

## Table of Contents

Mission Statement

Finance

Facilities

Governance

Operations

Policies

Personnel

Curriculum

Students

## Mission Statement

**Mission Statement:** Prosper Academy offers a holistic learning environment dedicated to valuing each child's God-given potential, inspiring a continuous love for learning, and cultivating virtues for a purpose driven life.

**Statement of Purpose:** Prosper Academy exists to bring a Finnish style education to Shawnee, Oklahoma. We are Christ focused, play based, and nature based. We believe in finding the potential in every child.

**Vision Statement:** Prosper Academy offers a truly different approach to school with innovative pedagogical methods that inspire self-guided learning within a holistic environment. Our educational philosophy is rooted in Christian values and fosters intellectual, spiritual, physical, and emotional development. We move beyond the traditional tools of lectures, homework, and high-stakes tests. At Prosper, our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and motivates them through real-world projects and experiences. We are committed to nurturing mindfulness, integrity, and leadership. We strive to empower students to utilize their unique spiritual gifts to improve their experiential educational outcomes and gain the life skills necessary to become a successful professional.

**Philosophy of Education-** Prosper Academy follows a Finnish philosophy of education.

### **Finnish Educational Philosophy**

- The Finnish education system has been rigorously tested for decades with outstanding learning results. It combines the best and latest learning philosophies, models and practices with continuous development to meet the highest standards in education.
- Learning is understood as a lifelong process. Learning happens in an active way by utilizing children's natural curiosity, their will to explore and the joy of discovery. Free play is a natural way to learn physical, emotional, social and intellectual skills.
- A sense of a community also plays an important role in Finnish education. We want to provide children with opportunities to participate in and influence their own life decisions.
- Another important piece is the fostering of respect for life, sustainable living and human rights. We support their emotional development and ethical thinking. Sustainability encompasses many areas of life, from social practices like incorporating culture and teaching compassion, to ecological considerations like developing children's relationship with nature and their willingness to actively care for the environment. For example, when children take a trip to the forest, they will discuss how to respect nature. They will practice mindfulness and leave the space as they found it.
- Research shows that introducing new skills when children are ready to receive them leads to learning, not frustration. The Finnish education system supports children's

learning and development without the toxic stress that can come from pushing children to learn too much, too early.

- Everybody learns best when steered by their own interests, which is why children's interests play a central role in their education. The Finnish education system has very high learning outcomes with purposeful play and nurturing guidance from highly trained teachers.
- Finland is well-known for its emphasis on child-centered instruction and practice. We focus on the value of childhood and the positive development and wellbeing of children and families. It also stresses children's participation and developing social and cultural skills within education. This requires children's active interaction with peers, teachers, adults, community members, and the environment. Finnish education helps children build their self-confidence as learners through positive emotional experiences.
- Children's opinions, ideas and viewpoints are taken into account in their educational experience. For example, a teacher observes that a girl in her classroom is really interested in playing with cars and always chooses this activity when she can. On the other hand, she is not very interested in walking around the neighborhood. To incorporate the girl's interest in cars into an activity she does not typically like, the teacher decides to take the class on a field trip to observe different car types and logos in them. This allows children to practice identifying the colors of the cars and the letters in the logos. In addition, the girl is now interested during the walk. The teacher continues to build on her interest in the classroom by developing a role play activity in which they pretend to work at a car maintenance station.

#### **Finland in Shawnee: The Prosper Academy Classroom Environment**

- Prosper Academy offers two educational experiences:
  - 4 Day Classrooms: Monday-Thursday
  - 2 Day Classrooms: Monday & Wednesday or Tuesday & Thursday
- Holistic Multi-Age Classrooms
  - Eager Explorers (3 & 4 year old) classes offered
  - Lively Learners (5 & 6 year old) classes offered
  - Classrooms are scale oriented to add grade levels each year
- Reduced Student to Teacher Ratio-15 students per classroom
- Enrichment Classes such as Piano, Art, Music, and P.E.
- Community Garden utilized throughout the year
- Uninterrupted learning blocks to encourage core skill development
- Our Role in Your Child's Education
  - Our Teachers play a key role in scaffolding students to enhance self-directed learning. We assess student readiness for new methods, establish the boundaries of each student's decisions about his or her learning, and teach the methodology needed to achieve competency of new skills. We also manage the classroom, provide resources, organize learning activities, and provide input. Our teachers are facilitators of learning, providing new challenges, guidance, support, and positive feedback.
- Self-Guided Learning

- Our Nurturing teachers and assistants focus on guiding each child according to their own strengths and abilities. Each child is viewed as a unique individual. Students learn at their own pace, rather than being taught skills that they are not ready for, or that they have already mastered. The focus becomes the child's learning rather than the adult's teaching. Children are invited to take charge of their learning and are given more opportunities to choose what activities interest them. This sense of ownership and self-direction is the foundation for lifelong learning.
- Peer Mentoring
  - Younger children observe older children enjoying advanced, challenging activities and this inspires them. They look to older children for guidance, and older children have the opportunity to serve as mentors and take on leadership roles. Leading, whether by modeling classroom procedures or helping a younger student with adding numbers, is a critical experience for a child.
- Prosper Projects
  - We have 5 Prosper Projects throughout the year. They last for six-seven weeks and consist of holistic learning experiences with a specific focus. Each Prosper Project is inspired by biblical principles and points to scripture. Students are encouraged to set goals and complete individualized and group experiential projects. Students will participate in a field trip after each project.

#### **Our Education Philosophy in Action**

- We offer a truly different approach to school. Supported by the latest in technology and cognitive science, we move beyond the traditional tools of lectures, homework, high stakes tests, and grades. At Prosper, our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and inspires them through real-world projects and experiences.
- Our curriculum covers a wide variety of learning areas so that children acquire many different skills and abilities that will contribute to their transversal competence. Being able to connect different fields of knowledge and skills is the foundation for personal growth, studying, working and civic engagement both now and in the future.
- We believe that children's learning is not limited to specific activities or the classroom. Every situation and moment is a chance to learn something new. In project-based learning, children construct their own knowledge through thoughtful exploration with the teachers' guidance and support.
- Nature based experiential learning
  - Learning through exposure to nature and nature-based activities, occurs in natural settings and where elements of nature have been brought into built environments, such as plants, animals, and water. When children spend time outside they explore science topics using curiosity, creativity and wondering, becoming better problem solvers and critical thinkers. Being outside leads to more time being physically active and developing small and large motor skills. Children get excited and interested in learning new content when they use natural materials in natural spaces. Children who spend time interacting with nature develop a sense of responsibility and



respect for nature, living things and the world around them. This ensures a future with people who will advocate for the natural world and natural spaces that benefit everyone.

- Behavioral Expectations
  - Love & Logic is an unparalleled solution to build healthy relationships with kids while setting firm, loving limits that turn problem behaviors around.
- Family Expectations
  - Committing to Prosper's educational philosophy and approach to holistic education as a family.
- Prosper admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

### Statement of Faith

- For I know the plans I have for you, declares the Lord, plans to **prosper** you and not to harm you, plans to give you hope and a future. -Jeremiah 29:11
- There is only one God, who created all things, and he has revealed himself to mankind. (*Deuteronomy 6:4; Isaiah 45:5-6; 46:9-10; John 17:3; 1 Corinthians 8:4-6; Galatians 3:20; 1 Timothy 2:5*)
- The Scriptures, comprised of the 66 canonical books of the Christian Bible, are our ultimate authority. They are God-given and true. We can know and obey God through them. (*Deuteronomy 31:24-26; Psalm 19:7-11; Jeremiah 30:1-4; 1 Thessalonians 2:13; 2 Timothy 3:16-17; 2 Peter 1:20-21; 3:15-16*)
- One God eternally exists in three persons. The Father is God, the Son is God, and the Holy Spirit is God. There is one God. (*Psalm 45:6-7; 110; Matthew 3:13-17; 28:17-20; John 5:18-47; 14:8-17; 20:28; Acts 5:3-4; 1 Corinthians 12:4-6; 13:14; Philippians 2:5-11; Colossians 1:15-23; Titus 2:11-14; 1 Peter 1:2; Jude 20-21*)
- We, along with all of humanity (Jesus Christ excluded), are sinners by nature and choice. (*Genesis 6:5; Psalm 51:5; Jeremiah 17:9; Romans 3:23; 5:8, 12-21; 7:18; Ephesians 2:1-3*)
- The deserved penalty for sin is death, both physical and spiritual. (*Genesis 2:15-17; 3:19; Romans 5:12; 6:23; James 1:14-15*)
- Jesus Christ, the eternal Son of God who took on flesh and was born of a virgin, is both fully God and fully human. (*Matthew 1:20; Luke 2:30-35; John 1:1-4; 3:16; 5:18-47; Philippians 2:5-11; Colossians 1:15-20; Hebrews 1:1-3*)
- Jesus Christ died as our substitute to pay the penalty for our sin. (*John 1:29; 10:1-18; Romans 5:8; 1 Corinthians 15:1-4; 2 Corinthians 5:21; Galatians 1:3-5; 1 Peter 3:18*)
- Jesus Christ physically rose from the dead, ascended into heaven, and will one day return. (*Matthew 28; Mark 16:1-8; Luke 24; John 14:3, 20-21; Acts 1:10-11; 1 Corinthians 15:12-34; 1 Thessalonians 4:16; Hebrews 9:28; 1 John 3:2; Revelation 1:7*)
- Jesus Christ reigns and rules over his Church, which consists of all who have trusted in him for their salvation. (*John 8:31-47; Romans 8:29; 10:9-11; 1 Corinthians 12:12-27; Galatians 3:7-9; Ephesians 1:18-23; 2:11-22; 4:4-16; Colossians 3:1-4; 1 Timothy 1:17; 1 Peter 2:9-10*)

- In a future physical resurrection of the dead, those who trust in Jesus Christ will be raised to an eternal life. Those who have not trusted in Jesus Christ will be raised to eternal death. *(Matthew 25:31-46; John 5:28-29; Acts 24:15; Romans 2:1-16; Revelation 20:11-15)*
- Only by trusting in the person and work of Jesus Christ alone can we be reconciled to God, receive forgiveness for our sins, and experience true life and joy. *(John 3:16-21; 14:6; Acts 4:12; Romans 3:21-26; Galatians 2:15-21; Ephesians 1:3-14; 1 Timothy 2:5-6)*
- Prosper Academy adopted this statement of faith from Frontline Church.

### **Community Support**

To date, Prosper Academy has enjoyed an incredibly positive response from the Shawnee community. Our school is near enrollment capacity with 26 students. We have had generous donors support us through financial gifts as well as too many items to count. This includes everything from bookshelves and manipulatives, books, and other furniture, to the donation of time. We have volunteers who operate our school library, assess our students, and substitute. We partner with local businesses like Comma, a coffee shop and deli for our optional lunch program, and we rent space to operate as a school from Heritage First Church. Citizen Potawatomi Nation has provided thousands of dollars worth of Lakeshore furniture and manipulatives to support the curriculum, as well as an AED machine and first aid materials and training.

## Finance

### 3 Year Financial Plan

Please see our entire budget and financial plan [here](#).

### Fiduciary Responsibilities

Prosper Academy is run by a Board of Directors. All financial decisions are approved first by the Board. Director Kelsie Brooks has the ultimate responsibility to ensure that all laws are followed, all bills are paid promptly, and that adequate funds are secured for the school.

Assistant Director Paige Dan is responsible for day-to-day execution of operations. Income comes through tuition. The school utilizes Brightwheel for invoicing families for supplies, tuition, and for participation in supplemental programming (like before and after school care). Brightwheel directly deposits all payments into Prosper Academy's bank account, Sovereign Bank. Paige Dan (or, in her absence, the acting assistant director), executes all payments and tracking of all expenditures.

### Financial Firm/Treasurer

Sovereign Bank is the only financial institution Prosper Academy uses. Prosper Academy does not have a treasurer. As director, Kelsie Brooks takes responsibility for the school finances at large with Paige Dan executing much of the day-to-day income and outgo of finances. Prosper Academy utilizes WatersEdge Ministry Services as our accounting firm.

### Accounting Practices

Prosper Academy contracts with WatersEdge Ministry Services for all accounting needs. The accountants at WatersEdge execute basic accounting and bookkeeping, payroll, and financial projections.

### Audit Requirements

In house auditing procedures at Prosper Academy are as follows:

- Assistant Director duties (currently filled by Paige Dan) include paying all invoices, billing families, and intaking any donations.
- Director Kelsie Brooks oversees all books, checking monthly account statements and signing off on all purchases, and checking payroll and invoices to families each month
- The Board of Directors votes on any changes needed to these procedures and quarterly reviews the financial statements of the business.

As a 501c3, Prosper Academy could be audited annually. Prosper Academy will contact three auditors from the Oklahoma State Department of Education's approved list and will obtain quotes for the audit service from those three options.

## **Insurance**

Prosper Academy maintains insurance through Brotherhood Mutual Insurance. Our Property and Liability Policy is number 526407 and our Workers Comp Policy is number 526445. Coverages include a \$2,500 deductible for everything from counseling needs and media to personal property. Our liability coverage is for up to \$1 million per occurrence.

See our Certificate of Liability Insurance on the next page.



PROSACA-01

KMENDOZA

# **CERTIFICATE OF LIABILITY INSURANCE**

 DATE (MM/DD/YYYY)  
 9/19/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Church Insurance Specialists, Inc. PO Box 3307 Shawnee, OK 74802	<b>CONTACT NAME</b> PHONE (405) 273-2412 FAX (405) 273-2413 E-MAIL kmendoza@churchinsok.com <b>INSURE(S) AFFORDING COVERAGE</b> INSURER A: Brotherhood Mutual NAIC # 13528 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
<b>INSURED</b> Prosper Academy 4704 Churchill Shawnee, OK 74804-1848	

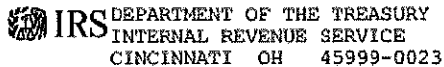
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INS LTR	TYPE OF INSURANCE	ADDL SUMM RISK	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> CTS <input type="checkbox"/> LOC <input type="checkbox"/> OTHER General Aggregate		35MPA0526407	7/27/2023	7/27/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COVERED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					EACH OCCURRENCE \$ AGGREGATE \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/SEWER EXCLUDED? (Necessary in MD) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	35WPA0526445	7/27/2023	7/27/2024	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)						

<b>CERTIFICATE HOLDER</b> Prosper Academy 4704 Churchill Shawnee, OK 74804-1848	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
--	--

## Fundraising

As a start-up private school, fundraising is absolutely essential. We have raised \$19,000 as of the date of this application from private individuals. We plan to annually host a security fundraiser raffling off donated items to help pay our safety officer salary and for items like additional cameras, remote locks, etc. We will also run annual fundraisers in the fall and spring to assist with any operational needs. Citizen Potawatomi Nation provided items from Lakeshore Learning as well as first aid kits, an AED machine, and CPR training to staff. Funds raised are/will be from private individuals or entities; to date no federal or state dollars have been solicited or accepted.

**Tax ID #93-1569275**



PROSPER ACADEMY INC  
% KELSIE BROOKS  
227 N UNION AVE  
SHAWNEE, OK 74801

Date of this notice: 05-26-2023

Employer Identification Number:  
93-1569275

Form: SS-4

Number of this notice: CP 575 E

For assistance you may call us at:  
1-800-829-4933

IF YOU WRITE, ATTACH THE  
STUB AT THE END OF THIS NOTICE.

### WE ASSIGNED YOU AN EMPLOYER IDENTIFICATION NUMBER

Thank you for applying for an Employer Identification Number (EIN). We assigned you EIN 93-1569275. This EIN will identify your entity, accounts, tax returns, tax returns, and documents, even if you have no employees. Please keep this notice in your permanent records.

## Facilities

**Leasing and Address:** Prosper Academy has a lease agreement with Heritage First Church. The facility is at 227 N Union Ave in Shawnee, OK 74801.

Landlord shall be responsible for all necessary improvements to be made upon the Leased Premises to maintain its current condition and to allow Tenant to utilize the Leased Premises for the authorized use stated above.

The complete lease agreement between Heritage First and Prosper Academy is available [here](#).

**Building Description:** The lease agreement is as follows: Landlord leases and rents to Tenant the Leased Premises. Specifically, Tenant shall be permitted to utilize the children's ministry rooms in building C, but will only be physically occupying 2 classrooms for the purposes of teaching, along with a resource room, office space, the gated east parking lot, the community garden, the gated entrance on the north side of the building, the playground and gated outdoor space, and the Fellowship Hall and Sanctuary space for school events, to be reserved through Heritage Church's facility usage policy with at least two weeks advance notice. Prosper Academy will receive 2 free uses of the Fellowship Hall or Sanctuary each year.

Each party may terminate the lease with or without cause by providing written notice of termination 30 days prior to the date of termination of the lease.

**Utilities:** Landlord shall be responsible to pay for utilities, including but not limited to, water, gas, electric, and internet.

Tenant agrees to pay as rent for the exclusive use of the Leased Premises the following amount:

**One Thousand, Five Hundred Dollars (\$1,500.00) per month ("Rent").**

**Library and other special facilities:** One of the rooms in the children's ministry area is utilized as a library. Prosper Academy owns roughly 2,000 children's books for circulation amongst its children. The library is overseen by the Assistant Director (currently Paige Dan) and is operated and kept up by volunteer Melinda Gentry.

**Optional Facility Plans:** Prosper Academy will be allowed to utilize up to 5 more classrooms in the children's ministry area, as well as the nursery should Prosper Academy begin a classroom for infants. Prosper Academy intends to spend 5+ years leasing space from Heritage First for the purpose of this school.

## Governance

### Model of Governance

Prosper Academy is a nonprofit organization, a 501c3, and as such is owned by the community and led by a Board of Directors. The five members follow an operational model of school governance. The members of the board are invested in the success of school. For large decisions (staffing decisions and financial decisions involving more than \$1,000, policies, safety, and future plans/vision), the Director of Prosper Academy presents options to the Board of Directors. The board may then deliberate and vote upon each decision.

### Organizational Chart

The absolute top decision making status goes to the 5 members of the board of directors:

#### **Courtney Phillips**

Chairman of the Board

#### **Brittany Da Silva**

Secretary

#### **April Briscoe**

Board Member

#### **Aaron Williams**

Board Member

#### **Lucas Simmons**

Board Member

The school administration is as follows:

**Kelsie Brooks** - Director

Paige Dan- Assistant Director

Hannah Welch- Lead Teacher

Additional school staff are as follows:

Erica Grimes- Teaching Assistant

Grace Gaither Wolfe- Teaching Assistant

Summer Jenks- Teaching Assistant

Marsha Binau- Sign Language Teacher

Dannie Gentry and David Costante- Safety Officers (unarmed)

Melinda Gentry- Executive Assistant (currently unpaid)



On the job training students through Gordon Cooper Technology Center include:

Jasmine Fox

Jacklyn Clifton

**Governing Board**

**Courtney Phillips**

Chairman of the Board

**Brittany Da Silva**

Secretary

**April Briscoe**

Board Member

**Aaron Williams**

Board Member

**Lucas Simmons**

Board Member

**Board Powers/Duties/Roles/Responsibilities:**

The board of directors is governed by the Prosper Academy Bylaws. That entire document is included as an addendum to this document.

In short, according to the by-laws Article 5.1, "The Board shall manage the Corporation's property, business, and affairs."

The board of directors meets up to once per month as needed to make decisions and discuss school policies, finances, and staffing needs or updates. Board members are encouraged to attend all school events and to visit the school at any point during the working school day. The chairman of the board may call a meeting at her discretion; the director or any staff member may request that she call a meeting for any purpose if the need arises.

Day-to-day operations, finances, education, and programming is overseen by the director of Prosper Academy. The director must report to the board of directors and is accountable to that board; however she may make decisions as she sees fit and may run the school according to the by-laws and the Finnish education style and curriculum which the board adopted.

### **Decision Making Process:**

When an issue arises that requires the approval or input of the board, the director may contact the chairman of the board and request a meeting of the board. Any relevant documentation should be sent to the board along with the meeting request so as to allow the board ample time to review and consider the issue at hand. When the board of directors meets, which is typically via Zoom or other online video platform, the director or other concerned staff member may state the concern and the options. The board may discuss as desired and a decision can be made. The Director and Assistant Director are responsible for executing the necessary actions of board decisions.

### **Conflict of Interest Statement**

Please see the entire [Conflict of Interest Document](#) here.

### **Board Qualifications/Size/Terms/Appointments/Replacements**

Each of these items is outlined in Prosper Academy's Bylaws. That document can be viewed in full [here](#). A summary of qualifications/size/terms of the board is as follows:

## **ARTICLE 5: Board of Directors**

5.1 General Powers. The Board shall manage the Corporation's property, business, and affairs.

5.2 Number and Make-up. The Board shall consist of five (5) directors.

5.3 Election of Directors and Term of Office. Each Director shall serve a term of five (5) years. Prior to the expiration of a Director's term, the Chair of the Board shall nominate one or more individuals to fill that position and shall submit the same to the Board of Directors for voting to approve or reject said recommendation by a majority vote. Members of the Board of Directors may serve up to three (3) consecutive terms.

5.4 Initial Directors and Term of Office. The initial Directors shall be appointed in these Bylaws in Section 5.10. It is in the best interest of the Corporation that the initial Directors not share the same five-year term limit, as it would cause all of the initial Directors to finish their respective terms simultaneously. As such, at the first regular meeting of the Board, each Director shall receive a term limit via lottery drawing. One of the initial Directors shall have a three-year term limit; two of the initial Directors shall have a four-year term limit; and two of the initial Directors shall have a five-year term limit. From henceforth, all subsequent Directors shall serve the five-year term limit pursuant to Section 5.2.

5.5 Resignations. Any Director may resign at any time by giving written notice to the Board or to the Secretary. Any resignation shall take effect upon receipt or at the time specified in

the notice. Unless the notice specifies otherwise, the effectiveness of the resignation shall not depend upon its acceptance.

5.6 Removal. By a super-majority vote, the Board may remove a Director for cause.

5.7 Vacancies. The Board may fill any vacancy in the Board, whether because of death, resignation, disqualification, an increase in the number of Directors, or any other cause. Each Director so chosen shall hold office (1) for the remainder of the term of the Director whom the newly appointed Director is replacing or (2) for a five-year term if the number of Directors is increased.

5.8 Officers of the Board. The Chairperson shall preside at all meetings of the Board and shall perform such other duties as the Board may direct. The Secretary/Treasurer shall take meeting minutes and handle all financial affairs of the Board.

5.9 Succession. In the event of the Chairperson's death, resignation, retirement, or disqualification, the Board shall vote on a Board member to take over the role of Chairperson. The Secretary/Treasurer will carry out the Chairperson's role until such a vote may be taken.

#### **External Organizations:**

No external organization shall exert control over Prosper Academy. Prosper Academy strives to uphold Biblical principles and values, Oklahoma State Department of Education standards, and the Finnish philosophy of education as outlined by Hei Schools.

#### **Advisory Boards/Partnerships/Foundational Commitments**

Before Prosper Academy applied for nonprofit status, Founder and Director Kelsie Brooks formed an advisory board of Belinda Collins of Sovereign Bank. Her career has been 40+ years in finance and business. Ryan Brooks is the other member of the initial Advisory Board. Ryan founded Uplift Mentoring 6 years ago and operates the nonprofit which puts collegiate mentors with elementary students on a weekly basis.

Prosper Academy enjoys a thriving partnership with Heritage First Church from whom they rent space. With no cafeteria, Prosper Academy partners with Comma, a local coffee shop, for a student lunch program. Citizen Potawatomi Nation has provided much support of Prosper Academy students, several of which are members, in the form of first aid kits, CPR training, an AED machine, and many items from Lakeshore Learning.

#### **Bylaws/Articles of Incorporation**

Our complete bylaws document is available for viewing [at this link](#).

## Operations

### 3 Year Start Up Plan

Put a chart of current year stats, explain that we just opened. Then include two more years of enrollment expectations, facility expectations, etc.

Prosper Academy opened to students in August 2023. The following is our three year projection and current enrollment.

Operation	2023-2024	2024-2025	2025-2026
Classes offered	Ages 3-4 & 5-6	Ages 1, 2, 3-4, 5-6, 7-8	Ages 1, 2, 3-4, 5-6, 7-8, 9-10
Enrollment	25 children	65 children	80 children
Facilities	2 classrooms, a library, and a chapel area. One outdoor playspace.	5 classrooms, a library, an outdoor playspace, a chapel area, and the fellowship hall as a lunch room.	6 classrooms, a library, an outdoor playspace, a chapel area, and the fellowship hall as a lunch room.
Schedule	9am-3pm; Before and After care available	9am-3pm; Before and After care available	9am-3pm; Before and After care available
Calendar	August 28, 2023 to June 5, 2024	August 26, 2024 to June 5, 2025	August 25, 2025 to June 4, 2026

### Timelines and Tasks

Operational tasks are overseen by the Director of Prosper Academy and are approved by the school board. Tasks are assigned to and completed by the Assistant Director.

Operational Tasks include but are not limited to:

- substitute recruitment and scheduling
- human resources paperwork for hiring new employees
- lunch and snack planning and curation
- volunteer recruitment and scheduling
- safety: background checking, equipment needs, and safety related technology oversight
- school year calendar creation
- accreditation application and maintenance

- safety plans and drills
- CPR/First aid training oversight for staff members
- invoicing families for tuition and other expenses incurred
- bill payments and other accounting needs
- community fundraising
- community engagement

### **Start-Up Roles and Responsibilities**

#### **Director- Kelsie Brooks**

##### **Pre-Opening (2022-2023)**

- Assemble a board of directors to serve as accountability and oversight for the school
- Complete 501c3 paperwork to ensure the school's nonprofit status
- Curate a curriculum to serve the desired school environment and to meet all academic and socio-emotional needs
- Recruit a staff team for the school
- Create a website, social media, and other communications needs
- Recruit students to ensure a full, functional school
- Find a building to lease which meets all needs for safety, academics, and physical play and growth
- Find and begin staff training needs (Hei Schools-Finland)

##### **Post-Opening (Fall 2023)**

- Teach ages 5+
- Oversee ALL facets of school life; ensuring that needs are met and responsibilities cared for
- Maintain constant communication between the school and the board of directors
- Manage behavioral concerns and staff concerns
- Oversee and execute progress monitoring for all students 5+
- Ensure ongoing staff development (spiritual, academic, professional, personal)
- Lunch planning

#### **Assistant Director/Librarian- Paige Dan**

- substitute recruitment and scheduling
- human resources paperwork for hiring new employees
- lunch and snack curation
- volunteer recruitment and scheduling
- safety: background checking, equipment needs, and safety related technology oversight
- school year calendar creation
- accreditation application and maintenance
- safety plans and drills
- CPR/First aid training oversight for staff members

- invoicing families for tuition and other expenses incurred
- bill payments and other accounting needs
- community fundraising
- community engagement
- after school programming/planning
- library curation and circulation
- library classes

**Lead Teacher- Hannah Welch**

- Teach ages 3-4
- Progress monitoring for all students below age 5
- Staff development
- Snack planning

**Additional Staff members**

- Classroom assistants- Grace Wolfe (part time- ages 5+), Summer Jenks (part time- ages 5+), Kim Collins (full time, ages 3-4)
- Sign language- Marsha Binau
- School Safety Officer- Dannie Gentry
- Executive Assistant- Melinda Gentry

**School Effectiveness Indicators**

Prosper Academy adheres to the WISE Performance Indicators as presented by the Oklahoma State Department of Education. Each staff member and board member is requested each year in December to evaluate the school according to the nine performance indicators outlined by the OKSDE.

Each child is individually assessed. This is both formative and summative; formal and informal. Educators in the classrooms make consistent observations and record those in each child's portfolio. Children are also assessed for academic growth according to their abilities. Starting in the fall of 2024, Prosper Academy will utilize NWEA's MAP testing to measure growth of each individual child.

**Student Information System**

Prosper Academy uses Brightwheel. This system tracks attendance and facilitates enrollment, billing, staff attendance, and parent communication. Brightwheel does not have a function for reporting student progress outside of the parent communication tools, so all reporting is done manually and sent home with students or presented to parents during conferences between parents and their child's teacher.

Minimum/Maximum Enrollment

The minimum enrollment is 10 students per class with a total of 20. Our current capacity is 15 students per class. This allows for a quality ratio of 15:2 with a teacher and an assistant in each class.

