitude.

Physical requirements include: the ability to hear the conversational voice with or without a hearing aid; the ability to see and read newsprint with or without corrective lenses; the ability to speak and be understood under normal circumstances; the ability to lift and carry children and other items weighing up to 50 pounds; the use of arms, hands, legs and feet, without corrective devices, to accomplish the latter, as well as handle evacuation procedures of the building in case of emergencies.

After an offer of employment is made each applicant is required, within a thirty- (30) day period to obtain a food handlers card. (check with a Director regarding details) In addition, each applicant must produce documentation of U.S. citizenship and proof of eligibility to work in the U.S. The applicant must also have current CPR certification, or obtain such certification, within 30 days of employment. Each employee will have a background check immediately upon hire.

Operating Policies and Procedures

I. Name of Organization

The name of the organization is Miss Helen's Private School, Inc.

II. Sponsorship/Ownership

Miss Helen's Private School, Inc. is a corporation licensed in the State of Oklahoma. It is owned by Lynda and Gary Wingo. Helen Wingo founded the school in 1954.

III. School Philosophy

The mission of MHPS is to provide a high-quality professional and positive year round educational environment in which all students are challenged to achieve their full potential. We believe the learning experience should combine self-discipline with academics and is enjoyable and fun. We believe that the teaching curriculum should incorporate the latest technology available and are adapted to accommodate each student's individual needs.

We remain committed to making a positive difference in the lives of our students and helping them achieve a high level of self-confidence and overall success. We believe that a team approach, involving all faculty and staff members, is essential to the student's progress and that each faculty and staff member plays a critical role in both the students' and school's overall success. We believe that the student's family also plays a key role in the learning process and is an integral part of our team.

IV. School Goals and Objectives

A. Student

1. To provide opportunities for each student to interact with others in a setting conducive to the development of wholesome social relationships.
2. To provide opportunities for meaningful play that is based on the student's individual needs, interests, handicaps and abilities. We further strive to build important foundations for future reading skills and other academic pursuits.

B. Parent

1. To provide opportunities to meet and work with other parents and teachers who have, as their common concern, the interests and needs of the preschool, kindergarten and elementary grade students.
2. To provide a meaningful program of education and social interaction for the student while the parents pursue their own work, education, or other interests.

3. To provide opportunities for each parent to grow in their understanding of child development through a planned educational program.

C. Community

1. To help meet the needs of the community for an early childhood education facility.
2. To contribute to the wholesome growth and development of future citizens of the community.
3. To enhance the role of MHPS as an integral part of the community.
4. To provide a setting where people of various religious and ethnic backgrounds can work together for a common interest.

V. Admission Policy

Miss Helen's welcomes enrollment of all students and is nondiscriminatory with regard to race, color, religion, creed, gender, national and ethnic origin. Each student is entitled to all rights, privileges, programs and activities made available to all students at the school.

VI. Staff Requirements

The salaries and duties of the staff shall be in accordance with a statement of Personnel Policies drawn up by the Personnel Committee and outlined in a working agreement, which is set forth in this document.

VII. Student Health Requirements

- A. Students are to be carefully evaluated by their respective teachers upon entering the classroom. If at any time, the student becomes ill he or she is to be isolated and the parents contacted by a Director to have the student picked up.
- B. Parents are required to notify the school whenever a child has been exposed to a contagious disease.
- C. All newly enrolled students are required to have completed age appropriate immunizations as required by the Oklahoma Department of Health.

VIII. Classroom Procedures

- A. The school premises shall be open for all students from 7:30 a.m. until 5:30 p.m., Monday through Friday, except for school holidays and closings.
- B. The preschool classes, including lunch and recess, shall be conducted between 8:30 a.m. and 12:30 p.m., Monday through Friday except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.
- C. Kindergarten children will attend classes from 8:30 a.m. to 3:45 p.m., Monday through Friday, except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.

- D. Elementary grade children will attend classes including community service from 8:00 a.m. until 4:00 p.m., Monday through Friday, except for school holidays and closings. Extended care is included from 7:30 a.m. to 5:30 p.m.
- E. Although preschool children shall initially be assigned to a class according to age, they might later be transferred to another class based upon their individual needs.
- F. Each classroom shall have a teacher with the Director in support for each pod. The Director will provide assistance in classroom activities, positive reinforcement of behavior concerns, direct communications with parents and the scheduling of parent-teacher conferences. Schedules shall be consistent with lesson plans and developed by the Executive Staff.
- G. The school may be closed on some holidays observed by the public school system and on certain other days designed for teachers' in-service training sessions or other reasons. Written notice of such closing shall be made in advance to parents. When Union Public Schools are closed due to weather, MHPS and its offices may also be closed. The Executive Staff will consider any exceptions. These weather closings will be announced on local TV stations and KRMG 740 AM / 102.3 FM radio station before 7:00 a.m. You may also call the hotline for closings at 918-365-2224. A text will also be sent out. This policy was initiated with the concern for the safety of the students, parents and staff in mind.
- H. Each teacher should have a "notebook" with each child's name and a copy of assessments on a page to make notes throughout each semester. Teachers must keep students' progress with classroom goals. Each teacher must also keep a notebook with documentation regarding any concerns of children. This is not for parents reading.
- I. Each pod should have a notebook for teachers to record any behavior or discipline concerns. This is not for parents reading.

IX. Discipline Policy

MHPS standards encourage self-respect, respect for others and their property, and allow for a climate of learning and optimal individual care. Positive reinforcement is given to each student when dealing with inappropriate behavior.

Problem behavior is managed in three ways, after establishing a preventative environment, redirection and giving choices; the teacher may first use time away (1 minute per age of child). When a child is willing to use appropriate behavior, he or she may rejoin the group. This may be the decision of the teacher or the student depending upon the circumstances.

Secondly, depriving the student of an appropriate privilege is another generally accepted form of encouraging self-control. For example, if a student misuses equipment it may be taken away or the student redirected to a new activity. A student will **not** be deprived of anything that falls into the area of basic needs such as: food, rest, opportunities for fresh air etc.

In more serious circumstances, the teacher has a third option of receiving help from their Lead Teacher or a Director. In this instance, a student might be isolated in another classroom or office to complete class assignments. A child may NOT be isolated in the library or hallway.

MHPS reserves the right to isolate disruptive students and/or remove them from their classroom. The student's continual noncompliance with classroom standards will result in a parent conference to discuss options of

professional assistance. If the disruptive behavior continues after the conference, the school reserves the right to contact the parents to have the child picked up for the remainder of the day. If a child deliberately and aggressively injures another child or teacher, his or her parents will be called immediately and asked to pick up the child from school for the remainder of the day. Continued unacceptable behavior may result in the suspension or termination of the student. MHPS reserves the right to judge the severity of the noncompliance in accordance with the classroom's predetermined standards.

(Note: All parents receive a copy of the Discipline Policy as part of the MHPS Parent Handbook.)

A. **Discipline Plan** (Pre-school through Elementary)

1. Teacher/Prevention (room set-up, quality and quantity of appropriate class activities, special seating, teacher's total attention, and a positive and respectful attitude.)
2. Acknowledge positive behavior; don't dwell on negative behavior. Deal with it positively, and then move on quickly to the class or another child.
3. Redirect children to another activity before incidents occur.
4. Offer the child choices.
5. Each teacher is required to document daily child's inappropriate behavior and/or concerns. (**No notes** are to be sent home with parents regarding child's behavior without a Director's approval)
6. A Director will contact a parent regarding documentation and inform the parent that a phone call to have child picked-up from school will have to be made if the child's behavior becomes aggressive or disruptive to the rest of the class.
7. With parental support, a behavior chart can be used for positive behavior for 2-weeks.
8. A Director with or without the homeroom teacher will have a follow up conference (by phone or in person) with parent to discuss behavior chart. If no change in inappropriate behavior has occurred then parents will be informed by the Director to contact a professional for testing, counseling, etc. within a 2-week period.
9. A Director will follow up at the 2-week deadline obtaining information regarding professional's name and appointment times.
10. A Director will keep staff informed and follow up after receiving all results of any testing done, diagnosis and any recommendations. Then recommendations will be applied and supervisor kept informed of child's behavior.
11. A Director may omit any of the above steps and request immediate removal, and/or referral to professional if child's behavior becomes consistently abusive or otherwise threatening to the welfare of the other students or staff.

X. **Emergency Procedures**

A. **Fire Drills**

Miss Jayme will conduct Fire Drills. Records of the drills will be kept including date, time, length of time of evacuation and the number of students participating. Each teacher should familiarize themselves with the proper evacuation procedures and the location and use of fire extinguishers. It is imperative that the teacher demonstrates a calm, knowledgeable attitude to the students at all times during a fire drill.

Each staff member must participate in all fire drills and be responsible to see that all students exit and re-enter the school building. The Lead Teacher will carry the master class enrollment list and check to make sure all students are counted and present. Evacuation maps will be posted in each classroom and exits must be kept clear throughout the day. Any potentially hazardous situations or conditions should be brought to the attention of a Director. Examples include frayed cords, uncovered electrical outlets etc.

B. Weather / Lockdown Alerts

In the event of a weather/lockdown alert, the office will notify all personnel of the steps to be taken for the safety of the students. Each staff member should be aware of each area where shelter may be taken. A Director will designate these areas. Comfort and concern for the students should be displayed at all times. Be sensitive to each student's needs and avoid conveying alarm.

Periodic weather alerts and tornado drills will be conducted yearly using the P.A. system. All drills and alerts will need to be discussed with children in an informative and not fearful manner.

C. Accidents, Injuries and First Aid Procedures

It is important that each teacher inform her lead teacher immediately of any accident or injury to a student. All injuries, whether minor or major, shall be given immediate attention and care. Information regarding the accident or injury shall be entered on an "Ouchy" report, and a copy made to keep in the student's file. Copies should be made before 2:30 p.m. unless the accident occurs after 2:30 p.m. then the copy needs to be made as soon as possible before the parent picks up the child. Each report should include: 1) Name of child; 2) What type of injury was involved; 3) Where it happened; 4) How it happened; and 5) Preventative steps that should be taken to insure that the injury does not reoccur if applicable; 6) What time the injury occurred and 7) whether or not parent was contacted by phone and time of phone call.

