



## JOY HOFMEISTER

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION  
OKLAHOMA STATE DEPARTMENT OF EDUCATION

### MEMORANDUM

**TO:** The Honorable Members of the State Board of Education

**FROM:** Joy Hofmeister

**DATE:** February 25, 2021

**SUBJECT:** Lindsey Nicole Henry Scholarship

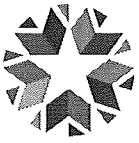
WovenLife, Inc. requests approval to participate in the Lindsey Nicole Henry (LNH) Scholarship for Students with Disabilities program. They are accredited through AdvanceED, Oklahoma Private School Accreditation Commission (OPSAC), and the National Association for the Education of Young Children (NAEYC).

WovenLife offers a child development program for children ages birth through five-years-old with onsite speech, physical, and occupational therapy. The program was formally known as Easter Seals Oklahoma, Inc., however, in 2017 assumed the new name of WovenLife, Inc.

Included is compliance documentation that meets certain LNH criteria in the application.

- Criteria 1: Fiscal Soundness - Internal Revenue Service tax-exempt status
- Criteria 2: Non-Discrimination – Parent Handbook page 10
- Criteria 3: Health and Safety – Parent Handbook page 29
- Criteria 4: Academic Accountability – Parent Handbook pages 4-5
- Criteria 5: Teacher Requirements – Staff Education and Training Report
- Criteria 6: State laws and disciplinary procedures – Parent Handbook pages 22-23
- Criteria 7: Accreditation – AdvanceED and NAEYC certificate

JH/se



WovenLife, Inc.

Preschool-Pre-K

NAME OF PRIVATE SCHOOL

GRADE LEVELS

701 NE 13th St.

Oklahoma City

OK

73104

ADDRESS

CITY

STATE

ZIP

(405) 239-2525

www.wovenlifeok.org

PHONE NUMBER

WEBSITE ADDRESS

David Wood

SUPERINTENDENT, HEADMASTER OR PRINCIPAL NAME

Jayna Sunmugavail

jaynas@wovenlifeok.org

LNH CONTACT PERSON

CONTACT EMAIL

The Lindsey Nicole Henry (LNH) Scholarship Act requires, in part, that participating schools are located in Oklahoma and meet certain criteria prior to being approved. The school must provide supporting documentation that demonstrates compliance that will be reviewed by the State Board of Education (SBE) during the approval process. In many cases, the required documentation can be found in the school policies and/or school handbook.

The SBE shall approve a private school as eligible to participate in the scholarship program upon determination that the private school meets the following:

1. The private school must demonstrate fiscal soundness by having been in operation for one (1) year or providing the SBE with a statement by a certified public accountant confirming that the private school desiring to participate is insured and the owner or owners have sufficient capital or credit to operate the school for the upcoming year by serving the number of students anticipated with expected revenues from tuition and other sources that may be reasonably expected. In lieu of a statement, a surety bond or letter of credit for the amount equal to the scholarship funds for any quarter may be filed with the Oklahoma State Department of Education. **Proof of compliance required.**
2. The private school must comply with the antidiscrimination provision of 42 U.S.C. § 2000d. **Proof of compliance required.**
3. The private school must meet state and local health and safety laws and codes. **Proof of compliance required.**
4. The private school must be academically accountable to the parent or legal guardian for meeting the educational needs of the student. **Proof of compliance required.**

5. The private school must employ or contract with teachers who hold baccalaureate or higher degrees, or have at least three (3) years of teaching experience in public instruction in subjects taught. ***Proof of compliance required. A statement or excerpt from the school policies or handbook stating the educational requirement for the teaching staff is acceptable documentation.***
6. The private school must comply with all state laws relating to general regulation of private schools and adhere to the tenets of all published disciplinary procedures prior to the expulsion of a scholarship student. ***Proof of compliance required.***
7. The private school must meet the accreditation requirements set by the SBE or another accrediting association approved by the SBE. ***Submit proof of accreditation and list accreditation information in the box below.***

WovenLife is accredited through AdvancED, meeting the requirements set by the SBE. We are also accredited through NAEYC.

