



Parent Handbook

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Visit our website:
www.PeachtreeAcademy.com

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Welcome and Introduction.....Section 1.0

We understand that children are only young once, and we have dedicated ourselves to making childhood the most enriching experience possible. Our educational programs and nurturing staff will stimulate your child’s social, emotional, mental, and physical development on a daily basis. We hope that this handbook will serve as a guide to the operation of our school and will answer many of the questions that you may have about Peachtree Prep. If you have questions, please email JaNice Van Ness at info@peachtreeacademy.com.

Policies may be amended as necessary. A copy of these policies is available at the front desk for all parents. In an effort to be environmentally friendly, we recommend that parents use the online version of this handbook at www.PeachtreeAcademy.com. Registration for grades Pre-K through High School is held annually beginning on November 1, or on the next business day if November 1 falls on a weekend, for the following school year.

The Early Childhood Division of Peachtree Academy was started in January 1999 by the owners of the early childhood centers: Ken and JaNice Van Ness. Mrs. Van Ness' 32 plus years of experience in the field of education has led to Peachtree Academy's recognition as a Center of Distinction and a 3 out of 3 star Quality rating by Bright from the Start. Mrs. Van Ness previously owned a private early learning school in Peachtree City.

The Early Childhood Division is home to **Peachtree Prep's** Infant, Toddler, Preschool, and Georgia Pre-K programs, which provide the foundation that supports the school’s mission of “Building the Minds of Tomorrow's Leaders” and prepares children for academic success in our private school.

Our Goals.....Section 1.1

Peachtree Prep strives to provide a high-quality environment and experience for the children and families served by our program. Our overall purpose is to help children and families reach their highest potential possible. Our goals are:

- To help the children in our care develop a positive view of themselves and others.
- To help the children in our care develop a genuine love of learning.
- To help the children in our care develop an appreciation for the differences among people and how to celebrate those differences.
- To help the children in our care to learn how to cooperate and be a positive member of a community.
- To help the children in our care to develop the basic skills in key content areas of literacy, mathematics, science, technology, creative expression and the arts, health and safety and social studies that prepares them for the next level of learning.

Philosophy.....Section 1.2

Peachtree Prep provides a place where children can grow in a stimulating and challenging educational environment. Teachers enrich our atmosphere with warmth and a passion for education. The first six years of a child’s development lay the foundation for acquiring social skills and competence in communication, reading, mathematics and reasoning skills that are essential for scholastic success. Our state of the art building is designed to provide a comfortable setting for children where they feel safe and free to discover their surroundings.

Non-Discrimination Policy.....Section 1.3

Peachtree Prep believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on their individual capabilities and needs. Peachtree Prep does not discriminate against individuals because of race, color, creed, gender, age, ethnicity, disability, religion, national origin, parent/provider political beliefs, marital status, or special needs. Children will be admitted to the Center without discrimination and in compliance with the Americans with Disabilities Act. To best ensure that their needs are met, when children with special needs are enrolled, there will be consultations with the parents and, as needed, the child’s medical advisor, the staff who will be involved, and any other appropriate individuals. Additionally, an assessment to determine the full scope of needs and appropriate services may be required. Assessments may be made on a periodic basis after a child with special needs is enrolled to ensure that the child is continuing to have his/her needs adequately met.

Operation.....Section 2.0

Quality Rated & State Licensed.....Section 2.1

Our school is accredited by the Quality Rated. Peachtree Prep’s Early Childhood Division is licensed and regulated by Bright from the Start: GA Department of Early Care and Learning. Annual unannounced inspections of the center are conducted to ensure all state standards, policies and procedures are met. A copy of the state rules and regulations and a copy of our most recent licensing review are available to review upon request or online at www.decal.ga.gov.

Hours of Operation & Holidays.....Section 2.2

Peachtree Prep operates from 6:30 a.m. until 6:00 p.m., Monday - Friday. Programs operate year round from January until December.

The center observes and closes according to the following schedule:

- New Year’s Eve, Closing 5:00 p.m.
- New Year’s Day
- Good Friday closing 3:00 p.m.
- Memorial Day
- Labor Day
- Independence Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve, closing 3:00 p.m.
- Christmas Day

ENROLLMENT/ADMISSION PROCEDURES.....Section 3.0

Families are encouraged to have their children with them the first time they visit the School. It is important that the child and the parent feel absolutely comfortable with our staff and the facility. To reserve space in our program you must submit an enrollment application and the non-refundable application and registration fee. Any special needs / food allergies should be documented and verbally discussed with the teacher.

Required

Forms/Information.....

....Section 3.1

There are several forms that should be completed and returned before your child may be admitted to the program. This is to ensure compliance with state regulations and to make sure we are providing the best possible care for all children. All forms must be updated annually, or immediately upon any changes.

For each child, a signed copy of the following should be on file:

- Application for Admission with complete addresses and allergies
- Tuition Schedule that specifies the standard fees, late fees, and credits available
- Medical and Liability Release Form
- Vehicle emergency / Medical Form
- Child Profile
- State of Georgia Immunization Record (Form 3231)*
- Parent Handbook Acknowledgement Form
- Peachtree Prep Sunscreen Permission Form
- Permission to Administer Topical Medication, if applicable
- Infant Feeding plan (for children under the age of one)
- Change of clothes in a gallon Ziploc type bag with all clothing labeled with child's name
- Photo Consent

If your child requires any special treatment or services, these requirements should be clearly defined in writing before your child's first day.

Pre-Kindergarten students will also need:

- Copy of your child's birth certificate
- Copy of your child's social security card
- Ear, eye, and dental exam form (Form 3300)
- Proof of residency with your current address - copy of your car registration, mortgage, utility bill, etc.

On the Application for Admission, complete address and phone numbers are required. It is extremely important to keep this information updated and current since this is our only means of contacting you. Georgia law requires that these forms be completed and up to date by the parents if any changes of information occur.

When you enroll your child you will need to declare the normal hours that your child will attend. This will help us to ensure adequate staffing. We do not allow parents to bring children to school during the hours of 9:00 a.m. - 2:00 p.m. This causes a major disruption to the children who are already learning and/or resting. **Children are only allowed to attend school for up to 10 hours per day.** This ensures maximum success for your child.

Your Child's First Day

Our intent is to make your child's first day a great experience. You will be provided with a form entitled "First Day Checklist for Your Child" in advance of the enrollment date. This form provides information about the necessary items that your child will need for their first day at Peachtree. Having a positive attitude about school will help their transition to go more smoothly. During your child's first week, we recommend that you pick them up a little early to reassure them of your return and help them feel secure in their new environment. For the security of your child, we have keyless entry doors. A code will be given to parents upon initial

admission. Parents are allowed access to all areas of the school used by their child.

Changes in Family Schedule.....Section 3.2

No refunds, pro-rates or credit is given for, changes in family schedules, or absences due to illness or injury. By enrolling your child, you are agreeing to the weekly tuition fee for as long as your child is enrolled, regardless of the number of hours you and your child use the service. Tuition costs are averaged over the year for balanced budgeting.

Items Supplied by Parents.....Section 3.3

Parents are required to provide the following items for each child enrolled:

- Diapers or pull ups with tabs and wipes
- Breast milk or formula in a bottle labeled with the child’s full name and date.
- Extra change of clothing in a gallon Ziploc type bag with all clothing labeled with child’s name
- Other items may be requested on an as-needed basis

If it is necessary to borrow diapers or a change of clothes for your child, there will be a charge of \$2 per incident charged to your account.

Diaper cream, sunscreen, or any other necessary topical ointments must be supplied by parents and accompanied by a consent form that will be placed in the child’s file.

Parents are encouraged to dress their children in seasonally suitable play clothes that are appropriate for inside and outside play. Please realize that the hands-on way in which children learn can result in messy clothes! Each child should have a complete change of clothes at the center at all times, including underwear and socks. Children who are beginning toilet training should have three extra changes in their cubbies each day. Parents should check every day for soiled clothing to be taken home, and periodically to make sure that the clothes still fit and are appropriate for the season.

While we love to see our children share, we discourage children from bringing items from home to share. Toys and items brought from home to the center are at risk of breakage and/or loss. The center cannot assume responsibility in the case of breakage or loss. We will provide ample supplies/toys for all children.

All personal belongings should be marked with your child’s name. Any personal belongings that cannot be identified will be placed in a Lost and Found box. If no one claims any of the items at the end of each school year, they will be discarded or donated to Goodwill Industries.

If you bring and leave a diaper bag, please do not put medicines, small objects, plastic bags, or other dangerous items in the bags, as they may be kept within reach of the children.

Child Records.....Section 3.4

Peachtree Prep maintains files on each child enrolled. The following items will be included in these files:

- Health records that document the dates of services verifying that the child is current for routine screening tests and immunizations (as outlined by the American Academy of Pediatrics). Records should note the results of these screenings/immunizations. If any follow-up is required for abnormal results, evidence should be provided that this was completed.