XI. Required Meetings, Workshops, Open House, Other Activities

A. Staff Meetings

Various educational and staff meetings will be held throughout the school year. These meetings will be informative and all staff requires attendance. Each staff member should make any necessary outside arrangements for children, husbands and part-time jobs in advance. Meetings are generally held at the school during weeknights on Monday, Tuesday or Thursday. The normal meeting hours are between 6:00 p.m. and 8:00 p.m. Dates of all meetings will be posted well in advance. Each year staff In-Service days will be held in August prior to the Fall Session. All staff members are required to attend the In-Service sessions.

B. Workshops/ Continuing Education Training

Miss Helen's Private School presently requires that each staff member complete a minimum of 20 hours of approved training as mandated by the State of Oklahoma. All staff is required to complete hours before April 1. Miss Helen's will generally sponsor at least one in-house workshop during the year. Workshop hours may be received from on-line, informal on-site training, videos, readings and workbooks with approval from a Director

(maximum of 6 hours). If hours are not completed before April 1, the staff member will not be able to use or receive personal days and or funny money.

Regardless of previous education or experience, employees will be expected to continue their study and training in early childhood techniques and early childhood education practices in order to keep current on new research and techniques. This continuing education study and training must take place on the employee's own time outside of normal working hours.

The Directors will recommend suggested courses and subject matter. Methods employed may include, but not be limited to, in-service training classes at the school, parent meetings, the study of current books and literature, attendance at professional conferences and meetings, participation in recommended workshops conducted by professional associations and enrollment in pertinent courses offered at nearby colleges and universities. Certificates of completion are required.

MHPS will make partial reimbursement of the teacher's cost for workshop fees and selected college courses that have been recommended and approved by a Director. The reimbursement will range from 25% to 50% of the fees and tuition depending upon the number of staff members participating in the courses concurrently, the expense of the course, and the availability of funds within the budget. Approved workshop fees will be reimbursed at 50% (a receipt is required). Reimbursement of tuition costs will **not** be made to those employees who are not expected to be members of the school's faculty during the following year.

C. Meet the Teacher

This is a great time for teachers to meet and greet both children and parents. A formal Meet the Teacher is scheduled on a Sunday, between 1:00 and 4:00, just prior to the Fall Session. All teachers are required to attend and be in their assigned classrooms at least 30 minutes prior to the scheduled day and time of the Meet the Teacher. Sunday dress (dress, suit or skirt and blouse) is required. Teachers should greet parents in a friendly, helpful, informative and interested manner. Parents with needs or questions should be directed to a Director. Please do not attempt to quote prices, reschedule or take messages. Be sure that parents get all required papers and notes.

Teachers should make sure their classroom is decorated, neat, clean, cheerful and presentable. (This may require coming in early or staying late to get the room prepared.) Your classroom is representative of you as a teacher.

D. Parent Teacher Organization (PTO)

MHPS Parent Teacher Organization (PTO) has been formed to support the school's commitment to make a positive difference in the lives of our students. The goals of the PTO are to: enhance fundraising and social events, strengthen communication between parents and teachers, and encourage family participation. Special committees have been established which deal with: social activities, fundraising, and technology. The PTO meetings will be announced and at the school during the evening. The meeting normally lasts about an hour. All teachers are encouraged to attend and actively participate in PTO meetings. The PTO unanimously voted that staff and one guest would **not** have to pay for any PTO functions attended. They welcome you with enthusiasm! MHPS also provides an incentive for each teacher who attends. (See Personnel Policy - Salaries and the section pertaining to Funny Money.)

Dress code for PTO meetings or functions should be the same as for school – uniforms or free dress days; however, jeans may be worn as long as the attire is "school respectable" (if wearing T-shirts and sweatshirts they should contain the official MHPS logo and school colors.) Remember that when you appear, either at

school or PTO meetings/functions, you are officially representing the school and your profession. You should always strive to do so in a professional manner.

E. Special Events and Activities

Special school functions and activities are scheduled throughout the year, which **require** staff member support and assistance. These include: Meet the Teacher (Sunday dress), two (2) work nights scheduled in May and December from 6:00-9:00 p.m. We appreciate your attendance and support.

XII. Financial Arrangements

A. Tuition and Fees

Fees and tuition are set by the officers of the corporation in accordance with the provisions of the annual school budget. The Directors formulate the proposed budget for each new fiscal year.

Miss Jayme will collect all fees and tuition payments. A certified public accounting firm retained by MHPS handles bookkeeping procedures.

Full tuition is paid one calendar month in advance and shall be due and payable on the first of each month. If payment is not received in the school office before the 15th of the calendar month, a late charge of \$50.00 will be added to the tuition due for the following month. If the tuition and late charge are not paid in full by the 20th of that month, there will be an additional \$25.00 late charge applied and enrollment will be suspended. Outstanding amounts not received by the last day of the month will be sent to the school's attorney for collection. In addition, the enrollment will be suspended. Attorney fees, court costs and other expenses will be added to the amount due and collectible.

B. Enrollment and Withdrawal

MHPS total enrollment is not to exceed 240 students per day, that which is allowed by the licensing agency.

Students shall enroll for not less than one full school term with the approval of the Directors or for the balance of the current school term if enrolled after the start of the term. The regular session school term is scheduled from mid-August to May 31.

The summer session term is scheduled from June 1 to July 31.

An application and enrollment fee for all students shall be paid upon the time of enrollment and also during re-enrollment for each subsequent school year. In addition, an annual enrollment and annual supply fee is required for students enrolling in the Rainbow Dreamers, Kindergarten, and Elementary Grades. ALL FEES ARE NON-REFUNDABLE, AT ALL TIMES.

The school reserves the right to terminate enrollment of a student for the following reasons: non-cooperation, behavior, and delinquency in payment of fees, or inability of the student or parent to adjust to the school program. The Directors along with the teacher's recommendation determine this.

Parents shall be allowed to withdraw a student prior to the end of the school year for the following reasons: serious illness of a student, permanent removal from the community (job relocation of parent), mutual

agreement between the parent and school if the student's adjustment is unsatisfactory, delinquency in the payment of fees.

In all cases of student withdrawal, 30 days written notice shall be required to be given to the school. The exception is in the case of a serious illness or accident. Should the 30-day notice not be given, a \$150.00 early withdrawal fee is due.

Personnel Policy

This Personnel Policy is to be considered a part of the contract of employment between the school and the teaching employee.

A. Employment Contract

The following provisions apply to Employment Contracts:

1. Employment Contracts are effective on the 1st day of fall session.
2. Teachers being considered for fall employment will be presented a contract early spring, and will be given five (5) days to sign or decline the contract. Available summer employment will be given first to those who have signed contracts.
3. Twenty-five (25) hours plus is considered full time employment.

B. Salaries

Salaries are to be set for each employee according to the agreement between the employee (teacher) and Miss Jayme. Salaries will be based upon abilities, training, and length of service, education, experience, job responsibilities and school enrollment. MHPS pays twice a month. Each employee is paid on the second (2nd) and sixteenth (16th) of each month. On the second (2nd) of the month, your paycheck will cover the pay period from the sixteenth (16th) of the previous month through the last day of that month. On the sixteenth (16th) of the month, your check will cover the pay period from the first (1st) of the current month through the fifteenth (15th). Should either of these dates fall on a Saturday, you will receive your check on Friday. When either falls on a Sunday, your check will be issued on the following Monday. All salaries will be kept confidential. During staff in-service, all salaries will remain the same unless absent.

Funny Money

MHPS provides a Funny Money incentive to encourage teachers to attend meetings and functions including the PTO meetings. Funny money is paid in the form of certificates. Each certificate represents three hours, two hours, one hour, one-half hour, or one-quarter hour spent by the teacher in the extracurricular function. Funny money will also be awarded for actions and deeds "over and above" the normal work schedule. Funny money certificates may be redeemed for personal time off. Funny money cannot be redeemed for cash or unapproved time off. All funny money request forms must be turned in within 48 hours of the function or it will not be paid. Funny money cannot be transferred to any other staff member.

C. Vacation/ School Closings

Staff members must be employed 30 days, and in compliance with handbook policies and/ or contract to be paid for regularly scheduled school vacations, holidays and weather closings. The Executive staff will consider any exceptions. (Regarding weather closings, MHPS is normally closed in conjunction with schools in the Union School District.)

Paid holidays include: Labor Day, first week of August (summer staff only), Fall Break, the Wednesday before Thanksgiving and the Friday following (including Thanksgiving), Christmas Holiday (see current school calendar), New Year's Eve and Day, President's Day, Good Friday, Spring Break, Memorial Day week (during May), and Independence Day. No absences **prior to** and/or **immediately following any school closings** will be allowed and will not be paid for those days. Please do not ask for exceptions as this rule was established to be fair to everyone.

D. Personal/Sick Days

Each new full time employee (working 25 hours or more) is eligible for 2 Personal/Sick Days after 30 days of employment **if you sign a contract**, effective the first day of fall session. A Personal Day certificate will be given to all employees for each Personal day they have. (Check calendar posted in the staff lounge for available dates.)

First year employees – a/o first day of fall session

Two (2) personal days September 1st through May 1

For one - three years of service – a/o first day of fall session

Three (3) personal days September 1st through May 1st

For four - five years of service – a/o first day of fall session

Four (4) personal days September 1st through May 1st

For over five years of service – a/o first day of fall session

Five (5) personal days September 1st through May 1st

PERSONAL DAYS MAY BE TAKEN AFTER 30 DAYS OF EMPLOYMENT WITH APPROVAL.