8. The private school must be able to provide services and/or accommodations for students with disabilities. ***Please describe in detail the services, programs and support you offer to students with disabilities in the box below.***

WovenLife provides a Child Development Program (CDP) for children ages 0-5. The program includes ten classrooms (six classrooms are Early Head Start through a partnership with Sunbeam Family Services) and all classrooms are inclusive to children living with or without a disability. The CDP focuses on curriculum-based education, developmental and sensory growth, and serving children with on-site speech, physical, and occupational therapy. For all families, we provide a Parent Support Group, as well as many referral partnerships within the community to meet their needs. When needed, we have a contract Behavioral Specialist and School Counselor to help children and families. Staff receive hands on training and educate based on each child's needs. WovenLife's CDP currently has 30% of students living with a physical or intellectual disability.

I verify that WovenLife, Inc. \_\_\_\_\_ complies with all the criteria listed  
NAME OF PRIVATE SCHOOL

above and will provide documentation for each as proof. The information I have provided to the SBE is correct and complete to the best of my knowledge.

**David Wood**

Digitally signed by David Wood  
 Date: 2021.02.05 10:54:59 -06'00'

2/5/2021


SIGNATURE

DATE

**Complete application and required documents may be emailed to [stacy.eden@sde.ok.gov](mailto:stacy.eden@sde.ok.gov).**

Contact Stacy Eden at (405) 521-4876 for additional Lindsey Nicole Henry Scholarship information.

# Criteria 1: Fiscal Soundness

 **IRS** Department of the Treasury  
Internal Revenue Service  
P.O. Box 2508, Room 4010  
Cincinnati OH 45201

In reply refer to: 4077394588  
Oct. 03, 2017 LTR 4168C 0  
73-0580276 000000 00  
00021217  
BODC: TE

WOVENLIFE INC  
701 NE 13TH ST  
OKLAHOMA CITY OK 73104-5003



009391

Employer ID Number: 73-0580276  
Form 990 required: Yes

Dear Taxpayer:

This is in response to your request dated Aug. 30, 2017, regarding your tax-exempt status.

We issued you a determination letter in August 1939, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

Our records also indicate you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If a return is required, you must file Form 990, 990-EZ, 990-N, or 990-PF by the 15th day of the fifth month after the end of your annual accounting period. IRC Section 6033(j) provides that, if you don't file a required annual information return or notice for three consecutive years, your exempt status will be automatically revoked on the filing due date of the third required return or notice.

For tax forms, instructions, and publications, visit [www.irs.gov](http://www.irs.gov) or call 1-800-TAX-FORM (1-800-829-3676).

If you have questions, call 1-877-829-5500 between 8 a.m. and 5 p.m., local time, Monday through Friday (Alaska and Hawaii follow Pacific Time).

4077394588

Oct. 03, 2017 LTR 4168C 0

73-0580276 000000 00

00021218

WOVENLIFE INC  
701 NE 13TH ST  
OKLAHOMA CITY OK 73104-5003

Sincerely yours,

*Stephen A. Martin*

Stephen A. Martin  
Director, EO Rulings & Agreements

### **Compliance File:**

The Child Development Program compliance file is located in the front lobby and can be viewed at any time.

### **Nondiscrimination Statement:**

In compliance with federal, state law and U. S. Department of Agriculture policy, WovenLife is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, or other protected classifications.

WovenLife provides an equal opportunity for individuals with disabilities to participate in the school's program and services by following policies and practices of inclusion, integration and reasonable modifications unless we are unable to accommodate in a particular case.

Parents are encouraged to contact the Director of Children's Services or the President & CEO with any concerns if they feel that they or their child have been subjected to or believe they have witnessed unlawful discrimination or harassment.