School Year	Minimum Enrollment	Maximum Enrollment
2023-24	20	30
2024-25	45	65
2025-26	60	80

School Year Calendar

2023-2024 Prosper Academy Calendar

July 2023

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

August 2023

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

September 2023

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023

November 2023

December 2023

January 2024

February 2024

March 2024

April 2024

May 2024

June 2024

July 2024

August 2024

September 2024

October 2024

November 2024

December 2024

January 2025

February 2025

March 2025

April 2025

May 2025

June 2025

July 2025

August 2025

September 2025

October 2025

November 2025

December 2025

January 2026

February 2026

March 2026

April 2026

May 2026

June 2026

July 2026

8am	Early drop off (optional)		
9	School begins: gather time		
9:30	Outside recess	9:30	Learning Block: choice time/direct instruction
10	Direct instruction and choice time	11	Specials (music, library, PE, and gardening)
11	Specials (music, library, and PE)	11:30	lunch
11:30	lunch	12	Recess
12	Rest/Calm Centers	12:30	Learning block: direct instruction
2	Snack		
2:15	Choice time/Prosper Project	2:15	Prosper Project
3	School Dismissed		
3-4	Adventure Club (after school activities such as dance, art, martial arts, and STEM)		

Note: Highlighted portions of the Class Schedule denote teacher preparation time, as mandated by OAC 210: 35-5-42. 360 minutes per week is provided to each teacher. Teachers may take their lunch at some point during their preparation time, OR may choose to eat with their students.



## Learning Environment

The following is taken verbatim from Prosper Academy's Parent Handbook:

- Prosper Academy offers two educational experiences:
  - 4 Day Classrooms: Monday-Thursday
  - 2 Day Classrooms: Monday & Wednesday or Tuesday & Thursday
- Holistic Multi-Age Classrooms
  - Eager Explorers (3 & 4 year old) classes offered
  - Lively Learners (5 & 6 year old) classes offered
  - Classrooms are scale oriented to add grade levels each year
- Reduced Student to Teacher Ratio-15 students per classroom
- Enrichment Classes such as Piano, Art, Music, and P.E.
- Community Garden utilized throughout the year
- Uninterrupted learning blocks to encourage core skill development
- Our Role in Your Child's Education
  - Our Teachers play a key role in scaffolding students to enhance self-directed learning. We assess student readiness for new methods, establish the boundaries of each student's decisions about his or her learning, and teach the methodology needed to achieve competency of new skills. We also manage the classroom, provide resources, organize learning activities, and provide input. Our teachers are facilitators of learning, providing new challenges, guidance, support, and positive feedback.
- Self-Guided Learning
  - Our Nurturing teachers and assistants focus on guiding each child according to their own strengths and abilities. Each child is viewed as a unique individual. Students learn at their own pace, rather than being taught skills that they are not ready for, or that they have already mastered. The focus becomes the child's learning rather than the adult's teaching. Children are invited to take charge of their learning and are given more opportunities to choose what activities interest them. This sense of "ownership" and self-direction is the foundation for lifelong learning.
- Peer Mentoring
  - Younger children observe older children enjoying advanced, challenging activities and this inspires them. They look to older children for guidance, and older children have the opportunity to serve as mentors and take on leadership roles. Leading, whether by modeling classroom procedures or helping a younger student with adding numbers, is a critical experience for a child.
- Prosper Projects
  - We have 5 Prosper Projects throughout the year. They last for seven weeks and consist of holistic learning experiences with a specific focus. Each Prosper Project is inspired by biblical principles and points to scripture. Students are encouraged to set goals and complete individualized and group experiential projects. Students will participate in a field trip after each project.

### **Emergency Safety Plans**

Prosper Academy will follow Oklahoma Homeland Security's guidance concerning school security preparation and drills, and will report all completed drills to OHS.

Drills are as follows:

**Security Drills:** September 6 and January 11. **Eager Explorers-** The assistant will exit the nearest window and the teacher will hand children out to the assistant. The teacher will exit last. **Lively Learners-** Students will exit the east door of their classroom and leave the building. Both classes will meet at Pioneer Library or at Shawnee Public School Administration.

**Tornado Drills:** September 5 and March 5. Students will go to the innermost bathroom of the building or the basement.

**Fire Drills:** September 12 and January 9. Classes should exit the nearest safe exit (the eastern door across from the community garden or the western door into the church) and get out of the building. Both classes will meet at Pioneer Library or at Shawnee Public School Administration, depending on the direction of the emergency.

**Earthquake Drills:** September 14 and January 16. Students should be advised to get under their lunch tables or the nearest sturdy desk and stay undercover until alerted that the threat is complete.

In the event that any of these emergencies takes place, parents should be notified via Brightwheel by the lead educators as quickly as possible. The safety officer or assistant director should call 911. Once classes are in their safe space, teachers should take roll to ensure that all children are accounted for, and the assistant director should be notified that the classes are complete.

### **Transportation**

At this time Prosper Academy offers no transportation to or from school.

### **Child Nutrition**

At this time, Prosper Academy does not provide meals for children. Students may bring their own lunches or may pre order lunch from local coffee shop and bistro, Comma. These meals cost \$5.75 per day and are charged to families through Brightwheel.

Prosper Academy does provide simple snacks such as string or block cheese, pretzels, Cheerios, or fruit. A calendar of snacks is sent home each month as well as the meal options from Comma. All children with specific food allergies are noted in Brightwheel and in several places in the school. Foods which may cause an allergic reaction to a child are excluded from the menu or an alternative is offered to the child with the allergy.

## Policies

### **Employee Background Checks**

All employees must submit to a background check in the employment process. Prosper Academy is contracted through Praesidium for all checking needs. Praesidium, with the employee's signed approval, performs the following checks:

County Criminal Database

Multi-State Criminal

National Sex Offender

Social Media Checks (for language, sexual content, and drug or alcohol use)

### **Uniforms**

There is no uniform at Prosper Academy. Staff should wear a Prosper shirt and jeans or other pants in which the staff member may move and assist the children easily. Students may wear clothing that can be played in and is comfortable. Students must bring weather appropriate attire as much of the school day is spent outdoors. This includes rain and snow gear, as well as a full water bottle each day.

### **Title IX**

Though Prosper Academy receives no federal funding, the school observes the law of title IX prohibiting discrimination based on gender.

Prosper Academy currently provides no athletic programming outside of Physical Education and varying after school programs. All students are equally encouraged to participate in these programs regardless of age, gender, or ability.

### **Bullying and Harassment**

Prosper Academy believes that bullying is an act of aggression that expresses an inner hurt. Prosper treats each accusation of bullying or harassment seriously. All children have the right to a safe and healthy school environment. All reported instances of bullying must immediately be investigated. A child found to be guilty of behaviors that fall into the category of bullying or harassment must instantly be put onto a behavioral plan of action. This begins with a phone call to the parent or guardian and can include disciplinary action up to expulsion from the school.

### **Drug- Free Schools**

Drug and alcohol use on the Prosper Academy campus are strictly prohibited by any person.

Students at Prosper Academy are taught life skills and regulation skills so that each child can resist social pressures to engage in harmful behaviors. Students are taught and empowered to make healthy choices from hygiene to diet.

### **Smoking Ban**

Smoking is strictly prohibited on the Prosper Academy campus.

### **Child Abuse Recognition**

Staff at Prosper Academy receive training annually on the requirements and procedures for reporting suspected child abuse or neglect in Oklahoma. All staff at Prosper Academy are 18+, and are all therefore mandatory reporters. Staff receive training on signs and warnings of child abuse and neglect and are encouraged to build quality, safe relationships with students, which can create a safe environment for a child to disclose abuse or neglect.

### **Oklahoma Hazard Communication Standards**

The Assistant Director at Prosper Academy is required to maintain annual safety training regarding OSHA compliance for hazardous materials. All materials on campus should be left in their original containers and the labels should be left on the containers describing the threat level of the substance therein.

### **Asbestos Hazardous Emergency Response**

While Prosper Academy leases space from Heritage First Church, all asbestos and other environmental safety concerns are managed by the church.

### **Safe School Committee Meeting**

Prosper Academy's Safe School Committee consists of the director and assistant director, Eager Explorer teacher, students from Gordon Cooper Technology Center, the safety officer, and 3 parents or grandparents of students. Meetings are led by Assistant Director Paige Dan. The first meeting was November 14, 2023. This meeting will be held annually.

### **Healthy and Fit Committee**

Prosper Academy's Healthy & Fit Committee consists of director and assistant director, Eager Explorer teacher, students from Gordon Cooper Technology Center, and 3 parents or grandparents of students. Meetings are led by Assistant Director Paige Dan. The next meeting was November 28, 2023. This meeting will be held annually.

## Personnel

### Hiring Policies and Procedures

#### Procedure:

- Prosper Academy will create a job description and posting to be approved by our board of directors.
- Resumes should be emailed to the director.
- Interviews with eligible candidates will be scheduled with the administrative team.
- All attempts will be made to meet the top 1-2 candidates' spouse if applicable.
- The administrative team will make a referral of the top candidate for the position to our board of directors.
- Once approved, the position will be offered to the candidate.

#### Policies:

- Candidates must be qualified for the position in which they would like to be considered
- Teaching positions require a valid teacher certification; this may be from the State of Oklahoma, another state, or another licensing agency approved by the board of directors (such as ACSI)
- Candidates must be professing, practicing believers in the Bible and in Jesus Christ.
- Candidates for any position must be willing to adhere to the following culture statement, taken from Prosper Academy's Staff Handbook:

## Team Expectations and Culture

Not many of you should become teachers, my brothers, for you know that we who teach will be judged with greater strictness. James 3:1

Everyone to whom much was given, of him much will be required, and from him to whom they entrusted much, they will demand the more. Luke 12:48

Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ. Colossians 3:23-24

Prosper Academy staff will, at all times, keep Jesus at the forefront of our actions. Our expectations are to show up every day ready to serve, to lead our students and one another, and to love to the best of our abilities. We will show grace to one another, to our students, and to the families we serve. We will respect the boundaries and wishes of our families. We accept that every child in our care is a fully formed and complete human who God adores and intends to use in great ways. We all believe that every single child can learn and can love learning. We will bring the most excellent education possible to each child. Each decision in our day should consider serving Christ first, our students second, and our peers next. We will support one another in prayer and in any tangible ways we are able. We will prioritize our own and one another's families.

Each member of the Prosper Academy team was prayerfully sought and hired knowing that culture cannot be taught. We expect the highest levels of integrity and work ethic from our team, and our team can expect the highest levels of support and love from their leadership.

On a moment to moment basis, these expectations include arriving on time, staying off personal cell phones outside of break times unless absolutely critical, constantly learning (Finnish education style, Love and Logic methods of discipline and education, TBRI methods, leadership skills, and spiritual disciplines, to name a few options), and being open and up front with our direct leadership. This means observing federal privacy laws concerning our students and the school. This means that anything negative **ONLY** gets passed up to our leadership, never side to side to our peers or outside of the Prosper Academy team family. This means helping to build and fine tune this school that God has blessed so greatly from the very beginning. Mistakes are expected from every single staff member, as is grace and kindness and honesty in those moments.

Being on this initial team at Prosper Academy is a huge honor and responsibility. The administrative team and board of directors is so proud of and humbled by the incredible team God has put together for this mission.

### **Employee Contracts:**

Please follow the links below for access to employee contracts.

[Director](#)

[Assistant Director](#)

[Teacher](#)

[Assistant Teacher](#)

### **Job Descriptions:**

- Director: Provides general oversight of all school activities, manages the day-to-day operation of the school, and develops a smoothly functioning, efficient organization through coordination with Board, committees, staff and volunteers.
- Assistant Director: direct our new program. The ideal candidates must have a love for the education of young children. They should be self-motivated, organized and detail-oriented with proven managerial and interpersonal skills. They must have a working knowledge of government regulations and maintain the high standards of child care. They should have experience with budgeting and human resource management.
- Teacher: The ideal candidate will be an organized individual who is able to follow directions, work hard, and keep a positive attitude. The teacher must be able to motivate a group of students and teach them effectively using innovative and creative methods. Additionally, the teacher should be kind, considerate, and passionate about helping children to love learning, especially in a non-traditional setting.
- Assistant teacher: Works under the on-site supervision of a qualified teacher who is available at all times. Serve the students by helping to prepare materials, oversee recreational activities, and ensure a clean atmosphere for safe learning.
- Safety Officer: Ensures a safe physical environment for the students on campus at all times. This is an unarmed position.

### **Teaching Methods:**

Prosper Academy meets Oklahoma Academic Standards at each child's level (for example: two five year olds may both be at a Kindergarten age level, but one may be working on first grade level OAS skills while the other works on Kindergarten OAS skills). This is determined by observation and individual assessments between the student and teacher. In years 2 and beyond, Prosper Academy will also subscribe to NWEA's MAP testing services.

Prosper Academy utilizes the Finnish curriculum created by Hei Schools out of the University of Helsinki. This means that second language development is important (sign language is Prosper's second language of choice), and that education happens in a project based learning environment. Learning is self guided as much as possible and the teacher serves to direct the child into deeper thinking and therefore, understanding. As a Christian school, Prosper Academy offers chapel on a bi-weekly basis for all students and staff.

### Roles, Responsibilities, and Duties

Director   Kelsie Brooks	
Founder Team lead Long Term goals & Planning Field Trips Program development Marketing & Admissions Fundraising Bible Curriculum	Monthly Board Meetings Curriculum Mapping Attendance Tracking  Staff Development & Team Training Educator Evaluations Behavioral Management Development Lunch Program Development
Assistant Director   Paige Dan	
Interim Director (if needed) Social Media Library Media Specialist Ordering supplies Invoicing Receipts Daily Operations Substitute coverage Drills and Emergency Preparedness Grant Writing Payroll-communication with waters edge	Assist with Educator Evaluations Director Evaluation Schedule & Oversee Student Screening Chick-Fil-A (special lunch days) Family Support (Bereavement, births, etc.) Family Relations Volunteer Tracking Field Trip Execution (Planning, Paying, Transportation)  Adventure Club
Educator (Director of Staff Development)   Hannah Welch	
Special Event Planning Fundraising Event Planning Prosper Family Nights ILP (Individualized Learning Plans) Portfolios Weekly Lesson Plans Homeschool Pacing Guides Daily Student Observation & Progress Monitoring Skills Assessments Group Projects Student Prosper Projects Parent/Teacher Conferences (Fall & Spring)	



Daily Parent Communication through Brightwheel

### Admin Assistant | Melinda Gentry

Library Materials Processing	Organization Upkeep/Support
Library Materials Organization/Preparation	Other Administrative Tasks as Needed
Library Physical Space Upkeep	Book Repair

### Chapel & Classroom Assistant | Grace Wolfe

Twice Weekly Chapel Planning	Use Leaf Blower to Clean Student Entrance 2/week
Assigning Chapel Duties/Lessons to Other Staff as Needed	
Prepare Classroom	
Clean/Disinfect Toys and Supplies in Classrooms	
Assist with Children	
Observe/Record Observations of Children	
Take Part in Creating a Positive Environment and Growth Mindset	

### Classroom Assistant | Erica Grimes

Prepare and setting up activities  
 Implement portions of the daily program as directed by the lead teacher  
 Assist in Keeping the Classroom and Storage Areas Clean, Neat, and Orderly  
 Assist with Student Bathroom Needs  
 Act as a paraprofessional developing a relationship with specific students as needed  
 Use Leaf Blower to Clean Student Entrance 2/week  
 Other Duties as Assigned  
 Observe/Record Observations of Children  
 Take Part in Creating a Positive Environment and Growth Mindset

### Safety Officers | Dan Gentry and David Costante

Unlock Staff Gate at 7:45am Daily	Lock Student Entrance at 9:15am Daily
Walk the Outer Perimeter of the School Areas Daily	Monitor Doors; Meet Visitors
Lock Staff Gate at 8:30am Daily	Check Outer Areas for Safety
Unlock Student Entrance Gate at 8:40am Daily	Unlock Student Entrance Gate at 2:55pm
Welcome Students/Families into Prosper Lobby	Oversee Student Departure
	Lock Student Entrance Gate at 3:05 and at 4:05

### **Staff Evaluations**

Part of the curriculum package that Prosper Academy purchased from Hei Schools includes staff evaluations. Director evaluations are performed by the Assistant Director. Assistant Director and Lead Teacher evaluations are conducted by the Director. The Assistant Director executes all other evaluations. Evaluations are done once in the fall and once in the spring, in November and in March. Teachers are also expected to self-evaluate twice per school year.



## Teacher's self-evaluation template

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

1 poor / 2 Needs to Improve / 3 Acceptable / 4 Good / 5 Excellent	① ② ③ ④ ⑤	Notes
<b>Personal attributes</b>		
Problem solving skills	○ ○ ○ ○ ○	
Communication skills	○ ○ ○ ○ ○	
Performance	○ ○ ○ ○ ○	
Reliability	○ ○ ○ ○ ○	
Leadership	○ ○ ○ ○ ○	
Innovation	○ ○ ○ ○ ○	
Teamwork	○ ○ ○ ○ ○	

### Areas of evaluation

**Strengths:** \_\_\_\_\_

**Areas of Development:** \_\_\_\_\_

**Personal values:** \_\_\_\_\_

**Accomplishments throughout the year:** \_\_\_\_\_

**Goals for the near future:** \_\_\_\_\_

**Feedback to manager:** \_\_\_\_\_

**Feedback to team:** \_\_\_\_\_



## Teacher's personal development plan

Name: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Summary of performance over the past 12 months:

Areas of Strength:

Areas that require development:

Goals : What do I want/ need to learn?

Action plan: What will I do to achieve this?

What resources or support will I need?

What will be the impact on my work/ practice?



Teachers are evaluated on the following criteria for classroom performance and effectiveness. This is taken directly from the Oklahoma State Department of Education website.

**A. Practice**

○ **Teacher Management Indicators**

■ **Preparation**

The teacher plans for delivery of the lesson relative to short-term and long-term objectives.

■ **Routine**

The teacher uses minimum class time for noninstructional routines thus maximizing time on task.

■ **Discipline**

The teacher clearly defines expected behavior (encourages positive behavior and controls negative behavior).

■ **Learning Environment**

The teacher establishes rapport with students and provides a pleasant, safe and orderly climate conducive to learning.

○ **Teacher Instructional Indicators**

■ **Establishes Objectives**

The teacher communicates the instructional objectives to students.

■ **Stresses Sequence**

The teacher shows how the present topic is related to those topics that have been taught or that will be taught.

■ **Relates Objectives**

The teacher relates subject topics to existing student experiences.

■ **Involves All Learners**

The teacher uses signaled responses, questioning techniques and/or guided practices to involve all students.

■ **Explains Content**

The teacher teaches the objectives through a variety of methods.

■ **Explains Directions**

The teacher gives directions that are clearly stated and related to the learning objectives.

- **Models**

The teacher demonstrates the desired skills.

- **Monitors**

The teacher checks to determine if students are progressing toward stated objectives.

- **Adjusts Based on Monitoring**

The teacher changes instruction based on the results of monitoring.

- **Guides Practice**

The teacher requires all students to practice newly learned skills while under the direct supervision of the teacher.

- **Provides for Independent Practice**

The teacher requires students to practice newly learned skills without the direct supervision of the teacher.

- **Establishes Closure**

The teacher summarizes and fits into context what has been taught.

**B. Products**

- **Teacher Product Indicators**

- **Lesson Plan**

The teacher writes daily lesson plans designed to achieve the identified objectives.

- **Student Files**

The teacher maintains a written record of student progress.

- **Grading Patterns**

The teacher utilizes grading patterns that are fairly administered and based on identified criteria.

The Director and Assistant Director should meet high standards in many categories. Each of these leaders is evaluated against the Professional Standards for Educational Leaders from the National Policy Board for Education Administration. The full document containing these standards and indicators under each point can be found [at this link](#). The standards are as follows:

- Standard 1. Mission, Vision, and Core Values
- Standard 2. Ethics and Professional Norms
- Standard 3. Equity and Cultural Responsiveness

- Standard 4. Curriculum, Instruction, and Assessment
- Standard 5. Community of Care and Support for Students
- Standard 6. Professional Capacity of School Personnel
- Standard 7. Professional Community for Teachers and Staff
- Standard 8. Meaningful Engagement of Families and Community
- Standard 9. Operations and Management
- Standard 10. School Improvement

### **Professional Development**

Prosper Academy requires the acting administrator (assistant director) to complete the state mandated professional development requirements for certified staff. All certified staff are required to do ongoing training in Love and Logic, Trust Based Relational Intervention, Hei Schools Finnish Teacher Diploma Program, or professional development provided by the Oklahoma State Department of Education.

Non-certified staff should also pursue professional development in the form of a CDA or other credentials to offer the best possible education and environment for all students.

### **Counseling Services**

Prosper Academy does not currently offer counseling services to students. Consultation is ongoing with Kelly Beck, a TBRI trained LPC. It is the expectation that by SY 26-27 Prosper Academy will have a full time counselor on staff.

### **Special Education & ELL Services**

Prosper Academy does not currently have support services in special education. A licensed speech pathologist volunteers for Prosper Academy, providing speech screening services for each child. Prosper Academy has developed a relationship with Today's Therapy Solutions so that when speech, OT, or other services are required, those children can be referred to a qualified provider.

- Prosper Academy must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special healthcare needs or disabilities.
- Children with special needs will be accepted into Prosper Academy under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.

- Prosper Academy will be responsible for ensuring that confidentiality about special needs is maintained for all families enrolled.
- Prosper Academy will meet with families to ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment possible. To accomplish this, Prosper Academy may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without a written contract and parental consent, including cost and tuition adjustment for services provided. Inclusion of staff on IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure that Prosper Academy provides the most supportive and least restrictive environment.
- It is important that parents keep Prosper Academy apprised of any changes or needs that their child may have regarding their special needs.

### **Volunteers/Parent Involvement**

Prosper Academy background checks any individual over the age of 18 who will interact or be near students. Parents and other community members are regularly and actively asked to volunteer for things like substitute teaching or assisting, outdoor activities like gardening, photography, social media, and other facets of the school as needed. All volunteers are coordinated through the assistant director.



# Curriculum

## Course Overviews

For the complete Pacing Guides for each class at Prosper Academy, follow the links below. The following is a snapshot of the pacing guide for each class.

[Eager Explorers Pacing Guide \(Ages 3-4\)](#)

[Lively Learners Pacing Guide \(Ages 5+\)](#)

Excerpt from Eager Explorer Pacing Guide:

### Eager Explorers Pacing Guide

2023 – 2024

Prosper Project 1- Growth Mindset & Healthy Bodies   Memory Verse: Psalm 55:22   Field Trip: Sulphur, OK							
Details:							
Week	Date	Fine & Gross Motor Development	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
1	8/28 – 8/31 4 Days (M-Th)	Bathroom Proficiency	States First & Last Name Listens while peers speak		*Laws/Rules	Theme: Head, Shoulders, Knees, & Toes	-Countdown
2	9/4 – 9/7 3 Days (T-Th)	Holds writing utensil with thumb and two fingers	Recognizes Name Listens to Stories Read aloud		*Pledge of Allegiance *What is the flag	Theme: Head, Shoulders, Knees, & Toes	
3	9/11 – 9/14 4 Days (M-Th)	Takes Turns Drop a ball- attempt to grab	States Parent or Guardian's Names	Identify Colors Identify Shapes		Theme: You've got a friend in me	
4	9/18 – 9/21 4 Days (M-Th)	Contrast actions of curling & stretching	States Birthday What is a Letter	Counting to 10 What is a number Patterns AB		Theme: You've got a friend in me	*Unit 1
5	9/25 – 9/28 4 Days (M-Th)	Holds and Uses Scissors Correctly Catching a ball	Identify Uppercase & lowercase letters & Sounds & trace or write	Number 1		Theme: Home is where your heart is	*Unit 2
6	10/2-10/5 4 Days (M-Th)	Basic Needs to survive	Beginning Sounds	Number 2	*Hispanic History Month *Honor the past	Theme: Home is where your heart is	*Unit 3
7	10/9-10/12 4 Days	Works and plays cooperatively in a		Number 3	*Native American Heritage & Christopher Columbus	Theme: Bippity Boppity Boo	*Unit 4

Excerpt from Lively Learners Pacing Guide:

Lively Learners Pacing Guide | 2023 – 2024

Prosper Project 1- Growth Mindset & Healthy Bodies   Memory Verse: Psalm 55:22   Field Trip: Sulphur, OK Details: Psalm 55:22 - Cast your cares on the Lord and He will sustain you. He will never let the righteous fail.							
Week	Date	OAS 7-8 yrs Writing & Language	OAS ELA Skills RL/RI/RF	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
1	8/28 – 8/31 4 Days (M-Th)	*Opinion Pieces *Capitalize names, holidays, geographic names	My Name	*Color Words *Counting	*Laws/Rules  *Culture Focus	Theme: Head, Shoulders, Knees, & Toes	Countdown-Blast
2	9/4 – 9/7 3 Days (T-Th)	*Produce and expand simple and compound sentences	*Uppercase Letters *Lowercase Letters  *Distinguish Between Long & Short Vowels	*Patterns *Numbers 1 - 20	*Pledge of Allegiance *Our Flag	Theme: Head, Shoulders, Knees, & Toes	
3	9/11 – 9/14 4 Days (M-Th)		*Beginning Sounds *Picture/Word Sorts  *Vowel Teams	*Numbers 1 – 20	*Sound Waves *Illumination- Light through different objects	Theme: You've got a friend in me	
4	9/18 – 9/21 4 Days (M-Th)	*Using Collective Nouns *Determine the meaning of unknown words	*Beginning Sounds	*2-D Shapes *Numbers 1 - 30  *Trapezoids/Hex agons *Compare and classify 2D shapes	*Parents & Children Humans/Animals  *Construct USA Maps *N,S,E,W *Locate OK on maps	Theme: You've got a friend in me	*Unit 1

**Textbook/Virtual Programs**

Prosper Academy purchased the curriculum from Hei Schools, a Finnish organization out of the University of Helsinki.

Really Great Reading is being utilized for our students aged 5+. We have two students who are aged 7 and 8 who require higher level ELA and mathematics instruction; we utilize The Good and the Beautiful for each of these children in each of these subjects.

**Teaching Methods**

Prosper Academy follows the Finnish model of education. This is a holistic approach that utilizes multi-age classes to ensure that children are constantly able to challenge themselves and others, as well as assist other children in learning concepts they've mastered. Children are taught outdoors as frequently as possible. Learning at Prosper Academy is as child led as possible, with the staff serving as a guide to direct the child appropriately and further explore concepts the child finds engaging.

### **Grade Level Competencies**

Prosper Academy ensures that all children meet Oklahoma Academic Standards for the appropriate age of the child.

### **Benchmarks**

Children are currently benchmarked with each teacher in a one-on-one setting. This ensures that each child is meeting expected grade level competencies.

In future years, Prosper Academy will utilize MAP testing in math and reading three times per year in the fall, winter, and spring. As a small district, the school may utilize homeschoolboss.com which facilitates MAP testing as an official NWEA partner.

### **Student Progress**

Student progress is marked through the benchmarking process as described above.

### **Monitoring/Assessments**

Prosper Academy staff utilize the Finnish style of observation and monitoring of students. Teachers record interactions of students regarding their academic performance and social emotional skills. Many of the progress and monitoring notes are organized into student portfolios which will stay with the student for the entirety of their career with Prosper Academy.

### **Academic Indicators**

Students will demonstrate competency in Oklahoma Academic Standards via Prosper Projects. These are student guided, age appropriate projects where the child may build, create, write, or perform a facet of their learning. Prosper Projects will be utilized as evidence of learning and academic achievement, as well as evidence of socio emotional growth.

### **Library Plan**

The library at Prosper Academy is under the direction of Assistant Director Paige Dan, a certified library media specialist. The library is open for use by students daily and media skills as well as other academic skills are taught weekly (at a minimum) through the library.

The initial library at Prosper Academy has just shy of 2,000 books for student and staff use.

The physical location of the school is about a block from Shawnee's Pioneer Library, a large system library location. Prosper Academy has an institutional library card with Pioneer and can utilize many services from book items to digital resources.

### **Extracurricular Activities**

Prosper Academy offers an optional after school program, Adventure Club. This is held daily 3-4pm and hosts various activities to pique the interest of students. So far guest teachers have included an art teacher and dance teachers. Scheduled activities include martial arts, STEM, and yoga.

Music classes are offered at Prosper Academy through a partnership with Guitar Vault, a locally owned business with skilled music teachers.

### **Physical Education**

Physical education classes are held twice per week for 30 minutes per session. Oklahoma Academic Standards are met at each class period. Classes are offered by the teaching assistant in each class, our assistant director, and our safety officer.

## Students

### Admission Policies

Prosper Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Eligibility for enrollment:

- Children that are 3 or older before September 1 and are potty trained are eligible to be enrolled at Prosper Academy, provided enrollment space exists.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We reserve the right to choose who is accepted into Prosper Academy. Any child whose needs cannot be met or whose behavior endangers other children will have to be placed on an IEP and family admin meetings will place throughout the year to ensure the child's needs are being met.
- Prosper Academy is committed to supporting all children and families. We realize some children may be better served through the support of other local agencies. Parents will be notified if concerns arise.
- Prosper Academy partners with agencies such as Today's Therapy Solutions for OT and Speech Therapy if needed for students.