- Current information about any health insurance coverage required for treatment in an emergency.
- Current emergency contact information for each child. This information must be updated annually or more frequently if needed.
- Names of individuals authorized by the family to have access to health information about the child.
- Instructions for any of the child’s special health needs such as allergies or chronic illness.

If a child is overdue for any health services, as the parent/guardian, you must provide evidence that an appointment has been made in order for your child to remain in the program. If you have chosen not to have your child vaccinated for medical or religious reasons, a form stating this must be on file. If your child is under-immunized or not immunized at all for any reason, your child may be excluded from the facility if a vaccine-preventable disease to which children are susceptible occurs in the program. **Children without a current immunization form (or medical/religious exemption on file) will not be allowed to remain in the program after the 30-day period. Two weeks notice will be charged if a child has to be dismissed due to a parent’s failure to complete this request on time. This is Georgia state law.**

Emergency Information.....Section 3.5

Parents are expected to provide the center staff with any and all contact numbers we might need in order to reach you. This includes home, work, pager, and cell phone numbers as well as email addresses. We also require the names, complete addresses, and phone numbers of at least two people from different households who could pick up your child in an emergency. Please be advised that center staff are authorized to call your emergency contacts to pick up your child if we are unable to reach you in a reasonable amount of time depending on your child’s condition. **Parents must notify the center immediately upon any changes in name, address, phone number, place of employment or any other pertinent information.**

In the event of a need to evacuate the center (in a weather emergency, for instance), our evacuation location will be designated on a notice posted in the lobby of each school.

Authorized Persons.....Section 3.6

Children shall ONLY be released from the center to those individuals whose names are on file with the center. If a teacher is not familiar with the person picking up a child, he/she will ask the individual to show identification before the child can be released. Please let anyone that might pick up your child know that they will be asked to show a picture ID so they are prepared and not offended. We care as much about the safety of your child as you do. Please note that children will not be released to anyone who appears to be under the influence of drugs and/or alcohol or who does not have a proper car seat for the child. We are mandated reporters to the Department of Family and Childrens services for any concerns related to a child’s wellbeing.

This policy is strictly enforced for the safety of your own child. Although you may list additional authorized persons to pick up your child on the Application for Admission, we would appreciate knowing if someone other than the parents will be picking up your child. Pick ups not on file will only be accepted if they are made in writing. Phone calls alone can not be accepted.

Custody Issues.....Section 3.7

In the case of separated or divorced parents where visitation rights are limited, we will not deny releasing the child to such parent unless a court decree or separation document is in your child’s file with us. The document

must clearly forbid such parent from picking up the child from our program. The court decree must also be specific to the rights of visitation and if the parent is allowed, on certain occasions, to pick up the child from the center. At no time, will our school get in the middle of custody issues.

Arrival and Departure Procedures.....Section 3.8

All children must be escorted in and out of Peachtree Prep by their parents or guardians except for PreK students during car line. Parents should make sure that their children are under the direct supervision of an adult before leaving the premises. The parents of Private Pre-K and Georgia Pre-K should pick up and drop off their children through the carline that is established. ***The car line is exclusively for the Pre-K students during drop off and they operate 10 minutes before their Pre-K school day starts and 10 minutes after the Pre-K school day ends. The 8:00 class can drop students off starting at 7:50 and they must pick up by 2:40. The 8:15 class starts at 8:15 so drop off begins at 8:05 and pick up must be by 2:55. Before and after school is available.***

It is important that parents adhere to the procedures for bringing children to school and picking them up as it ensures their health and safety. Upon arrival at the center, parents should accompany their child to the classroom or playground where they will begin the day’s activities and sign them in at the front desk on the computer screen or by using their phone using ProCare connect. When signing in on the clipboard, you must write in your initials. Make sure you sign your child in and the time you arrived as well as sign out when you depart for the day. **This is a state law requirement.** Greeting your child’s teacher(s) when you arrive or depart lets them know when your child is present in the center and gives you an opportunity to discuss any changes in eating or sleeping patterns or any other news about the home that might help them understand your child. If you arrive or depart during times when the teacher(s) are engaged with the group or other children, you may always write a note for them or contact them later in the day when the children are napping.

To support your child’s growing sense of daily, predictable, and secure routines and the learning experiences that are planned for your child and the other children, please plan to arrive in time to help your child settle into the center before the first activities. Breakfast is served at 7:15 a.m. and activities begin directly after that and circle time normally begins daily by 9 a.m. All students must be dropped off by 9 a.m.

Termination.....Section 3.9

The contract for child care may be terminated by the parent/guardian by giving **two weeks written notice** in advance of the ending date. ***While verbal communication with your child’s teacher is appreciated, it will not be considered a valid notice.*** Payment by parent/guardian is due for the notice period, whether or not the child is brought to the center for care.

The center may terminate the contract without giving any notice if the parent/guardian fails to comply with the contract terms. Every effort will be made to prevent the notice of termination of a child from center participation. Peachtree Prep, however, reserves the right to give notice of termination of enrollment under these conditions:

- Tuition payments are behind and no payment plan has been arranged and payment is a regular issue.
- Lack of follow through on special arrangements for payment or payments have been made late on several occasions.
- Failure to adhere to policies and procedures as communicated in the parent handbook.
- The program is unable to meet the developmental needs of the child.
- Consistent behavioral problems that result from failure to obtain requested child guidance evaluation(s) or if the child’s behavior threatens the health and safety of himself or herself, other children, or staff.

- The parent or guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the school.
- Disrespecting a teacher or presenting aggressive behavior towards a staff member.
- Parental disputes between divorced parents/guardians that become disruptive to the center.
- Immediate withdrawal if there is a threat to the health and safety of those in the center, including inappropriate language, attire, or behavior.

In the event that an emergency occurs and there is a government mandate that requires closure, or agency recommendations suggest that staff and student well being is in jeopardy, the school will close. We will work with families to reduce tuition immediately to hold a student’s place while ensuring the stability of staff and operations so there may be an assessed fee of not more than ½ price.

Tuition and Payment

Policies.....Section 4.0

Tuition costs are averaged over the year; therefore, full tuition is due for all weeks. If a holiday falls on a weekend, we will be closed on a designated alternate day that will be announced in advance.

It is important for our teachers to maintain a secure and stable environment for your child. In order to accomplish this, we must offer our staff the security of knowing that their employment with Peachtree Prep is consistent. In order to make this possible we have averaged tuition costs for a period of one year. Your tuition helps to support the staff and is therefore due whether your child attends one day or five days.

Payment

Method.....Section 4.1

We use the ACH process for payment of tuition and all parents are requested to use this simple service that allows us to withdraw funds each week for tuition. The school absorbs the cost of processing. All tuition is due by Friday at 6 p.m. for the next week.

Tuition Schedule and Payment.....Section 4.2

Tuition is billed each Friday for the following week.

You must make your tuition payment on Fridays in order to hold your child’s place. Tuition is required on time whether or not your child is in attendance. We will assess late charges of \$10 on Monday and an additional \$5 on Tuesday for tuition received after that date. **Termination of care may result for any unpaid balance.** Late fees are assessed on all accounts with a balance. Tuition may be paid in advance monthly or weekly. Monthly payments must be made by the 5th of each month to avoid accruing a late fee. If tuition is not paid on time, termination of your child’s attendance may result.

Your child’s tuition pays for their care up to 10 hours per day, which is the maximum number of hours they are allowed to stay at the center. We strongly encourage parents to arrange their schedules to accommodate this policy. Any additional time spent over 10 hours per day will be charged to the account at a rate of \$3 per hour and may result in dismissal. A nutritious lunch and snack are included in tuition. (Breakfast served to children over age two until 8:00 a.m. at a cost of \$5 per week.)

A late pick up fee of \$1 per minute will be assessed for children who are picked up after 6:00 p.m., which is when the center closes. Peachtree Prep may contact the Department of Family and Children’s Services if a child is not picked up within 20 minutes of the center’s closing, or for frequent late pick up of children. This is

solely at the discretion of the administrative staff.

Tuition

Credit.....
.....**Section 4.3**

After six months of attendance; vacation credits are available for up to two ½ weeks per year when students are out of school for any reason Monday through Friday. Payments made for the weeks of vacation should reflect ½ price and be paid in advance. Requests for credits should be put in writing at least two weeks in advance. Only entire calendar block weeks of time can be used at a time.

Although our school is run very efficiently, due to the increase in cost of staffing, continuing education and equipment there may be an annual increase in tuition. If there is ever a need to increase the cost of tuition to maintain our high quality of services, parents will be provided with written notice at least 2 weeks in advance.

In our ongoing effort to provide the highest quality of services to our Peachtree Prep students and families, there will be an annual \$50 supply fee applied each school year in August.

If your account becomes one week past due, any collection costs will be borne by you, the account holder. Returned checks must be paid for in cash within one day of notification. If two checks are returned, money orders or cash will be necessary for all future payments. A returned check fee of \$35 will be charged in addition to a late fee of \$15 when applicable. Any legal proceedings required on delinquent accounts will be addressed through the court system with all court costs and legal fees borne by the account holder.