### **Confidentiality:**

Information received from parents on enrollment forms is available to the administrative staff and the teachers who work directly with their child.

WovenLife employees respect the confidentiality of written, verbal, and observed information. Any information regarding an individual child is discussed with parents privately.

A parent is permitted to review records or medical logs containing information concerning their child upon written request made to the Director of Children's Services.

### **Visitation:**

Parents are encouraged to participate in their child's program activities, including lunch, field trips and story time. Children enjoy sharing with their parents the activities of the day. Parents are viewed as active participants in their child's program at the school and are encouraged to visit often.

In rare instances, children find it difficult to transition from parent interaction back into the classroom routine. In these cases, parents are requested to establish a visitation schedule that meets their daily needs as well as their child's tolerance for parent visitation.

### **Reporting Child Abuse/Neglect:**

Staff is required **by law** to report suspicions of child abuse or neglect to Child Protective Services. Every effort will be made to discuss the situation with families prior to making the report. Each year, staff receives training from Child Protective Services on recognizing signs of possible abuse or neglect.

### **Inclement Weather:**

In the event of inclement weather, the school may be closed. WovenLife is concerned about the safety and well-being of all its clients and employees. At the same time, WovenLife is responsible for conducting quality programs and serving its clients. In adverse weather conditions, the President & CEO will determine whether to close the facility in conjunction with the Oklahoma City Public School System and/or the Oklahoma

## Criteria 3: Health & Safety

In the case of a minor accident, the teacher will fill out an accident report with the details of the event. A copy of the report will be made available to the parent when the child is picked up. Although every effort is made to keep children safe, most children sustain a series of bumps, bruises and scrapes during the early years.

### **Infection Control and Personal Hygiene:**

The Child Development Program uses the Good Health Handbook as its guidelines for health and safety issues. These standards were developed by the American Public Health Association and the American School of Pediatrics. Diapering procedures used in the School are those recommended by the Centers for Disease Control. Beginning with infants, children are encouraged to develop desirable habits of personal hygiene, including washing hands after toileting and diapering and before and after meals, brushing teeth, and eating a variety of nutritious foods. In addition to instructing children in these habits, teachers model the behaviors. A toothbrush (labeled with your child's name) is requested to help your child develop an awareness of proper dental hygiene.

Children's fingernails can be sharp and they also collect germs. For your child's health and safety, please keep nails closely trimmed.

## Welcome!

Welcome to WovenLife. We are so glad you are here.

The purpose of the Child Development Program is to provide children an inclusive comprehensive early education program with unique behavioral and academic enhancements exclusive to WovenLife. We provide an all-encompassing program for children ages three months – Pre-K ensuring quality, innovative educational programs and customized therapy as necessary.

### **MISSION STATEMENT**

WovenLife is committed to people of all ages and abilities to find hope and independence through compassionate care, education and support.

### COMMITMENT:

Our commitment is to maximize the personal growth, individual development and ability of each child and adult who uses our services and to provide the special expertise and help needed to achieve that.

WovenLife offers:

NAEYC Accreditation

AdvanceEd Accreditation

Speech Therapy

Occupational Therapy

Behavioral Therapy

Intergenerational Programming with On-Site Adult Day Center

Library and Listening Center

Extracurricular Activities

We are so happy you are here!

Sincerely,



Paula K. Porter  
President & CEO



### **GENERAL INFORMATION**

#### **PURPOSE:**

The purpose of the Child Development Program is to provide an inclusive, comprehensive early learning program for children ages 2 through kindergarten ensuring quality, innovative educational programs and customized therapy services as needed.

#### **SCOPE:**

Staff will provide a developmentally appropriate curriculum experience and activities, as well as therapeutic intervention for children in need of services. Classrooms will be staffed by early childhood educators and trained paraprofessionals. The School will provide additional family support through parent workshops, educational programs, and individual consultations as needed.