### Enrollment Procedures

Enrollment is completed in a simple process through Brightwheel, the student operating system. Parents are required to submit the following documents and information:

- Application Form
- Tuition Agreement
- First Aid Permission/Emergency Info
- Social Media and Photo Release
- Safe Food Transportation Agreement
- Child Information Form
- Parent Driver's Licence or OK ID
- Medication Consent (if needed)
- Proof of Immunizations and a physical exam (well child check-up)
- Handbook Acknowledgement Signature Form
- Previous Transcripts/Report Cards

### Student Recruitment

At this time Prosper Academy does not have a policy regarding student recruitment. The enrollment for the fall 2023 opening school year consists entirely of word-of-mouth recruitment. This is the expected plan going forward into future years as well.

### **Student Handbooks**

At this time there is no specific student handbook. Prosper Academy provides a Family Handbook. This document can be seen [at this link](#).

### **Geographic Boundaries**

As a private school, Prosper Academy is not in conflict with any other school district and does not observe geographic boundaries as a hindrance to enrollment of a child. The school is physically situated in downtown Shawnee in the Shawnee Public Schools district.

### **Grades Served**

Part of the holistic Finnish approach practiced at Prosper Academy is that children are sorted by age and then are met at their academic and socio-emotional level to further their education.

The following is a breakdown of ages served for the opening and following years:

SY 23-24: ages 3-8

SY 24-25: ages 1-8

SY 25-26: ages 1-10

### **Health Services**

Prosper Academy utilizes parent and community volunteers who are educated and certified in their fields of expertise to serve students. For example, a nurse practitioner is available via phone or in person upon request to assist with minor health emergencies like a bug bite, rash, or ear infection. A qualified speech pathologist from the community volunteers to provide speech screenings for each child.

Currently, Director Kelsie Brooks, Teacher Hannah Welch, and 2 assistant teachers are CPR/First Aid certified. It is Prosper Academy's policy that a minimum of one certified and one non-certified staff member have CPR and first aid and Heimlich maneuver training and be in the building at all times with students. Prosper Academy has an automated external defibrillator on site, as well as multiple first aid kits.

Currently, no student at Prosper Academy has a diabetes diagnosis. When/if a child with diabetes does enroll, the school, the child's guardians, and an RN or physician will create a diabetes medical management plan.

Target Student Population

It is the heart of the staff of Prosper Academy to serve each child who passes through the school. While a private school is cost prohibitive to many families, Prosper strives to find scholarships and discounts for any family with a desire to educate their children there. Thus, the only real target student population is a student whose family desires a Christ-focused, flexible, small environment for their child.

Interviews/Tuition/Fees

Upon submitting an application, families are invited to an interview with the administrative team. The family may tour the facility and have any questions answered. If both Prosper Academy and the family are ready to proceed from there, the family may pay their \$150 application fee. The fees are as follows for SY 2023-2024.

### TUITION & FEES

APPLICATION FEE	ENROLLMENT FEE	DISCOUNTS OFFERED
\$150 One Time   Non-Refundable Due at Parent Interview	\$350 Annual   Non-Refundable Due July 1st	% of Tuition Prosper Loyalty Program 5% Sibling Discount

Tuition is due on the 1st of each month.

#### FULL TIME TUITION

Monday-Thursday

\$6435 Annually  
\$585 paid over 11 Months  
or  
\$537 paid over 12 Months

#### PART TIME TUITION

Monday & Wednesday or  
Tuesday & Thursday

\$3795 Annually  
\$345 paid over 11 Months  
or  
\$317 paid over 12 Months

5% Discount if annual tuition is paid by July 1st.

\*Prosper Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

In future years, tuition will need to increase by 15-20% per child in order for the school to function well. The additional income is needed for additional staffing and curriculum as the school grows and expands to serve a larger population.

### **Class Size & Structure**

Prosper Academy follows the Hei School curriculum guidance on class structure. As such for the 2023-2024 school year, classes are broken into ages 3-4 and 5+. Each class has a maximum enrollment of 15 children per day with a certified teacher and an assistant teacher.

The class is structured with key times of the day for direct instruction (broken into groups by academic level as needed) and time for centers-based free learning. This allows students to pursue their own interests while ensuring that each child is meeting the OAS and Finnish standards of education.

### **Behavior/Discipline Procedures**

Prosper Academy believes in and utilizes Love and Logic for behavior and discipline as well as for personal growth of each child.

Prosper Academy's behavioral policy is as follows:

The purpose of this action plan is to assist a child with behavior that has been deemed dangerous to oneself or others. Prosper Academy loves all students enough to expect and uphold the highest behavioral expectations. This allows the school to function in such a way that every single child is safe, known, and loved.

**Level 1** All students are on step 1. All children will, from time to time, demonstrate undesirable behaviors. The child's teacher will observe the child and alert the parent (usually via BrightWheel) of any behavior that is not conducive to a safe, fun, excellent learning environment. Each teacher utilizes age appropriate consequences for a child's actions (both to the positive and to the negative) and makes every effort to document concerns, areas of growth, and the successes that each child makes. The lead teacher in each classroom should be the main point of contact with parents. Once a parent has been notified that a behavior is dangerous to the student or to any other person on the premises, and the teacher has utilized the In-class Love and Logic methods for bringing about better choices, the behavior is expected to immediately improve. If the undesired behavior continues, step 2 will be initiated.

**Level 2** As per our Parent Handbook, which each parent must sign prior to enrollment, if an undesired behavior continues, especially a dangerous behavior, the parent(s) will be called in for a meeting with the child's teacher and the director of the school. The parent will be informed of the concern(s) observed. The Prosper team will inquire as to the situation at home and outside of school, probing to understand the child better. The parent(s) and the Prosper team will work together as a unit to develop a plan for the child to abruptly stop the undesired behavior. If step 2 has taken place and the undesired behavior continues, step 3 must be initiated.



**Level 3** This is the final step in a student's relationship with Prosper Academy. The team at Prosper desperately, prayerfully desires to serve each and every child brought through these doors, but must balance the one child's poor decisions with the safety of the entire school. In this step, Prosper Academy will develop a child/behavior-specific Behavioral Agreement. In this step, Prosper Academy outlines several steps the school promises to continue or begin to support the child during the school day, and several items that the parent promises to incorporate outside of the school. The genuine goal here is to assist the child in stepping out of their poor or dangerous behavioral choices and into the young man or woman God created them to be. If step 3 is successful, the hope is that the child enjoys a long relationship with Prosper Academy. As outlined in the Parent Handbook and the Behavior Agreement, if the dangerous behavior is not completely eradicated, the child's enrollment will be terminated immediately.

### **Physical Education**

Children attending full time (4 days per week) are offered Physical Education for 60 minutes per week.

### **Recess**

Children are offered two 30 minute recess breaks during the school day. This is outside if weather conditions are deemed safe; parents understand that appropriate weather attire must be worn each day so that a minimum of 15 minutes may be spent outside except in the case of lightning or other dangerous weather.

**Length of school day in minutes:** 5.5 hours

**Number of minutes for lunch:** 30 minutes

**Time school day begins:** 9am

**Time school day ends:** 3pm

**Total instructional hours:** 5.5 per day; 764.4 hours per school year (139 school days)



## Employee Contract

Prepared for Summer Jenks

Prepared by Prosper Academy

# Assistant Teacher Contract

This Assistant Teacher Contract (hereinafter referred to as "Contract") is effective from **October 1st, 2023** (hereinafter referred to as the "Effective Date"),

By and Between,

**Summer Jenks** (hereinafter referred to as the "Assistant Teacher"), a citizen of Oklahoma, USA with its address at \_\_\_\_\_ **Shawnee, OK 74804**; and

Prosper Academy (hereinafter referred to as the "School"), an institution established at 227 N. Union Ave Shawnee, OK 74801.

The Assistant Teacher and the School are collectively referred to as "Parties" and individually as "Party."

WHEREAS, the School desires to employ the Assistant Teacher for Lively Learners, ages 5-6, at the School and believes the Assistant Teacher has the necessary qualifications and skills to perform its duties and responsibilities;

AND WHEREAS, the Assistant Teacher accepts the offer of the School under the terms and conditions of the Contract herein.

NOW, THEREFORE, in consideration of the terms and conditions set forth below and other good and valuable consideration, both the parties hereby agree to the below terms and conditions.

## Terms and Conditions

### 1. Term of Employment

The Assistant Teacher shall start working from August 21, 2023 (hereinafter referred to as the "Commencement Date") as a full time employee and shall continue for 1 year.

### 2. Duties and Responsibilities

The Assistant Teacher shall execute its duties and responsibilities in good faith and with due diligence. It shall perform its duties as per the School's policies and the Assistant Teacher's code of conduct.

- The Assistant Teacher shall teach students to the best of its abilities and within the guidelines put forth by the School.
- The Assistant Teacher agrees that it will adhere to the duties and responsibilities listed below in Exhibit E
- The Assistant Teacher will complete required training and familiarize themselves with the philosophies of the school.

### 3. Work Schedule

The Assistant Teacher shall provide its services from Monday to Thursday. Hours will vary.

### 4. Hourly Wages

The Assistant Teacher shall receive an hourly wage of **\$12.00**, to be paid on the 15th and 30th day of every month.

5. Benefits

The Assistant Teacher shall be entitled to all the benefits and incentives provided by the School during the term of employment. The benefits are further described in Exhibit A.

6. Holidays, PTO, Leave of Absence

The list of all holidays is attached to this Contract. The Assistant Teacher shall also be notified of these holidays by the Director of the School. The Assistant Teacher can take leave from the work only for serious and genuine reasons, and with the prior approval of the Director, unless the absence is immediate. Employee PTO and sick leave are further described in Exhibit B. Employee Bereavement policy is listed in Exhibit C.

7. Materials

The School shall provide all supply funds and other materials necessary to the Assistant Teacher for teaching its subject.

8. Performance Evaluation

The Assistant Teacher's performance shall be evaluated by its supervisor, every 4 months.

9. Proprietary Rights

The Assistant Teacher understands that during its employment with the School, it may be exposed to the School's confidential information. The Assistant Teacher agrees to hold all proprietary and confidential information in complete confidence during the term of this Contract and after the termination of this Contract.

10. Termination of Contract

Either party can terminate this Contract upon 60 days prior written notice to the other party, with or without cause.

11. Miscellaneous

1. Governing Law: This Contract shall be governed following the laws of the State of Oklahoma.
2. Assignment: Neither party shall assign this Contract or the rights and obligations thereunder to any third party without the prior express written consent of the other Party which shall not be unreasonably withheld.

3. Non-Waiver: Neither Party can waive any provision of this Contract, or any rights or obligations under this Contract, unless agreed to in writing by the Parties.
4. Separability Clause: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, all other terms will remain in full force and effect until the Contract termination.
5. Counterparts: This Contract may be executed in multiple counterparts, each of which shall be deemed original and all of which together shall constitute as one and the same.
6. Entire Agreement: The Parties acknowledge that this Contract sets forth and represents the entire Contract between both the Parties. If the Parties are willing to change/add/modify any terms, they shall be in writing and signed by both Parties.
7. Notice: Any notice that is required by this Contract shall be in writing and shall be given to the appropriate party by personal delivery or certified mail, postage prepaid, or any such delivery service provided.
8. Force Majeure: Neither of the Parties shall be liable for any failure in performance of any obligation under this Contract due to causes beyond that Party's reasonable control (including and not limited to any pandemic, fire, strike, act, or order of public authority and other acts of God) during the pendency of such event.
9. Non Compete Agreement: Both parties will read and sign the agreement in Exhibit D of the employee contract.
10. Any employees' contract that is terminated before one year of employment is fulfilled must reimburse Prosper Academy for the HEI Schools Diploma Program costs in full.

## Acceptance and Signature

The Parties hereby agree that they have understood the terms and conditions of this Contract, and demonstrate their agreement to the same by signing below.

Employee Signature

---

Date

---

Prosper Academy

---

Date

---

# Prosper Academy Employee Contract

## Exhibit A

### Benefits

1. Employees will receive a 25% discount towards tuition costs for their own children attending Prosper Academy
2. Employees will receive a 5% discount for siblings attending Prosper Academy
3. Employees will receive a loyalty discount towards tuition costs for each year of employment at Prosper Academy.

### Exhibit B

Prosper Academy follows Oklahoma's Human Services Leave Policy

OKDHS:2-1-40. Leave for Assistant Teachers employed less than 12 months per year

Issued 6-11-92

(a) Personal leave (formerly "emergency leave"). Five working days each school year will be granted to Assistant Teachers contracted/employed by the Department for less than the full twelve months of each year. Such leave shall vest at the beginning of each school year and may be taken with the approval of the school superintendent. Personal leave may not be charged to sick leave, and any unused personal leave will not be cumulative, and will not be paid to the Assistant Teacher upon separation from the Department. Personal leave must be approved by the Director and added to the Team Calendar within two (2) weeks of the dates requested. Assistant Teachers must notify the team of their planned personal leave upon approval from the Department.

(b) Sick leave. Assistant Teachers contracted/employed by the Department for less than the twelve months of each year will be granted ten (10) days sick leave per school year. This leave shall vest at the beginning of each school year and unused sick leave shall be cumulative up to a total of twenty (20) working days. Such leave is to be utilized when the Assistant Teacher is required to be absent from duty due to personal injury, illness or pregnancy, or injury or illness of an immediate family member requiring the employee's care.

- (1) In instances where a Assistant Teacher has exhausted all accrued sick leave and continues to be absent due to personal injury, illness, or pregnancy, that Assistant Teacher is entitled to an additional 20 day period at full salary less the amount actually paid to employ a substitute to temporarily assume the absent Assistant Teacher's position; as long as the total leave does not exceed the total number of days in the school contract period.
- (2) All accumulated sick leave shall be canceled upon separation from the Department.
- (3) Assistant Teachers must notify the Director by 6:30 am that sick leave will need to be used for the day. All Leave must be approved and documented upon return of the assistant teacher the following day.

## Exhibit C

### Prosper Academy Bereavement Policy

Assistant Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed 5 days during each school year.

## Exhibit D

### Non Compete Agreement

#### Prosper Academy LLC NON-COMPETE AGREEMENT

I. THE PARTIES. This Non-Compete Agreement ("Agreement") made this March 2023, is made between:

OWNER: Prosper Academy LLC ("Owner") with a mailing address of 227 N. Union Ave Shawnee, OK 74801 shall have ownership of this Agreement under which:

RECIPIENT: Prosper Academy Employees ("Recipient") shall be bound to the covenants mentioned in this Agreement.

Hereinafter the Owner and Recipient shall be known separately as a "Party" and together as the "Parties."

II. CONSIDERATION. In exchange for the Non-Compete, the Recipient shall receive the following consideration: Employment with Prosper Academy.

III. TERM. The Recipient shall be bound to this Agreement, specifically, the terms of this Agreement for:

Start Period: (check one)

- ☒ - Date of March 2023.
- ☐ - Beginning immediately after: \_\_\_\_\_ ("Event")
- ☐ - Other: \_\_\_\_\_

End Period: (check one)

- ☒ - Date of December 2028.
- ☐ - \_\_\_\_ months after: \_\_\_\_\_
- ☐ - Other: \_\_\_\_\_

The start period and end period shall collectively be known as the "Term."

IV. GEOGRAPHICAL AREAS. The Recipient shall be bound to this Agreement for the following geographical areas: Pottawatomie County and any surrounding area within a 30 mile radius.

V. NON-COMPETE. The Owner shall possess, in accordance with the terms of this Agreement, the following protections from the Recipient engaging in the following activities: being hired by working for a competitor or starting a competing business after resigning or termination of Prosper Academy employment contract.

VI. NON-SOLICITATION. The Owner shall have the following protections from the Recipient in accordance with this Agreement: (check all that apply)

- ☒ - Employees. The Recipient shall be prohibited from engaging with any former or current employees, contractors, affiliates, and similar parties of the Owner under which a business relationship has been created.
- ☒ - Customers. The Recipient shall be prohibited from engaging with any former or current customers, clients, and similar parties of the Owner under which a business relationship has been created.

VII. PURCHASE OF RELEASE. The Parties agree that the Recipient: (check one)

☐ - Can Purchase a Release. The Recipient has the option, during the Term or any period thereafter, to purchase and waive all liability under this Agreement for the sum of \$\_\_\_\_\_ as payment to the Owner.

- ☒ - Cannot Purchase a Release. The Recipient has no option, during the Term or any period thereafter, to purchase the rights of this Agreement from the Owner for the purposes of waiving any liability or releasing themselves under this Agreement.

VIII. CONFIDENTIAL INFORMATION. The Owner and Recipient agree that the Recipient shall be prohibited from releasing Confidential Information. The Recipient shall be prohibited from expressing or sharing any and all technical and non- technical information provided by the Owner, including but not limited to: data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, authorship, customer lists (including names, buying habits or practices of any clients), names of vendors or suppliers, marketing methods, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the Owner or any of its respective clients, consultants, or licensees that is disclosed to the Recipient under the terms of this Agreement.

a.) Limitations. Confidential Information shall not include information which:

- i. Has become generally known to the public through no wrongful act by the Recipient;
- ii. Has been rightfully received by Recipient from a third party without restriction on disclosure and without breach of an obligation of confidentiality running either directly or indirectly to the Recipient;
- iii. Has been approved for release to the general public by written authorization of the Owner;
- iv. Has been disclosed pursuant to the requirement of a governmental agency or a court of law without similar restrictions or other protections against public disclosure; or,
- v. Has been independently developed by the Recipient without use, directly or indirectly, of the Owner's Confidential Information.

b.) Employees and Contractors. The Recipient agrees to disclose Confidential Information to any agents, affiliates, directors, officers, or any other employees, collectively known as the "Employees," solely on a need-to-know basis and represents that such Employees have signed appropriate non-disclosure agreements or have taken appropriate measures imposing on such Employees a duty to third parties:

- i. To hold any third-party proprietary information received by such Employees in the strictest confidence;
- ii. Not to disclose such third-party Confidential Information to any other third party; and
- iii. Not to use such Confidential Information for the benefit of anyone other than to whom it belongs without the prior express written authorization of the Owner.

c.) Best Practices. The Recipient acknowledges they may or may not have access to the Owner's Confidential Information and agrees that it shall not directly or indirectly divulge, disclose, or communicate any of the Confidential Information to any third party, except as may be required during any formal business association or dealings on behalf of the Owner for any event, with the prior written approval of the Owner. The Recipient acknowledges that no license of the Confidential Information, by implication or otherwise, is granted to the Recipient by reason of this Agreement. Additionally, the Recipient acknowledges that it may only use the Confidential Information in



connection with its business dealings with the Owner and for no other purpose without the prior written consent of the Owner.

d.) Records. The Recipient further agrees that all Confidential Information, including, without limitation, any documents, files, reports, notebooks, samples, lists, correspondences, software, or Other written or graphic records provided by the Owner or produced using the Owner's Confidential Information, will be held strictly confidential and returned upon request to the Owner.

e.) Return of Materials. Upon termination or expiration of this Agreement, or upon written request of the Owner, the Recipient shall promptly return to the Owner all physical and digital materials representing the Owner's Confidential Information and all copies thereof. The Owner shall notify the Recipient immediately upon discovery of any loss or unauthorized disclosure of the Confidential Information.

IX. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without reference to its conflicts of laws principles. Any disputes arising from or related to the subject matter of this Agreement shall be heard in a court of appropriate jurisdiction of the Owner's principal office, and the Parties hereby consent to the jurisdiction and venue of these courts.

a.) Severability. If any provisions of this Agreement or its applications are held to be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of any other provisions and applications herein shall not in any way be affected or impaired.

b.) Remedies. Should the Recipient breach any of the provisions of this Agreement, the Recipient agrees to reimburse the Owner for any loss or expenses incurred by the Owner as a result of any prohibited use or activity under this Agreement, including, without limitation, court costs and reasonable attorney's fees incurred by the Owner in enforcing the provisions hereof. The Recipient further agrees that any unauthorized use or activity shall result in irreparable damage to the Owner and that the Owner shall be entitled to an award by any court of competent jurisdiction of a temporary restraining order and/or preliminary injunction against such unauthorized use or activity by the Recipient without the need to post a bond. Such remedies, however, shall not be deemed to be the exclusive remedies for any breach of this Agreement but shall be in addition to all other remedies available at law or equity.

X. ADDITIONAL TERMS. No additional terms.

XI. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the Parties and may only be modified by the signature of both Parties hereto.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Exhibit E

# Prosper Teaching Assistant Responsibilities & Duties

### HEBREWS 6:10

"God is not unjust; he will not forget your work and the love you have shown him as you have helped his people and continue to help them."

Continually serving others is a form of expressing our faith in and to God. When we start to grow weary in our serving, we can be reenergized in our commitment by knowing that he sees us and he will not forget.

The responsibilities of our teaching assistants can vary significantly from day to day. This makes it a varied role that will keep you on your toes.

Responsibilities include but are not limited to:

- Preparing the classroom for lessons and tidying it up afterwards
- Assisting with lesson plan preparation
- Supporting children across the curriculum
- Providing extra assistance to children with special needs
- Recording and reporting a student's progress to the teacher
- Motivating and encouraging students
- Supervising students during school trips or activities
- Attending meetings
- Looking after children who are unwell or who need emotional regulation
- Bathroom cleanup, disinfecting classroom
- CPR/First Aid Training & Background Checks each year
- Required reading material for Love & Logic and other behavioral management language

Skills Needed:

- Love God, faithful apprentice to Jesus, Love for serving people
- Lifelong Learner

- Good communication skills with the ability to communicate clearly to teachers and students
- Active listening skills
- Compassion and sensitivity towards children
- Knowledge of the curriculum
- Ability to use a computer
- Organizational skills
- Can work well under pressure
- Ability to adapt to whatever the situation requires
- Maturity and professionalism
- Critical thinking skills
- Trustworthy

Our assistants report to teachers for behavioral management and parental contact rather than speaking directly to families about any situation that takes place during school hours. We expect all staff members to use careful language in all interactions in and outside of Prosper Academy. Any record or account of our staff speaking with intentionally negative language towards or about our students, families, or fellow staff will result in disciplinary action or termination. It is our joy to serve families in our community and our own team. We all strive to be active apprentices to Jesus and give respect to everyone around us.

Employee Signature

---

Date

---

## COMMERCIAL LEASE AGREEMENT

This Commercial Lease Agreement ("Lease Agreement") is made this 1st, day of July, 2023 between Heritage-First Church, an Oklahoma not for profit corporation ("Landlord") and Prosper Academy Inc, an Oklahoma not for profit corporation ("Tenant").

1. **DEFINITIONS.** The terms used in this lease have the following meanings:

Leased Premises. The property and building located at 227 N. Union Ave., Shawnee, OK 74801, more particularly described as follows:

Lots 1 – 16 and 25 - 32, Block 15, CHOCTAW ADDITION to the City of Shawnee, Pottawatomie County, Oklahoma, according to the recorded plat thereof.

Commencement Date. The date upon which the term of the lease commences pursuant to paragraph three (3).

2. **DESCRIPTION OF LEASED PREMISES.** Landlord leases and rents to Tenant the Leased Premises. Specifically, Tenant shall be permitted to utilize the children's ministry rooms in building C, but will only be physically occupying 2 classrooms for the purposes of teaching, along with a resource room, office space, the gated east parking lot, the community garden, the gated entrance on the north side of the building, the playground and gated outdoor space, and the Fellowship Hall and Sanctuary space for school events, to be reserved through Heritage Church's facility usage policy with at least two weeks advance notice. Prosper Academy will receive 2 free uses of the Fellowship Hall or Sanctuary each year.

3. **TERM.** The term of this lease is Month-to-Month on a recurring basis until the Agreement is terminated by either party as more specifically set forth herein. The term of this lease shall not be altered except by written instrument signed by both parties and in the event Tenant does not surrender possession of the Leased Premises at the end of the term, it shall be a tenant at sufferance.

4. **RENT.** Tenant agrees to pay as rent for the exclusive use of the Leased Premises the following amount:

**One Thousand, Five Hundred Dollars (\$1,500.00) per month ("Rent").**

5. **AUTHORIZED USE.** Tenant shall use and occupy the Leased Premises for providing Pre-K through 1st grade educational services and no other purpose.
6. **LANDLORD IMPROVEMENTS.** Landlord shall be responsible for all necessary improvements to be made upon the Leased Premises to maintain its current condition and to allow Tenant to utilize the Leased Premises for the authorized use stated above.

- (a) Tenant shall make no alterations without the written consent of Landlord. Any changes in the children's area must be submitted in writing to the building superintendent and approval for those changes will come only from him.
  - (b) Any damages to the Leased Premises caused by Tenant shall be repaired at the Tenant's expense.
  - (c) Heritage has exclusive access to the space on Wednesday evenings from 5:30-9:00 pm and Sunday mornings from 7:30a-12:30 pm.
  - (d) Heritage's Children's Director needs reasonable access to the space during the week to perform her duties as the Children's Director of Heritage Church.
7. **UTILITIES.** Landlord shall be responsible to pay for utilities, including but not limited to, water, gas, electric, and internet.
8. **RIGHT OF INSPECTION.** Landlord and its agent reserve the right to go on the Leased Premises at all reasonable times to inspect the same or make repairs.
9. **COVENANTS BY TENANT.** Tenant warrants and covenants as follows:
- (a) That it will not use or permit others to use the Leased Premises for living, sleeping, or cooking quarters, manufacturing, warehousing, or for any unlawful purpose;
  - (b) That it will not keep animals, refuse, or any articles or substances upon the Leased Premises that may cause a fire, explosion, health, or other hazard, other than those substances that are utilized and allowed by law in the operation of a dental practice;
  - (c) Neither it nor its employees will negligently damage the Leased Premises;
  - (d) That in the occupancy and use of said Leased Premises, it will not violate any Federal, State, or Municipal law or regulation;
  - (e) That it will surrender possession of the Leased Premises upon the expiration or termination hereof in the same condition that the Leased Premises are in, reasonable wear and tear excepted;
  - (f) That it will at all times protect, hold harmless, and indemnify Landlord against all causes of action, claims, demands, suits, judgments, and liability of every kind and character which may arise, be imposed, or incurred as a consequence of or arising out of any act, default, negligence, or omission, willful or otherwise, on the part of the Tenant, its agents or employees, or arising out of the conduct by Tenant of its business upon the Leased Premises.
10. **TENANT'S INSURANCE.** During the term of this lease, Tenant, at its sole cost, shall carry comprehensive public liability insurance, insuring Landlord and Tenant, as their

interests may appear, against liability for injury to persons or property occurring in or about the Leased Premises or arising out of the ownership, maintenance, use or occupancy thereof. The liability under such insurance shall not be less than \$1,000,000.00 for any one person injured or killed, and not less than \$2,000,000.00 for any one accident, and not less than \$100,000.00 for personal property damage per accident.

Landlord and Tenant each hereby waives any and all rights of recovery against the other or against the officers, employees, agents, and representatives of such other party for loss of or damage to such waiving party or its property or the property of others under its control arising from any cause insured against under the standard form of fire insurance policy with all permissible extension endorsements covering additional perils or under any other policy of insurance carried by such waiving party in lieu thereof.

11. **ASSIGNMENT; SUBLEASE.** No assignment or sublease of this lease or the Leased Premises shall be valid without prior written consent of Landlord. If Tenant desires to assign this lease or sublet the Leased Premises, or any part thereof, written notice shall be given to Landlord sixty days prior to the proposed effective date, specifying the name of the proposed assignee or sublessee and all of the terms of the proposed assignment or sublease. Landlord shall then have a thirty day option after receipt of said notice to either: (a) Permit the proposed assignment or sublease; or (b) Terminate this lease as to that portion of the Leased Premises proposed to be affected; or (c) Refuse to consent to the proposed assignment or sublease. Failure of Landlord to exercise any of said options in writing prior to the end of said thirty day period will be deemed an exercise of the above option (c). Tenant, however, will be allowed to rent a conference room within building C, specifically the children's ministry area, inside Tenant's Private Area to third party attorneys for day meetings.
12. **SUBORDINATION.** This lease and all rights of the Tenant hereunder, at the option of Landlord, will be subject and subordinate to all encumbrances. Tenant agrees to execute and deliver to Landlord from time to time within ten (10) days of a written request by Landlord all instruments which might be required by Landlord to confirm such subordination. Notwithstanding the foregoing provisions, Tenant agrees that any Mortgagee will have the right at any time to subordinate any rights of such Mortgagee to the rights of the Tenant under this lease on such terms and subject to such conditions as such Mortgagee deems appropriate in such Mortgagee's absolute discretion.
13. **CASUALTY; CONDEMNATION.** If the Leased Premises is destroyed by casualty, or damaged to such extent that it cannot be repaired, or in the opinion of Landlord it cannot be repaired within 60 days from the date of casualty, this lease shall terminate and rent shall be adjusted as of the date of such destruction or damage. If the Leased Premises are damaged from casualty and can be repaired except as provided in the preceding sentence, Landlord shall, with reasonable diligence, with allowance for insurance adjustment, strikes, shortage of materials and labor, repair the same. If during

the period of repair the Leased Premises cannot be used, rent shall abate for this period. If the Leased Premises can be partially used during said period of repair there shall be an equitable rebate of a portion of the rent. Repairs may be made during business hours and there shall be no abatement of rent by reason of inconvenience. Damage to the Leased Premises resulting from negligence of Tenant or its employees or invitees shall be repaired at the expense of Tenant. In the event of the condemnation of the Leased Premises or a substantial portion thereof, such as would make the continued use of the Leased Premises impractical for the use intended, the lease shall terminate and rent shall be adjusted as of the date title vests in the condemner. All compensation in condemnation shall be the property of the Landlord.