Program

Operations.....
.....**Section 5.0**

Academics.....
.....**Section 5.1**

Peachtree Prep offers a challenging approach to education. A traditional academic core is combined with innovative hands-on programs and teaching methods. This format helps our students acquire a solid academic foundation and the critical thinking skills needed to relate the knowledge obtained to applicable uses in the real world. Our teachers challenge and encourage each student to reach his or her greatest level of achievement.

Curriculum.....
.....**Section 5.2**

The early childhood division of the school bases its academic program on a weekly unit of study for academic advancement. Teachers use lesson plans to guide the delivery of information and address individual issues of advanced skill levels or areas of improvement that are needed. Parents may supplement the curriculum by bringing in books, materials, or ideas related to the theme for the benefit of the class. Lesson plans are posted each Monday for the unit of study. Lesson plans represent the daily planned program that includes language and literacy, cognitive development, emotional and social development, and fine and large motor development. A variety of teaching methods are used to accommodate the different learning styles and abilities of students. A developmental skills checklist created by Peachtree Prep is used in August and December with a final assessment being performed in May for each child.

Each group of children at Peachtree Prep is assigned teaching staff who have primary responsibility for working with that group of children. Teachers are expected to provide ongoing personal contact, meaningful learning activities, supervision, and immediate care as needed to protect children’s well-being.

On-going assessment of each child, as well as each child’s individual interests, are used to inform classroom instruction and to make sound decisions about individual and group curriculum content, teaching approaches, and personal interactions.

Daily Schedule.....Section 5.3

Children may begin their day at Peachtree Prep as early as 6:30 a.m. The maximum time allowed for a child’s school day is 10 hours. We strongly discourage and may refuse a child who is consistently at school over the maximum time allowed. There will also be an additional tuition charge of \$3 per hour over 10 hours a day. Daily schedules are posted in each room for parents’ review.

There will be a daily rest time for all children from approximately 12 until 2 p.m. If a child does not sleep during this period, he/she will be asked to rest and possibly participate in a quiet activity.

Please make sure children arrive by 9:00 a.m. and are not picked up before 2:00 p.m., as this is very disruptive to our learning, lunch, and napping schedules.

Peachtree Prep Early Learning Centers have an open door policy for all children enrolled in the center. Parents are permitted to visit our school and participate in any of our activities. We have special calendar events monthly, which include celebrating children’s birthdays, themes and special holidays. Parents are welcome to celebrate their child’s birthday at school, but should coordinate plans with the teacher in advance.

Grouping and Staff/Child Ratios.....Section 5.4

Children are grouped in the Center to comply with Georgia State Licensing Rules & Regulations. Children are enrolled and grouped to maximize learning potential. We strive to exceed expectations throughout the day with lower teacher to student ratios so that maximum developmental standards can be met. Class sizes should never exceed Georgia Licensing Rules & Regulations. The maximum state ratios are:

Infants (6 weeks – 12 months)	1:6	Peachtree ratios:	1:5
Toddlers (12 months – 23 months)	1:8		1:7
Two’s	1:10		1:9
Three’s	1:15		1:13
Four’s	1:18		1:15
Five’s	1:20		1:18

Our classrooms will never exceed the required ratio during any time. When field trips or other activities are scheduled that might require additional staffing to facilitate adult-child interaction, supervision and constructive activity among children, the Director will ensure that this is in place.

Infant & Toddler Care.....Section 5.5

As much as possible, infants and toddlers should remain in the care of a consistent teacher at the center. Because we are a family oriented center, all teachers may become familiar with these children, but a primary caregiver will be assigned and will be responsible for the basic care of the infant/young toddlers. Unless it is deemed unnecessary or inappropriate by the teaching staff and family, we will work to keep infants and toddlers with their teaching staff for a period of at least nine months to ensure a secure attachment/bond.

Program

Information.....

.....Section 5.6

Peachtree Prep Early Learning Center provides a variety of educational and extracurricular programs:

Infant Program - the infant program, developed for children aged 6 weeks through 12 months, provides personalized care in a nurturing environment. Activities include tummy time, language development through songs, fingerplays, reading, and picture identification, and outside blanket time.

Toddler Program - the toddler program is designed for children age 12 months (and walking independently) through 36 months. Children will grow and learn in a safe and nurturing environment while being encouraged to explore and discover through a series of comprehensive skill building activities.

Preschool and Pre-Kindergarten Program - the preschool program serves children ages 3 to 5 years old. Our program offers children a rich classroom environment that fosters the development of cognitive, language, math and social skills, as well as creativity.

Georgia Pre-K

Our private school coordinates services with the Peachtree Prep Early Childhood program to offer the Georgia Pre-K program. Peachtree Prep offers Georgia Pre-K classes for students that are 4 years of age by September 1. Morning car line drop off is specific to each classroom. We encourage parents to use this time frame, as this makes car line routines safe and efficient. Afternoon pick up begins promptly when school gets out. Parents must stay in their cars in order for the car line to move smoothly as well as for safety reasons. Car seats should be placed behind the passenger seat for the carline. A car seat is required under GA law for children until the age of 8. Students are required to be on time and are not permitted to be picked up prior to the end of the school day. If a student misses 10 or more days, or is tardy on a regular basis, it is reported to Bright from the Start (the governing agency) and may result in the child being expelled from the program.

Meal fees of \$85 are due on the 1st of each month to avoid a late fee of \$15. A weekly fee of \$92 is assessed for students who are enrolled in enrichment programs (\$72 for before and after school and \$20 for meals). Students are required to provide all required documentation (Social Security card, birth certificate, shot record on a form 3231, and an ear, eye, and dental exam) within 10 days of enrollment, or their 4th birthday to remain enrolled in the Georgia Pre-K program. Tuition or meal fees not paid on time may result in your child being dismissed from the school. The late pickup fee is \$17 per day and is due when you pick up your child.

Summer Camp and After-school Enrichment – the summer and afterschool programs serve students who have completed a Pre-K program and are 5 by September 1. Eligible participants must be fully potty trained and mature enough to stay with the teachers and other students on a field trip. Activities include academic reinforcement, units of study, team building, outdoor activities, snack, water park fun and field trips.

Private School – One outstanding benefit of being a part of the early childhood program at Peachtree Prep is the opportunity to offer your child consistency with the continuum of education in our accredited Private School. Our school offers Kindergarten through High School classes. Peachtree Academy Private School is fully accredited by the Southern Association of Colleges and Schools and The Georgia Accrediting Commission.

Special Needs - Peachtree Prep complies with Title III of the Americans with Disabilities Act (ADA). We will work with parents or guardians and any other professionals (such as other educators or health care professionals) assigned to work with the child to create an individualized assessment to determine whether the center can meet the particular needs of the child in a group setting without fundamentally altering our program.

Children with Special Needs

Peachtree Prep will make every effort to include children with special needs. Staff will assess each child on a case-by-case basis in cooperation with the parents/guardians and other professionals, as appropriate. Every

effort will be made to make reasonable accommodations and adaptations that are reasonably achievable.

Extracurricular Activities Available

Team Ball The gross motor skills development program is based on a series of physical activities that are held for 8 week sessions. More information is available at the front desk. An additional session fee applies. Seasonally, other activities such as dance, music and movement and enrichment programs are scheduled for an additional fee. Chapel is a weekly activity.

Anti-Bias Policy

We encourage and support cultural diversity, gender equality, non-violence, and peaceful conflict resolution throughout every aspect of our program. Our goal is to teach children to resist the bias that is seen in much of today's popular culture. We believe that children can be empowered to reject negative stereotypes of race, gender, religion, and physical capabilities with the help of their parents and teachers. We ask for your support and your feedback to help us ensure that we are living up to our highest standards.

Modeling

Modeling, or "practicing what we preach", is one of the most important tools we use to build healthy and safe habits in children. It is important to model only those behaviors we want children to imitate. For example, sit in chairs and not on tables or climbers.

Transitional

Planning.....

.....Section 5.7

Transitions are especially difficult for children. We work diligently to minimize the number of transitions that children must make between groups and teaching staff. Every attempt is made to maintain continuity of relationships between teaching staff and children throughout the year. When a child is ready to transition to another group and/or teacher, the Director, all teachers involved and the child's family will work together to ensure a smooth transition.

We also schedule our day and activities to reduce the transitions children experience during the day. Children will be given sufficient notice as well as sufficient time to transition from one activity to the next. Giving children specific tasks with clarity and consistency is important as is flexibility and attention to individual needs. If you will be picking your child up early, you should consider allowing a few extra minutes to provide your child with an opportunity to transition out of an activity in which he/she may be participating.

Transitioning of Children between

Groups.....