#### **PHILOSOPHY:**

Staff and administration will provide a program that:

- Promotes cognitive, emotional and physical development;
- Maximizes independence and enhances the function and potential of young children;
- Provides individualized, quality services to children and their families;
- Provides a family centered program to ensure that each family's priorities, concerns and cultures are addressed and incorporated into their child's daily activities;
- Provides a naturalistic environment where each child's overall development is enhanced and enriched;
- Includes children as active participants in their learning experience;
- Provides services to children with disabilities in settings in which children without disabilities participate, to promote development and acceptance;
- Maintains and increases the expertise of staff and quality services by providing opportunities for ongoing professional development;

In order to accomplish these goals, we provide a program that enthusiastically promotes:

- A healthy and safe environment for children;
- Regular communication with parents and family members;
- Specially trained teachers and assistants;
- Adult-child ratios which ensure quality care and individualized attention;
- Nutritious meals and snacks;
- Frequent, positive and warm interactions among adults and children;
- Planned learning activities and material appropriate to each child's developmental age;
- An opportunity for children with diverse abilities to participate in the School together;
- A welcoming environment for all;



# Staff Education and Training Report

Program Name WovenLife Child Development Program

NAEYC Program ID:

Report Date: 1/12/2021

Role	CDA Exp.Date	First Aid Exp. Date	Ped/Inf CPR Exp.Date	CPR Exp.Date	Total Degree Credits	Total ECE Credits	Total Admin Credits	Total PD Hours*
<b>Moore, Sharla - 11804</b>								
Teacher					128	26.00	3	160
Degree/Major		Institution		Date				
Bachelor's\Education - Liberal Studies		Southern Nazarene University		12/16/1995				
Some College\Unknown		Palo Alto College		8/1/1992				
Master Teacher		8/19/2021	8/19/2021		130	10.00	0	110.62
Degree/Major		Institution		Date				
Bachelor's\Elementary Education		Oklahoma State University		12/15/1989				
Master Teacher	5/10/2021		1/27/2021		29	21.00	0	493
Degree/Major		Institution		Date				
Some College\Unknown		Rose State College		8/1/2019				
<b>Crosby, Shenica - 29258</b>								
Teacher		7/3/2021	7/3/2021		182	12.00	33	101
Degree/Major		Institution		Date				
Some College\Unknown		Langston University		12/1/1999				
Some College\Unknown		Dallas Christian College		5/1/1998				
Some College\Unknown		University of Phoenix		3/1/2011				
Some College\Unknown		Tulsa Community College		12/1/2007				
Master Teacher					141	57.00	3	814.62
Degree/Major		Institution		Date				
Associate\Family Services and Child Development		Rose State College		12/12/2015				
Bachelor's\Early Intervention and Child Development		Southeastern Oklahoma State University		5/11/2019				
Master Teacher	8/1/2022		8/1/2022		124	21.00	0	169
<b>Erwin, Amanda - 40652</b>								

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<b>Lewis, Zironya - 44315</b>	Degree/Major	Institution	Date	0	1.00	0	373
	Some College\Unknown	Oklahoma Christian University	5/1/2011				
<b>Franklin, Amber - 55687</b>	Master Teacher	8/19/2021		0	1.00	0	373
	Master Teacher			131	67.00	8	36
	Degree/Major	Institution	Date				
	Bachelor's\Child Development	Langston University	12/12/2014				
<b>Sadler, DeAngela - 64670</b>	Some College\Unknown	Murray State University	12/1/2014				
	Associate\ABS-AS	Langston University	12/13/2013				
	Master Teacher	8/1/2021 8/1/2021		107	17.00	0	511
<b>Sexton, Emily - 72730</b>	Degree/Major	Institution	Date				
	Some College\Unknown	University of Phoenix	12/1/2014				
	Some College\Unknown	Oklahoma State University - Oklahoma City	5/1/2017				
<b>Pimental, Patricia - 82257</b>	Assistant Teacher	2/1/2022 2/1/2022		0	0.00	0	147
	Master Teacher	8/18/2022 8/18/2022		16	12.00	0	108
<b>Williams, Sara - 83025</b>	Degree/Major	Institution	Date				
	Some College\Unknown	Fresno City College	12/1/1999				
	Assistant Teacher			0	0.00	0	23
<b>Gooch, Laura - 90431</b>	Master Teacher	8/18/2022 8/18/2022		34	19.00	0	379
	Degree/Major	Institution	Date				
<b>Dixon, Achlee - 91277</b>	Some College\Unknown	Oklahoma State University - Oklahoma City	12/1/2020				
	Teacher	6/1/2021 6/1/2021		0	0.00	0	46
<b>Croom, Hannah - 95752</b>	Assistant Teacher			0	0.00	0	25
	Assistant Teacher			0	0.00	0	22