14. **QUIET ENJOYMENT.** Landlord agrees that if Tenant pays the rent herein required and performs the obligations of the Tenant under this lease, Landlord will protect Tenant's right to quiet enjoyment of the Leased Premises.
15. **LIABILITIES OF LANDLORD.** By taking possession of the Leased Premises, Tenant will be deemed to have accepted the Leased Premises as suitable for the purposes for which the same are leased, to have accepted the Leased Premises, and to have waived any and all defects therein. Landlord will not be liable to Tenant or Tenant's agents, employees, invitees or to any person claiming through Tenant for any injury to person, loss or damage to property or Tenant's business, occasioned by the acts or omissions of Landlord, its agents, employees or contractors, or by any other cause whatsoever, except Landlord's gross negligence or willful wrong.
16. **DEFAULT.** All promises, covenants, and warranties herein shall be conditions as well as covenants and a breach of any of them or the failure to pay rent when due or the abandonment of the Leased Premises, or the making of an assignment for the benefit of creditors by Tenant, or appointment of a receiver for Tenant, or the filing of a petition by Tenant for reorganization or relief of debtors, or a voluntary petition in bankruptcy, or adjudication of bankruptcy of Tenant, shall constitute a default on the part of Tenant. Upon default by Tenant, Landlord shall, at its option have the following remedies:
  - (a) Terminate the lease and take possession of the Leased Premises.
  - (b) Terminate the lease and recover damages in an amount equal to the unpaid future rent less the fair rental value of the Leased Premises for such residue of the term of the lease or in any greater amount permitted by law.
  - (c) Terminate Tenant's right to possession without terminating the lease or obligation to pay rent, whereupon Tenant shall pay Landlord all unpaid rent for the entire term of the lease and Landlord shall endeavor to lease the Leased Premises for the account of Tenant. Any reasonable expense of remodeling or repair shall be a charge against the rent received on re-letting.
  - (d) Any remedy permitted by Federal or State law.

- (e) The remedies granted to Landlord shall be cumulative and the exhaustion of one shall not preclude Landlord resorting to others.
  - (f) In the event the default by Tenant consists of failure to pay rental when due, Tenant shall have ten (10) days to remedy the same and Landlord shall not enforce any of said remedies during said ten (10) day period.
  - (g) The exercise of any remedy granted Landlord shall not be considered an unlawful eviction or trespass.
17. **LIEN FOR UNPAID RENT OR DAMAGES.** All property of Tenant in or upon said Leased Premises whether or not exempt from execution, shall be subject to a lien for payment of the rent required, and for any damage arising from any breach by Tenant of any of the covenants herein. If default is made in the payment of any installment of the rent or any part thereof, and if such default continues for ten days after written notice thereof to Tenant, Landlord may at its option foreclose its lien in the manner authorized for the foreclosure of chattel mortgages or pledges and apply the proceed of any sale(s) first toward the cost of sale and then toward said rent or damages, with any remainder to be paid to Tenant.
18. **TERMINATION.** Each party may terminate the lease with or without cause by providing written notice of termination 30 days prior to the date of termination of the lease.
19. **CLEANING & PROPERTY CARE.** The Tenant is responsible for cleaning all areas of the Premises, including but not limited to, classrooms, kitchen, hallways, office, resource room, bathrooms, outdoor walkways, playground, community garden, and parking spaces. Classroom manipulatives, toys, and all supplies must be disinfected each week. Tenant and Landlord will follow agreed upon guidelines for disinfecting areas of play and toys used each week. Tenant must remove any collected trash and food waste from the Premise each day. Carpets and Rugs must be vacuumed at least twice per week. Floors or Tiles in the bathrooms must be swept and mopped once a week. Bathrooms must be cleaned regularly, and as frequently as needed, to prevent the formation of mold and mildew. If Tenant does not clean adequately and regularly, Tenant will be liable for reasonable cleaning charges. Tenant will be responsible for replacing items that are soiled beyond normal wear (that is, wear or soiling that occurs without negligence, carelessness, accident, or abuse). Landlord is equally responsible for replacing items belonging to Prosper Academy damaged by children's ministry usage.
20. **RESPONSIBILITIES OF LANDLORD.** Tenant employees and families will only use the designated entrances and exits during school hours. Parents will only enter the building through the gated north-east entrance that is designated for Prosper Academy. Tenant will be in contact with families about these procedures. Landlord employees will not be expected to monitor a door or assist Prosper Academy employees or families within the program. Tenant will only contact the admin assistant/secretary for important



updates or anything urgent. Landlord is welcome to contact Tenant any time of day throughout the week.

21. **MISCELLANEOUS PROVISIONS.**

- (a) Any notices authorized or required may be given Landlord by registered or certified mail addressed to Landlord 227 N. Union Ave., Shawnee, OK 74801, and any notice to Tenant may be given by delivery of the same to Tenant or one of its officers or employees on the Leased Premises, or by registered or certified mail addressed to Tenant, using the Leased Premises as its address.
- (b) The waiver by Landlord of any default, shall not be a waiver or consent to the continuation of such default or to a subsequent default.
- (c) The provisions of any typewritten portion of any rider attached and signed shall supersede any conflicting provisions of the printed portion.
- (d) The provisions of this lease shall be binding upon and inure to the benefit of the legal representatives, successors and assigns of the parties hereto. The word "Tenant" shall include the plural and words of the neutral gender shall include the personal gender.
- (e) Pro-rations. If the date on which the lease term commences or expires is a date other than the first day of a month, the rental installment for the month in which such date occurs will be pro-rated based on a thirty (30) day month.
- (f) The school and its events/activities must be consistent with the ethics of the Baptist Faith and Message 2000.
- (g) Landlord and Tenant will meet quarterly to discuss lease agreement and arrangements.

**LANDLORD:**

Heritage-First Church, an Oklahoma not for profit corporation.

---

By: Jon Burgess, Trustee

---

By: Britton Buss, Trustee

**TENANT:**  
Prosper Academy Inc

*Kelsie Brooks*

By: Kelsie Brooks, Director



# Eager Explorers Pacing Guide

2023 – 2024

Prosper Project 1- Growth Mindset & Healthy Bodies   Memory Verse: Psalm 55:22   Field Trip: Sulphur, OK Details:							
Week	Date	Fine & Gross Motor Development	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
1	8/28 – 8/31 4 Days (M-Th)	Bathroom Proficiency	States First & Last Name Listens while peers speak		*Laws/Rules	Theme: Head, Shoulders, Knees, & Toes	-Countdown
2	9/4 – 9/7 3 Days (F-Th)	Holds writing utensil with thumb and two fingers	Recognizes Name Listens to Stories Read aloud		*Pledge of Allegiance *What is the flag	Theme: Head, Shoulders, Knees, & Toes	
3	9/11 – 9/14 4 Days (M-Th)	Takes Turns Drop a ball- attempt to grab	States Parent or Guardian's Names	Identify Colors Identify Shapes		Theme: You've got a friend in me	
4	9/18 – 9/21 4 Days (M-Th)	Contrast actions of curling & stretching	States Birthday What is a Letter	Counting to 10 What is a number Patterns AB		Theme: You've got a friend in me	*Unit 1
5	9/25 – 9/28 4 Days (M-Th)	Holds and Uses Scissors Correctly Catching a ball	Identify Uppercase & lowercase letters & Sounds & trace or write	Number 1		Theme: Home is where your heart is	*Unit 2
6	10/2-10/5 4 Days (M-Th)	Basic Needs to survive	Beginning Sounds	Number 2	*Hispanic History Month *Honor the past	Theme: Home is where your heart is	*Unit 3
7	10/9-10/12 4 Days	Works and plays cooperatively in a		Number 3	*Native American Heritage & Christopher Columbus	Theme: Bippiti Boppiti Boo	*Unit 4

	(M-Th) P/T Conferences	variety of settings							
Prosper Project 2- Character Development & Respect (manners)   Memory Verse:   Field Trip:   Family Night: Banquet & Art Gala Details:									
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR		
8	10/23 – 10/26 4 Days (M-Th)	Independent snack and clean up	Front Cover, Back Cover, Spine, Book Directionality	Number 4 Patterns ABC		Theme: You've got a friend in me	*Unit 5		
9	10/30 – 11/2 4 Days (M-Th)	Balance Practice		Number 5	Holiday Focus: Halloween	Theme: You've got a friend in me	*Unit 6		
10	11/6 – 11/9 4 Days (M-Th)	Roll Sideways in a narrow body shape		Number 6		Theme: Home is where your heart is			
11	11/13-11/16 4 Days (M-Th)	Kick a ball forward		Number 7	Holiday Focus: Thanksgiving *Pilgrims *Plimoth/ Plantation *Squanto	Theme: Home is where your heart is	*Unit 7 -Start Dictation Sentences		
12	11/27-11/30 4 Days (M-Th)			Number 8		Theme: Home is where your heart is	*Unit 8		
13	12/4 – 12/7 4 Days (M-Th)	Plays, works, interacts positively with students & Adults		Number 9	*Holidays Around the World *Multicultural Tales	Theme: Down by the station	*Unit 9		

14	12/11-12/14 4 Days (M-Th)	Manages Transitions successfully		Number 10	*Jesus is Born	Theme: Down by the station	
Prosper Project 3- Technology/Coding   Memory Verse:   Field Trip:   Family Night 2/15 @ 4-7 pm: P/T Conferences Details:							
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
15	1/2-1/4 3 Days (T-Th)	Sound Repeat Clapping Pattern	*Jan Brett-Sequence Stories	Counting to 20 1-1 correspondence to 10 in a row		Theme: All around the world	*Unit 10
16	1/8-1/11 4 Days (M-Th)	States Phone Number	States, beginning, middle, end of stories	More Than Less Than, Equal To	*Paul Revere	Theme: All around the world	*Unit 11
17	1/15-1/18 4 Days (M-Th)	Movement Repeat Head, shoulders, knees	Dictates story from picture	Sorting Objects, by familiarity Patterns ABBA	*MLK *George Washington Carver	Theme: All around the world	*Unit 12
18	1/22-1/25 4 Days (M-Th)	Performs locomotor skills: hopping, skipping, leaping Maintaining balance	Book Knowledge- What does an illustrator do/Author do			Theme: All around the world	*Unit 13
19	1/29-2/1 4 Days (M-Th)	Dribbles a ball	Answer Wh questions with accuracy	Count 5 scattered items	Holiday Focus: Groundhog Day	Theme: When you wish upon a star	
20	2/5-2/8 4 Days (M-Th)					Theme: When you wish upon a star	

21	2/12-2/15 4 Days (M-Th)				Holiday Focus: Valentine's Day	Theme: When you wish upon a star	*Unit 14
Prosper Project 4- Vocation & Community Service   Memory Verse:   Field Trip:   Family Night: Details: Reach out to nonprofits to partner with							
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
22	2/26-2/29 4 Days (M-Th)	How do we get money to buy things?	States address	Draws 2D shapes	*Presidents *American Symbols and Monuments	Theme: When you wish upon a star	*Unit 15
23	3/4-3/7 4 Days (M-Th)	Kicks stationary ball-mature kicking	Rhyming Words	Count to 50	*Consumers and Producers	Theme: An old lady who swallowed a fly	*Unit 16
24	3/11-3/14 4 Days (M-Th)		Ending Sounds	Greater than, or less than with objects		Theme: An old lady who swallowed a fly	*Unit 17
25	3/25-3/28 4 Days (M-Th)		Sentence Structure Introduce it	Sorting Shape, color, size	Holiday Focus: Easter	Theme: An old lady who swallowed a fly	*Unit 18
26	4/1-4/4 4 Days (M-Th)		Prepositions	Measuring Items		Theme: The Green Grass Grows Around	*Unit 19
27	4/8-4/11 4 Days (M-Th)		Proper Grammar		*Inventors	Theme: The Green Grass Grows Around	*Unit 20

28	4/15-4/18 4 Days (M-Th)		Spatial or Time relationships			Theme: The Green Grass Grows Around	
----	-------------------------------	--	----------------------------------	--	--	--	--

Prosper Project 5- Horticulture & Nature  Memory Verse: Colossians 2:6-7   Field Trip:   Family Night: Details:							
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
29	4/29-5/2 4 Days (M-Th)		Reading Signs or labels Ex. Stop Sign	Counts to 100	*Explorers	Theme: The Green Grass Grows Around	*Unit 21
30	5/6-5/9 4 Days (M-Th)		Decoding Words Middle Sounds	Graphing	*Directional Terms: Left, Right, North, South, etc.	Theme: Robot Rock	*Unit 22
31	5/13-5/16 4 Days (M-Th)		Recognize digital/print texts			Theme: Robot Rock	*Unit 23
32	5/20-5/23 4 Days (M-Th)		Segmenting Words/ Counting Syllables		*Maps, Continents, and Oceans	Theme: Robot Rock	*Unit 24
33	5/27-5/30 4 Days (M-Th)		Ending punctuation Sentence Error Practice			Theme: Robot Rock	*Unit 25
34	6/3-6/6 4 Days (M-Th)					???	10-15 heart Words



35								
36								
37								
38								
39								



## Lively Learners Pacing Guide | 2023 – 2024

Prosper Project 1- Growth Mindset & Healthy Bodies   Memory Verse: Psalm 55:22   Field Trip: Sulphur, OK Details: Psalm 55:22 - Cast your cares on the Lord and He will sustain you. He will never let the righteous fail.							
Week	Date	OAS 7-8 yrs Writing & Language	OAS ELA Skills RL/RI/RF	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
1	8/28 – 8/31 4 Days (M-Th)	*Opinion Pieces *Capitalize names, holidays, geographic names	My Name  *Uppercase Letters *Lowercase Letters  *Distinguish Between Long & Short Vowels	*Color Words *Counting	*Laws/Rules  *Culture Focus	Theme: Head, Shoulders, Knees, & Toes	-Countdown -Blast
2	9/4 – 9/7 3 Days (T-Th)	*Produce and expand simple and compound sentences	*Uppercase Letters *Lowercase Letters  *Distinguish Between Long & Short Vowels	*Patterns *Numbers 1 - 20	*Pledge of Allegiance *Our Flag	Theme: Head, Shoulders, Knees, & Toes	
3	9/11 – 9/14 4 Days (M-Th)		*Beginning Sounds *Picture/Word Sorts  *Vowel Teams	*Numbers 1 – 20	*Sound Waves *Illumination- Light through different objects	Theme: You've got a friend in me	
4	9/18 – 9/21 4 Days (M-Th)	*Using Collective Nouns *Determine the meaning of unknown words	*Beginning Sounds	*2-D Shapes *Numbers 1 - 30  *Trapezoids/Hexagons *Compare and classify 2D shapes	*Parents & Children Humans/Animals  *Construct USA Maps *N,S,E,W *Locate OK on maps	Theme: You've got a friend in me	*Unit 1

5	9/25 – 9/28 4 Days (M-Th)	*irregular plural nouns *Peer collaboration for opinion piece- Apples Opinion	*Ending Sounds *Describe Characters and their responses in a story	*Nonstandard Measurement *Standard Measurement & volume	*Johnny Appleseed Week *latitude, longitude, and hemispheres on basic maps and globes	Theme: Home is where your heart is	*Unit 2		
6	10/2-10/5 4 Days (M-Th)	*Identify main topics *retell a story *Past tense verbs	*Ending Sounds	*Identify #'s on a Number Line *Tally Marks	*Hispanic History Month	Theme: Home is where your heart is	*Unit 3		
7	10/9-10/12 4 Days (M-Th) P/T Conferences		*Rhyming Words *Onset and Rime	*Time to the Hour	*Native American Heritage & Christopher Columbus	Theme: Bippiti Boppiti Boo	*Unit 4		
Prosper Project 2- Character Development & Respect (manners)   Memory Verse: Luke 6:31   Field Trip:   Family Night: Banquet & Art Gala Details:									
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR		
8	10/23 – 10/26 4 Days (M-Th)		*Rhyming Words *Add/Delete/ Substitute Phonemes	*Time to the Hour	*Identify Different Landforms	Theme: Bippiti Boppiti Boo	*Unit 5		
9	10/30 – 11/2 4 Days (M-Th)		*CVC Words	*#'s 31 – 50 *3D Shapes *Counting by 10's	Holiday Focus: Halloween	Theme: Down by the station	*Unit 6		
10	11/6 – 11/9 4 Days (M-Th)		*CVC Words	*Addition to 10		Theme: Down by the station			

11	11/13-11/16 4 Days (M-Th)		*CVCe Words *Distinguish Long/Short Vowels *Middle Sounds	*Addition to 10 *Graphing	Holiday Focus: Thanksgiving *Pilgrims *Squanto *Plimoth/ Plantation	Theme: Down by the station	*Unit 7 -Start Dictation Sentences
12	11/27-11/30 4 Days (M-Th)		*CVCe Words	*Graphing *Subtraction to 10		Theme: All around the world	*Unit 8
13	12/4 - 12/7 4 Days (M-Th)		*Digraphs *Trigraphs	*Subtraction to 10	*Holidays Around the World *Multicultural Tales	Theme: All around the world	*Unit 9
14	12/11-12/14 4 Days (M-Th)		*Digraphs *Trigraphs	*Place Value	*Jesus is Born	Theme: All around the world	

Prosper Project 3- Technology/Coding | Memory Verse: | Field Trip: | Family Night 2/15 @ 4-7 pm: P/T Conferences  
Details:

Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
15	1/2-1/4 3 Days (T-Th)		*Narratives Review Author: Jan Brett	*Fractions		Theme: When you wish upon a star	*Unit 10
16	1/8-1/11 4 Days (M-Th)		*Blends	*#s to 100 *Counting by 5's *Time to the ½ Hour	*Paul Revere	Theme: When you wish upon a star	*Unit 11
17	1/15-1/18 4 Days (M-Th)		*Blends	*Time to the ½ Hour	*MLK *George Washington Carver	Theme: When you wish upon a star	*Unit 12

18	1/22-1/25 4 Days (M-Th)		*Compound Words *Antonyms	*Greater Than, Less Than, Equal		Theme: When you wish upon a star	*Unit 13
19	1/29-2/1 4 Days (M-Th)		*Compound Words *Synonyms	*Order Numbers (1.N.1.4)	Holiday Focus: Groundhog Day	Theme: An old lady who swallowed a fly	
20	2/5-2/8 4 Days (M-Th)		*Nouns/Plural Nouns	*True/False Addition Equations		Theme: An old lady who swallowed a fly	
21	2/12-2/15 4 Days (M-Th)			*True/False Subtraction Equations	Holiday Focus: Valentine's Day	Theme: An old lady who swallowed a fly	*Unit 14
Prosper Project 4- Vocation & Community Service  Memory Verse:   Field Trip:   Family Night: Details: Reach out to nonprofits to partner with							
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
22	2/26-2/29 4 Days (M-Th)		*Consonant Digraphs *Verbs	*Compose Objects with 3D Shapes	*Presidents *American Symbols and Monuments	Theme: An old lady who swallowed a fly	*Unit 15
23	3/4-3/7 4 Days (M-Th)		*Noun/Verb Agreement	*Volume	*Consumers and Producers	Theme: The Green Grass Grows Around	*Unit 16
24	3/11-3/14 4 Days (M-Th)		*Vowel Teams *Homonyms	*Fact Families		Theme: The Green Grass Grows Around	*Unit 17
25	3/25-3/28 4 Days (M-Th)		*R-Controlled Vowels *Context Clues	*Addition Word Problems	Holiday Focus: Easter	Theme: The Green Grass Grows Around	*Unit 18

26	4/1-4/4 4 Days (M-Th)		*R-Controlled Vowels *Proper Nouns	*Subtraction Word Problems		Theme: Going Underground	*Unit 19
27	4/8-4/11 4 Days (M-Th)		*VCICV Words	*Counting by 2's	*Inventors	Theme: Going Underground	*Unit 20
28	4/15-4/18 4 Days (M-Th)		*ABC Order *Contractions	*10 more and 10 less		Theme: Going Underground	

Prosper Project 5- Horticulture & Nature | Memory Verse: Colossians 2:6-7 | Field Trip: | Family Night:  
Details:

Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
29	4/29-5/2 4 Days (M-Th)		*Text Features *Diphthongs	*Identifying Money and Value with Cent Sign	*Explorers	Theme: Robot Rock	*Unit 21
30	5/6-5/9 4 Days (M-Th)		*Homophones	*Counting Money		Theme: Robot Rock	*Unit 22
31	5/13-5/16 4 Days (M-Th)		*Inflectional Endings *Opinion Writing	*Standard Measurement – inches		Theme: Robot Rock	*Unit 23
32	5/20-5/23 4 Days (M-Th)		*Dictionary Skills *Writing	*2 Digit Addition	*Maps, Continents, and Oceans	Theme: Row your boat	*Unit 24

33	5/27-5/30 4 Days (M-Th)		*Prepositions *Writing	*2 Digit Subtraction		Theme: Row your boat	*Unit 25
34	6/3-6/6 4 Days (M-Th)		*Friendly Letters			Theme: Row your boat	
35							
36							
37							

Updated: 8/8/23

## Eager Explorers Pacing Guide

2023 – 2024

Prosper Project 1- Growth Mindset & Healthy Bodies  Memory Verse: Isaiah 40:31   Field Trip: Sulphur, OK Details:							
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR
1	8/28 – 8/31 4 Days (M-Th)				*Laws/Rules	Theme: Head, Shoulders, Knees, & Toes	-Countdo wn -Blast
2	9/4 – 9/7 3 Days (T-Th)				*Pledge of Allegiance	Theme: Head, Shoulders, Knees, & Toes	
3	9/11 – 9/14 4 Days (M-Th)					Theme: You've got a friend in me	



4	9/18 – 9/21 4 Days (M-Th)								Theme: You've got a friend in me	*Unit 1
5	9/25 – 9/28 4 Days (M-Th)								Theme: Home is where your heart is	*Unit 2
6	10/2-10/5 4 Days (M-Th)							*Hispanic History Month	Theme: Home is where your heart is	*Unit 3
7	10/9-10/12 4 Days (M-Th) P/T Conferences							*Native American Heritage & Christopher Columbus	Theme: Bippiti Boppiti Boo	*Unit 4
Prosper Project 2- Character Development & Respect (manners)   Memory Verse:   Field Trip:   Family Night: Banquet & Art Gala Details:										
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR			
8	10/23 – 10/26 4 Days (M-Th)					Theme: You've got a friend in me	*Unit 5			
9	10/30 – 11/2 4 Days (M-Th)				Holiday Focus: Halloween	Theme: You've got a friend in me	*Unit 6			
10	11/6 – 11/9 4 Days (M-Th)					Theme: Home is where your heart is				
11	11/13-11/16 4 Days				Holiday Focus: Thanksgiving	Theme: Home is where your heart is	*Unit 7 -Start			

	(M-Th)					*Pilgrims *Plimoth/ Plantation *Squanto		Dictation Sentences
12	11/27-11/30 4 Days (M-Th)						Theme: Home is where your heart is	*Unit 8
13	12/4 – 12/7 4 Days (M-Th)					*Holidays Around the World *Multicultural Tales	Theme: Down by the station	*Unit 9
14	12/11-12/14 4 Days (M-Th)					*Jesus is Born	Theme: Down by the station	
Prosper Project 3- Technology/Coding   Memory Verse:   Field Trip:   Family Night 2/15 @ 4-7 pm: P/T Conferences Details:								
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR	
15	1/2-1/4 3 Days (T-Th)					Theme: All around the world	*Unit 10	
16	1/8-1/11 4 Days (M-Th)				*Paul Revere	Theme: All around the world	*Unit 11	
17	1/15-1/18 4 Days (M-Th)				*MLK *George Washington Carver	Theme: All around the world	*Unit 12	
18	1/22-1/25 4 Days (M-Th)					Theme: All around the world	*Unit 13	

19	1/29-2/1 4 Days (M-Th)					Holiday Focus: Groundhog Day	Theme: When you wish upon a star	
20	2/5-2/8 4 Days (M-Th)						Theme: When you wish upon a star	
21	2/12-2/15 4 Days (M-Th)					Holiday Focus: Valentine's Day	Theme: When you wish upon a star	*Unit 14
Prosper Project 4- Vocation & Community Service  Memory Verse:   Field Trip:   Family Night: Details: Reach out to nonprofits to partner with								
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR	
22	2/26-2/29 4 Days (M-Th)				*Presidents *American Symbols and Monuments	Theme: When you wish upon a star	*Unit 15	
23	3/4-3/7 4 Days (M-Th)				*Consumers and Producers	Theme: An old lady who swallowed a fly	*Unit 16	
24	3/11-3/14 4 Days (M-Th)					Theme: An old lady who swallowed a fly	*Unit 17	
25	3/25-3/28 4 Days (M-Th)				Holiday Focus: Easter	Theme: An old lady who swallowed a fly	*Unit 18	

26	4/1-4/4 4 Days (M-Th)						Theme: The Green Grass Grows Around	*Unit 19
27	4/8-4/11 4 Days (M-Th)					*Inventors	Theme: The Green Grass Grows Around	*Unit 20
28	4/15-4/18 4 Days (M-Th)						Theme: The Green Grass Grows Around	

Prosper Project 5- Horticulture & Nature  Memory Verse: Colossians 2:6-7   Field Trip:   Family Night:								
Week	Date	Generations of Grace	OAS ELA Skills	OAS Math Skills	OAS Science & Social Studies Skills	Finnish ECE Theme & Objectives	RGR	
29	4/29-5/2 4 Days (M-Th)				*Explorers	Theme: The Green Grass Grows Around	*Unit 21	
30	5/6-5/9 4 Days (M-Th)					Theme: Robot Rock	*Unit 22	
31	5/13-5/16 4 Days (M-Th)					Theme: Robot Rock	*Unit 23	
32	5/20-5/23 4 Days (M-Th)				*Maps, Continents, and Oceans	Theme: Robot Rock	*Unit 24	
33	5/27-5/30					Theme: Robot Rock	*Unit 25	

	4 Days (M-Th)							
34	6/3-6/6 4 Days (M-Th)						???	
35								
36								
37								
38								
39								

Updated: 8/8/23

2023 August & September - HEAD, SHOULDERS, KNEES AND TOES

Learning Areas	Objectives for Lively Learners	Additional Notes
Musical Activities	Use body percussion; Practice creating and repeating sound patterns with the body	
Crafts and Visual Expression	Practice using a variety of painting techniques and tools; Express emotions through painting	
Verbal and Bodily Expression		

[illegible]

[illegible]