Personal days must be scheduled and approved, and must be taken in whole day increments and do not carry over annually. A personal day or any absence cannot be taken immediately before or immediately after designated holidays, a party day, or during assessments/testing. Partial days off cannot be counted as a Personal Day. Scheduled days off and personal days are not available during the months of December, May, August, June & July. In addition, if personal days are not taken, you will receive payment (max. of 5 days) for those days in October, or on your last check provided you have fulfilled your contract requirements. (This will be considered additional salary and will be subject to the applicable taxes.)

In the case of an absence that requires more than five days, the employee will be paid only for the actual days worked. After an absence of a full pay period, no salary shall be paid. Personal Day leave shall not be carried over on a cumulative basis from year to year. Paid vacation/school closings (Personnel Policy – Section D) shall not be paid if they fall within your maternity leave time.

E. Absences

Staff members should pay within twenty-four (24) hours of returning to work, unless other arrangements have been made in advance with a Director. If payment has not been made within 48 hours it will be assumed the deduction is to be made on payroll. Payment should be given to Miss Jayme in the form of funny money or cash/check. The rate of pay for absences is \$9.00 per hour. All teachers should call/text Miss Rhonda/Miss Jayme at least two (2) hours before their scheduled start time if they will need to be absent. If possible, teachers are asked to call the night before (by 9:00 p.m.) to help facilitate securing a substitute for their class. Staff does not have to pay for Doctor's appointments between 1:00 and 3:00 p.m. if they leave at 1:00 or after and return no later than 3:00, Elementary Grades use their planning period time. Any additional time before 1:00 or after 3:00 it is the staff member's responsibility to pay for that time. Bereavement Period will be dealt with on a personal basis.

F. Hours/Staff Meetings

All staff shall work the hours scheduled by the school and be at work a minimum of ten (10) minutes prior to the start time in order to set up their classroom, go to the rest room and check with their supervisor. Although staff members are salaried by calendar month, additional time is paid with funny money for serving as a substitute.

Attendance at all MHPS meetings and after-hours events is expected. Staff may also be called on for a reasonable amount of extra preparation for meetings, Meet the Teacher, or other special events including school "work nights (6:00-9:00p.m.)" to be used for cleaning rooms, cabinets, etc. The Directors shall be on call and be available to provide assistance as necessary.

G. Insurance Benefits

Social Security, Workers' Compensation Insurance and State Unemployment Insurance Compensation will cover all employees. All full time (working 25 hours or more per week) employees shall be invited to share in the group health, dental, and vision policy eligible after 30 days of employment. Miss Helen's participates in paying a portion of the premium payments. Employees pay a partial premium and the amount paid is deducted from their paycheck. Premium breakdowns are available in the office and are subject to increases by the insurance company yearly. Notification of any increases will be provided to each employee in advance of the effective date of the increase. Aflac is available after 60 days of employment employees pay 100% of premium.

Simple IRA Pension Plan

MHPS offers a Simple IRA Pension Plan to all employees after 30 days of employment. The plan works like a regular IRA (Individual Retirement Account) with the school matching a portion of the teacher's contributions. A staff member may defer up to \$10,000 of their salary with pre-tax contributions and MHPS will match the contribution dollar for dollar up to 3% of a teacher's salary. Employees may decide how much they want to invest in their individual plan. Each employee has 60 days, from the date they are hired or become eligible, to join the plan. After the 60-day election period, an employee can elect to join the plan on the next reasonable pay period. Employees also have the option to stop, increase or decrease their pre-tax deferred contributions. Each employee will be 100% vested in school contributions immediately. For a detailed prospectus and complete information on the plan, please contact Miss Jayme.

H. Personal Appearance and Dress

Hygiene

It is important that each teacher have a clean and fresh appearance at the start of the day. Each teacher should be conscientious of their body's needs.

Dress Code

MHPS Spirit Tee's and Hoodies – Available at MHPS Only

Some uniform items are available at
mhps.4mypromo.com
(labeled uniforms)

When pants or shirts become faded, discolored, stained, or worn, please replace them with new as soon as possible.

Nametags should be worn at all times during scheduled school hours and also during school activities. This, along with the school uniforms, helps to achieve a consistent professional look. As recess is an important time for our students, we ask that teachers also come properly prepared for outside activities regardless of weather.

On free dress days, which usually are the last Friday of each month or a designated day, the following items of clothing are requested: clean washable comfortable clothing which shall include trouser type pants and dresses (no sun dresses), skirts (no blue denim) and blouses and appropriate undergarments, including bra and underwear. Each teacher should dress accordingly for the season. The following items of clothing are **not** acceptable: faded blue jeans, stretch pants/legging, skorts, shorts, skirts above the knees, flip-flop shoes (or slip on shoes such as mules), halters, low-cut blouses, tank tops, T-shirts and sweatshirts with slogans or logos (other than the approved MHPS logo).

I. Safety

Since our playgrounds are made of different surfaces, and to insure the safety of everyone, we recommend that the teaching and kitchen staff wear rubber soled shoes. In addition, back braces are provided for any staff members. Anyone lifting or carrying children or supplies is requested to wear a provided back brace. Please use **common sense** in working with the children both for their safety and yours.

J. Resignation/Termination Notice

A 2-week written notice per the signed contract must precede all resignations. MHPS retains the right to terminate the employee at any time, if it is determined that the employee is not following school policies or fulfilling responsibilities as per the Employment Contract.

In the event that a staff member does not follow the school's policies and procedures, or places children, staff, parents, or school property at risk or harm, the Directors with the appropriate action will notify the staff member. A Director will complete a "documentation of employment problem" form. Then the staff member will be given an opportunity to read the complaint and respond. Documentation of the conversation will then be filed in the employee's personnel file. Once the determination of the severity and repetition of the complaint form is made by the Directors, the employee's position can be terminated without further notice.

The following is required information from employees leaving MHPS: 1.) Exit interview, 2.) Nametag, 3.) Handbook, and 4.) Any other book or records or school property currently checked out to employee, 5.) Forwarding address, 6.) Arrangement for final check (mailed/picked up), 7.) Key (if one has been issued), 8.) Insurance information.

K. Periods of Employment

Employment periods shall be based on yearly needs within the limitation of the budget and in accordance with individual contracts. Teachers will work the Fall Session from mid-August – May 31 and, as applicable, during the Summer Session from June 1 – July 31. This also includes staff in-service days and Meet the Teacher, all held during August. The exceptions will be scheduled holidays and school closings.

L. Health Examination

All staff members are required to have Food Service Card, renewed as needed. Failure to keep a Food Service Card current can result in dismissal.

M. Supervision/Channels of Authority

The teachers will be responsible first to their Lead Teacher, then to the Directors of the school.

Teacher/ Student Policies

I. General Policies

A. Supplies

Teaching supplies are purchased as necessary. Each teacher will have an opportunity to prepare a desired list. Periodic classroom needs may be requested throughout the year.

Art supplies will be purchased as the inventory shows a need. Grocery supplies must be listed and given to Miss Rhonda every other Wednesday. Any items needed for class activities must be included in the grocery list. You will be responsible for all other items and need to get approval to purchase. Receipts may be turned into Miss Jayme for reimbursement. (See page 4, #16)

Any games or activities, which are made with MHPS school supplies, shall remain the property of the school. They should be labeled as such (with MHPS), checked out/in in the appropriate log in the Resource Room. Do not borrow any supplies from other teachers without first seeking approval from the appropriate teacher. Ellison machine is available for your use. Laminating is available through Miss Ann.

B. Resources

A complete book and record inventory are kept. Two resource books may be checked out for a maximum of two days. You will be responsible for signing the book out. A binder containing check out/in forms will be located on the Resource room table. When checking out items PLEASE list DATE, YOUR NAME, a CORRECT AND COMPLETE description of each item (one item per line, please), and the THEME BOX or SECTION (games music, dance, resource books, etc.). When you return the resources, please return any items to their Theme Boxes or Resource Room Section when you bring them back for check in. Additionally, please locate the item in the binder where you checked it out, and initial and date that item when you bring it back. If an item is missing from a game or activity, please attach a note that it is missing a part, if a tape is missing from a book and tape, please attach a note. Children's books and books on tape – 1-week checkout maximum, Records 1 or 2 week checkout maximum. A penalty, equal to the value of the book replacement, will be charged if not returned.

ALL RESOURCES must be checked out/in (regardless of the time you wish to use it...5 minutes or 1 week!! If you take it from a shelf, out of a Theme box, or out of one of the Rooms upstairs, you MUST check it out/in!!!

All items must be returned in its proper container/packaging with ALL parts included, and in the same condition (or better) than when you checked it out.

We encourage the use of the multi-purpose library to enhance and enrich the daily activities of your students. Please be respectful of all materials and return them to their proper place in the resource room.

Music class records, CD's, or tapes should be checked out. One record, CD or tape, at a time can be checked out overnight only with the permission of the Director . Records, CD's or tapes should not be left in cars for extended periods at any time. Please keep records, CD's or tapes clean and in their proper jackets. Failure to check in records, CD's or tapes will result in your being charged an amount equal to the dollar value of the record. Please take advantage of all resources available to you.

We encourage the teacher's discovery of new and innovative books and records, CD's and tapes that are applicable to classes at MHPS.

C. Teachers Lunches

The preschool teachers will have their lunch breaks during the student's rest time. This is scheduled from 1:25 p.m. – 2:00 p.m. and 2:00 p.m. – 2:35 p.m. (after all children are quiet and resting). No prep or class work is to be done until after all children are asleep. Teachers are expected to rotate every thirty-five (35) minutes while maintaining the adequate supervision of their students. Kindergarten and Elementary teachers will be assigned scheduled lunch breaks. All lunch breaks are "on site". From 2:35 – 3:00 you may work in resource room, attend pod meetings, etc. if nap rooms are appropriately covered. Please rotate with your fellow teachers. Pod meetings are conducted on an as needed basis from teaching staff or administrative staff.

The school's refrigerator, freezer and microwave may be used however we are limited on space. Each teacher will be responsible for cleaning up their own utensils, as well as trash and eating areas. This includes washing and putting away dishes. This needs to be done before 2:35 p.m.

