

Georgia's PreK Program
Hosted By *A Kid's World*

Parent Handbook

A Kid's World

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Be sure to “Like” our Face Book Page

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Introduction

Welcome to A Kid's World PreK Program!! We are excited to have you and your children attending our 2018-2019 program. We are looking forward to a wonderful year of learning fun!! We hope you have a terrific year. If you have any questions or concerns, please feel free to talk with your teachers or administration.

Prekindergarten Hours

The PreK hours are 8:30 am to 3:00 pm. Breakfast/Snack is served at 8:30 am. Any child not **in** class by 8:35 am will be counted tardy. Tardy slips will be sent home daily. Repetitive tardiness will result in referral to the DECAL for removal from the program. Children may be dropped off at 8:15am. If you need child care services before 8:15am, please refer to our child care pricing.

Holidays

Our prekindergarten program follows a modified Walton County School System calendar. We have 2018-2019 calendars available that detail all holidays, intercessions and teacher work days.

Parent Volunteers

A Kid's World encourages all parents to participate in their child's classroom activities. However, please schedule participation in the classroom with your child's teacher. Someone different in class can cause a disruption during certain activities.

There is also limited space on fieldtrips for volunteers. In order to give all parents an opportunity to participate, we will be limiting parent volunteers for fieldtrip activities. Siblings or other children **are not** allowed to attend field trips. Child care is available for those parents who need care for siblings. Please contact your child's teacher to sign up for a particular field trip.

Most field trips require a sack lunch. Please make sure your child's lunch is in a disposable bag. Please do not send lunch boxes. Also we can not accept "Lunchables" as a nutritious lunch. There is a \$2.50 charge for AKW to prepare a sack lunch for you.

Attendance Policy

GA Pre-K at A Kid's World requires that no child miss more than 10 days of school in one school year. Absences will only be considered excused if a doctor's note is provided for the absence. Bereavement is also considered an acceptable excuse, but you must provide acceptable proof. You must turn in your excuses for absences to your child's teacher. ***Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday.*** Any child that misses 5 or more days of school, excused or unexcused, their parent or guardian will be subject to counseling by the Project Director and the Lead Teacher on the importance of attendance. If absentees exceed 10 days during the school year, you child may be referred to the Pre-K Consultant GA Pre-K and A Kid's World take attendance very seriously and encourage our parents to do so as well.

Tardiness Policy

Your child's Pre-K day begins at 8:30 a.m. You are permitted to drop off as early as 8:15 a.m. If you are later that 8:30 a.m. arriving to class you must stop by the front office and ask for a tardy slip to be permitted to class. You must sign and date this slip and turn it in to your child's teacher before leaving. ***Chronic tardiness is defined as late arrival or early departure more than once per week.*** Any child excessively tardy to school, two or more days a week, their parent or guardian will be subject to counseling on the importance of setting a positive example for your child by getting them to school on time. Excessive tardiness in the amount of five or more tardies will result in referral to the Pre-K consultant.

Consecutive Absenteeism

Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation **must** be removed from the roster. Bright from the Start approval is not needed; however, the program is responsible for reporting student end dates on the roster. The end date is defined as the last day the child physically attended the program. Note: A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five additional school days per school year, for days missed from school to visit with his or her parent or legal guardian prior to such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Families shall provide a written statement for the child's file to document the absence.

PreK children may not be dropped off before 8:15am and must be picked up at 3:15 pm. There is a \$10/hour charge for any early drop offs or late pick-ups. This is not pro-rated.

A Kid's World offers childcare services for before and after the prekindergarten program. You may enroll your child in one of our programs if you need childcare.

Release of Children

Children will only be released to regular persons responsible for picking up the child through our carpool line. If there will be anyone different picking up the child, he/she will need to park and come into the building to present a picture ID. The child will only be released to persons identified on the enrollment paperwork. We reserve the right to require picture ID from anyone picking up children.