.....Section 5.8

Children are transitioned between groups in the center to ensure that individual developmental needs are met and NOT strictly according to chronological age. The classroom placement of children is determined by administration, based on a number of factors, one of which is parent input regarding their child's needs and space availability. Conferences are scheduled prior to all transitions to discuss the child's readiness for transitioning and to familiarize the parents with day-to-day routines in the child's new group. Children may sometimes be in mixed age groups including having three year olds in the two year old class when developmentally appropriate.

Decisions are made on a case by case basis. Classroom placement may be made at other times of the year if the program staff and parents feel that the move is in the best interest of the child. If at any time you feel your child is not in the most appropriate classroom, please discuss your concerns with the Director.

Outdoor

Play.....

.....Section 5.9

BFTS Rules and Regulations require outside play time for all children. Infants must be provided with one hour

of outdoor time each day. All other children must have 1 ½ hours of outdoor time each day when weather permits. Children in the infant class may receive up to one hour of time outside of the classroom per day.

Teachers will use the Child Care Weather Watch Chart to determine if it is safe for outdoor play and to ensure that the children wear the appropriate layers of clothing for the type of weather. When outdoor opportunities for large-motor activities are not possible because of weather conditions, teachers will be prepared to offer similar activities inside.

Discipline Philosophy and Procedures.....Section 6.0

Positive guidance techniques will be used as a first measure in redirecting a child’s improper behavior. Techniques should always be consistent and based on the child’s specific needs and development. We have found that these methods are most effective when coupled with the cooperation of the parents. Although children under three usually cannot remember problems that may have occurred earlier in the day, we ask that you discuss the proper way to act with your child. Children strive to receive approval and praise. Should these methods not succeed, we will make several attempts to work together to resolve the conflict. Time out may be used in the classroom for one minute for each year of their age. Removing them from the fun activities is usually effective when used consistently. Many parents use this technique at home with great success. We recommend that time out at home is also in the same spot and can sometimes be called the thinking chair.

Conferences with the teacher and administration may be necessary for a child who does not respond to these guidance techniques. If you have concerns about your child’s behavior or development, you may schedule an appointment with the Director and she will arrange a conference.

Staff members are trained to praise and encourage children while setting limits for behavior. They modify their classroom environment to prevent problems before they occur. Children are treated as individual people, and we try to respect their needs, desires, and feelings. Every attempt is made to make their early learning experiences as positive as possible. However, in the event a child remains unresponsive to continued attempts at positive disciplinary methods and becomes aggressive towards other students, classmates, teachers or administrative staff, Peachtree Prep reserves the right to dismiss the child immediately from its program.

Supervision..... Section 6.1

Teaching staff at Peachtree Academy are assigned to a specific group of children for whom they have primary responsibility. Teaching staff supervise by positioning themselves to see as many children as possible. Infants and toddlers/ twos are supervised by sight and sound at all times. Teachers are positioned so they can hear and see any sleeping children for whom they are responsible. For preschoolers and older children, the teachers supervise primarily by sight and may supervise by sound for short intervals as long as the teachers check frequently on children who are out of sight (for example while a preschooler is toileting).

Classrooms and outdoor space must be designed so that there are no areas where children can hide or be out of sight. Teachers should take extra precautions, and ask for assistance if needed, when supervising children during high-risk activities or when near equipment where injury could occur.

All employees are expected to use developmentally appropriate guidance and supervision skills. These guidance and supervision skills include awareness, positioning, scanning, redirection, and close supervision.

Awareness requires basic knowledge of the children, including knowing each child’s range of skills, interests, and ability to interact with others and the development stage. Knowledge of children helps teachers to monitor and enhance skills that promote children’s positive behavior.

Positioning requires being able to see all of the children. Staff should position themselves to be aware

of the entire classroom and to see as many children as possible. All children are monitored by sight and sound at all times. Teachers should regularly move around the classroom or outside play area.

Scanning involves regularly glancing around the classroom and playground to see children's involvement and what is happening.

Redirection is a skill used as an aid in preventing undesirable and unsafe behavior. Children are redirected to other areas/activities when undesirable behavior is about to happen or occurs. This skill helps ensure the safety of all children.

Close Supervision is required for all children in areas that are near where injury may occur. This requires the use of all of the above methods as well teachers being in close proximity to the children. Close supervision is especially needed when children are waiting to be picked up due to illness or injury and need to be kept safe and comfortable.

Biting..... Section 6.2

With young children biting is, unfortunately, common. Though our teachers use best practices to prevent biting, children occasionally do bite each other. When it happens, the area where the child was bitten is immediately washed with antiseptic soap and water. Both children are then given care. An accident/incident form is filled out and the parent of the child who was bitten is given a copy. The name of the child who did the biting will be given only to the parent of that child so that they can work with the staff to eliminate the behavior. An accident/incident form is completed and given to the parent of the child who did the biting. The lead teacher will work with the parents/guardians to help them form a plan to reduce any future occurrences. If intervention by the lead teachers in cooperation with the parents/guardians does not bring resolution and the problem continues, the Director will help plan additional interventions. Only after all options have been exhausted will a child who bites be asked to withdraw from the program.

Parent/Center Relations..... Section 7.0

Confidentiality..... Section 7.1

In order to provide the best care possible, we do collect a great deal of information about your child and your family. We know that much of this information is personal, and we take special precautions to ensure the confidentiality of this information. All confidential files are maintained in a locked file cabinet.

Information about children or their families is only shared on a "need to know" basis. If a need arises to discuss a child with someone outside of Peachtree Prep, written parental permission will be obtained. Please note that your child's teacher will have access to your child's file to assist him/her in meeting your child's needs. Regulatory authorities may also have access to these records on request to ensure that we are maintaining all required information. As the parent/legal guardian, you may request to review your child's file at any time. All documents and information on file is the property of Peachtree Prep. We are not required to give you copies of any information.

To this end, we also request that our families respect our confidentiality policy. Please do not discuss another child and/or family or ask questions about any child other than your own.

Threats or acts of violence against a teacher, administrator, school bus driver, other school official, employee, or their personal property: Examples include any verbal assault, threat of violence; threat or act of unwanted physical touching

Disrespectful conduct toward teachers, administrators, or other school personnel: Violations include but are not limited to the use of vulgar and profane language or gestures; and falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.

Disrespectful conduct toward other students, school visitors or persons attending school-related functions: Examples include use of vulgar or profane language; verbal assault, including threat of violence; verbal or physical taunting; any threat or act of unwanted.

Open Door Policy and Child

Access.....Section 7.2

Peachtree Prep understands the value of the parent and child relationship as the family serves as the child's first teacher, and the bonds of a child and their family is crucial to healthy development. It is for this reason that we maintain an open door policy for all the families of the children served.

Parents and family members (those listed as authorized persons) will have open access to their children who are enrolled in the program at all times. The only exception is if there is legal documentation on file in the center that forbids access. Parents of children enrolled in our programs are **not** required to call prior to arriving or entering the program and may visit unannounced at any time during center operating hours. Our only request is that the child's reaction be considered for visits that will not result in the child leaving with the parent, as this can sometimes be very upsetting for young children.

On-going communication is essential between parents and the program to ensure optimal outcomes for children. This communication can take place through face-to-face conversations, messages through our app, e-mails, or telephone calls. Other forms of communication and access include but are not limited to parent-teacher notes, parent conferences, etc. Conferences can be initiated by the parents/guardians or by staff of the program. While families are welcome to bring their children to attend the program at times that support the family, it is important to be aware of the impact of missing certain aspects of the programs. For example, if you bring your child in every day at nap time and pick them up in the afternoon, your child may be missing key curriculum experiences offered during our morning programming. If you bring your child in after breakfast is served, you will need to feed your child breakfast at home, etc. It is important to discuss with your child's teacher or the center Director your preferred pick-up and drop-off schedules so that you can fully understand the curricular, developmental, and financial impact that accompanies those decisions. While you are welcome to come and go according to your family's convenience, we want you to be as informed as possible about the impact of those decisions.

Parent Involvement and

Communication..... Section 7.3

Parents are the most instrumental part of a child's development, and we encourage your participation in our program. However, when your child begins school at Peachtree Prep, we recommend not visiting the classroom until he/she is well adjusted in his/her new environment. Thank you for entrusting us with the care and education of your child; we hope you will feel free to visit and participate throughout the year.

You have already made a great decision by choosing Peachtree Prep as your partner in educating your child. We want you to be a part of the educational journey and invite you to be involved through a number of activities, such as: *field trips, class projects (science experiments, math, cooking, sewing, crafts, and reading), special class events and volunteering for special events like our annual Harvest Festival held in October.*

Each family is encouraged to join the **Peachtree Prep Parent Teacher Organization** to show your formal support. Annual dues are \$10 per family and meetings are held at least quarterly. The PTO helps support the school in its endeavors to improve the educational standards for our students. Peachtree Prep encourages that each parent volunteer at least 10 hours of their time per school year to promote a family centered

environment for our students. Officers are elected each fall for the new school year.