D. Teachers Breaks

Sunshine Kids, Clover Club, and Rainbow Dreamers teacher's breaks will be as scheduled, every day in 25 minute increments, given there is no need for substitutes. Kindergarten and Elementary teachers will have their breaks/planning period worked into their schedule. Breaks are "on site" and after all children and teachers remaining are in a safe and controlled situation. Assigned break times may not be changed or traded unless approved by Miss Rhonda. Staff members who are on break should not be in other classrooms while in session.

E. Parking

There are no designated parking spaces available for each teacher. However, parking spaces are located at the north end of the school building on the gravel area. Please be courteous of other teachers' cars.

F. Visitors

All visitors must be cleared through the front desk and receive nametags. This applies to husbands, boyfriends, children, other family members, friend's etc. No visitor is permitted to go into a classroom or out on the

playground unless authorized by the office. A student's parents, who are visiting, must also be authorized through the office. Classrooms should be prepared for observation at all times.

Any strangers on the school grounds should be reported to the office immediately and should be approached with caution.

II. Telephone Privileges

A. Use of Business Telephone

The use of the business telephone in the teacher's lounge is limited to use during scheduled break times. A three-minute limit is placed on all telephone calls. Please encourage family and friends to call you at home. Please use the telephone privilege only when necessary for personal business such as making doctor appointments etc. Please feel free to use the school's telephone book to look up numbers. Any emergency calls will be dealt with accordingly. As a point of reference, the Administrative Assistant or a Director answers all incoming calls to MHPS.

B. Cellular Telephone / Electronic Devices

In the event that cellular telephones or electronics are brought to school, the following rules apply:

1. Cellular telephones/electronics must be kept turned **off** except during the scheduled break time. Cellular calls and texting may be made or received **only during the designated break time (not in the nap room)**. Emergency calls need to come through the school's main telephone at 918-622-2327.

If an exception is needed, please contact a Director prior to use.

As a general rule, all calls received or made must be handled either during break times or before or after the scheduled school hours.

II. Social Media

All personal social media posts (Facebook, Instagram, Snapchat, etc.) made by staff may not include any information, comments or pictures regarding students. In addition, any Facebook or Instagram pages that are created for classrooms must be approved by the school.

Teacher/Student Relationships

A. Parent Communication and Conferences

The Lead Teacher or a Director should handle all communication regarding a student's needs or behavior. All information that would be helpful should be brought to the attention of the office. Staff should not give their personal phone numbers to students; this is for your protection.

Upon request, conferences may be arranged and progress reports requested from each student's teacher.

B. Staff Children

Staff will not be able to teach in the same area in which their child is enrolled. Staff will need to see that their child is taken to his or her assigned classroom and then report to their own classroom at least ten (10) minutes prior to the scheduled class time. Teachers' children are expected to follow the same rules as other students. In the event that a child has special needs (behavioral, medical etc.), please refer these to a Director.

Staff children will be eligible for a reduced tuition rate. The tuition will be due the first of each month. All Kindergarten and Elementary School application fees, optional lessons, field trip fees etc. are due in full.

If your child should become ill during the day, he or she will be isolated in an office until you can be relieved of your duties.

C. Greeting and Nurturing

1. A teacher should always be available to greet all students. Greet the student with a smile and a "hello", or "good morning" using the student's name. **Never** allow your personal mood to be shown to the student through either your tone of voice or in any other manner.

2. If necessary, accept the student's need to cry. Silencing a student and forcing him or her to keep quiet may save your feelings, but does not take into consideration how the student might feel inside.
3. Direct the student to an activity or to group play where he or she can forget the initial separation from the parent and begin to feel a part of the school.

D. Inside Free Play

1. All toys are limited to usage by a maximum number of students at one time. Free playtime should be divided into: a.) quiet class (puzzles, books, dress-up and quiet games) and b.) active class (blocks, cars, playhouse and active games). You are responsible for all toys---so do not let your group of student's tear or throw books, destroy cars or lose puzzle pieces.
2. In the beginning of a class session, and repeat if necessary, sit down with the group and show them how to play with the different toys (one or two toys per day) until they become familiar with the rules for using them. Restate the instructions with new children in class especially as they relate to housekeeping areas. All items should be placed in their proper places. All students should know where each of the toys belongs. Show them the proper place and when they are through playing, make sure they return the toy and tell them "thank you". It is your responsibility to separate and return all toys to their proper containers.
3. Frequently students may ask to change activities. Arrange to exchange students or alternate activities by the days. At least one teacher should be with each class at all times. Directors will be in charge of parents and handling telephone calls unless otherwise assigned.
4. Be sure to remind children to go the bathroom regularly.
5. Teachers should be interacting/supervising children throughout the day. **(No working on lesson plans, prep work, or other distractions should occur anytime that the teacher is with children.)**

E. Outdoors

1. Teachers will be assigned specific areas of the playground to supervise. Please stand – no sitting to prevent any accidents and assist in the interaction of students. Be sure that all gates are kept locked at all times; (the key is easily available for adults to unlock for fire drills). Please do not distract the teachers on duty. (See Playground Rules)
2. **Never** leave students unattended --- not even **one** student. **(Count children going out & coming in.)**
3. Do not let students throw rocks or dirt, climb fences, open gates, destroy toys or property. Your job is to supervise the students, not catch up on the news of the day or become involved in other activities. Stay positioned away from the other teachers. Sweep pea-gravel off concrete. This is not a time to visit with parents or other teachers. Your Supervision of the children is most important.
4. Students should be allowed to go to the bathroom and a teacher should accompany the student. Also, teachers should remind students to go to the bathroom. (This is especially true with younger children).
5. Occasionally, planned games are fun such as: follow the leader or Simon says. Teacher/student interaction is extremely important for effective development and bonding.

6. Please see that the student's shoes are emptied and tied and on the correct feet, faces are clean and noses are wiped as necessary during the entire day and especially at the close of the day.

F. Classroom Activities

1. Do not leave your classroom. **Keep classroom doors and sliding pocket doors closed, unless a bathroom break is needed.**
2. All focus and attention should be kept on classroom activities.
3. Start class promptly, be prepared with lesson plans, and keep activities moving.
4. No smoking is permitted at any time on school premises. A cold drink in a plastic cup with a lid may be allowed. No glass containers are allowed.
5. Carry through with your class themes and coordinate with your fellow teachers.
 - Short weekly meetings can be held with Lead Teachers to go over lesson plans and any classroom or child related concerns with a Director.

G. Snacks

1. Your snack trays will be set up and delivered. .
2. A simple child's prayer should be said quietly, and with reverence, before being served.
3. Never threaten or discipline a student by taking away snacks from him/her. It is a licensing law that two snacks are served each day.
4. Disposable gloves are required for serving **all** snacks and lunch items. Hands are **not** to touch food at any time. Food items must be on a napkin or in container when being served to the children. Please hand food snack to child (Do Not drop food).

H. Lunch

1. Lunch should be a happy but controlled time. Students should wash their hands first, say a prayer, and be ready with hands in lap and feet under the table to be served.
2. Help prevent students from throwing or dropping food. Encourage manners.
3. Encourage students to eat all of their food. It is not desirable to "force feed" any student. However, the use of pleasant remarks about the food will be helpful and offer encouragement.
4. Twelve student maximum per lunch table, supplies and trays available for staff.
5. Lunch provides an excellent time for teachers to visit informally with their students and become better acquainted. Speak quietly to model noise level desired.

6. Teachers may not withhold dessert from a child for any reason.

I. Bathroom

1. Help students develop a habit of washing their hands with soap and water after using the bathroom. Encourage and remind (the youngest especially) students to go to the bathroom. Suggest that the student go to the bathroom at the beginning and close of class, not **during** the class. Student usage of the bathroom during class should be confined to one at a time.
2. If an accident occurs while the student is in your care, 1.) change the student and place the wet clothes in a bag marked with his or her name on top of the cubby; 2.) be sure to send the bag home with the student when the school day ends with an accident note, time accident occurred and request the clothes be returned the next day
3. Send students to the bathroom before recess and lunch
4. Homeroom teachers are responsible for their students "extra" UNIFORM clothes inventory.
5. Hand sanitizer is not to be used in place of soap and water.

J. Naptime

1. After lunch, the students should go to the bathroom, wash their hands and go to an assigned cot. The same labeled cot should be used each day.
2. Use the same positioned cot. Use a sleeping chart to help identify locations. Cots should be at least two (2) feet apart and children placed head to toe. Place the student's shoes under the cot.
3. Teacher must have naptime music on for the duration of rest time.
4. If a child is not asleep, you must stay in your room until 1:25.
5. For every student, especially the "hard to sleep" student, try rubbing his or her back or holding their hands, but it is necessary to stay with the children until all are asleep.
6. The "early to wake" student should be kept quiet until wake up time. The teacher should use a positive but calm voice.
7. Never allow students to put up or take down cots.
8. Make sure the students put their shoes on the correct feet and tie their shoes throughout the day.
9. Make sure that all pillows and blankets are labeled with the student's name. Keep blankets, pillows, & sheets in separate bags and neatly stored in cabinets.
10. Wake up resters promptly and attend to any accidents. All children should go to the bathroom upon waking.
11. Please stack cots neatly to insure that they will fit into the closets. Any cots with defects should be reported to the Supervisor.

12. Ready students for afternoon snacks, saying a prayer before eating or drinking.
13. When covering another teacher's room, YOU MUST sit/stand in the pocket door the entire time the other teacher is gone. During naptime, teachers must sit in pod area between two rooms in order to properly supervise both nap rooms. Teachers need to periodically walk through the rooms & check on students napping.
14. No personal naps are to be taken during working hours.