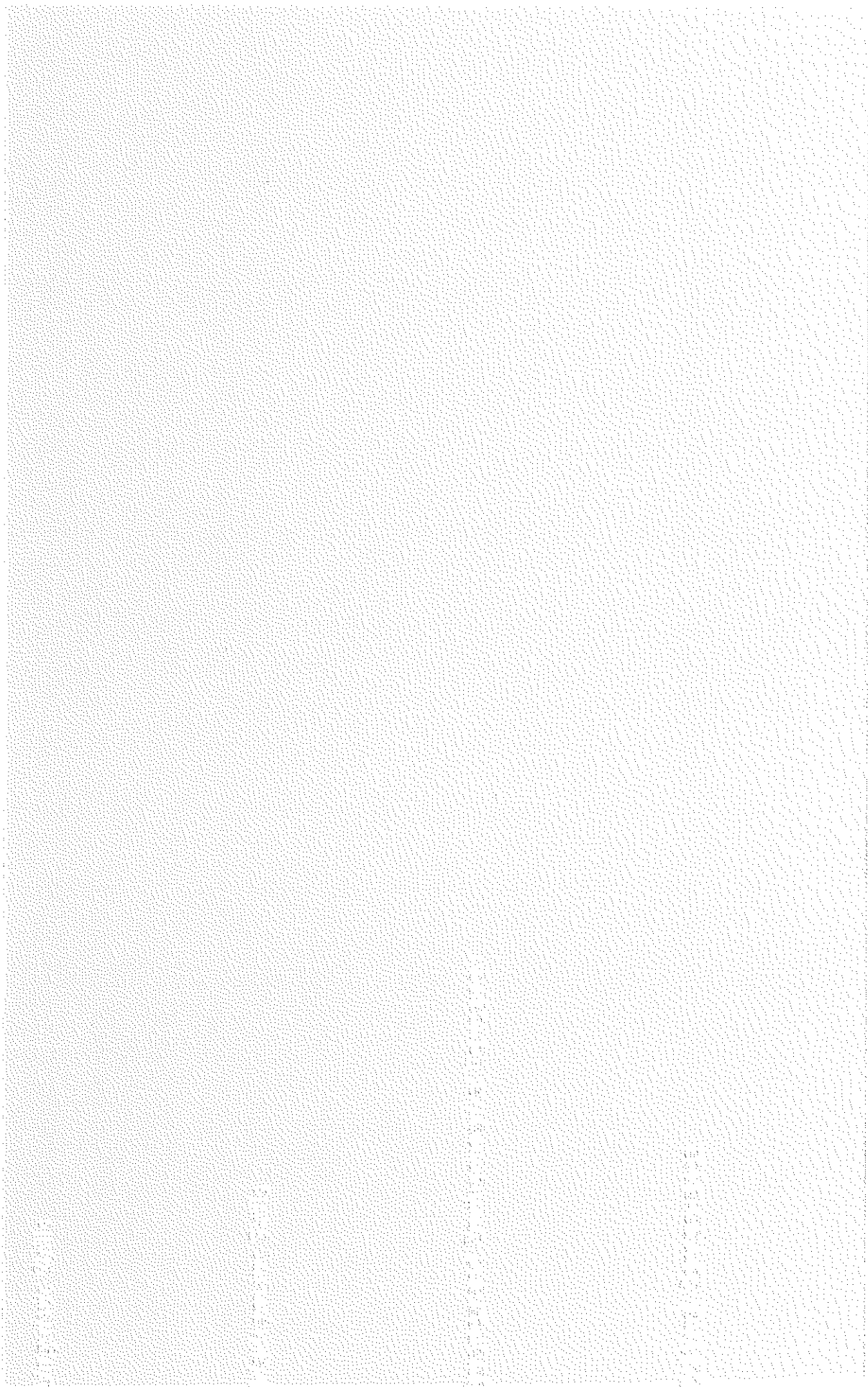


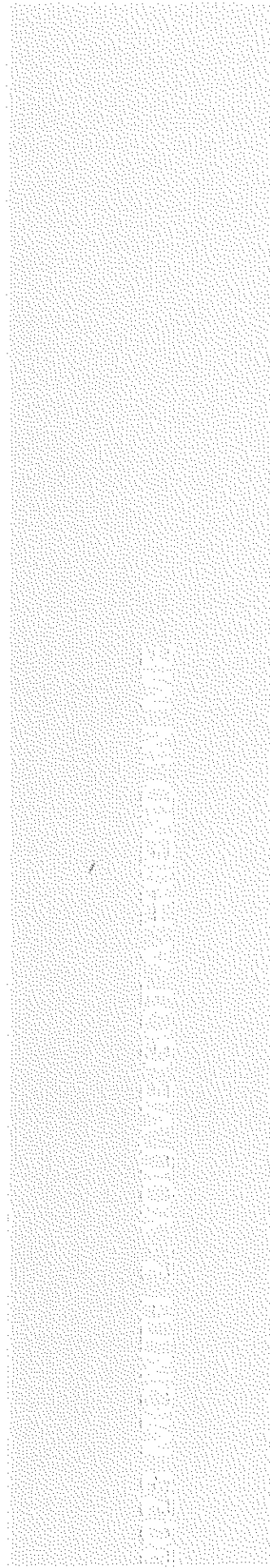
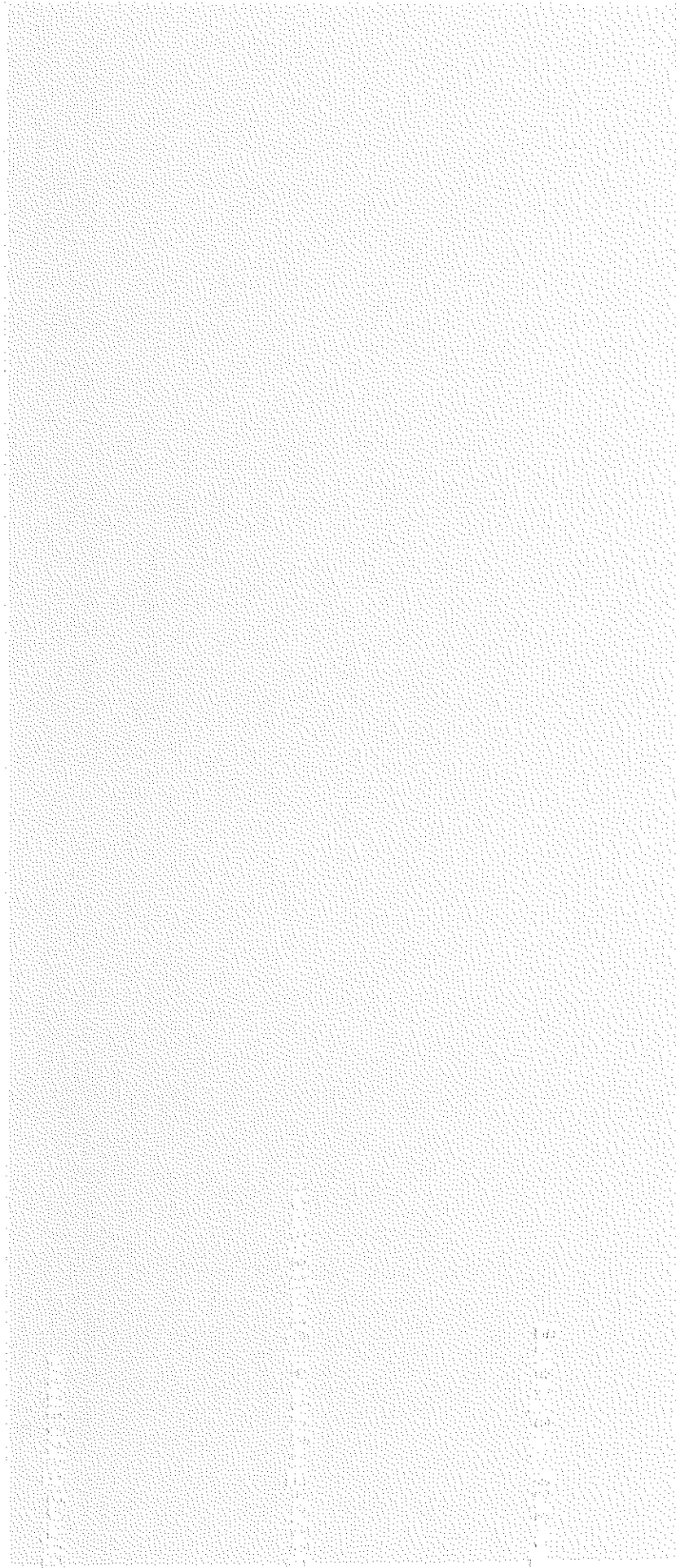
<p>Use mathematical terms in games; Practice playing math games with dice</p>		<p>Discuss observations and develop vocabulary connected to the natural environment; Recognize possible seasonal changes</p>

[illegible]


Recognize and name emotions (fear, happiness, sadness, anger and shyness); Practice expressing feelings verbally		Practice recognizing and naming body parts; Discuss how the human body works; Develop a positive body image

[illegible]





## Objectives for Lively Learners (5-6 yo)

## Local Learning Goals (fill in)

## Additional Notes

Practice singing new songs; Listen to and repeat longer rhymes



Practice molding with various materials; Create geometric shapes

Gain confidence in presenting in front of others; Participate in games with rules

Participate in a conversation; Develop active listening skills (e.g., paying attention to verbal instructions, asking and answering questions)

Practice recognizing and naming shapes (e.g., oval, heart, rectangle); Practice identifying shapes in the environment

Participate in decision- making regarding the immediate learning environment

**Explore different types of families; Get familiar with personal timelines**

**Discuss ethical questions, such as being able to tell right from wrong**

**Make an agreement about group rules; Practice acting according to the common rules; Practice friendship skills**

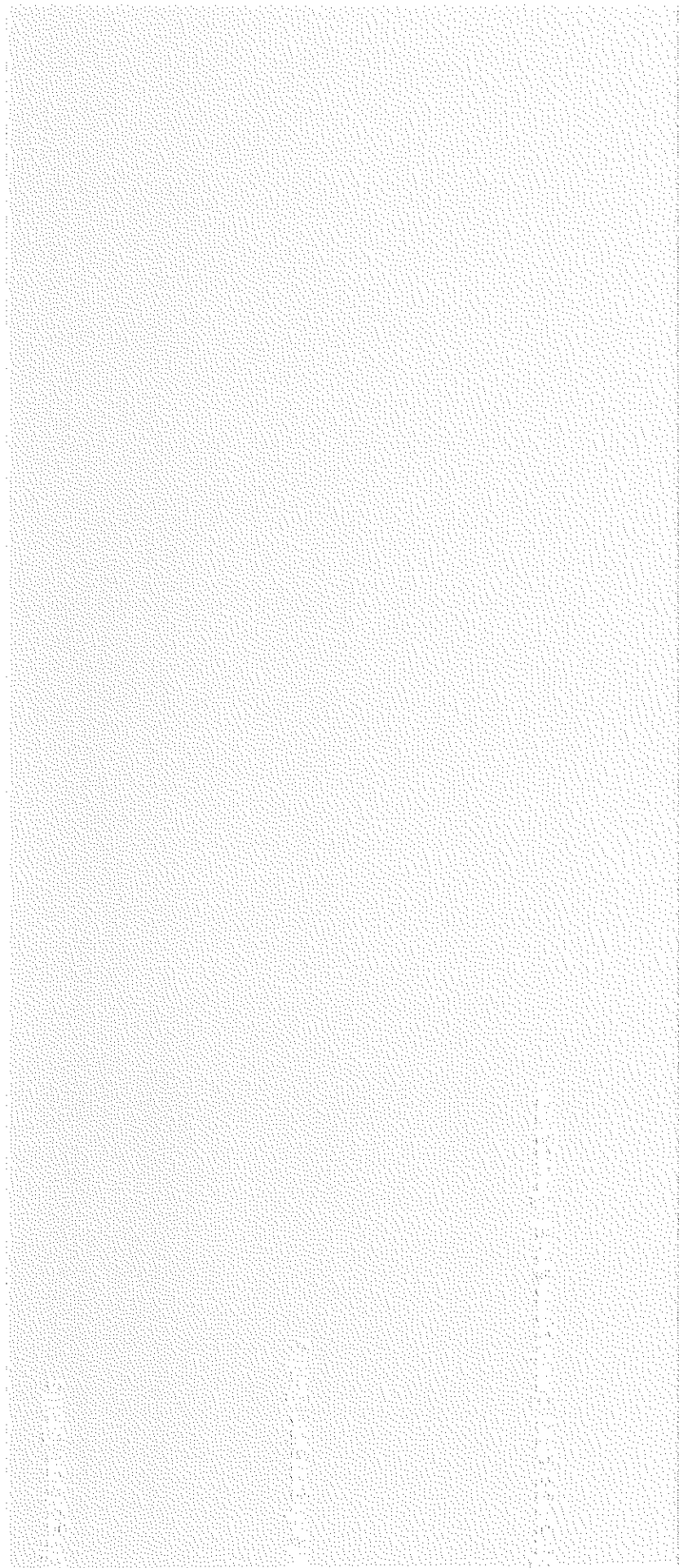
**Practice different ways of moving (e.g., walking on tiptoes and heels, skipping, galloping); Practice relaxing**

## HEI Learning Areas

11/11/2023 10:00:00 AM

11/11/2023 10:00:00 AM

11/11/2023 10:00:00 AM





# Employee Contract

Prepared for Hannah Welch

Prepared by Prosper Academy

# Teacher Contract

This Teacher Contract (hereinafter referred to as "Contract") is effective from **March 1st, 2023** (hereinafter referred to as the "Effective Date"),

By and Between,

**Hannah Welch** (hereinafter referred to as the "Teacher"), a citizen of Oklahoma, USA with its address at **27 Northwood Drive Shawnee, OK 74804**; and

Prosper Academy (hereinafter referred to as the "School"), an institution established at 227 N. Union Ave Shawnee, OK 74801.

The Teacher and the School are collectively referred to as "Parties" and individually as "Party."

WHEREAS, the School desires to employ the Teacher for teaching Eager Explorers, ages 3-4, at the School and believes the Teacher has the necessary qualifications and skills to perform its duties and responsibilities;

AND WHEREAS, the Teacher accepts the offer of the School under the terms and conditions of the Contract herein.

NOW, THEREFORE, in consideration of the terms and conditions set forth below and other good and valuable consideration, both the parties hereby agree to the below terms and conditions.

## Terms and Conditions

### 1. Term of Employment

The Teacher shall start working from August 21, 2023 (hereinafter referred to as the "Commencement Date") as a full time employee and shall continue for 1 year.

### 2. Duties and Responsibilities

The Teacher shall execute its duties and responsibilities in good faith and with due diligence. It shall perform its duties as per the School's policies and the teacher's code of conduct.

- The Teacher shall teach students to the best of its abilities and within the guidelines put forth by the School.
- The Teacher agrees that it shall maintain the records of its students' attendance, progress, and academic performance.
- The Teacher will complete Hei Schools Finnish ECE program and continue to pursue teacher certification.

### 3. Work Schedule

The Teacher shall provide its services from Monday to Thursday, from 8:15 to 4.

### 4. Salary

The Teacher shall receive a monthly salary of **\$2666.66**, to be paid on the 15th day of every month.

5. Benefits

The Teacher shall be entitled to all the benefits and incentives provided by the School during the term of employment. The benefits are further described in Exhibit A.

6. Holidays, PTO, Leave of Absence

The list of all holidays is attached to this Contract. The Teacher shall also be notified of these holidays by the Director of the School. The Teacher can take leave from the work only for serious and genuine reasons, and with the prior approval of the Director, unless the absence is immediate. Employee PTO and sick leave are further described in Exhibit B. Employee Bereavement policy is listed in Exhibit C.

7. Materials

The School shall provide all supply funds and other materials necessary to the Teacher for teaching its subject.

8. Performance Evaluation

The Teacher's performance shall be evaluated by its supervisor, every 4 months.

9. Proprietary Rights

The Teacher understands that during its employment with the School, it may be exposed to the School's confidential information. The Teacher agrees to hold all proprietary and confidential information in complete confidence during the term of this Contract and after the termination of this Contract.

10. Termination of Contract

Either party can terminate this Contract upon 60 days prior written notice to the other party, with or without cause.

11. Miscellaneous

1. Governing Law: This Contract shall be governed following the laws of the State of Oklahoma.
2. Assignment: Neither party shall assign this Contract or the rights and obligations thereunder to any third party without the prior express written consent of the other Party which shall not be unreasonably withheld.

3. Non-Waiver: Neither Party can waive any provision of this Contract, or any rights or obligations under this Contract, unless agreed to in writing by the Parties.
4. Separability Clause: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, all other terms will remain in full force and effect until the Contract termination.
5. Counterparts: This Contract may be executed in multiple counterparts, each of which shall be deemed original and all of which together shall constitute as one and the same.
6. Entire Agreement: The Parties acknowledge that this Contract sets forth and represents the entire Contract between both the Parties. If the Parties are willing to change/add/modify any terms, they shall be in writing and signed by both Parties.
7. Notice: Any notice that is required by this Contract shall be in writing and shall be given to the appropriate party by personal delivery or certified mail, postage prepaid, or any such delivery service provided.
8. Force Majeure: Neither of the Parties shall be liable for any failure in performance of any obligation under this Contract due to causes beyond that Party's reasonable control (including and not limited to any pandemic, fire, strike, act, or order of public authority and other acts of God) during the pendency of such event.
9. Non Compete Agreement: Both parties will read and sign the agreement in Exhibit D of the employee contract.
10. Any employees' contract that is terminated before one year of employment is fulfilled must reimburse Prosper Academy for the HEI Schools Diploma Program costs in full.

## Acceptance and Signature

The Parties hereby agree that they have understood the terms and conditions of this Contract, and demonstrate their agreement to the same by signing below.

Hannah Welch

Prosper Academy

---

---

Date

Date

---

---



# Prosper Academy Employee Contract

## Exhibit A

### Benefits

1. Employees will receive a 25% discount towards tuition costs for their own children attending Prosper Academy
2. Employees will receive a 5% discount for siblings attending Prosper Academy
3. Employees will receive a loyalty discount towards tuition costs for each year of employment at Prosper Academy.

### Exhibit B

Prosper Academy follows Oklahoma's Human Services Leave Policy

OKDHS:2-1-40. Leave for teachers employed less than 12 months per year

Issued 6-11-92

(a) Personal leave (formerly "emergency leave"). Five working days each school year will be granted to teachers contracted/employed by the Department for less than the full twelve months of each year. Such leave shall vest at the beginning of each school year and may be taken with the approval of the school superintendent. Personal leave may not be charged to sick leave, and any unused personal leave will not be cumulative, and will not be paid to the teacher upon separation from the Department.

(b) Sick leave. Teachers contracted/employed by the Department for less than the twelve months of each year will be granted ten (10) days sick leave per school year. This leave shall vest at the beginning of each school year and unused sick leave shall be cumulative up to a total of sixty working days. Such leave is to be utilized when the teacher is required to be absent from duty due to personal injury, illness or pregnancy, or injury or illness of an immediate family member requiring the employee's care.

- (1) In instances where a teacher has exhausted all accrued sick leave and continues to be absent due to personal injury, illness, or pregnancy, that teacher is entitled to an additional 20 day period at full salary less the amount actually paid to employ a substitute to temporarily assume the absent teacher's position; as long as the total leave does not exceed the total number of days in the school contract period.
- (2) All accumulated sick leave shall be canceled upon separation from the Department.

### Exhibit C

Prosper Academy Bereavement Policy

Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed 5 days during each school year.

### Exhibit D

Non Compete Agreement

# Prosper Academy LLC NON-COMPETE AGREEMENT

I. THE PARTIES. This Non-Compete Agreement ("Agreement") made this March 2023, is made between:

OWNER: Prosper Academy LLC ("Owner") with a mailing address of 227 N. Union Ave Shawnee, OK 74801 shall have ownership of this Agreement under which:

RECIPIENT: Prosper Academy Employees ("Recipient") shall be bound to the covenants mentioned in this Agreement.

Hereinafter the Owner and Recipient shall be known separately as a "Party" and together as the "Parties."

II. CONSIDERATION. In exchange for the Non-Compete, the Recipient shall receive the following consideration: Employment with Prosper Academy.

III. TERM. The Recipient shall be bound to this Agreement, specifically, the terms of this Agreement for:

Start Period: (check one)

- Date of March 2023.
- Beginning immediately after: \_\_\_\_\_ ("Event")
- Other. \_\_\_\_\_

End Period: (check one)

- Date of December 2028.
- \_\_\_\_ months after: \_\_\_\_\_
- Other. \_\_\_\_\_

The start period and end period shall collectively be known as the "Term."

IV. GEOGRAPHICAL AREAS. The Recipient shall be bound to this Agreement for the following geographical areas: Pottawatomie County and any surrounding area within a 30 mile radius.

V. NON-COMPETE. The Owner shall possess, in accordance with the terms of this Agreement, the following protections from the Recipient engaging in the following activities: being hired by working for a competitor or starting a competing business after resigning or termination of Prosper Academy employment contract.

VI. NON-SOLICITATION. The Owner shall have the following protections from the Recipient in accordance with this Agreement: (check all that apply)

- Employees. The Recipient shall be prohibited from engaging with any former or current employees, contractors, affiliates, and similar parties of the Owner under which a business relationship has been created.
- Customers. The Recipient shall be prohibited from engaging with any former or current customers, clients, and similar parties of the Owner under which a business relationship has been created.

VII. PURCHASE OF RELEASE. The Parties agree that the Recipient: (check one)

☐ - Can Purchase a Release. The Recipient has the option, during the Term or any period thereafter, to purchase and waive all liability under this Agreement for the sum of \$\_\_\_\_\_ as payment to the Owner.

- Cannot Purchase a Release. The Recipient has no option, during the Term or any period thereafter, to purchase the rights of this Agreement from the Owner for the purposes of waiving any liability or releasing themselves under this Agreement.

VIII. CONFIDENTIAL INFORMATION. The Owner and Recipient agree that the Recipient shall be prohibited from releasing Confidential Information. The Recipient shall be prohibited from expressing or sharing any and all technical and non-technical information provided by the Owner, including but not limited to: data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, authorship, customer lists (including names, buying habits or practices of any clients), names of vendors or suppliers, marketing methods, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the Owner or any of its respective clients, consultants, or licensees that is disclosed to the Recipient under the terms of this Agreement.

a.) Limitations. Confidential Information shall not include information which:

- i. Has become generally known to the public through no wrongful act by the Recipient;
- ii. Has been rightfully received by Recipient from a third party without restriction on disclosure and without breach of an obligation of confidentiality running either directly or indirectly to the Recipient;
- iii. Has been approved for release to the general public by written authorization of the Owner;
- iv. Has been disclosed pursuant to the requirement of a governmental agency or a court of law without similar restrictions or other protections against public disclosure; or,
- v. Has been independently developed by the Recipient without use, directly or indirectly, of the Owner's Confidential Information.

b.) Employees and Contractors. The Recipient agrees to disclose Confidential Information to any agents, affiliates, directors, officers, or any other employees, collectively known as the "Employees," solely on a need-to-know basis and represents that such Employees have signed appropriate non-disclosure agreements or have taken appropriate measures imposing on such Employees a duty to third parties:

- i. To hold any third-party proprietary information received by such Employees in the strictest confidence;
- ii. Not to disclose such third-party Confidential Information to any other third party; and
- iii. Not to use such Confidential Information for the benefit of anyone other than to whom it belongs without the prior express written authorization of the Owner.

c.) Best Practices. The Recipient acknowledges they may or may not have access to the Owner's Confidential Information and agrees that it shall not directly or indirectly divulge, disclose, or communicate any of the Confidential Information to any third party, except as may be required during any formal business association or dealings on behalf of the Owner for any event, with the prior written approval of the Owner. The Recipient acknowledges that no license of the Confidential Information, by implication or otherwise, is granted to the Recipient by reason of this Agreement. Additionally, the Recipient acknowledges that it may only use the Confidential Information in connection with its business dealings with the Owner and for no other purpose without the prior written consent of the Owner.

d.) Records. The Recipient further agrees that all Confidential Information, including, without limitation, any documents, files, reports, notebooks, samples, lists, correspondences, software, or

other written or graphic records provided by the Owner or produced using the Owner's Confidential Information, will be held strictly confidential and returned upon request to the Owner.

e.) Return of Materials. Upon termination or expiration of this Agreement, or upon written request of the Owner, the Recipient shall promptly return to the Owner all physical and digital materials representing the Owner's Confidential Information and all copies thereof. The Owner shall notify the Recipient immediately upon discovery of any loss or unauthorized disclosure of the Confidential Information.

IX. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without reference to its conflicts of laws principles. Any disputes arising from or related to the subject matter of this Agreement shall be heard in a court of appropriate jurisdiction of the Owner's principal office, and the Parties hereby consent to the jurisdiction and venue of these courts.

a.) Severability. If any provisions of this Agreement or its applications are held to be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of any other provisions and applications herein shall not in any way be affected or impaired.

b.) Remedies. Should the Recipient breach any of the provisions of this Agreement, the Recipient agrees to reimburse the Owner for any loss or expenses incurred by the Owner as a result of any prohibited use or activity under this Agreement, including, without limitation, court costs and reasonable attorney's fees incurred by the Owner in enforcing the provisions hereof. The Recipient further agrees that any unauthorized use or activity shall result in irreparable damage to the Owner and that the Owner shall be entitled to an award by any court of competent jurisdiction of a temporary restraining order and/or preliminary injunction against such unauthorized use or activity by the Recipient without the need to post a bond. Such remedies, however, shall not be deemed to be the exclusive remedies for any breach of this Agreement but shall be in addition to all other remedies available at law or equity.

X. ADDITIONAL TERMS. No additional terms.

XI. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the Parties and may only be modified by the signature of both Parties hereto.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**BYLAWS**  
**OF**  
**PROSPER ACADEMY, INC.**

An Oklahoma Not for Profit Corporation

May 26, 2023

EIN: 93-1569275

# **BYLAWS OF PROSPER ACADEMY, INC.**

An Oklahoma Not for Profit Corporation

---

## **ARTICLE 1: Definitions**

1.1 Definitions. Unless the context clearly requires otherwise, in these Bylaws:

1.1.1 "Board" means the Corporation's board of directors.

1.1.2 "Bylaws" means these bylaws as adopted by the Members and includes amendments adopted in accordance with Article 17.

1.1.3 "Certificate of Incorporation" means the Corporation's Certificate of Incorporation as filed with the Oklahoma Secretary of State and includes all filed amendments thereto.

1.1.4 "Code" means the Internal Revenue Code of 1986 and its Regulations as they now exist or as they may hereafter be amended.

1.1.5 "Corporation" means PROSPER ACADEMY, INC.

1.1.6 "Director" shall mean one of the Five (5) members of the Board.

1.1.7 "Section" refers to a section of these Bylaws.

## **ARTICLE 2: Offices**

2.1 Principal Office. The Corporation may locate its principal office within or outside the State of Oklahoma as the Board may determine.

2.2 Registered Office. The registered office of the Corporation required by law to be maintained in the State of Oklahoma may be, but need not be, identical with the principal office of the Corporation. The Board may change the address of the registered office from time to time.

2.3 Other Offices. The Corporation may have offices at such other places, either within or outside the State of Oklahoma, as the Board may designate or as the activities of the Corporation may require from time to time.

### **ARTICLE 3: Dissolution**

3.1 Dissolution. Upon termination or dissolution of Prosper Academy, Inc., any assets lawfully available for distribution shall be distributed to one (1) or more qualifying organizations described in Section 501(c)(3) of the Internal Revenue Code of 1986 (or described in any corresponding provision of any successor statute) which organization or organizations have a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation. The organization to receive the assets of Prosper Academy, Inc. hereunder shall be selected by the discretion of a majority of the managing body of Prosper Academy, Inc. and if its members cannot so agree, then the recipient organization shall be selected pursuant to a verified petition in equity filed in a court of proper jurisdiction against Prosper Academy, Inc. by one (1) or more of its managing body which verified petition shall contain such statements as reasonably indicate the applicability of this section. The court upon a finding that this section is applicable shall select the qualifying organization or organizations to receive the assets to be distributed, giving preference if practicable to organizations located within the State of Oklahoma. In the event that the court shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable purpose, which, at least generally, includes a purpose similar to this corporation, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Oklahoma to be added to the general fund.

### **ARTICLE 4: Intentionally Left Blank**

### **ARTICLE 5: Board of Directors**

5.1 General Powers. The Board shall manage the Corporation's property, business, and affairs.

5.2 Number and Make-up. The Board shall consist of five (5) directors.

5.3 Election of Directors and Term of Office. Each Director shall serve a term of five (5) years. Prior to the expiration of a Director's term, the Chair of the Board shall nominate one or more individuals to fill that position and shall submit the same to the Board of Directors for voting to approve or reject said recommendation by a majority vote. Members of the Board of Directors may serve up to three (3) consecutive terms.

5.4 Initial Directors and Term of Office. The initial Directors shall be appointed in these Bylaws in Section 5.10. It is in the best interest of the Corporation that the initial Directors not share the same five-year term limit, as it would cause all of the initial Directors to finish their respective terms simultaneously. As such, at the first regular meeting of the Board, each Director shall receive a term limit via lottery drawing. One of the initial Directors shall have a three-year term limit; two of the initial Directors shall have a four-year term limit; and two of the initial Directors shall have a five-year term limit. From henceforth, all subsequent Directors shall serve the five-year term limit pursuant to Section 5.2.

5.5 Resignations. Any Director may resign at any time by giving written notice to the Board or to the Secretary. Any resignation shall take effect upon receipt or at the time specified in the notice. Unless the notice specifies otherwise, the effectiveness of the resignation shall not

depend upon its acceptance.

5.6 Removal. By a super-majority vote, the Board may remove a Director for cause.

5.7 Vacancies. The Board may fill any vacancy in the Board, whether because of death, resignation, disqualification, an increase in the number of Directors, or any other cause. Each Director so chosen shall hold office (1) for the remainder of the term of the Director whom the newly appointed Director is replacing or (2) for a five-year term if the number of Directors is increased.

5.8 Officers of the Board. The Chairperson shall preside at all meetings of the Board and shall perform such other duties as the Board may direct. The Secretary/Treasurer shall take meeting minutes and handle all financial affairs of the Board.

5.9 Succession. In the event of the Chairperson's death, resignation, retirement, or disqualification, the Board shall vote on a Board member to take over the role of Chairperson. The Secretary/Treasurer will carry out the Chairperson's role until such a vote may be taken.