Parents are asked to address any concerns or suggestions directly with the administrative staff or in written format through email at info@peachtreeacademy.com. This gives our school the opportunity to improve programming and answer questions that may arise. We do not recommend discussing concerns with other parents since it does not bring resolution to the matter. Positive relationships between parents and the teaching staff are crucial to maximizing the potential of your child's education. Parents should support the school in all ways, including resolving issues of concern directly with the administrative staff. Because children learn from observation, parents are also expected to treat all members of the administration and teaching staff at Peachtree Prep with respect and in a professional manner. Peachtree Prep does not tolerate abusive or inappropriate behavior against its teachers or administration staff by parents, nor does it tolerate such behavior in front of students of any age.

Parents may also view information regarding our programs at our website. Visit the Peachtree Prep website at www.PeachtreeAcademy.com/ece. The administrative email address for the owner is janice@peachtreeacademy.com. The Director may be reached at director@peachtreeacademy.com for the East campus, pawdirector@peachtreeacademy.com for , West, and covdirector@peachtreeacademy.com for the Covington campus. All suggestions or concerns may be sent to one of the email addresses above and you can expect a response within 24 hours.

Conferences.....
..... **Section 7.4**

Parents are encouraged to talk about their child's progress with the teacher on a regular basis in order to keep the lines of communication open. Conferences are held twice a year for children in all preschool programs who are three and up. They are also scheduled as needed for children younger than three. You may request additional conferences regarding your child's progress at any time. Developmental checklists are implemented for each child. The checklist progresses with each child as they mature into the next age group. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. Student records and related communications are deemed confidential. Teachers and administrators do not divulge any confidential information obtained from observations, conversations, correspondence, personal records, clerical materials or other sources except as may be legally required.

Photo Release.....
..... **Section 7.5**

The teachers at Peachtree Prep regularly take pictures to document the experiences of the children. By signing the enrollment application, you give permission for your child's photograph to be used for marketing purposes and on Peachtree Academy's official internet website at www.peachtreeacademy.com.

Bulletin Board.....
..... **Section 7.6**

The center maintains bulletin boards that provide center news, upcoming events, holiday closing dates, announcements, ect. Please check the board frequently to stay in tune with upcoming events in your child's center.

Surveys to Assess Program.....
... **Section 7.7**

Peachtree Prep will occasionally distribute surveys to all parents. They may be online and your participation is vital to our success. These surveys are just one way you can tell us how we are doing. We invite your candid feedback and we will use it to help us get better at what we do. We do want you to feel free, however, to

share your feedback with us at any time.

Parents as

Partners.....

.....Section 7.8

It is only through a strong partnership between parents and teachers that we can maintain a quality early learning environment for your child. You are your child's first teacher and know your child best. Parent participation is welcome in the classroom. If you are unsure about how you might contribute, talk with your child's lead teacher or the Director. They will be more than happy to share ideas and ways to make your contribution. In order to strengthen our school, ***we request each family to contribute at least 10 hours of volunteer time per year.*** There are a variety of ways to get involved such as reading to the children, work day beautification projects, updating bulletin boards, helping serve at meal time or with cookouts and family events. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.

Grievance

Procedure.....

..... Section 7.9

Although the center makes every attempt to offer the highest quality of care to all children and families, there may be occasions when parents have concerns about particular events, situations, or staff. If this occurs, parents are encouraged to talk to their child's direct caregiver as a first point of contact. If they have tried this without satisfactory results, or if the concern is serious enough to warrant immediate administrative review, parents are encouraged to contact the center Director. The Director will then schedule meetings as necessary with appropriate parties to gather relevant information before deciding on a course of action. Parents will be informed, as appropriate within confidentiality requirements, as to the result of the Director's inquiry and action taken. Again, our goal is quality child care and we encourage parents to bring their concerns to us so that we can work together to ensure that quality.

Communication between Family and

Center.....

.....Section 7.10

Good communication between families and the center is essential to maintain the level of service that it is our intention to offer. There are many avenues for maintaining this connection:

- Please avoid using cell phones when in the center, your child is excited to see you and looking forward to sharing all of their wonderful day with you.
- One to one conversations with teachers/Director at daily arrivals and departures.
- Telephone conversations with teachers/Director at mutually convenient times.
- Conference appointments at mutually convenient times with teachers/Director to ensure plenty of time to talk over matters of interest or concern.
- E-mail conversations when time constraints limit direct conversations.
- Written notes/letters.

Official

Notices.....

..... Section 7.11

Changes in policies and procedures and official notices will be communicated in writing and placed in your child's cubby. A posted menu will also be available in the lobby.

Cubbies.....

..... Section 7.12

Each classroom has a designated place for parents to check every day to collect their child's belongings and for any communications about the day's activities. It is important that your child's cubby be checked daily to

ensure that you do not miss any important communication.

Parent Dress

Code.....
.....**Section 7.13**

When entering the building, all parents must be dressed appropriately. Parents should be dressed in a professional or casual way that promotes one’s best image. Adults are role models for children and as such, we expect our parents to refrain from wearing items that are not appropriate in the workplace. All clothing must be modest and clothes that expose too much skin or are too revealing, including midriffs, low pants, hair rollers, pajamas, and bonnets are not permitted. Please know that clothes that are too tight and reveal private areas are not permitted. This policy is also for anyone who picks up a child on campus. Dismissal can occur if repeated warnings have to be given.

General Operating Policies.....**Section 8.0**

Special Events and Birthdays.....
Section 8.1

Parents are welcome to celebrate birthdays at school. Advance notice with the teacher is required in order to allow for planning. Birthday celebrations may include face painting, characters, and other appropriate activities. You are welcome to bring a cake (yellow or white is preferred), fruit juice, fruit, muffins, or related items. We discourage excessive sugar such as candy in the goody bags or cookies and cake. Invitations for parties held outside of the classroom should be inclusive of all classmates, and then the teacher will distribute them accordingly. A book donation to the class is a great way to share your child’s special day.

Prohibited Substances.....
.....**Section 8.2**

Peachtree Prep is a smoke-free facility. Smoking is prohibited on the grounds, within the center premises, or any vehicle being used to transport children.

Prohibited Items.....
.....**Section 8.3**

Absolutely no firearms are allowed on Peachtree Prep’s premises. If you are caught with a firearm of any type, you will be immediately asked to leave. The only exception to this policy is for active law enforcement officers required to carry a firearm.

Emergency Conditions.....
.....**Section 8.4**

In case of emergency, we will make every effort to contact you as soon as possible. Keeping your child’s forms updated will eliminate delays in reaching you. In emergency situations, it is important that parents pick up their children within one hour of initial contact. In the event of a medical emergency, Peachtree Prep will administer First Aid or seek emergency medical attention if it is deemed necessary. If the center must be evacuated for any reason, the children will be transported to the Church of Christ at the intersection of Old Salem Road and Flat Shoals Road. Once the children are situated, phone calls will be made to all parents.

Emergency conditions, such as severe weather, power outages, or fire, can disrupt operations and interfere with our operating schedule, as well as endanger our families and employees. These extreme circumstances may require the closing of the facility.

When operations are closed due to an emergency, tuition will not be prorated. In the event of an emergency or severe weather, you will be notified of any schedule changes or closures. If you are signed up for our text messaging feature, we will send you a text message notifying you of any schedule changes or closures. If you are not signed up and would like to be, please see the administrative staff.

Emergency

Procedures.....Section 8.5

In the event of a localized emergency such as the *loss of power*, the Director is authorized to close the center to protect the health and safety of children and staff. There are emergency procedures and equipment in place to ensure the safety and wellbeing of our children, families and staff. Each classroom has posted evacuation and emergency procedures. Be sure to familiarize yourself with these upon arrival.

All families will be provided with a written plan for handling all emergencies including severe weather, loss of electrical power or water and death, serious injury or loss of a child. In emergency situations, please refer to these procedures. Do not call the center as we will be busy taking care of the children.

Please note that no center personnel will impede in any way the delivery of emergency care or services to a child by licensed or certified emergency health care professionals.

Religious

Practices.....Section 8.6

While religious teachings will be left to each individual family, Peachtree Prep is a Christian learning environment that shares Judeo-Christian principles. Chapel is a regular part of our Private School program for Private PreK through 12th grade students. Chapel is a weekly opportunity for preschoolers and will be held once per week. We are not associated with a particular church or denomination.

Each of our meals will begin with a prayer of gratitude. We celebrate Christmas and Easter holidays. If you do not wish for your child to participate in this, please let the front desk and your child’s teacher know and we will do our best to accommodate your wishes or you may want to keep them at home. Please see your child’s teacher or the front desk for more details to discuss volunteer options about family traditions and experiences.

Conflict of Interest/Contracting with

Employees.....Section 8.7

The teachers in our center are professionals. As such, we expect them to abide by the Code of Ethical Conduct as set forth by the National Association for the Education of Young Children. This principle reads “We shall not use our relationship with a family for private advantage or personal gain, or enter into a relationship with family members that might impair our effectiveness in working with children”.