K. Going Home

1. Make sure that each student has wearing apparel, artwork, notes etc. when he or she is ready to go home. All notes, artwork, and communications must be labeled with child's name (please put date on notes and communications to parents).
2. Be a congenial teacher and if parents ask, tell them the student has had a good day, unless the Lead Teacher/Director has a reason to talk with the parent regarding the student's behavior or needs. The minor mishaps may be documented, but should not be discussed with the parents without the knowledge of the lead teacher or Director.
3. Please make sure that the student's shoes are on the correct feet and tied, and faces are clean.

L. Special Student Needs

1. Family Separations, Divorce and Relocation

This student needs your understanding, interest and attention.

2. New Baby at Home

This situation always creates an adjustment for the student. He or she will need your extra attention and confirmation of their importance.

M. Sick and Medicated Children

These students should not be pampered or treated differently, but should always be observed without a great deal of notice being given outwardly to the individual student. Prior to any teacher accepting medication from parents, a medicine authorization card must be completed and signed. In addition, all medication must be properly labeled and stored in a medicine box. Please use the appropriate forms when administering medication. **Never** give medicine without authorization NOT even an aspirin. A Director should call the parent first to get approval. If the child is sick (fever, throwing up etc.), the Director should call the parent and have the child picked up. While waiting, the sick student should be isolated from the other students in an appropriate area. Be prepared to attend positively to a student's illness or allergy.

Make sure that all medications are sent home at night unless otherwise instructed. If a student should become ill at school, please report the symptoms to your Lead Teacher and Director's attention. The student's temperature will be taken and he or she isolated from classmates. The severity of the illness will be determined and the parents contacted if necessary.

Before returning to school, a physician's statement may be required for a student who has been home with a contagious illness.

N. **Discipline**

1. All discipline should be administered with a positive approach as follows:

- a. Separate the student from the behavior. Explain to the student what behavior was unacceptable, and what you want the student to do.
 - b. Give choices.
 - c. If the behavior continues, direct the student to an alternate activity or a safe place.
 - d. Contact the Director regarding the student and their behavior. Note daily any ongoing concerns regarding behavior in the Teacher's Documentation Book. This is for staff reference only.
2. The teacher should always use a quiet but firm positive voice.
3. It is not permitted to touch or threaten a student while administering discipline.
4. Only Lead Teachers and/or Directors are allowed to converse with parents regarding a student's behavior problems.

It is the responsibility of the Director to determine if the parents should be contacted, please bring any prospective areas of danger to their attention.

O. **First Aid**

All teachers should be knowledgeable of basic first aid. Any information required on the subject will be supplied from the office on request. First aid kits should be stocked with all necessary supplies. Each kit should be kept clean and out of the reach of the children. Lead Teachers will be responsible for the First aid kit and replacing items as needed. Inform Lead Teacher/ Directors of serious accidents. First aid kit should be taken outside on the playground every play period and returned to the pod after every play period and taken to cafeteria during lunch.

P. **Child Abuse**

Signs of child abuse can be found in the forms of physical, mental and emotional behavior. The prospect of child abuse of any form should be dealt with in a serious and conscientious manner. In the event that you suspect a case of abuse or view abuse, please report this immediately to a Director. Ask them to witness and assist in posting the information and date to the student's permanent file. Suspicions of findings should be referred to a Director and the proper authorities contacted.

Playground Rules

The following is a list of MHPS Playground Rules. The Playground Rules are designed to provide teachers with guidelines on their responsibilities while their students are on the playground, as well as instructions as to how playground equipment is to be used safely. It is the teachers' responsibility to see that the rules are enforced.

I. Teachers' Responsibilities

All children and staff will be having several outside playground times during the day throughout the year. MHPS uses the following temperature guidelines to determine whether outside recess should be conducted on a given day.

1. Recess will be canceled if the temperature or heat index is 100 degrees or above.
2. Recess will be canceled if the temperature or wind chill is 32 degrees or below

Please dress appropriately for outside play and make sure your students are dressed appropriately also. We include outside play as part of our program to keep the children and staff healthy.

Each teacher should be stationed according to the playground schedule. No sand toys are allowed on the sidewalks. Only teachers may open gates. Teachers should have the students sit down until all students in their group are outside and ready to play.

Teachers should check all areas when bringing their students inside. Be sure to count your students to make sure that all are there. As a word of caution, students will sometime tend to linger around certain equipment.

Teachers should also remember to empty students' shoes and retie them each time their group comes in from the playground. Line group up using the rope, count your students, and walk backwards at front of rope facing children. (A quiet transition song is especially helpful while walking down the hall.)

II. General Playground Equipment

1. All equipment with accessories (balls, bean bags, etc.) must be kept in container with lid.
2. Accessories for sand area (dishes, etc.) must be kept in a container with lid.

A. Slide

Students should line up at the bottom of the stairs. Only three students are allowed on the platform at one time. Only one person may slide down at a time and should slide feet first. Students are not allowed to stop and play inside the tunnel slide or tunnel, or play or sit on the stairs, platform or bars on the top of the slide.

B. Swings

Students should swing while sitting down only. Teachers should limit students to 5-minute turns if a lot of people are waiting. Students should not jump out of swings or play or swing on support poles. If needed, teachers should assist students in swinging. **Do not** allow other students to push the swings.

C. Merry-Go-Round

Only four students at a time are permitted on the merry-go-round. Students should sit facing the center and holding on to the bars. Students should **not** run around the merry-go-round when pushing. A student pushing **must** stand in one place.

D. Hanging Bar

Only two people are permitted on the bar at one time. Please note that the bar is to be used for hanging only and no sitting or flipping is allowed.

E. Jungle Gyms

This equipment should be used for climbing only. No jumping is allowed from any equipment. A larger climber is available for Kindergarten and Elementary students. Only four students are allowed on this equipment at one time.

F. Barrels

Only two students are allowed at one time. No jumping off at the top or standing is allowed. Students should sit in the barrels.

G. Sand Toys

Students should play with sand toys in the sand and in the pea gravel. Keep sidewalks clear at all times. Be sure to **keep sand and pea gravel off of the sidewalks**. Brooms need to be kept under the overhang.

H. Jeep

The maximum number of students to be in the Jeep is 5 or 6 depending on age/size. No one is to sit on the floorboard or on front of the Jeep. All children must sit – no standing.

I. Teddy Bear Toss

The maximum number of students to play the Teddy Bear Toss is 4. No climbing or standing between the toss and the building. Throw beanbags ONLY. Keep beanbags in plastic container with lid.

J. Tic-Tac-Toe

2 -person maximum to play the Tic-Tac-Toe, no climbing on the equipment. If the child needs assistance please help.

K. Water-Sand Table

No one is to climb on the table; if it is too wet for sand toys then it is too wet for the Water-Sand table. Make sure there is not too much water in the Water-Sand table.

L. Funnel Ball

2 children share a ball; please keep balls with equipment so everyone has a chance to play (in a container with a lid).

M. Bikes/Wagons

Keep all bikes on track going in the same direction. Do not crash bikes into each other. No standing on bikes, the last pod outside needs to make sure the bikes are locked.

N. Pea Gravel and Sand

Do not let students lie down in the pea gravel and sand or cover themselves or each other with it. In addition, students **must not** be allowed to bring pea gravel to the sidewalk, overhang, or put in pockets.

O. North Playground

1. Keep pea gravel piled up under monkey bars and slides
2. Climb up and down on the climbing wall
3. Climb up and down on the climbing bars
4. No hanging on the climbing bars
5. No climbing on the outside of the upper bars
6. No flipping on the "Fireman Pole"
6. Sit on slide, never climb up the slide
7. One child at a time going down the slide
8. No head first down the slide
9. Wait in line for slide, keep hands off the person sliding

10. Do not spin, or sit on bar above slide area
11. No climbing over the upper bar
12. Do not sit and wait on the climbing bars
13. One way, at all times on the monkey bars...
14. **A teacher, must always be present by the monkey bars when a child is crossing...Teacher must help all children who need help...encourage child to drop...immediately, if they are tired...(Avoid...letting the child twist and hang with one hand. Do not allow child to climb with anything in child's hand)**
15. No running under the monkey bars...when in use...
16. No throwing rocks at any time...
17. No jumping off the platform by the monkey bars

Q. Buddy Bench

R. Sand Toys

CORE VALUES

WE LISTEN TO AND RESPECT OUR STUDENTS AND THEIR PARENTS.

WE DO WHAT WE SAY – WE ARE ACCOUNTABLE.

WE FIND WAYS TO CELEBRATE THE ACHIEVEMENT OF FELLOW TEACHERS AND HAVE FUN DOING IT.

WE ENCOURAGE AND SUPPORT EACH OTHER.

WE DON'T TOLERATE NEGATIVE ATTITUDES.

**WE TAKE PRIDE IN OUR WORK AND STRIVE FOR
EXCELLENCE.**

**WE TREAT EACH OTHER THE WAY WE WOULD WANT
TO BE TREATED AND THE CHILDREN THE WAY WE
WANT OUR CHILDREN TREATED.**

PARENT/GUARDIAN/CARING ADULT AGREEMENT:

Lifeskills:

Responsibility
Cooperation
Effort
Patience
Initiative
Curiosity
Friendship
Caring
Problem Solving

I (we) will

See that my child is punctual and attends school regularly.
Support the school in its efforts to maintain proper discipline.
Support completion of homework and review it regularly.
Encourage my child's effort and be available for questions.
Stay aware of what my child is learning.
Read with my child and let my child see me read.
Communicate regularly with my child's teachers.
Respect school staff and the cultural differences of others.
Help my child resolve conflicts in nonviolent ways.

SIGNATURE _____

STUDENT AGREEMENT: I will

Responsibility
Organization
Initiative
Effort
Integrity
Caring

Attend school regularly.
Come to school ready to learn.
Complete and return homework assignments.
Work hard to do my personal best.
Follow school rules.
Respect and cooperate with other students and adults.