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Fischer, Dia - 98314 Teacher 142 3.00 0 510

Degree/Major	Institution	Date
Some College/unknown	Oklahoma City Community College	5/1/2015
Bachelor's\Family studies child development	Oklahoma Christian University	12/13/2019

Bliss, Katie - 99437 Assistant Teacher 0 0.00 0 23

Cline, Sabrina - 99992 Assistant Teacher 0 0.00 0 29

Underwood, Heather - 102813 Assistant Teacher 0 0.00 0 46



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## Criteria 6: Disciplinary Procedures

developmental goals for children in the group, and the methods the teachers use for communication with parents.

### **Communication Between Home and School:**

WovenLife will provide each family with a Friday folder that will be sent home on Friday of each week. Parents and teachers can share information about the child, and flyers or notices can be tucked inside. Teacher will send home the Weekly Planning Form so that parents are aware of weekly educational themes and specific daily activities. School staff can discuss any concerns with you. Notices for field trips, parent workshops or in-service training are included in the Friday folder. Home/School communication may also be maintained through telephone conversations and personal interaction. Parent/staff conferences are scheduled at least twice each year, and may be scheduled more frequently at the request of either parent or staff.

### **Discipline:**

Most problems are avoided by keeping the children engaged in activities that are appropriately challenging and interesting, as well as by maintaining a predictable structure upon which the children can rely. Each classroom has clearly established and consistently reinforced rules regarding appropriate behavior. These rules are intended to ensure the child's safety and the safety of others within the classroom and the School, as well as to promote appropriate social development and relationships both with peers and with adults. Such rules may include taking turns, using words to express needs and wants, walking in the classroom and using materials safely and respecting the space and property of others.

The goal of discipline is to have the children be responsible for their own behavior. At no time is physical punishment or punishment related to food, naps, or use of bathrooms allowed. "Time Away" or "Calm Your Body" is used only when a child is hurting him/herself or others. "Calm Your Body" is used to help the child regain control of him/herself when other methods have failed. During this time, the child is seated in a designated area within the classroom and within sight and hearing of the staff and of the on-going classroom activities. Time Away are limited to not more than one minute per year of age. If a child consistently seems to require Time Away to control his or her behavior, a team meeting with the parents will be called to identify more appropriate and effective interventions.

If a child's behavior is such that she/he consistently displays hostile or aggressive behavior which is dangerous to self or others, and cannot be effectively managed in the classroom, the parents will be notified to pick the child up for the remainder of the day. WovenLife will not tolerate staff being hit, slapped, kicked or spit at. School staff will develop a plan of action with the family for a child that consistently and has been documented by the child's teacher that displays hostile, aggressive behaviors that is dangerous to self or others and cannot be effectively managed in the classroom.

In an effort to ensure the safety and well-being of all School children and staff, the following policy has been developed to address unacceptable and sometimes aggressive behavior. The policy is geared to involve parents throughout the process and to encourage a genuine collaborative effort to helping the child learn more appropriate and safer means of expressing him/herself.

1. The Director of Medical Rehabilitation will notify parent after one week of persistent inappropriate behavior. Teacher will document the inappropriate behavior.