We ask for your cooperation and support by refraining from asking any of our teaching staff working in the center to provide care for your children at any time other than when they are in the center. We understand the level of comfort that you feel with the teaching staff and how hard it is sometimes to find quality after hours care, but we also know that you expect excellence and high quality from our centers and we expect it of ourselves. Your support helps us achieve those goals.

Pets.....Section 8.8

From time to time our center may include animals as part of the curriculum. If your child has any allergies to pets, please indicate those on your enrollment/admission materials and talk with the Director and your child’s

teacher.

Bicycle Helmets.....Section 8.9

Helmets will be provided as needed for the safety of the children enrolled. If you would like to provide a helmet for your child, please talk with your child’s teacher or the Director.

Transportation.....Section 8.10

Transportation will be provided by Peachtree Prep for field trips and for public school pick up as long as there are five students per route. The Afterschool Enrichment Program (ACE) is designed to enhance a child’s afterschool experience. Students who attend the local public school in the center zone shall be delivered by bus to the center. Peachtree Prep assumes responsibility for children when they are received by Peachtree Prep staff or delivered to our facility. A \$5.00 charge will be billed to your account if we are not notified by 1:30 p.m. that your child will not be using Peachtree Prep transportation from public school. Children may attend field trips that are planned in advance when parents have completed the field trip permission slip that lists the details of the trip and any associated cost. Chaperones will be provided and parents may attend based on available space.

Water Park and Outdoor Play.....Section 8.11

Children must wear shoes that have a back on them to keep them safe during outdoor play. The equipment is always kept in good condition, but sandals and flip flops are dangerous while climbing and running outside. The water park is an exciting addition to the outdoor “playscapes” that we offer. Children are required to wear water shoes and bring a clean bathing suit and towel. Children with a contagious disease or open sores will not be allowed in the water park.

Personal Property.....Section 8.12

While visiting the center, it is important that you never leave your personal property accessible to children. You are asked to leave all belongings in your vehicle OR ask the Director to place your items in a secure location inaccessible to the children.

Unsafe or Unhealthy Conditions.....Section 8.13

If you become aware of an unsafe or unhealthy situation or condition in any portion of the facility (indoors or outdoors), you are asked to immediately make the Director aware.

Air Pollution.....Section 8.14

Peachtree Prep will refer to the GA Environmental Protection Division website to determine if conditions warrant limited outside exposure. If weather conditions create a situation where outside activity must be limited or avoided, teachers will have other gross-motor activities that can be implemented in the classroom planned for the children.

Center

Security.....Section 8.15

The center is accessed through the front door entrance by using a designated key code. Visitors are asked to ring the doorbell and immediately make their presence known.

Health and Safety.....Section 9.0

Snow and Ice: In the event of snow and ice, administration will make the decision based on all available information in conjunction with the Henry County Emergency Management Department regarding closings. Listen or watch Channel 5 for school closings in our area. Notices will also be posted on your child's class Facebook page. **Severe Thunderstorms and Tornado Warnings and other Emergencies:** In the event of severe weather warnings, there are procedures in place to keep the children safe. We practice our severe weather and fire drills regularly so your child will feel safe when it is necessary to remain in the drill position for an extended period of time. Emergency plans have been developed and are posted in each classroom for parent viewing.

First Aid Treatment: The front office will administer first aid for minor injuries. You will be notified of the injury and the action required. If we feel your child has received a serious injury or illness, the following emergency plan will be followed: 1. Contact parents or emergency contact (if parents cannot be reached). 2. Transport to nearest hospital or call 911 Emergency Medical Services (EMS)

Emergency Drills: In order to prepare for unexpected emergencies, there will be unannounced fire/emergency drills during the school year. Instructions for evacuation of the building are posted in each classroom.

Screening and Assessment to help students reach maximum success!.....Section 9.1

Screenings and assessments are an important part of high quality early care and education programs. There are many reasons to utilize appropriate screening and assessments. The primary reasons include:

- To learn about the development, interests and needs of each child so that appropriate individualized teaching strategies that extend, enhance, and guide each child’s learning and continued development can be implemented.
- To detect early signs of delay in development so we can get early intervention from specialists.
- To improve curriculum and teaching practices which contribute to overall program improvement.
- To improve and/or adapt the learning environment if needed.
- To communicate with families about their child’s progress and needs.

-Screening and Assessment Instruments

Peachtree Prep uses a variety of methods to assess the children enrolled. These include both formal and informal methods. A portfolio is maintained for each child enrolled. The portfolio is an on-going method of assessment that will include many methods of collection, all which document the child’s individual strengths and accomplishments. Ages & Stages Questionnaire (ASQ) is one tool that we use and it is a norm-referenced standardized assessment tool, which means that it compares a child’s performance with other children. Other assessments may also be used.

-Screening and Assessment Schedule for Administration

The *Ages and Stages Questionnaire and other routine assessments may be used as the* initial screening instrument. It is normally administered within the first three months after the child is enrolled. Thereafter, the assessment will be administered within the first month of the school year and during the last month of the school year. This tool is used to learn about the developmental level of each child as well as to detect any early signs of delay or the need for additional assessment. This tool also includes a component for parental assessment, allowing teachers and parents to collaborate on understanding the development and needs of the

child.

The portfolio for each child contains work samples, developmental checklists, anecdotal records, photos (as appropriate), etc. which identify and demonstrate strengths and accomplishments. Along with the ASQ, this ensures the program offered is based on each child's abilities and facilitates planning that supports continued progress and learning for each child. Depending on the child's developmental level, there will be samples of block play, writing samples, drawing/painting samples, three-dimensional art (ex. play dough), dramatic play stages, social play stages, cutting skills, gross and fine motor skills, and academic concept/knowledge progress.

The assessment process is expected to be an ongoing fundamental process that goes hand-in-hand with the curriculum. The portfolio is an ongoing assessment tool while the ASQ is only completed twice a year. The collection of items for the portfolio happens in an integrated daily fashion within the contexts of teaching the children and spending time in the classroom. These strategies are used throughout the daily routine while the children are engaged in play. For example, teachers talk and interact with infants to assess and encourage the use of language (smiling, cooing, eye contact). This natural (authentic) type of assessment assists in getting a valid, true picture of the child's progress and development. ***Portfolios are intended to shape instruction and make informed decisions about program design.***

Strategies that are ongoing should and can be used by all staff in the room include:

- Anecdotal records
- Checklists
- Other less formal observation tools
- Collection of work samples
- Photos and recordings

-Administration of Screening and Assessment Instruments

It is important that those who are conducting assessments and screenings are qualified to do so. Each teacher will be trained to administer each of the instruments and is responsible for their timely administration. In cases where two teachers are assigned to a room, the two teachers should communicate to ensure the timely and accurate administration of the assessments and screenings. All staff members may, and should conduct observations and keep anecdotal records. Communication through the Procure Connect app allows parents to see daily activities and achievements. Parents should log in to see pictures and messages each day.

-Sharing Screening and Assessment Results

Information on screenings, assessments, and portfolios is legally confidential. These files include enrollment forms, conference reports, health assessments provided by physicians, incident reports, reports of diagnostic assessments released to the school by parents, individual education plans, etc. *Confidentiality* must be maintained and the information used only to benefit the child. Information gained through screenings and assessments will be shared by the appropriate center staff, typically the Director or lead teacher, with family members in a timely manner so that informed decisions can be made by the family about appropriate programming, guidance, and support, as well as assistive services and referrals. The information will be shared with families in a positive, caring manner with the overall goal of improving the education, care, school success, and quality of life of the child. Teachers should remember to communicate with families about their child's assessment while remaining sensitive to the family's values, culture, identity, and home language.

-Referrals

The teaching staff of Peachtree Prep conducts only initial screening and curricula-based assessment. After the screening and assessments are completed, parent/teacher conferences are held. If further assessment is indicated or any assistance is needed outside the scope of expertise within the center, referrals can be made by the Director for further evaluation.

Parents may choose (and are encouraged) to contact outside agencies/organizations for programs or services

directly (i.e., without a referral if the organization does not require one). Parents will be referred to the local Child Care Resource & Referral Agency (CCR&R) Inclusion Coordinator. The Inclusion Coordinator maintains a list of resources that can be shared with any parent who would like information about organizations that provide early intervention or other kinds of help.

-Referral Process

The referral process is outlined below:

- If an assessment indicates a potential delay or other concern, parental assistance may be needed to make a referral.
- A referral is made to the appropriate agency.
- The parent is given the contact information for the appropriate referral agency (i.e. Babies Can't Wait, local Board of Education Special Services, and/or the CCR&R, etc.).
- The parent makes contact with the appropriate agency and a screening is arranged.
- The outcomes are discussed with the teacher or administrator.

The childcare team and the parent will discuss ways the program can assist in meeting the child's needs.

There may be occasions when parents may choose not to accept a referral. Peachtree Prep reserves the right to discontinue services if referral and outside assistance are essential to the health, safety, and well-being of the child or to the other children or staff in the center and the parent refuses services.