SIGNATURE _____

TEACHER/STAFF AGREEMENT: I will

Cooperation
Initiative
Perseverance
Integrity
Problem Solving
Caring
Responsibility

Provide necessary assistance so parents can help with assignments.
Provide information about student progress.
Strive to make learning relevant.
Have high expectations for myself, students, and other staff.
Provide a safe environment for learning.
Respect the cultural differences of students and their families.
Establish and maintain effective communication.

SIGNATURE _____

DATE _____

Parents, please discuss this agreement with your child, sign, and return to school TOMORROW. A copy will be returned to you for reference.

Kindergarten Discipline Plan

Dear Parent,

We are delighted that _____ is in Kindergarten this year. With your encouragement, your child will be a part of many exciting and rewarding experiences.

Since lifelong success depends in part on learning to make responsible choices, we have developed a classroom discipline plan which affords every student guidance in making good decisions about his/her behavior and thus an opportunity to learn a positive educational climate possible for his/her growth, and we know that together we will make a difference in this process. The plan below outlines our classroom rules, possible rewards and consequences for appropriate and inappropriate behavior. They are:

- | | |
|--------|---|
| Rules: | <ol style="list-style-type: none">1. Follow directions.2. Keep hands, feet, and objects to yourself.3. No teasing or name-calling.4. Always walk inside. |
|--------|---|

To encourage students to follow these classroom rules, we will recognize appropriate behavior with praise, "good news" notes home and positive phone calls. However, if a student chooses to break a rule, the following steps will be taken:

- Warning
- 5 minutes working away from group
- Time out in Miss Mary's office & note sent home to parents
- Call parents. (A conference will be scheduled for continuing unacceptable behavior.)
- Sever Disruption: In the event of any aggressive behavior towards a classmate or teacher, the student's parents will be called to pick up their child for the remainder of the day.

Be assured that our goal is to work with you to ensure the success of your child this year. Please read this classroom discipline plan with your child, then sign and return the form below.

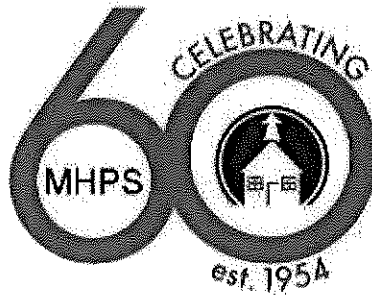
Sincerely,

I have read the discipline plan and have discussed it with my child.

Parent/Guardian Signature:

Date:

Comments:



Dear Parents:

We are delighted to welcome you and your child to Miss Helen's Private School. We appreciate your confidence in choosing Miss Helen's. Our experienced faculty and staff are committed to helping your child achieve academic and social growth in a caring and nurturing environment.

We have prepared a Parent/Student Handbook for your ready reference. The handbook contains information on the school's operational policies and procedures. It is also designed to answer your general questions as well. We encourage you to become familiar with the handbook and refer to it often. You will note that Miss Helen's Private School is family-owned and operated and has been serving the Tulsa community since 1954. We are very proud of our state-of-the-art school facility, which opened in October 1996, and exceptionally pleased of the Elementary Grades classrooms added in summer of 2008.

We are glad that you and your child are here and encourage your individual participation and questions. Please feel free to contact any of our executive staff directly if we can be of any personal assistance.

Sincerely,

The Executive Staff

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History

Miss Helen's Private School is family-owned and operated and has been serving the Tulsa community since 1954. Several of our current students represent the third generations of both former students and faculty members. Miss Helen's offers a preschool program, kindergarten, and elementary school program for grades 1-5. In addition, a special summer session is offered at all levels, June, and July.

In October 1996, we completed and moved into a new 15,400 square foot state-of-the-art school facility at 4849 South Mingo. This facility has allowed us to greatly increase our educational and extra-curricular offerings, as well as provide an expanded food service program for students. Our educational facilities include three preschool pods, two kindergarten classrooms and elementary grade classrooms. During the summer of 2008, a 4,300 square foot elementary wing was completed for all our elementary grades. In addition, we have added a newly designed playground, testing areas for speech, language and reading, and a computer lab. Our facility also incorporates a state-of-the-art security camera system and observation windows on classroom doors.

School Philosophy

The goal of Miss Helen's Private School is to provide a high-quality professional and positive year-round learning environment in which all students are challenged to achieve their full potential. We believe the learning experience should combine self-discipline with academics and be enjoyable and fun. We believe that the teaching curriculum should incorporate the latest technology available and be adapted to accommodate each student's individual needs.

We remain committed to making a positive difference in the lives of our students and helping them to achieve a high level of self-confidence and overall success. We believe that a team approach, involving all faculty and staff members, is essential to the student's progress and that each faculty and staff member plays a critical role in both the student's and schools' overall success. We believe that the student's family also plays a key role in the learning process and is an integral part of our team.

Mission Statement

Our mission is to educate and support students by creating an environment that cultivates personal and academic excellence.

Admission Policy

Miss Helen's welcomes enrollment of all students and is nondiscriminatory regarding race, color, religion, creed, gender, national or ethnic origin. Each student is entitled to all rights, privileges, programs, and activities made available to all students at the school. Our enrollment and permission form must be completed and signed by the parents. Application, enrollment, and supply fees must accompany each student's application prior to approval. All children must have

a health form completed and signed by a physician prior to attendance, meet school age requirements, and be toilet trained. Kindergarten and Elementary children also need a copy of their birth certificate prior to the first day of school session.

School age requirements for each individual section are as follows:

Preschool _____ 3 years through 5 years

Kindergarten _____ 5 years by September 1st

Elementary School _____ Successful completion of previous grade

Tuition Policy

Full tuition is due regardless of vacations, holidays, school closings or any other absences. The parent, custodial parent or legal guardian shall assume responsibility for payment of the student's full tuition.

School year tuition is paid either by the school year (end of July), semester (end of July/December 1) or a 10-payment plan for the school year one calendar month in advance and due **on the first of each month**. If payment is not received in the school office **before** the 15th of the calendar month, a late charge of \$50 will be added. If the tuition and late charges are not paid in full by the 20th of the month, there will be an additional \$25 late charge applied. Outstanding amounts, not received by the last day of the calendar month, will be sent to our attorney for collection. In addition, enrollment will be suspended. Attorney fees, court costs and other expenses will be added to the amount due and collectible.

In cooperation with the Tulsa County District Attorney's office to enforce the Bogus Check Restitution Program, we cannot accept "postdated", "hold", "two-party", and out-of-state checks.

All returned checks will be charged a \$25 fee, and the responsible party will be requested to reimburse the school with cash immediately.

Enrollment Policies

Attendance/Absence

- Sunshine Kids, Clover Club and Rainbow Dreamers (preschool) students are required to be in school **before 8:30 a.m.**
- Kindergarten students are required to be in school **before 8:30 a.m.**
- Elementary students are required to be in school **before 8:00 a.m.**

*Elementary Students may be dropped off at north entrance (by flagpole)

The parent must accompany each child to the front door.

It is necessary to be prompt to class to fully participate and benefit from class programs. If your child is late, or absent, please call the office, as it is necessary for us to make the proper arrangements. In addition, please call the school if you plan to pick up your child early.

There are no provisions for make-up days or credit days. School closes **promptly at 5:30 p.m. each day**. Other arrangements will need to be made if your child cannot be picked up **before 5:30 p.m.**

Withdrawal Policy

All withdrawals (temporary or permanent) require a one calendar month notice in writing to the school office. If written notice is not given, a \$150.00 withdrawal fee will be charged.

There are **no refunds or reduction in tuition granted**.

Scheduled School Closings

Staff In-service Days - Normally held in the first two weeks of August.

Labor Day - The first Monday in September.

Fall Break – Normally the third Thursday and Friday in October.

Thanksgiving - Includes the **Wednesday before**, Thursday and the Friday following.

Christmas Holiday Break - Normally the break involves a period of about two weeks and includes days prior to and just after Christmas including the New Year holidays. Specific dates will be announced in advance.

Parent Conference Days - Normally scheduled in November for Preschool and January for Kindergarten and Elementary school students.

MLK Jr. Day

Presidents Day

Spring Break - Days scheduled will be the third week in March.

Good Friday

Memorial Day Week

Independence Day – Includes the day before and after July 4.

These days are not “made-up”, and no credit is given. Advance notices are posted in each classroom and monthly calendars are posted to Miss Helen’s app.

School Closings Due to Weather

When Union Public Schools are closed due to weather, Miss Helen’s Private School and offices will also be closed. This policy was initiated with the concern for the safety of the students, parents, and staff in mind.

School closings due to weather will normally be announced on local television and radio (KRMG 740 AM) before 7:00 a.m. with the Union School District closings included. If you are unsure, you may also check Miss Helen’s Facebook page. Remind texting will confirm closings. No reduction, credit, or refunds are given for closings due to weather.

Health Policies

Health Forms/ Immunizations

The Oklahoma Health Department requires all **preschool** students to have received the following immunizations: 4 DTP; 3 Polio; 1 MMR; 2 Hepatitis A and 3 Hepatitis B; 4 HIB and Chicken Pox vaccinations. **Kindergarten and elementary** students are required to have the following immunizations: 5 DTP; 4 Polio; 2 MMR; 2 Hepatitis A and 3 Hepatitis B; 4 HIB and Chicken Pox vaccinations. Forms for all students must be renewed as needed and are due at the beginning of each school year.

Illness

Please do not send children to school if they have an infection, bad cough, fever or flu-like symptoms or vomiting. We will appreciate your calling the school if your child is ill. This will allow us to make both teachers and other parents aware of any potential contagious illnesses. Children who have a temperature should not attend school until their temperature is normal for a 24-hour period. If your child becomes ill at school, we will call you to pick him or her up immediately, as we do not have isolation or sick rooms available.

Medications

Medications, to be administered at school, will be given only if an authorization and release form is completed and signed by the parent. A completed authorization and release form, with directions, must be submitted each time that a new medication is given. The medication must also be properly labeled. Some illnesses like pink eye, rashes or oozing sores will require a doctor's authorization before a child can be readmitted to school.