2. Continuance of inappropriate behaviors over a two-week period will result in a mandatory parent meeting with staff within one week of notification.
3. A plan of action including a timeline for additional steps that may become necessary will be developed.
4. Non-compliance with the above procedures will result in dismissal from the School.

NOTE: While the program strives to serve all children, the School is also responsible for the safety of all students and staff. The School reserves the right to alter this policy in the event that a child's behavior results in the concern for the safety of students and staff.

Due to the nature of a few children's special needs, restraints may be used sometimes for therapeutic positioning only. At no time will restraints be used as a means of discipline or behavior control.

### **Nutrition:**

Mealtime is a very important part of a child's daily routine. This includes assisting a child in learning to feed him/herself. Mealtimes are used as educational opportunities and social occasions. Breakfast is served between 8:00 – 8:45 Lunch 11:00 – 12:00 and afternoon snacks 2:30 – 3:30 are served daily. The School follows the USDA Child and Adult Food Program guidelines. All meals provided by the School are nutritional and prepared with attention to the appropriate type and textures of food for you child. Parents are invited to join their child for lunch in the classroom.

For children unable to eat the regular food served as part of the School's meal program, parents are required to provide a Doctor's note stating what modifications need to be made. A Meal Modification Policy Form will also need to be completed and signed by both the parent and Director of Children's Services stating all meal modifications.

If a parent prefers to bring food for their child we will follow all the following guidelines: food will be refrigerated unless it is deemed unnecessary by the parent. Parents will leave all food in the refrigerator and/or child's cubby each morning. It is the caregiver's responsibility to place the food in the appropriate storage area. All unused food will be discarded at the end of the day, unless the parent wishes to take it home.

Drinking water is offered to all children throughout the day.

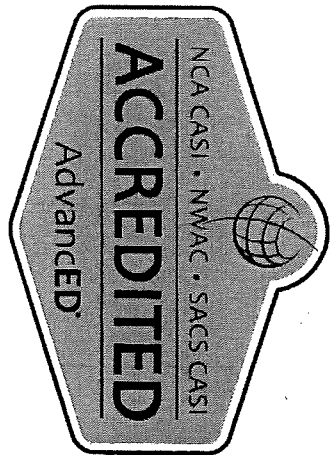
The School participates in the USDA Child and Adult Food Program which is an agreement between the School and the USDA Child and Adult Food Program. We follow the guidelines of the USDA child and Adult Food Program and limit the amount of juice, sugar, sodium and saturated fats we serve. Each meal will meet all component and requirements of the USDA Child and Adult Food Program. The agreement states that we will meet USDA requirements in exchange for partial reimbursement of food cost, based on a blended rate calculated by family incomes of enrolled children.

USDA Menu Plan is as follows:

Breakfast: Grain, Fruit, and Milk.

Lunch: Meat, Grain, Vegetable, Fruit and Milk.

Snack: Milk and Grain or Fruit or Vegetable or Meat



This is to certify that

**WovenLife**

has met the criteria for educational quality established by the  
Advanced® Accreditation Commission and is hereby presented this

## Certificate of Accreditation

by the NCA Commission on Accreditation and School Improvement,  
the Northwest Accreditation Commission, and the  
SACS Commission on Accreditation and School Improvement.

Valid Through Date

6/30/2023

Creating a world  
of opportunities for  
every learner.

*Mark A. Elgart*  
Mark A. Elgart, Ed.D.  
President and CEO, Advanced®

# Certificate of Accreditation



Having met the NAEYC Early Learning Program Standards,

**Woven Life(433933)**

701 NE 13th Street  
Oklahoma City, OK 73109

is hereby awarded NAEYC Accreditation  
by NAEYC Accreditation of Early Learning Programs

**Toddler/ Two, Preschool, Kindergarten**

10/1/2022

Certificate is valid until date above

A handwritten signature in black ink, appearing to read "Rhian Evans Allvin".

Rhian Evans Allvin  
NAEYC Chief Executive Officer