5.10 Initial Directors. The initial Directors of the Board shall be as follows, with the lottery for initial terms being conducted at the first regular meeting:

1. Courtney Phillips
2. Brittany DaSilva
3. April Briscoe
4. Aaron Williams
5. Lucas Simmons

## **ARTICLE 6: Meetings of Directors**

6.1 Regular Meetings. The Board may hold regular meetings at such places, dates and times as the Board shall establish by resolution. If any day fixed for a meeting falls on a legal holiday, the Board shall hold the meeting at the same place and time on the next succeeding business day. The Board need not give notice of regular meetings.

6.2 Place of Meetings. The Board may hold any of its meetings in or out of the State of Oklahoma, at such places as the Board may designate, at such places as the notice or waiver of notice of any such meeting may designate, or at such places as the persons calling the meeting may designate.

6.3 Meetings by Telecommunications. The Board or any committee of the Board may hold meetings by means of telephone conference or similar telecommunications equipment that enable all persons participating in the meeting to hear each other. Such participation shall constitute presence in person at such meeting.

6.4 Special Meetings. The Chairperson may call a special meeting of the Board and may fix any place, either in or out of the State of Oklahoma as the place for the meeting.

6.5 Notice of Special Meetings. The person or persons calling a special meeting of the Board shall give written notice to each Director of the time, place, date and purpose of the



meeting of not less than three (3) business days if by mail and not less than twenty-four (24) hours if by email or in person. A Director may waive notice of any special meeting, and any meeting shall constitute a legal meeting without notice if all the Directors are present or if those not present sign either before or after the meeting a written waiver of notice, a consent to such meeting, or an approval of the minutes of the meeting.

6.6 Waiver by Presence. Except when present expressly for the purpose of objecting to the legality of a meeting, a director's presence at a meeting shall constitute a waiver of notice of such meeting.

6.7 Quorum. Two-third (2/3) of the Directors then in office shall constitute a quorum for all purposes at any Board meeting. In the absence of a quorum, a majority of Directors present at any meeting may adjourn the meeting to another place, date or time without further notice.

6.8 Conduct of Business. The Board shall transact business in such order and manner as the Board may determine. Except as the law requires otherwise, the Board shall determine all matters by a majority vote of the Directors present.

6.9 Action by Consent. The Board or a committee of the Board may take any required or permitted action without a meeting if all Directors approve such action and sign a written consent and file the consent with the minutes of the Board proceedings.

## **ARTICLE 7: Intentionally Left Blank**

## **ARTICLE 8: Officers**

8.1 Officers of the Corporation. The officers of the Corporation shall consist of a Director and Secretary and other officers as the Chairman may designate from time to time. The same person may hold at the same time any two offices, except the offices of President and Secretary. Not all offices must be filled at all times with the exceptions of President and Secretary.

8.2 Election and Term. The Chairperson shall appoint the officers of the Corporation. Each officer shall hold office until such officer's death, resignation, retirement, removal or disqualification, or until his or her successor shall have been elected and qualified.

8.3 Removal of Officers and Agents. The Chairperson may remove any officer or agent at any time, with or without cause.

8.4 Resignation of Officers and Agents. Any officer or agent may resign at any time by giving written notice to the Chairperson. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified. Unless otherwise specified in the notice, the Chairperson need not accept the resignation to make it effective.

8.5 Bond. The Chairperson may require by resolution any officer, agent, or employee of the Corporation to give bond to the Corporation, with sufficient sureties conditioned on the faithful performance of the duties of his or her respective office or agency. The Chairman also may require by resolution any officer, agent or employee to comply with such other conditions as

the Board may require from time to time.

8.6 Director. The Director shall be the principal executive officer of the Corporation and, subject to the Board's control, shall supervise and control all of the business and affairs of the Corporation. When present, the Director shall sign (with or without the Secretary, or any other officer or agent of the Corporation which the Board has authorized) deeds, mortgages, bonds, contracts or other instruments which the Board has authorized an officer or agent of the Corporation to execute. However, the President shall not sign any instrument which the law, these Bylaws, or the Board expressly require some other officer or agent of the Corporation to sign and execute. In general, the President shall perform all duties incident to the office of President and such other duties as the Board may prescribe from time to time.

8.7 Reserved.

8.8 Secretary. The Secretary shall (a) keep the minutes of the Board meetings and written consents of the Members in one or more books for that purpose, (b) give all notices which these Bylaws or the law requires, (c) serve as custodian of the records and Corporation's seal, (d) affix the Corporation's seal to all documents which the Board has authorized execution on behalf of the Corporation under seal, (e) maintain a register of the address of each Member, and (f) perform all duties which the Members, President or the Board may assign from time to time.

8.9 Reserved

8.10 Delegation of Authority. Notwithstanding any provision of these Bylaws to the contrary, the Chairperson may delegate the powers or duties of any officer to any other officer or agent.

8.11 Action with Respect to Securities of Other Corporations. Unless the Board directs otherwise, the President shall have the power to vote and otherwise act on behalf of the Corporation, in person or by proxy, at any meeting of shareholders of or with respect to any action of shareholders of any other corporation in which the Corporation holds securities. Furthermore, unless the Board directs otherwise, the President shall exercise any and all rights and powers which the Corporation possesses by reason of its ownership of securities in another corporation.

8.12 Vacancies. The Chairperson may fill any vacancy in any office because of death, resignation, removal, disqualification or any other cause in the manner which these Bylaws prescribe for the regular appointment to such office.

## **ARTICLE 9: Contracts, Loans, Drafts, Deposits and Accounts**

9.1 Contracts. The Board may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name and on behalf of the Corporation. The Board may make such authorization general or specific.

9.2 Loans. Unless the Board has authorized such action, no officer or agent of the Corporation shall contract for a loan on behalf of the Corporation or issue any evidence of indebtedness in the Corporation's name.

9.3 Drafts. The President and such other persons as the Board shall determine shall issue all checks, drafts and other orders for the payment of money, notes and other evidences of indebtedness issued in the name of or payable by the Corporation.

9.4 Deposits. The President shall deposit all funds of the Corporation not otherwise employed in such banks, trust companies, or other depositories as the Board may select or as any officer, assistant, agent or attorney of the Corporation to whom the Board has delegated such power may select. For the purpose of deposit and collection for the account of the Corporation, the President (or any other officer, assistant, agent or attorney of the Corporation whom the Board has authorized) may endorse, assign and deliver checks, drafts and other orders for the payment of money payable to the order of the Corporation.

9.5 General and Special Bank Accounts. The Chairperson may authorize the opening and keeping of general and special bank accounts with such banks, trust companies, or other depositories as the Chairperson may select or as any officer, assistant, agent or attorney of the Corporation to whom the Chairperson has delegated such power may select. The Chairperson may make such special rules and regulations with respect to such bank accounts, not inconsistent with the provisions of these Bylaws, as he or she may deem expedient.

## **ARTICLE 10: Indemnification**

10.1 Actions Other Than By or In the Right of the Corporation. The Corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action, suit or proceeding, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Corporation) by reason of the fact that he or she is or was a Member, director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise or as a member of any committee or similar body, against expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by such person in connection with such action, suit or proceeding if he or she acted in good faith and in a manner he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, had no reasonable cause to believe his or her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not create, of itself, a presumption that the person did not act in good faith and in a manner which he or she reasonably believed to be in or not opposed to the best interests of the Corporation, and, with respect to any criminal action or proceeding, that he or she had reasonable cause to believe that his or her conduct was unlawful.

10.2 Actions By or In the Right of the Corporation. The Corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action or suit by or in the right of the Corporation to procure a judgment in its favor by reason of the fact that he or she is or was a Member, director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a shareholder, member, director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise, or as a member of any committee or similar body, against expenses (including attorneys' fees) actually and reasonably incurred by such person in connection with the defense or settlement of such action or suit if he or she acted in good faith and in a manner he or she

reasonably believed to be in or not opposed to the best interest of the Corporation, except that the Corporation shall make no indemnification in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to the Corporation unless and only to the extent that the court in which such action or suit was brought shall determine upon application that, despite the adjudication of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the court shall deem proper.

10.3 Determination of Right of Indemnification. The Corporation shall not indemnify any person under Section 10.1 or Section 10.2, in the absence of a court order, unless authorized in the specific case upon a determination that the Member, director, officer, employee or agent has met the applicable standard of conduct set forth in Section 10.1 or Section 10.2. One of the following shall make the determination: (a) the Board, by a majority vote of a quorum of directors not a party to the action, suit or proceeding; (b) absent a quorum or at the direction of a quorum of disinterested directors, independent legal counsel, by a written opinion; or (c) the Members.

10.4 Indemnification against Expenses of Successful Party. Notwithstanding the other provisions of this Article, to the extent that a Member, director, officer, employee or agent of the Corporation has been successful on the merits or otherwise in defense of any action, suit or proceeding referred to in Section 10.1 or Section 10.2 of these Bylaws, or in defense of any claim, issue or matter therein, the Corporation shall indemnify such person against expenses (including attorneys' fees) which he or she actually and reasonably has incurred in connection therewith.

10.5 Advance of Expenses. The Corporation may pay expenses incurred in defending an action or proceeding in advance of the final disposition of such action or proceeding upon delivery to the Board of an undertaking of the indemnitee to repay such amount, if the Corporation ultimately determines that it should not indemnify such indemnitee pursuant to the provisions of this Article.

10.6 Other Rights and Remedies. The indemnification provided by this Article shall not be deemed exclusive and is declared expressly to be nonexclusive of any other rights to which a person seeking indemnification may be entitled under any bylaw, agreement, action of the Members or disinterested directors or otherwise, both as to actions in such person's official capacity and as to actions in another capacity while holding such office. In addition, the indemnification, provided by this Article shall continue as to any person who has ceased to be a Member, director, officer, employee or agent and shall inure to the benefit of the heirs, executors and administrators of such a person.

10.7 Insurance. Upon resolution passed by the Board, the Corporation may purchase and maintain insurance on behalf of any person who is or was a Member, director, officer, employee or agent of the Corporation, or is or was serving at the request of the Corporation as a member, shareholder, director, officer, employee or agent of another Corporation, partnership, joint venture, trust or other enterprise or as a member of any committee or similar body, against any liability asserted against such person and incurred by such person in any such capacity, or arising out of his or her status as such, whether or not the Corporation would have the power to indemnify him or her against such liability under the provisions of this Article.

10.8 Other Insurance. The Corporation shall reduce the amount of the indemnification

of any person pursuant to the provisions of this Article by the amount which such person collects as indemnification (a) under any policy of insurance which the Corporation purchased and maintained on his behalf or (b) from another Corporation, partnership, joint venture, trust or other enterprise.

#### **ARTICLE 11: Investments**

The Corporation shall have the right to retain all or any part of any securities, mineral interests or property acquired by it in whatever manner, and to invest and reinvest any funds held by it, according to the Board's judgment, without being restricted to the class of investments which a trustee is or may hereafter be permitted by law to make or any similar restriction, provided, however, that no action shall be taken by or on behalf of the Corporation if such action is a prohibitive transaction or would result in the denial of the tax exemption under Code Sections 503 or 504.

#### **ARTICLE 12: Prohibition against Sharing in Corporate Earnings**

No director, officer or employee of or person connected with the Corporation, or any other private individual shall receive at any time any of the net earnings, or pecuniary profit from the operations of the Corporation, provided, that this shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Corporation in effecting any of its purposes as shall be fixed by the Board; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation. All directors shall be deemed to have expressly consented and agreed that upon dissolution or winding up of the affairs of the Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts having been satisfied, then remaining in the Board's hands shall be distributed, transferred, conveyed, delivered, and paid over in such amounts as the Board may determine or as may be delivered by a court of competent jurisdiction upon application of the Board, exclusively to charitable, literary, scientific, or educational organizations which would then qualify under the provisions of Code Section 501(c)(3).

#### **ARTICLE 13: Exempt Activities & Purpose**

13.1 General Purpose. To operate exclusively for charitable, religious, educational, and scientific purposes, under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code. No part of the net earnings of Prosper Academy, Inc. shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in the purpose clause hereof. Notwithstanding any other provision of this document, the corporation shall not carry on any other activities not permitted to be carried on (a) by any organization exempt from federal income tax under section 501 (c)(3) of the Internal Revenue Code, corresponding section of any future federal tax code, or (b) by an organization, contributions to which are deductible under section 170 (c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code. Prosper Academy, Inc. is not organized and shall not be operated for the private gain of any person. The property of the corporation is irrevocably dedicated to its educational and charitable purposes. No part of the

assets, receipts, or net earnings of the corporation shall inure to the benefit of or be distributed to any individual. The corporation may, however, pay reasonable compensation for services rendered, and make other payments and distributions consistent with these Articles.

13.2 Specific Purpose. The Corporation's specific purposes shall be as follows:

13.2.1 Corporation is an organization offering a holistic learning environment dedicated to valuing each child's God-given potential, inspiring a continuous love for learning, and cultivating virtues for a purpose driven life;

13.2.2 Corporation is authorized to do all things and perform all acts permitted a not for profit corporation under the laws of Oklahoma in furtherance of the above purposes within the requirements set for under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

13.2.3 To the extent not already described herein, the Corporation is operated exclusively for religious and educational purposes.

#### **ARTICLE 14: Grants Administration**

14.1 Purpose of Grants. The Corporation shall have the power to make grants and contributions and to render other financial assistance for the purposes expressed in the Corporation's Certificate of Incorporation.

14.2 Board Oversight. Subject to Section 5.1 of these Bylaws, the Board shall exercise itself, or delegate, subject to its supervision, control over grants, contributions, and other financial assistance provided by the Corporation. The Board shall approve a process for reviewing and approving or declining all requests for funds made to the Corporation, which shall require such requests to specify the use to which the funds will be put, and include a mechanism for regular Board review of all grants made. The Board shall similarly approve a process for authorizing payment of duly approved grants to the approved grantee.

14.3 Refusal; Withdrawal. The Board, in its absolute discretion, shall have the right to refuse to make any grants or contributions, or to render other financial assistance, for any or all of the purposes for which the funds are requested. In addition, the Board, in its absolute discretion, shall have the right to withdraw its approval of any grant at any time and use the funds for other purposes within the scope for the purposes express in the Corporation's Certificate of Incorporation, subject to any rights of third parties under any contract relating to such grant.

14.4 Accounting. The Board shall determine under what circumstances to require that grantees furnish a periodic accounting to show that the funds granted by the Corporation were expended for the purposes that were approved by the Board.

14.5 Restrictions on Contributions. Unless otherwise determined by Board resolution in particular cases, the Corporation shall retain complete control and discretion over the use of all contributions it receives, and all contributions received by the Corporation from solicitations for specific grants shall be regarded as for the use of the Corporation and not for any particular

organization or individual mentioned in the solicitation. The Corporation may accept contributions earmarked by the donor exclusively for allocation to one or more foreign organizations or individuals only if the Board has approved in advance the charitable activity for which the donation was made.

#### **ARTICLE 15: Notices**

15.1 General. Whenever these Bylaws require notice to a Member, any director, officer or agent, such notice does not mean personal notice. A person may give effective notice under these Bylaws in every case by personal delivery, depositing a writing in a post office, or sending electronic notice by email addressed to such Member, director, officer or agent at his or her mailing or email address on the Corporation's books. Unless these Bylaws expressly provide to the contrary, the time when the person receives notice, if by mail, or when the notice is sent if by email, shall constitute the time of the giving of notice.

15.2 Waiver of Notice. Whenever the law or these Bylaws require notice, the person entitled to said notice may waive such notice in writing, either before or after the time stated therein.

#### **ARTICLE 16: Miscellaneous**

16.1 Facsimile Signatures. In addition to the use of facsimile signatures which these Bylaws specifically authorize, the Corporation may use such facsimile signatures of any officer or officers, agents or agent, of the Corporation as the Board or a committee of the Board may authorize.

16.2 Fiscal Year. The Board shall have the authority to fix and change the fiscal year of the Corporation.

#### **ARTICLE 17: Amendments**

The Members shall have exclusive authority to adopt, amend and repeal these Bylaws. If the Corporation shall have no Member, the Board shall have authority to adopt, amend and repeal the Bylaws.

#### **SECRETARY'S CERTIFICATE**

The undersigned Secretary of PROSPER ACADEMY, INC. hereby certifies that the foregoing constitutes a true and correct copy of the Corporation's Bylaws as adopted by the Board on May 26, 2023.

Executed as of May 26, 2023.

---

Secretary







# Employee Contract

Prepared for Paige Dan

Prepared by Prosper Academy

# Assistant Director Contract

This Assistant Director Contract (hereinafter referred to as "Contract") is effective from **March 1st, 2023** (hereinafter referred to as the "Effective Date"),

By and Between,

**Paige Dan** (hereinafter referred to as the "Assistant Director"), a citizen of Oklahoma, USA with its address at **4307 N Aydelotte Ave Shawnee, OK 74804**; and

Prosper Academy (hereinafter referred to as the "School"), an institution established at 227 N. Union Ave Shawnee, OK 74801.

The Assistant Director and the School are collectively referred to as "Parties" and individually as "Party."

WHEREAS, the School desires to employ the Assistant Director for administrative duties, at the School and believes the Assistant Director has the necessary qualifications and skills to perform its duties and responsibilities;

AND WHEREAS, the Assistant Director accepts the offer of the School under the terms and conditions of the Contract herein.

NOW, THEREFORE, in consideration of the terms and conditions set forth below and other good and valuable consideration, both the parties hereby agree to the below terms and conditions.

## Terms and Conditions

### 1. Term of Employment

The Assistant Director shall start working from **August 21, 2023** (hereinafter referred to as the "Commencement Date") as a full time employee and shall continue for 1 year.

### 2. Duties and Responsibilities

The Assistant Director shall execute its duties and responsibilities in good faith and with due diligence. It shall perform its duties as per the School's policies and the Assistant Director code of conduct.

- Assist in developing and implementing plans and goals for the School
- Work with the director to coordinate and supervise daily operations
- Ensure compliance with regulations and internal policies
- Monitor attainment of objectives
- Undertake staffing responsibilities (hiring, training, evaluating etc.)
- Assist in budgeting and monitoring expenses
- Maintain scheduling of events and represent the School when needed
- Create reports and submit them to the director
- Fulfill duties as assigned by the director

### 3. Work Schedule

The Assistant Director shall provide its services from Monday to Thursday, from 8:15 to 4.

4. Salary

The Assistant Director shall receive a monthly salary of **\$1,300.00**, to be paid on the 15th day of every month.

5. Benefits

The Assistant Director shall be entitled to all the benefits and incentives provided by the School during the term of employment. The benefits are further described in Exhibit A.

ADDITIONAL CLAUSE: The School and the Assistant Director have agreed to waive Exhibit A rights during the first year of employment with the School 2023-2024 school year. Exhibit A will be reevaluated during the rehiring process 2024-2025 school year. The Assistant Director will pay tuition of \$100.00 per child while employed at the School during the 2023-2024 school year.

6. Holidays, PTO, Leave of Absence

The list of all holidays is attached to this Contract. The Assistant Director shall also be notified of these holidays by the Director of the School. The Assistant Director can take leave from the work only for serious and genuine reasons, and with the prior approval of the Director, unless the absence is immediate. Employee PTO and sick leave are further described in Exhibit B. Employee Bereavement policy is listed in Exhibit C.

7. Materials

The School shall provide, to the best of its ability, supply funds and other materials necessary to the Assistant Director.

8. Performance Evaluation

The Assistant Director performance shall be evaluated by its supervisor every 4 months. The Assistant Director shall evaluate the Director of the School every 4 months.

9. Proprietary Rights

The Assistant Director understands that during its employment with the School, it may be exposed to the School's confidential information. The Assistant Director agrees to hold all proprietary and confidential information in complete confidence during the term of this Contract and after the termination of this Contract.

10. Termination of Contract

Either party can terminate this Contract upon 60 days prior written notice to the other party, with or without cause.

## 11. Miscellaneous

1. Governing Law: This Contract shall be governed following the laws of the State of Oklahoma.
2. Assignment: Neither party shall assign this Contract or the rights and obligations thereunder to any third party without the prior express written consent of the other Party which shall not be unreasonably withheld.
3. Non-Waiver: Neither Party can waive any provision of this Contract, or any rights or obligations under this Contract, unless agreed to in writing by the Parties.
4. Separability Clause: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, all other terms will remain in full force and effect until the Contract termination.
5. Counterparts: This Contract may be executed in multiple counterparts, each of which shall be deemed original and all of which together shall constitute as one and the same.
6. Entire Agreement: The Parties acknowledge that this Contract sets forth and represents the entire Contract between both the Parties. If the Parties are willing to change/add/modify any terms, they shall be in writing and signed by both Parties.
7. Notice: Any notice that is required by this Contract shall be in writing and shall be given to the appropriate party by personal delivery or certified mail, postage prepaid, or any such delivery service provided.
8. Force Majeure: Neither of the Parties shall be liable for any failure in performance of any obligation under this Contract due to causes beyond that Party's reasonable control (including and not limited to any pandemic, fire, strike, act, or order of public authority and other acts of God) during the pendency of such event.
9. Non Compete Agreement: Both parties will read and sign the agreement in Exhibit D of the employee contract.
10. Any employees' contract that is terminated before one year of employment is fulfilled must reimburse Prosper Academy for the HEI Schools Diploma Program costs in full.

## Acceptance and Signature

The Parties hereby agree that they have understood the terms and conditions of this Contract, and demonstrate their agreement to the same by signing below.

Paige Dan

Prosper Academy

---

---

Date

Date

---

---

Prosper Academy Employee Contract

## Exhibit A

### Benefits

1. Employees will receive a 25% discount towards tuition costs for their own children attending Prosper Academy.
2. Employees will receive a 5% discount for siblings attending Prosper Academy.
3. Employees will receive a loyalty discount towards tuition costs for each year of employment at Prosper Academy.

## Exhibit B

### Prosper Academy follows Oklahoma's Human Services Leave Policy

OKDHS:2-1-40. Leave for teachers employed less than 12 months per year

Issued 6-11-92

(a) Personal leave (formerly "emergency leave"). Five working days each school year will be granted to teachers contracted/employed by the Department for less than the full twelve months of each year. Such leave shall vest at the beginning of each school year and may be taken with the approval of the school superintendent. Personal leave may not be charged to sick leave, and any unused personal leave will not be cumulative, and will not be paid to the teacher upon separation from the Department.

(b) Sick leave. Teachers contracted/employed by the Department for less than the twelve months of each year will be granted ten (10) days sick leave per school year. This leave shall vest at the beginning of each school year and unused sick leave shall be cumulative up to a total of sixty working days. Such leave is to be utilized when the teacher is required to be absent from duty due to personal injury, illness or pregnancy, or injury or illness of an immediate family member requiring the employee's care.

- (1) In instances where a teacher has exhausted all accrued sick leave and continues to be absent due to personal injury, illness, or pregnancy, that teacher is entitled to an additional 20 day period at full salary less the amount actually paid to employ a substitute to temporarily assume the absent teacher's position; as long as the total leave does not exceed the total number of days in the school contract period.
- (2) All accumulated sick leave shall be canceled upon separation from the Department.

## Exhibit C

### Prosper Academy Bereavement Policy

Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed 5 days during each school year.

## Exhibit D

### Non Compete Agreement

Prosper Academy LLC NON-COMPETE AGREEMENT

I. THE PARTIES. This Non-Compete Agreement ("Agreement") made this March 2023, is made between:

OWNER: Prosper Academy LLC ("Owner") with a mailing address of 227 N. Union Ave Shawnee, OK 74801 shall have ownership of this Agreement under which:

RECIPIENT: Prosper Academy Employees ("Recipient") shall be bound to the covenants mentioned in this Agreement.

Hereinafter the Owner and Recipient shall be known separately as a "Party" and together as the "Parties."

II. CONSIDERATION. In exchange for the Non-Compete, the Recipient shall receive the following consideration: Employment with Prosper Academy.

III. TERM. The Recipient shall be bound to this Agreement, specifically, the terms of this Agreement for:

Start Period: (check one)

- ☒ - Date of March 2023.
- ☐ - Beginning immediately after: \_\_\_\_\_ ("Event")
- ☐ - Other: \_\_\_\_\_

End Period: (check one)

- ☒ - Date of December 2028.
- ☐ - \_\_\_\_ months after: \_\_\_\_\_
- ☐ - Other: \_\_\_\_\_

The start period and end period shall collectively be known as the "Term."

IV. GEOGRAPHICAL AREAS. The Recipient shall be bound to this Agreement for the following geographical areas: Pottawatomie County and any surrounding area within a 30 mile radius.

V. NON-COMPETE. The Owner shall possess, in accordance with the terms of this Agreement, the following protections from the Recipient engaging in the following activities: being hired by working for a competitor or starting a competing business after resigning or termination of Prosper Academy employment contract.

VI. NON-SOLICITATION. The Owner shall have the following protections from the Recipient in accordance with this Agreement: (check all that apply)

- ☒ - Employees. The Recipient shall be prohibited from engaging with any former or current employees, contractors, affiliates, and similar parties of the Owner under which a business relationship has been created.
- ☒ - Customers. The Recipient shall be prohibited from engaging with any former or current customers, clients, and similar parties of the Owner under which a business relationship has been created.

VII. PURCHASE OF RELEASE. The Parties agree that the Recipient: (check one)

- ☐ - Can Purchase a Release. The Recipient has the option, during the Term or any period thereafter, to purchase and waive all liability under this Agreement for the sum of \$\_\_\_\_\_ as payment to the Owner.
- ☒ - Cannot Purchase a Release. The Recipient has no option, during the Term or any period thereafter, to purchase the rights of this Agreement from the Owner for the purposes of waiving any liability or releasing themselves under this Agreement.

VIII. CONFIDENTIAL INFORMATION. The Owner and Recipient agree that the Recipient shall be prohibited from releasing Confidential Information. The Recipient shall be prohibited from expressing or sharing any and all technical and non- technical information provided by the Owner, including but not limited to: data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, authorship, customer lists (including names, buying habits or practices of any clients), names of vendors or suppliers, marketing methods, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the Owner or any of its respective clients, consultants, or licensees that is disclosed to the Recipient under the terms of this Agreement.

a.) Limitations. Confidential Information shall not include information which:

- i. Has become generally known to the public through no wrongful act by the Recipient;
- ii. Has been rightfully received by Recipient from a third party without restriction on disclosure and without breach of an obligation of confidentiality running either directly or indirectly to the Recipient;
- iii. Has been approved for release to the general public by written authorization of the Owner;
- iv. Has been disclosed pursuant to the requirement of a governmental agency or a court of law without similar restrictions or other protections against public disclosure; or,
- v. Has been independently developed by the Recipient without use, directly or indirectly, of the Owner's Confidential Information.

b.) Employees and Contractors. The Recipient agrees to disclose Confidential Information to any agents, affiliates, directors, officers, or any other employees, collectively known as the "Employees," solely on a need-to-know basis and represents that such Employees have signed appropriate non-disclosure agreements or have taken appropriate measures imposing on such Employees a duty to third parties:

- i. To hold any third-party proprietary information received by such Employees in the strictest confidence;
- ii. Not to disclose such third-party Confidential Information to any other third party; and
- iii. Not to use such Confidential Information for the benefit of anyone other than to whom it belongs without the prior express written authorization of the Owner.

c.) Best Practices. The Recipient acknowledges they may or may not have access to the Owner's Confidential Information and agrees that it shall not directly or indirectly divulge, disclose, or communicate any of the Confidential Information to any third party, except as may be required during any formal business association or dealings on behalf of the Owner for any event, with the prior written approval of the Owner. The Recipient acknowledges that no license of the Confidential Information, by implication or otherwise, is granted to the Recipient by reason of this Agreement. Additionally, the Recipient acknowledges that it may only use the Confidential Information in connection with its business dealings with the Owner and for no other purpose without the prior written consent of the Owner.

d.) Records. The Recipient further agrees that all Confidential Information, including, without limitation, any documents, files, reports, notebooks, samples, lists, correspondences, software, or

other written or graphic records provided by the Owner or produced using the Owner's Confidential Information, will be held strictly confidential and returned upon request to the Owner.

e.) Return of Materials. Upon termination or expiration of this Agreement, or upon written request of the Owner, the Recipient shall promptly return to the Owner all physical and digital materials representing the Owner's Confidential Information and all copies thereof. The Owner shall notify the Recipient immediately upon discovery of any loss or unauthorized disclosure of the Confidential Information.

IX. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without reference to its conflicts of laws principles. Any disputes arising from or related to the subject matter of this Agreement shall be heard in a court of appropriate jurisdiction of the Owner's principal office, and the Parties hereby consent to the jurisdiction and venue of these courts.

a.) Severability. If any provisions of this Agreement or its applications are held to be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of any other provisions and applications herein shall not in any way be affected or impaired.

b.) Remedies. Should the Recipient breach any of the provisions of this Agreement, the Recipient agrees to reimburse the Owner for any loss or expenses incurred by the Owner as a result of any prohibited use or activity under this Agreement, including, without limitation, court costs and reasonable attorney's fees incurred by the Owner in enforcing the provisions hereof. The Recipient further agrees that any unauthorized use or activity shall result in irreparable damage to the Owner and that the Owner shall be entitled to an award by any court of competent jurisdiction of a temporary restraining order and/or preliminary injunction against such unauthorized use or activity by the Recipient without the need to post a bond. Such remedies, however, shall not be deemed to be the exclusive remedies for any breach of this Agreement but shall be in addition to all other remedies available at law or equity.