Safety

Precautions.....
.....Section 9.2

The infant classroom is a "shoe-free zone." Teachers and other visitors are asked to remove their shoes before entering the infant classroom. Baby walkers are not permitted at Peachtree Prep.

A toy that a child has placed in his or her mouth or that is otherwise contaminated by body secretion or excretion is removed from the classroom and hand washed using water and detergent, and then rinsed, sanitized, and air dried before it can be used by another child.

Hand

Washing.....
.....Section 9.3

Our center is dedicated to providing a healthy and safe environment for the children, families, and employees that enter our program every day. Your support is needed to prevent the spread of germs.

Adults should assist children with hand washing as needed to successfully complete the task. If you decide to remain at the center after you have signed your child in, we ask that you wash your hands in accordance with the guidelines listed below.

Children must wash their hands at the following times:

- Upon arrival for the day.
- After diapering or using the toilet (use of wet wipes is acceptable for infants).
- After handling body fluids (e.g., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, or vomit).
- Before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (e.g., meat, eggs, poultry).
- After playing in water that is shared by two or more people.
- After playing in the sand.
- After handling pets and other animals or any materials such as sand, dirt, or surfaces that might be contaminated by contact with animals.
- When moving from one group to another (e.g., visiting) that involves contact with infants and

toddler/twos.

- After re-entering from outside play.
 - After contamination by any other means.
- Adults must also wash their hands:
- Before and after preparing a bottle and/or feeding a child.
 - Before and after administering medication.
 - After assisting a child with toileting.
 - After handling garbage or cleaning.

Proper hand washing procedure must always be followed. Adults and children should wash their hands with liquid soap and warm running water. Hands must be rubbed vigorously for at least **30** seconds, including back of hands, wrists, between the fingers, under and around any jewelry, and under fingernails. Hands should be rinsed well and then hands should be dried with a single-use paper towel. The paper towel should be used to turn the water off and should then be discarded.

Our efforts to minimize the spread of germs include daily cleaning of infant and toddler toys, certain equipment and classroom areas, kitchen areas and bathrooms. Peachtree Prep follows the standards applied in the NAEYC Cleaning and Sanitation Frequency Table. Children’s cots, mats and cribs are also kept separate and marked for use by one child only. Sheets are washed at least once a week or when visibly soiled. Cribs and mattresses are cleaned weekly or before use by a different child.

Teeth and Gums.....
.....**Section 9.4**

Children older than one year may be provided, at least once a day, with an opportunity to brush their teeth and gums to remove food and plaque. Toothpaste is not required. Toothbrushes need to be provided by parents.

Protection from Weather Conditions & Insects.....**Section 9.5**

To protect against cold, heat, sun injury, and insect-borne disease, Peachtree Prep takes the following precautions:

- Parents are requested to dress their children in clothing that is dry and layered for warmth in cold weather and in sun-protective clothing (light with a tight weave) during hot weather.
- Children will have the opportunity to play in the shade while outside. If necessary, children may have sunblock/sunscreen applied to their skin for protection. This sunscreen or sunblock should have UVB and UVA protection of SPF 15 or higher. It will be applied to exposed skin and **only** when written permission from the parent or guardian is on file. (You may obtain a consent form from your child’s teacher.)
- When public health authorities recommend **the** use of insect repellents due to a high risk of insect-borne disease, only repellents containing DEET will be used, and these will be applied only on children older than two months. The insect repellent will be applied no more than once a day and **only** with written parental permission.

Medication.....
.....**Section 9.6**

Children will only receive medication from staff members who have received training in administering medicine AND whose parent has given **written** permission. Medications must be in the original container and have the child’s first and last name, name of the physician, expiration date, manufacturer’s instructions, or original prescription label that gives the name and strength of the medication, as well as directions on administration and storing. Medication will be given daily at 2 p.m. unless otherwise indicated.

Over-the-counter medication must also be provided in the original container and will only be administered in accordance with the medication guidelines unless otherwise instructed by a doctor (in writing). Post COVID, we are not administering over the counter fever reducers like Tylenol, Ibuprofen, or Acetaminophen.

New medication forms must be filled out each week. Children that need ongoing medical administration will need a note from their physician. Staff administering the medication will record the action along with the date, the time, and the amount of medication that was administered; any noticeable adverse reactions to the medication; and the signature or initials of the person administering the medication. Parents will be notified immediately of any adverse reactions to medication.

All medication will be stored in a locked medicine cabinet or container and not be accessible to the children. It will be stored separately from cleaning chemicals and supplies. Medications requiring refrigeration must be provided in a leak-proof container and will be placed in the refrigerator and not be accessible to the children. Any unused medication will be returned to the child's parents immediately.

First Aid Treatment and Emergency Medical

Care.....Section 9.7

Minor bumps and scratches are inevitable, but it is our responsibility to make every effort to keep children safe by maintaining close supervision and a safe environment.

Most of the employees at Peachtree Prep are trained in CPR and First Aid. Minor injuries will be treated with the appropriate first aid following universal precautions. If an emergency injury or illness occurs, you will be contacted as soon as possible. If necessary, the child will be transported by ambulance to Piedmont Rockdale at 1412 Milstead Avenue in Conyers GA, or Piedmont Newton at 5126 Hospital Dr. NE in Covington, GA where you will be asked to meet us. An employee will be assigned to stay with your child until a parent arrives, or longer if necessary. If your child has a dental emergency, you will be asked to pick your child up to seek appropriate care.

All injuries will be documented on an injury report form. A copy of this documentation will be filed and a copy will be provided to you. If required, the Director will make a report to Bright from the Start.

Injury at the

Center.....

.....Section 9.8

If your child is injured at the center, an accident report will be completed within 24 hours by your child's teacher through the ProCare app. If the injury is to the head or the injury causes the child to bleed a paper incident report will be written and a copy will be given to you for your signature. A signed copy will then be placed in your child's file. If the injury is serious, appropriate emergency care will be administered, emergency personnel called, if needed, and you will be contacted by phone for further instructions. The child's parent/guardian shall assume responsibility for any fees incurred in seeking medical treatment per your contract.

Illness/Communicable

Diseases.....

on 9.9

This program is operated as a "well-child" facility. We are not equipped to provide care for sick children. The following illness policies are mandated by our licensing agency and will be strictly enforced for the health, well-being, and safety of all concerned.

-Sick Child Policy

Every course of action is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. Under no circumstance may a parent bring a sick child to the childcare program. If a child shows any signs of illness or is unable to participate in the normal routine and regular activities, the child should be kept home. Sick children expose other children, as well as the center staff, to the spread of germs and require

additional care and attention that is not available in a group care setting. Because illness can be a great disruption for all involved, your cooperation in preventing the spread of germs/illness is extremely important.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to pick the child up.

In accordance with state regulations and best practices, a sick child will not be permitted to return to care for 24 hours after the condition has returned to normal. The child may return 24-48 hours (depending upon the illness) after they received the first dose of an antibiotic, or as otherwise indicated by a doctor's note. If you aren't sure about whether or not to bring your child to care, please call the center to discuss it. Confirmed allergy-related symptoms and non-communicable illnesses typically will not require exclusion.

-Symptoms Requiring Removal of Child from Care

NOTE: A fever is defined as having a temperature of 100°F or higher. A child must be fever free for a minimum of 24 hours before returning to care. Please note that this means the child must be fever free *without* the aid of Tylenol or other fever-reducing medication.

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or two or more loose stools within the last four hours.
- Vomiting: two or more times in a 24-hour period.
- Breathing trouble: sore throat, swollen glands, loss of voice, hacking, or continuous coughing.
- Runny nose (other than clean), draining eyes or ears.
- Frequent scratching of the body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- The child is irritable, continuously crying, and requires more attention than can be provided without risking the health, safety, or well-being of the other children in care.

In accordance with BFTS rules, the current communicable disease chart of recommendations for the exclusion of sick children from care and their readmission will be followed. Any cases or suspected cases of notifiable communicable diseases listed on the disease chart will be reported to the local county health department. Ill children may return to care 24 hours AFTER symptoms of the illness end, which means if the child is sent home with a fever, diarrhea, or vomiting they cannot return until they have been symptom-free for 24 hours without the aid of medications.

-Parent Notification

Parents of any child who becomes ill or is injured while in care will be notified immediately of any illness or injury requiring professional medical attention, or any illness which may not require professional medical attention but which produces symptoms causing moderate discomfort to the child such as, but not limited to, any of the following: elevated temperature, vomiting, or diarrhea. Special problems or significant developments will be communicated to the parents as soon as they arise.

Infant Sleep

Practices.....
.....**Section 9.10**

When infants and young toddlers are sleeping, staff will maintain sight and sound supervision at all times. When actively engaged with other children, teachers will be positioned to hear and see any sleeping children. Teachers will also regularly check to ensure that cribs are secure and safe for the child.

In accordance with state law and best practices, all infants **MUST** be placed to sleep on the infant's back unless the center has provided a physician's written statement authorizing another sleep position for that particular infant. This practice is to reduce the risk of Sudden Infant Death Syndrome (SIDS).