Emergency Treatment

A completed form, providing for emergency treatment to be initiated, must be on file in our office. This will be used only under emergency conditions where we are unable to contact the child's parents. If a life-threatening emergency should arise, the closest emergency center will be used.

Serious Injury Plan

When a child is injured, the staff at Miss Helen's will evaluate the injury. When the injury is minor, first aid will be applied, and an accident form completed and filed. Parents will be called or notified at the time of pickup based upon the extent of the injury.

If the injury is serious, a staff member will secure an ambulance by calling 911 and then notify parents. A second staff member will check to ensure an open airway, control bleeding, comfort the injured child and keep them calm.

A Director will accompany the child to the emergency center. They will take the child's file, which includes all medication information noted on the health form and the emergency release form. The staff member will remain with the child until a parent or parent's designee assumes responsibility for the child. An accident form will then be filled out and filed.

Discipline Policy

Miss Helen's standards encourage self-respect, respect for others and their property, and allow for a climate of learning and optimal individual care. Teachers prevent inappropriate behavior by setting up their rooms with quality and quantity of appropriate class activities, special seating for students, and teacher's total attention. Teachers will redirect a child to another activity to prevent inappropriate behavior. Positive reinforcement is given for behavior and age-appropriate choices are given.

Problem behavior is managed in three ways: First, the teacher may offer developmentally appropriate choices. Secondly, depriving the child of an appropriate privilege is another generally accepted form of encouraging self-control. A child will not be deprived of anything that falls into the area of basic needs i.e. food, rest, opportunities for fresh air. In more serious circumstances, the teacher has a third option of receiving help from a supervisor or the office. In this instance, a child might be isolated in another classroom to complete class assignments. A child may also be isolated in the office.

Miss Helen's Private School reserves the right to isolate disruptive students and/or remove them from their classroom. The student's continual noncompliance with classroom standards will result in a parent conference, either by phone or in person to discuss options for professional assistance. If the disruptive behavior continues after the conference, the school reserves the right to contact the parents to have the child picked up for the remainder of the day. If a child deliberately and aggressively injures either another child or teacher, parents may be called and asked to pick up the child at school immediately. The child will be dismissed for the remainder of the day. Repeated disruptive behavior can result in an "out-of-school" suspension. Such suspensions may result in a student being dismissed from the school. Miss Helen's reserves the right to judge the severity of the noncompliance in accordance with the classroom's predetermined standards.

Other Things You Should Know

Proper Clothing

Uniforms

Miss Helen's Private School requires that all students wear uniforms. Information is available from the school office or from C & J Uniform at 918-610-7470. C & J Uniform as well as items labeled uniform at our online store: mhps.4mypromo.com are the only authorized stores to purchase Miss Helen's uniforms.

Tennis shoes are strongly recommended to help ensure the safety of your child. Please **no** "flip flop" style shoes. Modesty shorts must be worn under the girl's jumpers. Our school policy is that students will go outside throughout the school year at recess time unless it is raining, or it is exceptionally cold or hot. It is especially important with the uniform policy that all removable clothing must be labeled with your child's name (sweaters, coats, hats, etc.). All outerwear (sweaters, sweatshirts) worn in the classroom must be uniform apparel.

Progress Reports/Report Cards

Preschool Progress Reports

Progress reports and conferences may be requested at any time by calling the office. The school sends home progress reports from each preschool class mid-year and year-end. The reports represent some of the goals achieved by the student and cover materials that have been introduced to the students in general.

Kindergarten and Elementary Grades Report Cards

Report cards for kindergarten and elementary grade students will be sent home at the end of each nine weeks of school. The report cards serve to outline the student's accomplishments.

Recess

All children will be having several outside playground times during the day throughout the year. Miss Helen's Private School uses the following temperature guidelines to determine whether we will be having outside recess.

Temperature or heat index - 100 degrees or above

Temperature or wind chill - 32 degrees or below

Please dress your child appropriately for outside play and label all outside apparel with the child's name. Please assume outside play and bring coats on cold days. We include outside play as part of our program to keep the children healthy.

Parent/Teacher Conferences

Parent/teacher conferences will be held each year in November for parents of preschool, January for parents of kindergarten and elementary grade students. In addition, special conferences may be scheduled by parents, or the school as needed. All parents are encouraged to consult with any of the following individuals as the need arises: their child's teaching supervisor or a school Director.

School Calendars

Scheduled school closing calendars will be available second semester for each new school year. General information calendars will be posted on Miss Helen's app monthly.

Meals and Snacks

A morning snack is served daily and consists of juice or milk and a light breakfast type food such as toast, crackers, fruit, cereal etc. The morning snack is not considered as a replacement for breakfast. Please provide breakfast for your child **before** he or she arrives at school. An afternoon snack is served each day and consists of milk or juice and low sugar snack food such as graham crackers, popcorn, fruit etc. A snack menu is posted on Miss Helen's app and in the pod for both morning and afternoon snack times.

A family style hot lunch is prepared on the school premises and served daily. Lunch menus are posted on Miss Helen's app. monthly and posted in the school.

Please do not send gum or candy to school. Our teachers are using rewards, other than food, for the children. We are actively teaching that flavors other than sweets are good for children. If you wish to provide a special snack for your child's class, please plan with the school. No **red** beverages are allowed in the school as well as no cake or cupcakes with bright colored icing.

Parking Lot

The main **entrance** to the school is the **South** driveway and the **exit** is the **North** driveway. Parking is available facing West and North. There are handicapped parking slots available at the

South end of the parking lot. Additional parking is available on the gravel parking lot on the North end of the building.

Please observe the **No Parking** area located at the front of the building. This is the designated **fire zone**. The **No Parking** zone is required by the Tulsa Fire Marshal and is always to remain clear.

As parking spaces are limited, parking **within the designated lines** is a necessity. Please respect other individuals' vehicles and parking needs.

Children need to be either carried, or their hands always held by an adult, while out in the parking lot. This is important for safety reasons. Children cannot be seen easily when vehicles are backing up. In addition, vehicles always need to be driven slowly. Please remember to be courteous and respect the needs and safety of others while in the parking lot.

Someone Else Picking Up Your Child - Visitors

Please call the office if anyone other than the expected parent is planning to pick up your child. Without parental/guardian permission, the child will not be allowed to leave the school. *Legal documentation needs to be on file for extenuating circumstances.

For security reasons, all visitors are requested to report to the reception area. Any entry into the school building, other than scheduled class arrivals and pickups, will need authorization. A valid driver's license, or current photo identification, is required. In addition, no child will be allowed to leave with anyone under the age of 16.

Birthdays

We enjoy recognizing each child's birthday during class time. Parents may provide special snacks for their child to share with classmates. Please plan with the front desk to ensure there are enough snacks for everyone in the class. Colored (dyed) frostings are not permitted to prevent staining on skin, uniforms, & carpet.

Birthday Invitations

Pre School (SK, CC, RD) children may send home party invitations from school IF their entire homeroom class is invited. **Refreshments** may be brought to school to share with your child's homeroom class or for the entire Pod for afternoon snack time (3:00-3:30). Please pre-arrange with front desk.

Kindergarten – students may bring and send home from school party invitations for their entire class (Busy Bear or Lucky Lions) or all girls/boys in their entire class. **Refreshments** may be brought to school to share with the students' class for afternoon snack time. Please pre-arrange with front desk.

Elementary – students may bring and send home from school party invitations for ALL their class, or ALL girls/boys in their class. **Refreshments** may be brought to school to share with their Elementary classmates for afternoon snack time (3:30). Please pre-arrange with front desk.

*Reminder – NO colored frosting is allowed at school!

Healthy snacks, cookies, rice krispie treats, brownies, donuts are all acceptable refreshments. No cakes.

Note – we are not allowed to give out family phone numbers or addresses to anyone. Please refer to the school directory that is provided in the fall each year.

Parent Involvement

Parents are an important part of our program at Miss Helen's and there are several ways for you to become involved in school activities and your child's education. We schedule several activities throughout the year to encourage parent involvement.

In addition, we hold periodic educational seminars for both parents and teachers throughout the school year. We welcome and encourage your involvement in all school programs. We also welcome you to visit during the normal school day to observe your child's classroom activities. Please contact the office if you have any questions regarding these programs or would like to serve in a volunteer capacity throughout the school year.

PTO

Mission

The mission of Miss Helen's Parent Teacher Organization is to support the school's commitment to make a positive difference in the lives of our students. Our goals are to: enhance fundraising and social events, strengthen communication between parents and teachers and encourage family participation.

Meetings/Committees

The PTO meetings are announced on monthly calendars at the school and invite all parents and teachers to attend. Parents are encouraged to join one of the special committees, including Social, Fundraising and Pod Party Parent, and Teacher Appreciation. Committee meetings are scheduled as needed.

Miss Helen's Private School Programs

Overview

Miss Helen's is pleased to offer a variety of programs for students in preschool, Kindergarten, and elementary grades 1-5. Our proven and tested curriculum is continually revised and updated to

make sure that each student has the benefit of current academic trends and growth opportunities. To ensure consistency, our preschool curriculum complements our existing kindergarten and elementary school programs.

We constantly interact with other private school administrators from throughout the United States to learn about new approaches to enhance our students' learning experiences. However, although some of the educational concepts are new, we continue to stress the fundamentals and the importance of self-discipline and respect in a caring and nurturing environment.

Miss Helen's became one of the first schools in the Tulsa area to introduce a new violence intervention program for its students. The curriculum is designed to teach children respect for family, teachers, and other students. The nationally acclaimed program, developed by a Seattle-based nonprofit organization called Committee for Children, is called Second Step. This program makes use of puppets and other audio and visual aids as part of the curriculum. The school offers programs which emphasize language skill development and teach children how to identify feelings, reduce anger, solve problems, and get along with others. Second Step is presented to preschool students in Rainbow Dreamers Pod.

Sunshine Kids and Clover Club both use the Character Critter curriculum. Kindergarten and Elementary students are taught Character Counts.