X. ADDITIONAL TERMS. No additional terms.

XI. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the Parties and may only be modified by the signature of both Parties hereto.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_





# Employee Contract

Prepared for Kelsie Brooks

Prepared by Prosper Academy

# Director Contract

This Assistant Director Contract (hereinafter referred to as "Contract") is effective from **January 1st, 2023** (hereinafter referred to as the "Effective Date"),

By and Between,

**Kelsie Brooks** (hereinafter referred to as the "Assistant Director"), a citizen of Oklahoma, USA with its address at **8452 North Bryan Rd Shawnee, OK 74804**; and

Prosper Academy (hereinafter referred to as the "School"), an institution established at 227 N. Union Ave Shawnee, OK 74801.

The Director and the School are collectively referred to as "Parties" and individually as "Party."

WHEREAS, the School desires to employ the director for administrative duties at the School and believes the director has the necessary qualifications and skills to perform its duties and responsibilities;

AND WHEREAS, the director accepts the offer of the School under the terms and conditions of the Contract herein.

NOW, THEREFORE, in consideration of the terms and conditions set forth below and other good and valuable consideration, both the parties hereby agree to the below terms and conditions.

## Terms and Conditions

### 1. Term of Employment

The Director shall start working from **August 21, 2023** (hereinafter referred to as the "Commencement Date") as a full time employee and shall continue for 1 year.

### 2. Duties and Responsibilities

The Director shall execute its duties and responsibilities in good faith and with due diligence. It shall perform its duties as per the School's policies and the Assistant Director code of conduct.

- Oversee day-to-day school operations
- Manage school logistics and budgets
- Set learning goals for students and teachers based on national curricula
- Monitor and report on teacher performance
- Present data from school performance to board members
- Research new resources and techniques to improve teaching
- Interview and hire school personnel
- Review and implement school policies
- Provide guidance and counseling to teachers
- Handle emergencies and school crises
- Organize school events and assemblies
- Ensure a safe and clean environment for students (e.g. implementing hygiene rules)
- Attend conferences to gain knowledge on current educational trends
- Previous experience as a principal or in a similar role

- Knowledge of school administrative processes and national educational regulations
- Hands-on experience with MS Office and education management systems
- Attention to detail
- Great presentation and communication skills
- Crisis management
- Ability to coach and inspire
- A teaching license is preferred
- Degree in Education; Master's degree is a plus

### 3. Work Schedule

The Director shall provide its services from Monday to Thursday, from 8:15 to 4.

### 4. Salary

The Director shall receive a monthly take home salary of **\$1,800.00**, to be paid on the 15th and 30th day of every month..

### 5. Benefits

The Director shall be entitled to all the benefits and incentives provided by the School during the term of employment. The benefits are further described in Exhibit A.

ADDITIONAL CLAUSE: The Board of Directors agrees to waive Exhibit A rights during the first year of employment with the School 2023-2024 school year. Exhibit A will be reevaluated during the rehiring process 2024-2025 school year. The Director will pay tuition of \$0.00 per child while employed at the School during the 2023-2024 school year.

### 6. Holidays, PTO, Leave of Absence

The list of all holidays is attached to this Contract. The Director can take leave from the work only for serious and genuine reasons, and with the prior approval of the Board Chair, unless the absence is immediate. Employee PTO and sick leave are further described in Exhibit B. Employee Bereavement policy is listed in Exhibit C.

### 7. Materials

The School shall provide, to the best of its ability, supply funds and other materials necessary to the Director.

### 8. Performance Evaluation

The Director performance shall be evaluated by its supervisor every 4 months. The Assistant Director shall evaluate the Director of the School every 4 months.

## 9. Proprietary Rights

The Director understands that during its employment with the School, it may be exposed to the School's confidential information. The Director agrees to hold all proprietary and confidential information in complete confidence during the term of this Contract and after the termination of this Contract.

## 10. Termination of Contract

Either party can terminate this Contract upon 60 days prior written notice to the other party, with or without cause.

## 11. Miscellaneous

1. Governing Law: This Contract shall be governed following the laws of the State of Oklahoma.
2. Assignment: Neither party shall assign this Contract or the rights and obligations thereunder to any third party without the prior express written consent of the other Party which shall not be unreasonably withheld.
3. Non-Waiver: Neither Party can waive any provision of this Contract, or any rights or obligations under this Contract, unless agreed to in writing by the Parties.
4. Separability Clause: If any term, clause, or provision hereof is held invalid or unenforceable by a court of competent jurisdiction, all other terms will remain in full force and effect until the Contract termination.
5. Counterparts: This Contract may be executed in multiple counterparts, each of which shall be deemed original and all of which together shall constitute as one and the same.
6. Entire Agreement: The Parties acknowledge that this Contract sets forth and represents the entire Contract between both the Parties. If the Parties are willing to change/add/modify any terms, they shall be in writing and signed by both Parties.
7. Notice: Any notice that is required by this Contract shall be in writing and shall be given to the appropriate party by personal delivery or certified mail, postage prepaid, or any such delivery service provided.
8. Force Majeure: Neither of the Parties shall be liable for any failure in performance of any obligation under this Contract due to causes beyond that Party's reasonable control (including and not limited to any pandemic, fire, strike, act, or order of public authority and other acts of God) during the pendency of such event.
9. Non Compete Agreement: Both parties will read and sign the agreement in Exhibit D of the employee contract.
10. Any employees' contract that is terminated before one year of employment is fulfilled must reimburse Prosper Academy for the HEI Schools Diploma Program costs in full.

## Acceptance and Signature

The Parties hereby agree that they have understood the terms and conditions of this Contract, and demonstrate their agreement to the same by signing below.

***Kelsie Brooks***

---

Date

7-11-23

---

Date

---

## Prosper Academy Employee Contract Exhibit A

### Benefits

1. Employees will receive a 25% discount towards tuition costs for their own children attending Prosper Academy.
2. Employees will receive a 5% discount for siblings attending Prosper Academy.
3. Employees will receive a loyalty discount towards tuition costs for each year of employment at Prosper Academy.

### Exhibit B

Prosper Academy follows Oklahoma's Human Services Leave Policy

OKDHS:2-1-40. Leave for teachers employed less than 12 months per year

Issued 6-11-92

(a) Personal leave (formerly "emergency leave"). Five working days each school year will be granted to teachers contracted/employed by the Department for less than the full twelve months of each year. Such leave shall vest at the beginning of each school year and may be taken with the approval of the school superintendent. Personal leave may not be charged to sick leave, and any unused personal leave will not be cumulative, and will not be paid to the teacher upon separation from the Department.

(b) Sick leave. Teachers contracted/employed by the Department for less than the twelve months of each year will be granted ten (10) days sick leave per school year. This leave shall vest at the beginning of each school year and unused sick leave shall be cumulative up to a total of sixty working days. Such leave is to be utilized when the teacher is required to be absent from duty due to personal injury, illness or pregnancy, or injury or illness of an immediate family member requiring the employee's care.

- (1) In instances where a teacher has exhausted all accrued sick leave and continues to be absent due to personal injury, illness, or pregnancy, that teacher is entitled to an additional 20 day period at full salary less the amount actually paid to employ a substitute to temporarily

- assume the absent teacher's position; as long as the total leave does not exceed the total number of days in the school contract period.
- (2) All accumulated sick leave shall be canceled upon separation from the Department.

## Exhibit C

### Prosper Academy Bereavement Policy

Teachers may be absent from duty because of personal accidental injury, illness or pregnancy, or injury, illness or death in the immediate family without loss of salary not to exceed 5 days during each school year.

## Exhibit D

### Non Compete Agreement

#### Prosper Academy LLC NON-COMPETE AGREEMENT

I. THE PARTIES. This Non-Compete Agreement ("Agreement") made this March 2023, is made between:

OWNER: Prosper Academy LLC ("Owner") with a mailing address of 227 N. Union Ave Shawnee, OK 74801 shall have ownership of this Agreement under which:

RECIPIENT: Prosper Academy Employees ("Recipient") shall be bound to the covenants mentioned in this Agreement.

Hereinafter the Owner and Recipient shall be known separately as a "Party" and together as the "Parties."

II. CONSIDERATION. In exchange for the Non-Compete, the Recipient shall receive the following consideration: Employment with Prosper Academy.

III. TERM. The Recipient shall be bound to this Agreement, specifically, the terms of this Agreement for:

Start Period: (check one)

- ☒ - Date of March 2023.
- ☐ - Beginning immediately after: \_\_\_\_\_ ("Event")
- ☐ - Other. \_\_\_\_\_.

End Period: (check one)

- ☒ - Date of December 2028.
- ☐ - \_\_\_\_ months after: \_\_\_\_\_.
- ☐ - Other. \_\_\_\_\_.

The start period and end period shall collectively be known as the "Term."

IV. GEOGRAPHICAL AREAS. The Recipient shall be bound to this Agreement for the following geographical areas: Pottawatomie County and any surrounding area within a 30 mile radius.

V. NON-COMPETE. The Owner shall possess, in accordance with the terms of this Agreement, the following protections from the Recipient engaging in the following activities: being hired by working for a competitor or starting a competing business after resigning or termination of Prosper Academy employment contract.

VI. NON-SOLICITATION. The Owner shall have the following protections from the Recipient in accordance with this Agreement: (check all that apply)

- ☒ - Employees. The Recipient shall be prohibited from engaging with any former or current employees, contractors, affiliates, and similar parties of the Owner under which a business relationship has been created.

customers, clients, and similar parties of the Owner under which a business relationship has been created.

VII. PURCHASE OF RELEASE. The Parties agree that the Recipient: (check one)

☐ - Can Purchase a Release. The Recipient has the option, during the Term or any period thereafter, to purchase and waive all liability under this Agreement for the sum of \$\_\_\_\_\_ as payment to the Owner.

☒ - Cannot Purchase a Release. The Recipient has no option, during the Term or any period thereafter, to purchase the rights of this Agreement from the Owner for the purposes of waiving any liability or releasing themselves under this Agreement.

VIII. CONFIDENTIAL INFORMATION. The Owner and Recipient agree that the Recipient shall be prohibited from releasing Confidential Information. The Recipient shall be prohibited from expressing or sharing any and all technical and non- technical information provided by the Owner, including but not limited to: data or other proprietary information relating to products, inventions, plans, methods, processes, know-how, developmental or experimental work, computer programs, databases, authorship, customer lists (including names, buying habits or practices of any clients), names of vendors or suppliers, marketing methods, reports, analyses, business plans, financial information, statistical information, or any other subject matter pertaining to any business of the Owner or any of its respective clients, consultants, or licensees that is disclosed to the Recipient under the terms of this Agreement.

a.) Limitations. Confidential Information shall not include information which:

- i. Has become generally known to the public through no wrongful act by the Recipient;
- ii. Has been rightfully received by Recipient from a third party without restriction on disclosure and without breach of an obligation of confidentiality running either directly or indirectly to the Recipient;
- iii. Has been approved for release to the general public by written authorization of the Owner;
- iv. Has been disclosed pursuant to the requirement of a governmental agency or a court of law without similar restrictions or other protections against public disclosure; or,
- v. Has been independently developed by the Recipient without use, directly or indirectly, of the Owner's Confidential Information.

b.) Employees and Contractors. The Recipient agrees to disclose Confidential Information to any agents, affiliates, directors, officers, or any other employees, collectively known as the "Employees," solely on a need-to-know basis and represents that such Employees have signed appropriate non-disclosure agreements or have taken appropriate measures imposing on such Employees a duty to third parties:

- i. To hold any third-party proprietary information received by such Employees in the strictest confidence;
- ii. Not to disclose such third-party Confidential Information to any other third party; and

iii. Not to use such Confidential Information for the benefit of anyone other than to whom it belongs without the prior express written authorization of the Owner.

c.) BestPractices. The Recipient acknowledges they may or may not have access to the Owner's Confidential Information and agrees that it shall not directly or indirectly divulge, disclose, or communicate any of the Confidential Information to any third party, except as may be required during any formal business association or dealings on behalf of the Owner for any event, with the prior written approval of the Owner. The Recipient acknowledges that no license of the Confidential Information, by implication or otherwise, is granted to the Recipient by reason of this Agreement. Additionally, the Recipient acknowledges that it may only use the Confidential Information in connection with its business dealings with the Owner and for no other purpose without the prior written consent of the Owner.

d.) Records. The Recipient further agrees that all Confidential Information, including, without limitation, any documents, files, reports, notebooks, samples, lists, correspondences, software, or other written or graphic records provided by the Owner or produced using the Owner's Confidential Information, will be held strictly confidential and returned upon request to the Owner.

e.) Return of Materials. Upon termination or expiration of this Agreement, or upon written request of the Owner, the Recipient shall promptly return to the Owner all physical and digital materials representing the Owner's Confidential Information and all copies thereof. The Owner shall notify the Recipient immediately upon discovery of any loss or unauthorized disclosure of the Confidential Information.

IX. GOVERNING LAW. This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma without reference to its conflicts of laws principles. Any disputes arising from or related to the subject matter of this Agreement shall be heard in a court of appropriate jurisdiction of the Owner's principal office, and the Parties hereby consent to the jurisdiction and venue of these courts.

a.) Severability. If any provisions of this Agreement or its applications are held to be invalid, illegal, or unenforceable in any respect, the validity, legality, or enforceability of any other provisions and applications herein shall not in any way be affected or impaired.

b.) Remedies. Should the Recipient breach any of the provisions of this Agreement, the Recipient agrees to reimburse the Owner for any loss or expenses incurred by the Owner as a result of any prohibited use or activity under this Agreement, including, without limitation, court costs and reasonable attorney's fees incurred by the Owner in enforcing the provisions hereof. The Recipient further agrees that any unauthorized use or activity shall result in irreparable damage to the Owner and that the Owner shall be entitled to an award by any court of competent jurisdiction of a temporary restraining order and/or preliminary injunction against such unauthorized use or activity by the Recipient without the need to post a bond. Such remedies, however, shall not be deemed to be the exclusive remedies for any breach of this Agreement but shall be in addition to all other remedies available at law or equity.

X. ADDITIONAL TERMS. No additional terms.

XI. ENTIRE AGREEMENT. This Agreement represents the entire agreement between the Parties and may only be modified by the signature of both Parties hereto.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_



Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

For I know the plans I have for you, declares  
the Lord, plans to prosper you and not to harm  
you, plans to give you hope and a future.  
-Jeremiah 29:11



# Prosper

A C A D E M Y



Explore. Learn. Grow.

# Prosper

## A C A D E M Y

Kelsie Brooks | Director

### OUR MISSION

Prosper Academy offers a holistic learning environment dedicated to valuing each child's God-given potential, inspiring a continuous love for learning, and cultivating virtues for a purpose driven life.

### OUR VISION

Prosper Academy offers a truly different approach to school with innovative pedagogical methods that inspire self-guided learning within a holistic environment. Our educational philosophy is rooted in Christian values and fosters intellectual, spiritual, physical, and emotional development. We move beyond the traditional tools of lectures, homework, and high-stakes tests. At Prosper, our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and motivates them through real-world projects and experiences. We are committed to nurturing mindfulness, integrity, and leadership. We strive to empower students to utilize their unique spiritual gifts to improve their experiential educational outcomes and gain the life skills necessary to become a successful professional.

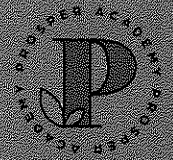
### CONTENT

- Prosper Values
- Our Philosophy of Education
  - Classroom Environment
  - Prosper Projects
  - Behavioral Expectations
- Why Choose Prosper
  - Christian Foundations
  - Curriculum
  - Lesson Examples
  - Daily Schedule
  - Hybrid Learning Options
  - Grading
- Admissions & Tuition
- Yearly Calendar & Save The Dates
- Safety Procedures
- Family Handbook

### GOALS

- Scale oriented for classroom & grade level growth
- Summer Camp Opportunities
- PreK-12 Accreditation within next 8 years
- Scholarship Programs offered to 10% of families by 2024-25

# PROSPER VALUES



- Family

- Your family is valued. Education begins at home and our certified professionals guide families to have a new outlook on their child's education. We inspire students within the classroom and collaborate with parents to establish holistic learning at home. We partner with homeschooling families or families that wish to begin homeschooling their children. We provide resources, direction, and a community for your family to thrive.

- Resilience or Grit:

- Children who are learning how to think for themselves, to love learning, to solve problems, to express how they feel, and to value their own and other's opinion. Resilience generates an understanding that we are all in this together, which is why children grow up to understand the importance of working together, braving discomfort, viewing mistakes as learning tools and persevering against the odds as a team.

- Metacognition:

- A crucial aspect of lifelong learning. It involves consistently assessing and regulating one's thoughts and performance. Metacognitive skills include critical thinking, self-awareness, independent learning, and reflective thinking. The metacognitive process consists of three steps: planning, monitoring, and evaluating.

- Growth Mindset:

- A growth mindset is the belief that one's intelligence and abilities are malleable and can be enhanced with the right strategies and effort. The opposite of this is a fixed mindset, where someone believes that their skills are set in stone and they cannot improve.

- Integrity:

- Integrity transpires through expressing gratitude for others, valuing honesty and openness, taking responsibility and accountability for your actions, good and bad, respecting yourself and others around you no matter where you are, and demonstrating reliability and trustworthiness.

- Discipleship:

- A disciple is a learner, a follower, a person wholly devoted to becoming like the master teacher. Jesus emphasized serving. The focus for Jesus was to follow and surrender to God's plan. It was his focus for the disciples as well.

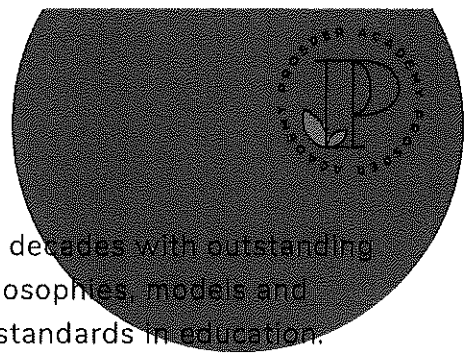
- Leadership:

- A leader is someone who inspires passion and motivation. It is someone with a vision and the path to realizing it. A leader ensures their team has support and tools to achieve their goals.

- Community service

- Engaging in community service provides students with the opportunity to become active members of their community and has a lasting, positive impact on society. Community service or volunteerism enables students to acquire life skills, knowledge, and a sense of social awareness, as well as provide a service to those who need it most.

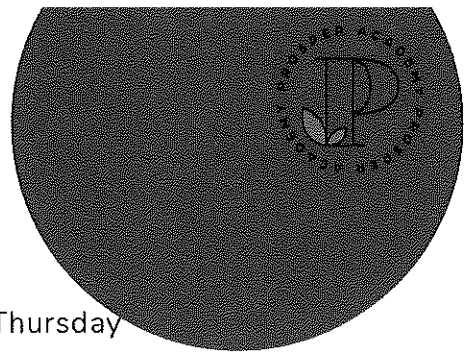
# OUR PHILOSOPHY



## Finnish Educational Philosophy

- The Finnish education system has been rigorously tested for decades with outstanding learning results. It combines the best and latest learning philosophies, models and practices with continuous development to meet the highest standards in education.
- Learning is understood as a lifelong process. Learning happens in an active way by utilizing children's natural curiosity, their will to explore and the joy of discovery. Free play is a natural way to learn physical, emotional, social and intellectual skills.
- A sense of a community also plays an important role in Finnish education. We want to provide children with opportunities to participate in and influence their own life decisions.
- Another important piece is the fostering of respect for life, sustainable living and human rights. We support their emotional development and ethical thinking. Sustainability encompasses many areas of life, from social practices like incorporating culture and teaching compassion, to ecological considerations like developing children's relationship with nature and their willingness to actively care for the environment. For example, when children take a trip to the forest, they will discuss how to respect nature. They will practice mindfulness and leave the space as they found it.
- Research shows that introducing new skills when children are ready to receive them leads to learning, not frustration. The Finnish education system supports children's learning and development without the toxic stress that can come from pushing children to learn too much, too early.
- Everybody learns best when steered by their own interests, which is why children's interests play a central role in their education. The Finnish education system has very high learning outcomes with purposeful play and nurturing guidance from highly-trained teachers.
- Finland is well-known for its emphasis on child-centered instruction and practice. We focus on the value of childhood and the positive development and wellbeing of children and families. It also stresses children's participation and developing social and cultural skills within education. This requires children's active interaction with peers, teachers, adults, community members, and the environment. Finnish education helps children build their self-confidence as learners through positive emotional experiences.
- Children's opinions, ideas and viewpoints are taken into account in their educational experience. For example, a teacher observes that a girl in her classroom is really interested in playing with cars and always chooses this activity when she can. On the other hand, she is not very interested in walking around the neighborhood. To incorporate the girl's interest in cars into an activity she does not typically like, the teacher decides to take the class on a field trip to observe different car types and logos in them. This allows children to practice identifying the colors of the cars and the letters in the logos. In addition, the girl is now interested during the walk. The teacher continues to build on her interest in the classroom by developing a role play activity in which they pretend to work at a car maintenance station.

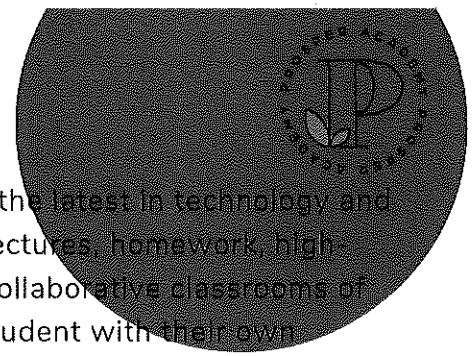
# OUR PHILOSOPHY



## Classroom Environment

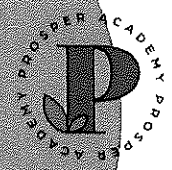
- Prosper Academy offers two educational experiences:
  - 4 Day Classrooms: Monday-Thursday
  - 2 Day Classrooms: Monday & Wednesday or Tuesday & Thursday
- Holistic Multi-Age Classrooms
  - Eager Explorers (3 & 4 year old) classes offered
  - Lively Learners (5 & 6 year old) classes offered
  - Classrooms are scale oriented to add grade levels each year
- Reduced Student to Teacher Ratio-15 students per classroom
- Enrichment Classes such as Piano, Art, Music, and P.E.
- Community Garden utilized throughout the year
- Uninterrupted learning blocks to encourage core skill development
- Our Role in Your Child's Education
  - Our Teachers play a key role in scaffolding students to enhance self-directed learning. We assess student readiness for new methods, establish the boundaries of each student's decisions about his or her learning, and teach the methodology needed to achieve competency of new skills. We also manage the classroom, provide resources, organize learning activities, and provide input. Our teachers are facilitators of learning, providing new challenges, guidance, support, and positive feedback.
- Self-Guided Learning
  - Our Nurturing teachers and assistants focus on guiding each child according to their own strengths and abilities. Each child is viewed as a unique individual. Students learn at their own pace, rather than being taught skills that they are not ready for, or that they have already mastered. The focus becomes the child's learning rather than the adult's teaching. Children are invited to take charge of their learning and are given more opportunities to choose what activities interest them. This sense of "ownership" and self-direction is the foundation for lifelong learning.
- Peer Mentoring
  - Younger children observe older children enjoying advanced, challenging activities and this inspires them. They look to older children for guidance, and older children have the opportunity to serve as mentors and take on leadership roles. Leading, whether by modeling classroom procedures or helping a younger student with adding numbers, is a critical experience for a child.
- Prosper Projects
  - We have 5 Prosper Projects throughout the year. They last for seven weeks and consist of holistic learning experiences with a specific focus. Each Prosper Project is inspired by biblical principles and points to scripture. Students are encouraged to set goals and complete individualized and group experiential projects. Students will participate in a field trip after each project.

## OUR PHILOSOPHY



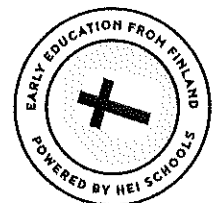
- We offer a truly different approach to school. Supported by the latest in technology and cognitive science, we move beyond the traditional tools of lectures, homework, high-stakes tests, and grades. At Prosper, our students learn in collaborative classrooms of multi-age learners. Our flexible approach challenges each student with their own differentiated learning plan and inspires them through real-world projects and experiences.
- Our curriculum covers a wide variety of learning areas so that children acquire many different skills and abilities that will contribute to their transversal competence. Being able to connect different fields of knowledge and skills is the foundation for personal growth, studying, working and civic engagement both now and in the future
- We believe that children's learning is not limited to specific activities or the classroom. Every situation and moment is a chance to learn something new. In project-based learning, children construct their own knowledge through thoughtful exploration with the teachers' guidance and support.
- Nature based experiential learning
  - Learning through exposure to nature and nature-based activities, occurs in natural settings and where elements of nature have been brought into built environments, such as plants, animals, and water. When children spend time outside they explore science topics using curiosity, creativity and wondering, becoming better problem solvers and critical thinkers. Being outside leads to more time being physically active and developing small and large motor skills. Children get excited and interested in learning new content when they use natural materials in natural spaces. Children who spend time interacting with nature develop a sense of responsibility and respect for nature, living things and the world around them. This ensures a future with people who will advocate for the natural world and natural spaces that benefit everyone.
- Behavioral Expectations
  - Love & Logic is an unparalleled solution to build healthy relationships with kids while setting firm, loving limits that turn problem behaviors around.
  - TBRI® is an attachment-based, trauma-informed intervention that is designed to meet the complex needs of children. It focuses on Empowering Principles to address physical needs, Connecting Principles for attachment needs, and Correcting Principles to disarm fear-based behaviors. \*Our Team is not TBRI® certified yet.
- Family Expectations
  - Committing to Prosper's educational philosophy and approach to holistic education as a family.
- Prosper admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.



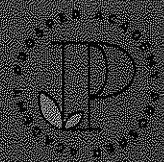


## WHY CHOOSE PROSPER

- Christian Foundations & Bible Lessons
  - We utilize Generations of Grace Bible Curriculum. We have weekly chapel together to reinforce prayer, worship, and bible knowledge.
- Curriculum: Finnish Education | Really Great Reading | OAS
  - Holistic-Lifelong learning
  - We view children as unique individuals with their own ideas, thoughts and needs, which is why we focus on their wellbeing, both physical and emotional, alongside their educational needs. We foster children's participation and autonomy, teach them how to take care of themselves and others, and develop their social-emotional abilities so that they learn the skills for life.
  - Project-based learning is a method of learning that consists of sessions with specific objectives and a final product. Children construct their own knowledge through exploration with the teachers' guidance and support.
- Lesson Examples
  - In an activity-style learning session, the teacher gathers the children together, introduces the topic or project of the day and lets the children discuss what they will be doing. The teacher uses the children's input for next steps, and everyone works together to conduct the activity as a group. To support teachers in their work, we use the Finnish-based HEI Schools Toolkit, which provides detailed activity plans that have specific learning objectives and additional ideas about how to implement and enrich each activity.
- Project Examples: My Kinda Weather
  - In this weather-related project, children create their own dream weather drawings and weather forecasts. Children start the new project by thinking of the weather they enjoy the most. The teacher can encourage their thinking by asking questions like, 'Do you enjoy jumping in the puddles when it is raining or catching leaves when it is windy? Do you enjoy sitting on the beach when it's sunny or playing in the snow when it's chilly?' When they have come up with an idea of the weather they like, children start to craft their favorite weather on paper. They can use pictures from newspapers and magazines to inspire them.
  - Children continue the project by making their own official weather forecast. They can decide if they want to film it or make a newspaper using their artwork. Children work in small groups to plan how they will conduct their projects. After completing the project, they recall the phases of their project together, and at the end of the month, children present their projects to their parents at a family event.