All infants will be placed to sleep on a firm mattress with a tight-fitting sheet in a crib with no pillows, quilts,

comforters, bumper pads, sheepskins, stuffed toys, or other soft items in the crib. If a child falls asleep outside of the crib, he/she will be placed in a crib as soon as possible.

The infant’s head will stay uncovered at all times. The infant’s sleeping area will be maintained within a temperature range of sixty-five 65° to eighty-five 85° degrees, depending upon the season.

When an infant can easily turn over onto his/her stomach, he/she will continue to be placed to sleep initially on his/her back but will be allowed to roll over onto his/her stomach as preferred by the child. Positioning devices that restrict an infant’s movement in the crib will not be used unless a physician’s written statement authorizing its use is provided for that particular infant.

Diapering Practices.....
.....Section 9.11

Diaper changing is considered part of our daily routine and the child being changed is involved in the diaper change through conversations about what is happening. A changing table is located in each classroom serving diapered children. Caregivers' hands are always washed before and after a diaper change, the child's hands are washed after a diaper change, and the changing surface is cleaned and disinfected after each use.

Parents are requested to supply diapers and wipes for their children while in care. For children who are not able to use disposable diapers, parents must provide documentation from their health provider. Please check your child’s supply of diapers and wipes regularly to ensure there is an ample supply. Diapers are checked/changed a minimum of every two hours, or as needed. Wet and/or soiled diapers are always immediately changed. All program staff has been trained in the proper procedure for changing a child’s diaper.

Potty Program.....
.....Section 9.12

Training

Children are moved to our Two-year-old classroom beginning at the age of 26 months depending on readiness, maturity, etc. Children may begin potty training in this age group. Parents should speak with the teachers to discuss an action plan for mastery of toileting skills. Pull-ups with tabs are recommended based on the needs of the child.

Remember that toilet training for a child occurs over a period of time that can range from a few weeks to several months and include several stages of development. Regressions are not unusual during the process, particularly if the child is affected by such things as illness, a move to a new home or child care center, or a new baby in the family. Accidents are to be expected and never met with disapproval. Daytime control may occur earlier than nighttime control (or during naps taken during the day).

Children must master potty training before being moved to the next preschool classroom. They should be able to go to the bathroom without being prompted. Children should be independent enough to go on their own.

Suspected Abuse/Neglect.....
...Section 9.13

All employees of Peachtree Prep are Georgia-mandated reporters of child abuse and neglect. We are required, by law, to report any suspected instances of child abuse and/or neglect to the local Department of Family and Children Services. If a staff member is accused of abuse or neglect of a child in the program, Bright from the Start will be contacted and requested to provide direction and guidance to protect the rights of all concerned.

Nutrition.....
.....Section 10.0

One of the most important ways that we can help a child improve their academic ability is to provide a well-balanced meal plan. Each meal that we prepare meets or exceeds the USDA requirements for a nutritious meal or snack. Parents will hopefully mimic this at home and limit fast food and outside-prepared food. Students are taught that healthy meals should include vegetables and fruit.

Breakfast is available for an extra \$1 per day for children 4 years of age and up. Breakfast is served from 7:30 to 8:00 a.m. Students under the age of 4 will be served breakfast as a part of their tuition if they are at school before 7:50. Class time starts at 8 a.m. and the completion of breakfast by that time allows the teacher to focus on the academic portion of the day.

A nutritious lunch and snack are included in your tuition cost and are prepared each day by a full-time cook that plans a nutritionally balanced menu. Training in food preparation and health standards helps to prepare the cook for this important role. In addition to other training, a class on nutrition for young children is also a part of the training received by the cook.

Students are transitioned and led through a series of self-help skills in order to master feeding themselves in the toddler program. The mastery of independent feeding should be achieved, in most cases, by the age of 2.

Food Safety.....
.....Section 10.1

We comply with all the standards of the USDA Food Program. You are responsible for notifying us, in writing, if your child has any dietary restrictions.

Employees will encourage children to try new foods, but will never require a child to eat particular foods if they do not want to. Food will never be used as a method of discipline.

Food from Home.....
.....Section 10.2

Occasionally, if a child has a very limited range of tolerated foods, special arrangements may be made with the Director for meals to be provided from home. **The Center must have a physician’s note on file in order to accommodate any special arrangements.** Meals provided from home must meet the USDA guidelines for nutritionally sound and well-balanced meals. If the food is provided from home, it must be provided consistently every day and must be labeled with the child’s name and date. As the center promotes healthy eating practices, please do not send chips, snack food, sweet desserts, or carbonated beverages to school with your children. Food brought from home for sharing among the children **must be either whole fruits, healthy homemade foods, or commercially prepared packaged foods in factory-sealed containers.** All unused portions of food will either be discarded or returned to the parents (depending on the arrangements made). Except in these special cases, food should not be brought into the center.

Infant Nutrition.....
.....Section 10.3

Infants on formula or breast milk will be fed on demand in accordance with the feeding plan provided by the parents. Mothers wishing to breastfeed their children are always welcome. Infants and other young children requiring feeding assistance will be closely supervised. Feeding time is used as an opportunity to bond and communicate one-on-one with the children. Younger children will be held while eating while older children will be joined by their teachers during meal/snack time and enjoy pleasant conversation.

A written feeding plan is required to be furnished by the parent for any child less than one year of age. The plan should include information about the time and amount for each food and/or beverage that is to be provided to the child. This plan should be updated whenever the child’s feeding habits change.

Infants who have not learned to sit will be held for bottle feeding. Those who are sitting may be held or may sit to be fed, but will still be interacted with during the feeding. Teaching staff will offer children fluids from a cup as soon as you and the teacher decide together that a child is developmentally ready.

No infant or toddler may be fed while in his/her crib. Children may NEVER be fed with a propped bottle. Toddlers/Twos may not be allowed to carry bottles, sippy cups, or regular cups when crawling or walking.

Allergies.....Section 10.4

When your child is enrolled, you should note all allergies on your child’s enrollment form. Allergies will be posted in the classroom and special monitoring will be followed by the teacher and any food service staff to ensure the child is not served any items that are on your child’s list. We advise you to also let the teacher know of any allergies.

Choking Hazards.....Section 10.5

Staff will be on alert for any food or other items that may pose a choking hazard. If a child begins to choke on any food or other foreign object, First Aid procedures will be followed. Due to state rules, hair beads and jewelry are not allowed because of the possibility of loose parts that may be picked up by your child or a friend in the class. Teething beads are also not allowed.

Standard Procedures and Precautions.....Section 10.6

- Parents, staff, children, or any other person entering the building should not do so if they knowingly have or present symptoms of a fever or diarrhea.
- Water bottles are allowed for you to provide for your child. They must be labeled with your child’s name and they are cleaned and sanitized between use. Students that do not have a water bottle will be provided with a disposable, single-use cup for water or beverages.
- Anyone entering the building must wear a mask.
- Outside book-bags are not allowed
- To prevent the spread of germs, please limit your time in the building to 8 minutes or less
- Outside food is not permitted

Peachtree Academy Private School.....Section 11.0

Peachtree Academy Private School is registered as a 501(c)3 non–profit organization. Reinforcing and building on the concepts taught within the Early Childhood Division, the private school provides the next step in education and provides a structured program of challenging academics that are enhanced by a Christian environment. The school was founded in 2002 by JaNice Van Ness to offer advanced academics to students that are considered “gifted” and who would benefit from smaller class sizes and a streamlined approach to academic achievement. Students are led through advanced curriculum work under the guidance of teachers who are degreed in the field of education or their specialized area of work. Teachers must be certified or working towards certification for completion within one year of employment.

Accreditation

Peachtree Academy Private School has elected to participate in the accreditation process with several different

bodies of review. The process with each one is rigorous, yet we continue to strengthen our high educational standards and improve the high quality of education that we provide.

Peachtree Academy Private School is proud of our status as an accredited school by the prestigious **ADVANC-ED / Southern Association of Colleges and Schools (SACS)**. This gold standard achievement provides parents assurance of student achievement and success.

NOTICE - Peachtree Academy is a private school and reserves the right to dismiss a child from our school for *any reason deemed necessary* by the Administrative staff.

Parent Acknowledgement.....
Section 12.0

Surveys

Parents are strongly encouraged to complete surveys so that we can gather your feedback on our programs. We highly value your thoughts and opinions and hope that each parent will invest the time to complete the survey as soon as possible. We make future plans with your feedback in mind.

THANK YOU!

Thank you for the opportunity to serve your family. We look forward to a long, positive relationship!

I/We, _____, the parent(s)/Legal Guardian(s) of _____, acknowledge that I/We have read and understand the Early Childhood Parent Handbook. Furthermore, I/We fully agree to comply with all policies and procedures as set forth. I understand that this document is also available on the website for review.

Parent Signature

Date Signed

Parent Signature

Date Signed