The following pages will serve to introduce you to our faculty and staff and our educational programs in more detail. These include preschool, kindergarten, elementary school, and our summer programs.

Faculty/Staff

Miss Helen's faculty and staff are headed by an experienced group of dedicated professionals. All our key administrators are celebrating over 28 years with the school. Most of our faculty members hold bachelor's degrees and continue to pursue their training in early childhood development through ongoing continuing education and workshops. The average length of service for faculty members is approximately 10 years. Miss Helen's also provides speakers and workshops on topical issues for faculty, staff, and parents.

Executive staff members include the following:

Executive Director - Lynda Wingo

Administrative Director – Jayme Wingo-Baker

Preschool Director - Rhonda Reidy

Kindergarten /Elementary Director – Christi Ray

Miss Helen's Preschool Program

The Preschool program departs from the traditional self-contained classroom environment and allows students to rotate between teachers. The students are placed by birth date in one of three pods of classrooms. Children are grouped by birth date and their individual needs are met by each of the class teachers. The pods are not broken down by one age, but by the children's' group birth dates and availability. The names of the classroom pods are **Sunshine Kids**, **Clover Club** and **Rainbow Dreamers**. Each student begins in one pod and then progresses to the next. Each pod provides four classes, which the children attend daily.

The **Sunshine Kids** and **Clover Club** classes include **Stories-Science** - which emphasizes reading/writing and math skills, story time and hands-on science; **Music-Spanish** - involving

songs, music activities, movement and coordination. In addition, a beginning Spanish course is included in the daily activities; **Art** - students learn colors, shapes, basic skills such as fine motor through coloring, painting and self-expression and **Dance** - tap, ballet and tumbling are offered to help develop large motor and listening skills. The HighReach Learning curriculum is used in the Sunshine Kids Pod to supplement our theme-related resources. The DLM Under Construction Beginning Math curriculum, Frog Street Press - Sing & Read Alphabet Series and Handwriting Without Tears is used in the Clover Club Pod. This will provide new experiences in learning and growing for your child.

The **Rainbow Dreamers** program also consists of four classes which students attend daily. We use a curriculum called The Land of the Letter People. Our math curriculum is Math in My World. The four classes include the following: **Learning Lab** - students will meet and greet the weekly "letter person", and participate in Handwriting Without Tears; **Imagination Station** - students participate with each other in learning centers which involve: art projects, library, listening, pretend and blocks; **Word Workshop** - which includes math, Spanish and Science studies; **Step & Sound Studio** - students will enjoy learning new songs, participate in musical activities with props, tap and ballet. Students will also participate in a developmental gymnastics program. These classes provide an additional challenge to the children who have previously been in the **Sunshine Kids** and **Clover Club** classes.

A low student teacher ratio is maintained to maximize the learning experience. In addition, we have supervisors and teacher assistants available to assist in meeting each child's individual needs. Parents are kept advised of activities through a monthly calendar, which includes unit studies and special visitors. Monthly lunch menus are also available on Miss Helen's app and posted in each pod for parents. Weekly swim lessons at Miller Swim School, computer lessons, cheerleading (girls 4 years old by October), Amazing Athletes are available for additional fees. Contact the school office.

Homeroom Class Teacher

Your child's homeroom teacher is his or her first classroom teacher. After attending their first class, the students will be rotating among three other classes. They will then return to their first class and homeroom teacher. The homeroom teacher will accompany their students to the cafeteria for lunch and return to their homeroom class for rest time. The group will also be together for afternoon programs, snacks, sharing and recess. The homeroom teacher will help to assess their individual needs and provide nurturing throughout the day.

First Day Needs

Each preschool student will be required to have dance shoes for class from mid-August through May. Both boys and girls will need tap and ballet shoes. Please write your child's name on both pairs of shoes, as they will leave them at school.

Children staying for rest time will need to bring a small blanket and sheet (and small pillow if desired.) Please mark each with your child's name, as it will be left at school. We will also need

each child to bring a seasonal change of uniforms, marked with your child's name, in a large "Ziploc" bag. Be sure to also label the bag. This will provide your child with an extra set of clothes in case of a need for a change. We also ask that children not bring toys, dolls, teddy bears, money, and little cars as they may get lost.

Miss Helen's Kindergarten Program

Kindergarten Testing and Requirements

As soon as the application form and fee are received for the new kindergarten student, arrangements will be made to schedule the Gesell Institute Test.

Teachers have long recognized the wide variation among individual children in kindergarten classes. These variations manifest themselves in physical, social, emotional, and intellectual behavior. Our research has shown that the Gesell Institute Test, developed by the Gesell Institute of Child Development in New Haven, Connecticut, provides the best measurement tool to help us better understand and meet the needs of our students by initially defining their behavioral age rather than chronological age.

An understanding of such behavioral traits is useful to classroom teachers in their efforts to know each child, to appreciate his or her range in behavior and strengths and weaknesses. The results allow us to plan specific experiences that will be suitable to each individual student at this stage of his or her development.

A qualified Gesell Institute examiner tests each student to acquire a behavior age and prepares a recommendation to parents. In addition, Speech, language & vision screenings are performed to determine any concerns or need for referrals. All tests are conducted at Miss Helen's during school hours. Once the information is gathered, a conference involving the examiner, administrator of the school and parents is arranged to discuss the findings and provide the

necessary direction to help the student achieve a successful start in school and a good educational experience overall.

The Kindergarten Class

The Kindergarten Class offers reading and math programs consistent with the surrounding school districts. The reading program is Saxon Phonics & Spelling; a formal reading program presented at the child's appropriate level and incorporates a structured phonics program. Supplemental activities include workbooks, creative writing thematic study and special projects. The math program is Saxon Math. It is based on learning by using hands-on activities. The concepts learned in performing these activities are reinforced by worksheets covering numeration, problem solving, measuring, addition, subtraction, telling time and the use of money.

In addition to the reading and math portions of the class, "Liberal Arts" provides students with additional hands-on activities, which challenge them in a rewarding and positive manner. Included in the liberal arts are vocal music, physical science, creative art, and culinary art with programs that enhance the reading and math curriculum. During this time of the day, the classroom teacher is available for one-on-one instruction should a child need help in an area.

The kindergarten class has a daily Spanish teacher who will incorporate language and culture. A daily computer lab will be offered to all students as well.

Extracurricular activities are also offered and have proven very popular, swimming lessons available through Miller Swim School (with transportation provided), cheerleading, Music, Hip Hop, Girl Scouts.

Periodically, our students will be transported by private bus on a field trip (wearing their field trip uniform). A small charge will be added to your monthly statement for the field trip.

Miss Helen's Elementary School Program

Miss Helen's provides a comprehensive curriculum for grades 1st-5th in either a self-contained or multi-age group setting. An emphasis is placed on the fundamentals of developmental learning to allow each student to reach his or her full potential. The classroom environment is open and flexible to meet individual needs. The method of instruction is tailored to fit the learning styles and personality of each student. Each student is exposed to a vast amount of information and given a multitude of opportunities to analyze, synthesize, evaluate, and apply information at his or her own pace.

The reading program for 1st through 3rd grades utilizes Wonders HMH reading, Saxon Phonics, and a variety of additional curriculum consisting of enrichment activities to facilitate linear sequential instruction of the skills necessary to achieve independent reading with comprehension. For 4th and 5th grades, reading consists of authentic literature utilizing Newberry and Sequoia books when appropriate, literature response journals, vocabulary study and comprehension testing. Language Arts consists of daily grammar study, research projects, original poetry anthologies and creative self-expression through short story or book writings.

Mathematical skills are taught using hands-on projects, textbooks, and workbooks. Estimation, graphing, geometry, and fractions are presented in the same manner.

Science, social studies, health, and geography are presented within units.

As part of our commitment to excellence, the students have music, PE, art, daily computer lab, Spanish, and field trips. The students participate in ongoing social awareness programs such as: adopting children through charities to help during the holidays and donating food to help feed needy families.

Elementary students establish a small business during each academic year. Through the student run and operated business, management and labor skills are taught and practiced. The students and their company raise funding for all community projects.

The Elementary School staff is committed to effective listening, recording, and observing each student's academic and social progress to ensure that individual strengths and weaknesses are addressed.

Extracurricular activities including cheerleading, Bricks4Kids, and Young Rembrandt's are available and student participation is encouraged.

Summer Session Programs

In addition to our regular academic programs throughout the school year, we are pleased to offer three programs during a special summer session for all age groups. The summer session programs are less structured and designed to combine fun activities with an ongoing educational enrichment process. The following is a brief description.

Preschool (ages 3 years - 5 years)

Preschool classes that include dance, art, stories-science, and music-Spanish continue through the summer and serve as a basis of our programs. Special activities and events, such as Miss Helen's Pet Parade, pool party & picnic and weekly waterplay are offered. Our goal is to develop the senses, stimulate thinking and make success a daily experience for each child.

Kindergarten and Elementary Grades

Summer school enhances educational skills acquired during traditional school months. Continuing education prevents the "lack and loss" of educational achievements. Our summer school classes promote individual opportunities to enhance and work above grade levels and/or strengthen weak areas. The continuity of our class schedules and extra-curricular activities, which include lessons in swimming, gymnastics, and cheerleading, present the best combination of both academics and summer fun.

Group Lessons

Group lessons are available to help students acquire new skills. Classes which have been offered include swimming, gymnastics, golf, tennis, karate, soccer, cheerleading and more. Each class normally lasts for one or two weeks and runs about an hour a day. The fee charged includes transportation, based on Miss Helen's, and the cost of the lesson.

Other Things You Should Know

Proper Clothing

Free Dress

During Free Dress days, throughout the whole year, children may not wear costumes or pajamas. Elementary age students must have shorts that always measure to the bottom of their fingertips. Shirts must have a sleeve of some type, no spaghetti straps or tank tops. If bathing suits are worn by girls, for waterplay days, it must be a one-piece suit. No two-piece suits or flip flops are to be worn to school.