



FAMILY HANDBOOK

Welcome to OMNI LEARNING CENTER. We're here because of a vision and a goal: to bring your child a life-long desire to learn, to think creatively and critically, and to learn from the rich heritage of the past and the diverse cultures of the present, to bring each child a unique and individual blessing to the future. As in any worthwhile experience, when children know the “rules of the game” it makes the OMNI experience so much more valuable for each student.

Parents' Involvement With OMNI

1. Parents recognize that the effective partnership between your child, OMNI, and You are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals we each want to reach.
2. Parents are familiar with and support OMNI'S policies and procedures.
3. Parents provide a home environment that supports the development of positive learning attitudes and habits.
4. When concerns arise, parents seek information directly from OMNI, consulting with those best able to address concerns.
5. Parents share cultural, medical, or personal information that OMNI may need to best serve each student.

OMNI'S Involvement with Parents

1. OMNI seeks and values the parents' perspective on the student.
2. Teachers are accessible to parents and invite candid and open dialogue at all times.
3. OMNI keeps parents well-informed through periodic reports, conferences, and informal conversation.
4. OMNI actively seeks input from parents on every level.

HEALTH

Children must remain home if they have any of the following conditions: (1) Fever (they should be without fever for 24 hours before returning); (2) vomiting (vomiting should cease 24 hours before returning); (3) loose stool or diarrhea; (4) racking coughs; (5) conjunctivitis (Pink Eye). It is safe to send them after treatment has begun and the eye is no longer weepy; (6) flu, strep, head lice, chicken pox, or any other infectious disease (they may return after chicken pox when all

blisters are scabbed over); (7) colds that involve heavy sneezing or coughing; noticeable nasal discharge. **When returning to class following treatment of head lice, students must have a doctor's certificate attesting to the fact that the student is lice-free.**

CLASS SCHEDULE

Our students benefit most when they arrive 10 minutes before the start of each class.

PARENT VISITATION AND PICKUP

While OMNI welcomes parent visits at any reasonable time, we request that you make an appointment at least one session before you visit and that you advise us of the time you intend to visit. We ask that if at all possible you pick up your child by no later than 3:45 p.m.

CAMPUS RULES

Students must:

- Respect their belongings, the belongings of others, and all OMNI property.
- Stay on the grounds of Cypress Community Church during OMNI sessions until they are picked up by their parents or other designated adults whose identities are on file with OMNI.
- Follow directions of all teachers.
- Never use cell phones or communicate by text, email or otherwise during class time.

STANDARDS OF BEHAVIOR

OMNI will establish rules of behavior which promote mutual respect and dignity within the classroom, not allowing the behavior of one student to interfere with the learning of other students in the classroom. If a disciplinary problem persists, OMNI will initiate measures beginning with conferences with the student(s) involved and their parents, progressing through disciplinary probation, and ending with the possibility of suspension or expulsion.

Violations of OMNI policies include, but are not necessarily limited to:

- Physical violence toward other students.
- Bullying, discourtesy, intimidation, or harassment of any kind.
- Misuse, abuse, vandalizing of OMNI property or the property of others.
- Academic dishonesty or lying.
- Use of profane language.

- Participation in unwanted physical contact.
- Disregarding safety regulations or procedures.
- Disrespect of authority.
- Inappropriate use of technology, which includes tuning in to age-inappropriate programs.
- Behavioral misconduct, including, but not limited to, class disruption, rudeness, disrespect of others, violation of classroom policies and procedures.
- Cheating, which includes, but is not limited to, handing in another student's work as one's own, or copying or using another student's responses.
- Plagiarism, which includes, but is not limited to, using the words, thoughts, or ideas of another authority without properly citing the written, spoken, or recorded work from which the information was taken.
- Disobedience of any criminal laws of the State of California or the United States of America.
- Disobedience of any of the Rules regarding the use of property of Cypress Community Church.

If you have any questions about any of OMNI's policies or procedures, please do not hesitate to contact us at any time: in person, by telephone, or by email. We appreciate your commitment to make OMNI LEARNING CENTER a safe, encouraging, non-threatening, and cooperative environment where each student may achieve her or his own optimum development. Thank you for your cooperation and your assistance in adhering to these rules so that our motto, **“because your child deserves the very best”** is meaningful through his or her time at OMNI.

Sincerely and with love,

LORRAINE GERSTL

MARGARET LOTZ

Directors of Omni Learning Center