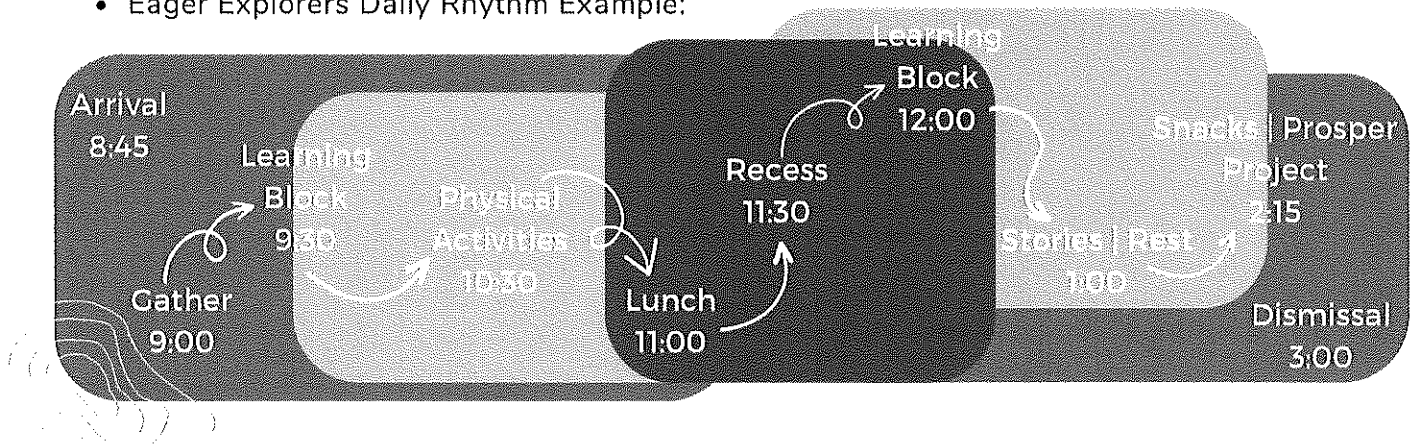






## WHY CHOOSE PROSPER

- Project Examples: What Are Mini Beasts?
  - Children start a project about mini beasts, i.e. insects, by getting familiar with how they look, where they live and what they eat. The teacher reads a book about insects and together, they take a field trip to explore mini beasts in nature.
  - The next week, children start to plan homes for the insects. Their teacher explains that insects are very important to plants and nature, which is why it would be nice to help the insects find comfortable homes, and the mini beasts would be very happy if the children prepare homes for them.
  - To start, children recall where they saw the mini beasts living on their field trip so they know how to make suitable homes for them, and their teacher also writes down their ideas during the discussion. Then the children draw pictures of what they think the mini beasts' 'hotel' should look like and start to collect materials they need for building the insects' hotels. They can get materials from both indoors and outdoors, and they use those materials to build the hotels they drew. During the last week of the project, children find places to display their insect hotels, and they enjoy a little garden party with their families as they present their mini beasts' hotels.
- Eager Explorers Daily Rhythm Example:



- Hybrid Learning Options for Homeschooling families
- Grading
  - Oklahoma Academic Standards
  - Homework is discouraged
  - Individualized Learning Plans
  - Student Growth Portfolios
  - Individualized & Group Experiential Learning
  - Project Based Assessment
  - Observational Progress Monitoring
  - Fall & Spring Parent Teacher Conferences



## ADMISSIONS & TUITION

### APPLICATION FEE

**\$150**

One Time, Non-Refundable  
Due at application submission

### ENROLLMENT FEE

**\$350**

Annual, Non-Refundable  
Due at the time of enrollment

### DISCOUNTS

% of Tuition  
Loyalty Program  
Sibling Discounts 5%

**TUITION IS DUE ON THE FIRST OF EACH MONTH.**

#### **4 DAY CLASSROOM TUITION**

Monday-Thursday

\$6435 Annually  
\$585 paid over 11 Months  
or  
\$537 paid over 12 Months

#### **PART TIME CLASSROOM TUITION**

Mon/Wed or Tues/Thurs

\$3795 Annually  
\$345 paid over 11 Months  
or  
\$317 paid over 12 Months

**5% DISCOUNT IF YEARLY TUITION IS PAID IN FULL BY  
JULY 1ST**

**WE ARE EXCITED TO LAUNCH OUR SCHOLARSHIP  
OPPORTUNITIES IN THE FALL OF 2024**

**ASK US ABOUT OUR SCHOLARSHIP OPPORTUNITIES &  
OUR GIVE BACK INITIATIVE**



## **YEARLY CALENDAR**

- Families will have access to our Calendar & Save the Dates in July of each year. It includes:
  - Prosper Projects lasting 7 Weeks
  - Field Trips that corresponds with each Prosper Project
  - 1 Week Break Between Prosper Projects
  - Weekly Chapel & Scripture Discussion
  - 12 Week Summer Break
  - Parent | Teacher Conferences
  - Family Events

## **SAFETY PROCEDURES**

- We adhere to Oklahoma Standards for drill requirements: fire, intruder, lockdown, tornado, and earthquake.
- A police officer will be onsite throughout the day
- Doors will remained locked throughout the day
- Security cameras will be used to monitor safety
- Families will use their Brightwheel code for checkin & checkout daily
- All Prosper employees are CPR & First Aid certified

## **LUNCH & SNACKS**

- We will offer lunch for families who would like to participate in our lunch program. Prosper partners with Comma Cafe to provide healthy lunch options for our students 4 days per week.
- Snacks will be provided in the afternoons. Teachers will collect a snack fee in the fall and spring to provide nutritious snacks for our students.

## **ADVENTURE CLUB | MONDAY-THURSDAY @ 3-4PM**

- We would like to know if families are interested in a after school club. Please let Kelsie know if you are interested.

## **BRIGHTWHEEL**

- Brightwheel is our operating system. Each family will have a Brightwheel account for enrollment, arrival, dismissal, communication with teachers, tracking progress, tuition payments, fees, records, etc. It is our informational hub.



## **SAFETY AND EMERGENCY PLANS OF ACTION**

- Students will never be left alone or unsupervised.
- There will be a minimum of 2 staff members present with students during the hours of operation.
- Each employee is certified in CPR and First Aid every 2 years.
- Fire evacuation and severe weather plans will be posted.
- Fire drills will be held in the fall and spring at varying times. A record of drills is kept in the office and submitted to OSDE.
- Tornado drills will be held during the tornado months.
- Lock-down drills will be held periodically.
- In the event of an emergency when evacuation is necessary, students children will be taken to Shawnee Department of Education across the street.
- Families will be notified through the Brightwheel notification system and informed of when to pick up their children.

## **PROSPER ACADEMY WILL TAKE THE FOLLOWING STEPS TO MAINTAIN THE FACILITY:**

- Clean the facility daily.
- Keep the facility in a sanitary condition always.
- Sanitize toys, furniture, and other equipment used by children, daily, weekly and when they become soiled or contaminated.
- Wash all soiled items prior to sanitization.

## **CHILD ABUSE PROTECTION**

- The Director & Assistant Director of Prosper Academy are mandated by law to receive Child Abuse Detection and Prevention training. The Director & Assistant Director are required by law to immediately notify the local child protection agency if they suspect that a child has been abused or neglected.

## **PARENT/GUARDIAN COMMUNICATION**

- Family conferences will take place for all children twice per year. Topics discussed will include interests, development, strengths, and areas of individual need.
- Parents of children in the program will have daily opportunities at morning drop off and pick up to discuss the events of his/her child's day. Communication may be sent in your child's folder, so please make sure to check it weekly.
- Parents may also receive and/or send communication to the director and staff through the communication application Brightwheel, which is a free download to a computer and/or phone.
- Special conferences may be requested by the director or child's parents as needed.
- To further foster whole family relationships, parents or guardians of children enrolled at Prosper Academy are welcome to visit at any time, by scheduling a time that works best for both the teachers and them.

## **ADMISSION|ENROLLMENT|TERMINATION POLICIES**

**\*\*Prosper Academy admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It doesn't discriminate on the basis of race, color, national origin, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.**



## **ELIGIBILITY FOR ENROLLMENT**

- Children that are 3 or older before September 1 and are potty trained are eligible to be enrolled at Prosper Academy, provided enrollment space exists.
- The parent is responsible for submitting all enrollment forms for the child's attendance.
- We reserve the right to choose who is accepted into Prosper Academy. Any child whose needs cannot be met or whose behavior endangers other children will have to be placed on an IEP and family admin meetings will take place throughout the year to ensure the child's needs are being met.
- Prosper Academy is committed to supporting all children and families. We realize some children may be better served through the support of other local agencies. Parents will be notified if concerns arise.
- Prosper Academy will be partnering with agencies such as Today's Therapy Solutions for OT and Speech Therapy screenings for our students.

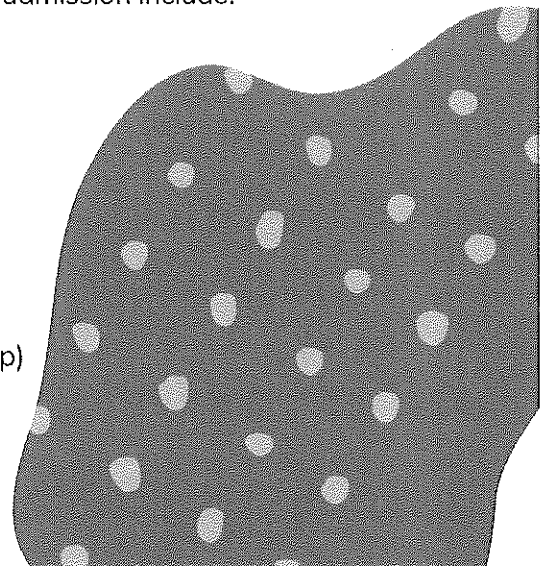
## **CARING FOR CHILDREN WITH SPECIAL NEEDS**

- Prosper Academy must comply with the Americans with Disabilities Act. We are committed to meeting the needs of all children, regardless of special health care needs or disabilities.
- Children with special needs will be accepted into Prosper Academy under the guidelines of the Americans with Disabilities Act (ADA).
- All families will be treated with dignity and respect for their individual needs and/or differences.
- Prosper Academy will be responsible for ensuring that confidentiality about special needs is maintained for all families enrolled.
- Prosper Academy will meet with families to ensure all health forms and other important information regarding the individualized needs of the child will be completed by the health care provider and/or other providers for the child.
- Children with special needs will be educated in the least restrictive environment as possible. To accomplish this, Prosper Academy may work in coordination with other agencies and/or health care providers as needed. No contact with outside organizations will be made without a written contract and parental consent, including cost and tuition adjustment for services provided. Inclusion of staff on IEP (Individualized Education Program) and IFSP (Individualized Family Service Plan) meetings is desired to ensure that Prosper Academy provides the most supportive and least restrictive environment.
- It is important that parents keep Prosper Academy apprised of any changes or needs that their child may have regarding their special Name]

## **ENROLLMENT FORMS**

Forms to be completed and submitted to Prosper Academy prior to admission include:

1. Application Form
2. Tuition Agreement
3. First Aid Permission / Emergency Info
4. Social Media and Photo Release
5. Safe Food Transportation Agreement
6. Child Information Form
7. Parent Driver's License or OK ID
8. Medication Consent (if needed)
9. Proof of immunizations and a physical exam (well child check-up)
10. Handbook Acknowledgement Signature Form
11. Previous Transcripts / Report Cards





## **WAITING LIST**

- In cases when enrollment space is unavailable, children will be placed on a waiting list. Enrollment will then take place as space becomes available. Priority will be given to families with currently enrolled children.

## **APPLICATION FEE**

- Upon submission of each Student Application, families will receive a \$150.00, one time, application fee through their Brightwheel account. This fee is non-refundable should the family decide to not attend.

## **SUPPLY FEE**

- Families who have completed enrollment will receive a \$350.00 supply fee through their Brightwheel account in July for the forthcoming school year. This fee is non-refundable should the family decide to not attend.

## **TERMINATION OF STUDENT ENROLLMENT**

Prosper Academy reserves the right to terminate a family contract for the following reasons (but not limited to):

- Failure to pay invoices as they are due
- Failure to complete required forms, as required
- Lack of parental cooperation
- Physical or verbal abuse of any person or property by a child and/or parent that is not corrected by an improvement plan set by the director and the parents.
- Lack of compliance with handbook regulations
- False information given by parent either verbally or in writing
- Disciplinary reasons as outlined previously

Prosper Academy also understands that life circumstances may arise that would require families to remove a child from our care. In that instance, we request the following:

- 90 days advance written notice stating when a student will be removed from Prosper Academy
- Payment for the last 12 weeks of school
- If the child is pulled without a 90 days notice, payment is to be made immediately for the final weeks.

## **OPERATIONAL POLICIES**

### **BOARD OF DIRECTORS | ADVISORY**

- Prosper Academy is a nonprofit organization with an active 501c3 status. Prosper Academy has a Board of Directors made up of members of the community who serve as advisors for the school.
- The Board meets once per month to review the Prosper Academy Director's report, the financial report, enrollment information, and other information as presented by the Director or Assistant Director.
- The Board Members assist the Director in areas of policy, budget preparation and management, staffing decisions, and other facility operations.





## **HOURS OF OPERATION | CALENDAR**

Prosper Academy is open from 8:45-4:00 on Monday-Thursday.  
A Yearly Calendar will be available on the website and Brightwheel page.

## **SPECIAL HOLIDAYS**

- Prosper Academy will close for the following special holidays:
  - Labor Day
  - Fall Break
  - Thanksgiving
  - Christmas
  - New Years
  - Spring Break
  - Memorial Day

There may be additional days throughout the year when Prosper Academy will close (weather related), but notice will be given whenever possible. Tuition costs will not be adjusted due to unexpected closings.

## **SCHOOL BREAKS**

- Prosper Academy will have school breaks throughout the year after each Prosper Project. We strongly encourage quality time with family. Prosper Project breaks will occur every 7 weeks and last the entire week. Classes will resume the following week. All of these breaks are posted on our School Calendar.

## **EMERGENCY POLICIES**

### **BAD WEATHER**

- Prosper Academy will make every effort to be open in bad weather. We will close when Pottawatomie County declares a Level 2 Orange "Watch" or when it is otherwise deemed necessary (i.e. extremely low student numbers, power outage, and/or for the safety of staff and families). A decision to close is a difficult one to make and there are occasions when the facility will be open during a Level 2 Orange "Watch" if the director feels the roads are safe enough for travel.
- Parents will be notified through the Brightwheel App.

### **SCHOOL DELAYS AND CLOSINGS**

- Prosper Academy DOES NOT follow the county schools' delays and closings. Prosper Academy will notify families for school closings and delays.

### **RELOCATION OF CHILDREN IN THE EVENT OF BUILDING EMERGENCY**

- In the event of a major emergency, such as a fire or other event that would make the building unsafe, all staff and students will be relocated to a safe facility. Staff and students will be moved to The Shawnee Department of Education.
- Parents will be notified that they must pick their children up immediately.



## **CHILD ATTENDANCE, ARRIVAL, AND DEPARTURE**

### **ARRIVALS AND DEPARTURES**

- Drop off is at 8:45am. We ask that students arrive no later than 9:00am, as we start our school day at that time. If your child is to arrive later than 9:00am, please notify your child's teacher, with the understanding that your child may miss some lesson time.
- Appointments (i.e. doctor, dentist, etc.) are the exception to this. Again, please contact your child's teacher so he/she is aware of an approximate arrival time.
- Parents/guardians are required to sign children in and out each day through the Brightwheel app.
- For your child's protection, only persons authorized by the parent/guardian are permitted to take the child from the facility.
- Parents/guardians must list the names of anyone allowed to pick up the child as well as the names of anyone denied permission on the Emergency Information Sheet.
- Individuals listed in the child's file may be asked for photo identification to confirm their identity.
- If someone other than the listed individuals will be picking up your child, you must notify the director. Staff members will ask for photo identification before the child is handed over to them.
- In the case of court-ordered custody decisions that would affect drop off or pickup, documentation must be on file.
- Under no circumstances will the facility allow a child to leave without these provisions.
- Please notify the director and your child's teacher if, due to some emergency, you are unable to pick up your child on time.
- Overtime charges of \$10.00 per day will apply after the scheduled pick up time of 3:00pm.
- If a child has not been picked up by 3 hours after their scheduled pick up time, and there has been no contact by the parent/guardian, or another authorized person, the local Department of Child Services will be called with a report of child neglect.

### **REPORTING CHILDREN'S ABSENCES**

- Prosper Academy staff plan the day based upon the number of children expected. We ask that parents notify their child's teacher as early as possible if their child is going to be absent, late, or if they plan to pick up their child early on a specific day.

### **TOBACCO, ALCOHOL, FIREARMS AND DRUGS**

- Prosper Academy prohibits the use of tobacco, alcohol, firearms, and drugs on the premises while children are in our care. A copy of the policy may also be requested at any time.

### **PAYMENT AND FEE SCHEDULE**

- All tuition payments are due on the 1st of the month, regardless of your child's attendance. Prosper Academy reserves the right to change these fees with a 30 days notice.

### **ADVENTURE CLUB FEES**

- \$10.00 per week, whether the child is in attendance the full time or a portion of the time.

### **FEES FOR FAMILIES ON SCHOLARSHIP PLANS**

- Families are responsible for the portion of the fee not covered by the subsidy.





## **OTHER FEES**

- \$25.00 late payment fee after the 5th of each month.
- \$25.00 returned check fee (Subject to change, based on the bank charges)
- \$10.00 each day after dismissal, if a child has not been picked up.

## **BILLING**

- Invoices will be sent by the 1st of each month and will include the fees due for the following month. Payments are due on the 1st of each month.
- If the bill is unpaid by the 5th day of the month, a late fee of \$25.00 will be assessed each week if there is an outstanding balance, with a maximum of 2 months. If the account becomes 2 months overdue, the child's enrollment will be suspended, and not allowed to attend until the bill is paid.
- Any late fees will be included on the next invoice, if not paid prior to when it is printed.
- If the bill is not paid within 1 month of the suspension, the child will be removed from enrollment and their place could be filled with another child.
- There is no reduction in fees if parents choose to send their children less than the specified number of days.

## **MEDICAL POLICIES**

### **IMMUNIZATIONS AND PHYSICAL EXAM**

- Every child must be current on immunizations and verification of a physical exam (well child check-up) within the enrollment period prior to their attendance. These records must be provided prior to your child's first day of attendance. Without this documentation, your child may not attend.
- If your child receives new immunizations and/or has an updated physical, please update the record on the Prosper Academy Brightwheel account or bring it to the Prosper Academy office.
- Immunizations exemptions for medical or religious reasons must have proper documentation on file to be approved.

### **MEDICATION & EPIPEN WAIVER**

- Medication can be administered while in attendance provided a prescription is documented (pharmaceutical container and/or physician's signed instructions).
- Over the counter, non-prescription medication CANNOT and WILL NOT be given without a written physician's order. This order must be updated annually.
- A physician may write an order giving blanket permission for the child to have any over-the-counter medication, but it must state the amount of medication to be given.
- Medication will only be administered if the child's name is written on a medications form with the amount of dosage (including the appropriate measuring device) and time to be given along with the parent's/guardian's signature.
- Notify staff members of all medication, so that it may be locked in the medicine box or refrigerated as needed.
- All children enrolled at Prosper Academy must have a guardian review our Epipen policy and waiver form.



## COMMUNICABLE DISEASES

- Staff members are trained in the signs and symptoms of illnesses and in proper hand washing procedures to prevent the spread of communicable disease.
- Every means will be taken to prevent the spread of communicable diseases.
- Please do not send your child if he/she is ill or has been ill in the last 24 hours. If your child is too ill to go outside or participate in activities with their class, they are too ill to attend.
- You will be called to remove your child if any of the following symptoms exist:
  - vomiting
  - severe coughing
  - temperature of 100 degrees or higher
  - diarrhea
  - suspicious rash
  - difficult or rapid breathing
  - lice (may only return when deemed "nit free")
  - red, encrusted, or runny eyes
  - green mucus/snot
  - lethargic behavior
- Parents are expected to have the child picked up within one hour of being notified that the child is ill to minimize the spread of illness.
- Every effort will be made to separate a sick child from the rest of the class while they are waiting to be picked up.
- Children should be free of all symptoms for 24 hours, without medication, or have a note from the doctor stating that return is permissible before returning to Prosper Academy
- Please do not give your child medication and send them to school if they have been ill through the night.
- Parents should have a backup plan of care established if a child is sent home from Prosper Academy with an illness.
- If a staff member has a communicable illness, parents will be notified. A substitute teacher will be assigned in his/her place as needed.

## REOCCURRING MEDICAL ISSUES

- If a child has a medical issue that is reoccurring, such as a rash, runny eyes, or an allergy, Prosper Academy must have documentation from a physician stating that the issue is not contagious and that the child may attend when symptoms are present.
- Please refer to the Communicable Disease section for suspicious rashes or conditions.
- If documentation of the medical issue does not exist, the condition will be treated as a potential communicable disease and the child will be excluded until documentation is presented.



## ACCIDENTS

- Parents/guardians will be notified of accidents as soon as possible.
- All staff members are CPR/FirstAid Certified
- The staff member who has observed the accident will fill out the accident report. A copy will be kept for the files and a copy given to the parents/guardians.
- In non-life-threatening instances, the staff will provide on-site first aid.
- If the child requires medical attention, the parent will be called, informed of the injury, and asked to pick up the child.
- Parents are asked to report any instances of the child being treated by a physician, clinic or hospital. Any injury that has been treated at a medical facility must be reported to the state of Oklahoma. Parents will receive a copy of the accident report that is mailed to the state.
- If the injury requires immediate medical attention, 911 will be called.

## PARENTAL RESPONSIBILITIES

- Meals and Snacks
  - Please make sure your child eats breakfast at home.
- Please do not bring fast food/breakfast foods from home for your child into the school.
- Prosper Academy will not store snack items for individual children unless the child has a special dietary need that the parent provides for.
- A snack is served in the afternoons.
- Prosper Academy will provide healthy snacks each day. Examples include fruit, yogurt, pretzels, string cheese, raisins, peanut butter, Sun butter (alternative for peanut butter for those allergic), vegetables and hummus. Goldfish crackers are also allowed (whole grain).
- Parents are welcome to bring a special snack for their child's birthday, other special events, or just for fun with prior approval from the teacher.
- Lunches can be purchased from Prosper Academy prepared by Comma Cafe. Families can sign up a month in advance for Comma lunches to be provided for their child.
- If lunches are not purchased through Prosper Academy, they must be provided by the parents. All lunches must be packed cold however; warm lunches may be brought in stainless steel thermoses that keep foods at 140 degrees or warmer. Parents must heat the food at home before putting it in the insulated container. Please remember that younger children usually eat small portions. All opened and uneaten food must be thrown away at the end of lunch.
- Every child must bring a labeled water bottle to keep with them. water refills will always be available as well throughout the day. Soda and other sweet drinks are prohibited at Prosper Academy.
- Juice pouches/boxes that are not 100% fruit juice are not an acceptable substitute for milk or water.
- If your child has a food intolerance or allergy, please send a doctor's order stating that the child has the intolerance/allergy and a list of acceptable drink or snack substitutes. A student allergy form must also be submitted along with a food allergy action plan signed by parents and Prosper Academy.



## **NAPS/REST PERIOD**

- Eager Explorers will participate in a rest period each afternoon.
- Lively Learners will have the option to rest.
- Children are not required to nap but will be asked to stay quietly on a cot to help their bodies rest. Quiet activities will be provided for them after a period of time.
- Please provide a rest mat and a security item (stuffed animal), if needed.
- Each month, the child's nap items will be sent home to be washed and returned by the next school day.

## **FIELD TRIPS**

- Permission slips are required for each field trip.
- Parents/Guardian are required to attend field trips and transporting your child.
- Children who do not have a signed permission slip on file may not participate in the planned field trip.

## **FILES**

- Keep all information (addresses, phone numbers, work phone numbers, immunizations, emergency phone numbers, etc.) current.
- Information will be requested each year or more to update student files.

## **CLOTHING**

- Dress your child in clothing that is comfortable for a variety of active, and sometimes messy, activities as well as outdoor play. We do go outdoors as often as possible.
- Each child should be able to handle fastenings with minimum of help.
- Accidents happen. In case of a toileting accident, crafting accident or spill, please provide a complete set of clothing that is appropriate for the season (i.e. no shorts for winter weather).
- Mark your child's name clearly on all articles of clothing.
- If your child is sent home in a change of clothes that belongs to Prosper Academy, please wash and return it as soon as possible.
- Flip-flops or shoes without a heel strap may not be worn (Please have a pair of safe shoes for outdoor play). Also, dress shoes with heels have been known to cause accidents and are often painful by the end of the day so we ask they not be worn, or for a change of shoes to be provided.
- Tennis shoes or some other comfortable shoes are preferred for daily activities and playing, both in and out of doors.
- Please have your female child wear leggings/shorts under her dresses.
- As the weather changes, be sure to send sweaters, jackets, coats, gloves, hats, boots, etc. as warranted.
- Children will be expected to go outside to play and learn (even if just for a short period of time) as long as weather isn't severe.
- Students are required to bring labeled appropriate weather gear for each season to keep at school. Children without proper clothing for outdoor play (i.e. winter coat, jackets), will not be allowed to participate that day.
- Sunscreen will be provided. Children with allergies, or sensitivities to sunscreen, must bring their own, clearly marked, sunscreen.



## **TOYS & ELECTRONIC DEVICES**

- Prosper Academy is well stocked with a variety of toys and materials for the students to learn and play with.
- Personal toys are often the cause of arguments among children.
- No toys shall be brought to Prosper Academy from home except when permission is given from their teacher (i.e. show and tell) or as a security item for napping.
- If your child brings a toy, they will be asked to put it in their backpack until time for show and tell or the end of the day.
- Electronic devices (phones, gaming systems, tablets, laptops) are not allowed.

## **LOST AND FOUND**

- Items often get misplaced or put in the wrong backpack. Please put your child's name on items that the child may remove (coats, sweatshirts, gloves, hats, etc.).
- Check with your child's teacher if an item comes up missing.
- Prosper Academy is not responsible for items that the child has misplaced.

## **PANDEMIC PROCEDURES**

- The health and safety of our children, families, and staff are our top priority. In an attempt to mitigate the spread of COVID-19, please remain home:
  - If their temp is 100.4, or higher.
  - Students must stay home until they are fever, and symptom free, for a minimum of 72 hours before returning to school.
- Parents are asked to check their child in using the Brightwheel app to avoid having to use paper and pen. Parents can notify staff of their arrival for pick up through the app, also.
- All children will wash their hands or use hand sanitizer before entering the classroom.

## **ILLNESS POLICY AND MONITORING**

- Any student with a fever of more than 100 must remain out of school for 72 hours after the fever has broken without fever-reducing medications. We will not allow a doctor's note for returning before the 72 hours.
- Any student showing any concerning signs of respiratory issues: excessive coughing, tugging in the chest, wheezing, shortness of breath, etc., will be sent home and may not return for 7 days plus 3 additional healthy days and must be cleared by a medical professional.
- Students with a cough and a fever will be required to be seen by a medical professional within 24 hours. Students must remain out of school for 7 days, plus an additional healthy 3 days.
- Parents will be required to contact their child's teacher within 24 hours to inform the school what the illness may be and/or if the child is being tested for COVID-19.
- If a doctor has cleared your child to attend sooner, the medical professional MUST in writing state "That the child \_\_\_\_\_ was seen and was evaluated for \_\_\_\_\_... The child does NOT have COVID-19 and is able to return to childcare without placing another child or adult at risk" We must also have what the child has and why the child is coughing (i.e. allergies, bronchitis, etc.).
- If the child, or anyone in the home, was in direct contact with anyone diagnosed with COVID-19, or has been diagnosed themselves, Prosper Academy must be contacted immediately by phone at 405.740.0762.
- If anyone in the home has been tested for COVID-19 and awaiting results, the child should remain at home until the results have been given. Again, the director should be notified of this circumstance immediately, as well as the results of any testing.



- The CDC will inform both the parents and Prosper Academy staff of the recommended quarantine period and give directions on any possible closings of a classroom or program and the length of time for either.

## **KEEPING HEALTHY**

- Prosper Academy will take every precaution for your child to stay healthy and ask that the parents help with this.
- Consistent hand-washing and cleaning of the school will be performed throughout the day.
- Students and staff will be required to wash their hands and/or use hand sanitizer several times throughout the day. This may cause a child's hands to become more dry/raw than normal. We ask that you use lotion on their hands nightly to help keep the child's hands from becoming overly raw.
- We need your help in keeping students and staff healthy. It is the responsibility of the parents to be open and honest with staff about any illnesses the child or parent may be experiencing. If we find that this is not the case, students will be asked not to attend Prosper Academy.

## **CLOSING OF PROSPER ACADEMY**

- If Prosper Academy is informed of a child or parent testing positive for COVID-19, they will first contact the licensing consultant and the Health Department. Any, and all, direction for additional cleaning and disinfecting, quarantine recommendations and/or closures will be made by the health department after talking with those affected. Prosper Academy has every intention of remaining open during these uncertain times but may close as directed by state or local officials.

## **GENERATIONS OF GRACE BIBLE CURRICULUM**

- You will receive information about our bible curriculum, chapel, and memory verses in your child's folder. This will keep you informed of the Prosper Academy's activities.
- Chapel times: Monday at 9:00am and Thursday at 2:00pm
- Chapel will include seed family worship with sign language movement along with Generations of Grace Bible lessons, scripture read and memorization, and prayer.