Escorting Children To/From the Building

All children must be escorted to/from his/her classroom by an adult. We have a carpool line for drop off & afternoon pick up. The children are escorted inside & outside by teachers.

The awning area is for the carpool line from 8:15am - 8:30am and 3:00pm-3:15pm and not available for parking! Outside of these times, this area is used for **5-minute** or less parking. If you will be coming into the building, please park in a parking space.

Meals

Our center participates in the USDA CACFP program. Therefore we do not charge for meals at the center.

We do allow PreK children to bring his/her breakfast/lunch. However, because the center is responsible for the nutritional value of all meals consumed here, if we observe meals that do not adhere to the USDA guidelines, we will be required to ask that the child no longer bring his/her breakfast/lunch to the center.

If your child requires a substitution of a meal component for religious or medical reasons, this substitution **MUST** be provided by the parent. In addition, milk must be served to every child that eats a meal served in the center. Therefore, if your child is unable to drink milk, this must be documented by a physician's prescription and a substitution **MUST** be provided by the parent.

Please **DO NOT** bring, sippy cups, drinks or food into classroom unless these items are intended for meals and are packaged in a lunch box or sack lunch.

Child Care Program

We offer childcare for before & after the prekindergarten program and holidays. The following are our prices for the program:

Registration	\$50/Family
Before PreK Only:	\$50.00
After PreK Only:	\$60.00
Before & After PreK:	\$70.00
Early Release	\$15.00
Intersession Weeks	Regular weekly rate + \$15 day/for each day
PreK Holidays (full week)	\$130.00
Prek Holiday (full day)	\$15.00 (Must Be Enrolled in the Child Care Program)
Hourly Rate	\$15/Hour
Full Day-Drop In	\$50.00

These are basic tuition guidelines. If you have a need outside what is provided here, please ask the director.

Tuition Guidelines

1. All tuition is due by Friday for the *Upcoming* week.
2. Tuition not paid by Friday at 6:30 pm will be charged a \$15.00 late fee.
3. If tuition is not paid by Wednesday, your child will not be allowed to return to the center.
4. We require a written two-week notice for withdrawal from the childcare program.
5. We give one week free vacation and one ½ price week after 6 continuous months of enrollment. A vacation request form must be completed no less than two weeks in advance of requested time.
6. There is a \$35.00 charge for all returned checks.

Discipline

A Kid's World uses a positive discipline approach. If a rule is broken the following procedure will be followed:

- 1) Verbal Warning
- 2) Removal from Activity
- 3) Individual Counseling with Child
- 4) Sent to the Director & Written Warning
- 5) After three warnings, you may be asked to remove your child from our program.

We expect parents to participate actively in the behavior of their child while at our center! We can not allow a child that is endangering or disrupting the entire class to remain in the group. After all possible measures have been taken, repeated behavior problems will result in removal from the program.

Emergency Medical Plan

A Kid's World emergency medical plan is as follows:

- 1) Call EMS, if necessary
- 2) Call Parents or Emergency Contacts
- 3) Have EMS transport to nearest hospital
- 4) A Kid's World seeks medical attention from the following:
Doctor: Conyers Pediatrics
1388 Wellbrook Circle NE
Conyers, Georgia
770-922-5745

Hospital: Rockdale Hospital
1412 Milstead Avenue NW
Conyers, Georgia
770-918-3000

Dentist: Dr. McGarity
Main Street
Jersey, Georgia

- 5) Parents are responsible for the cost of all medical care given.

Personal Belongings

Please DO NOT send any personal belongings such as: toys, stuffed animals etc. Please make sure all back packs, lunch boxes, jackets, blankets, and extra clothing are labeled with the child's name. Each child should come to school dressed in play clothing. We do lots of "messy" activities! Also, clothing needs to be easily removable for potty time! Flip Flops ARE NOT allowed!

Potty Time

All children are required to clean themselves after pottyng. This is a self help skill that is vital in being successful in school. Please make sure to send an extra set of clothing for accidents that may occur!

Medication

A medication authorization form must be completed on all medication to be dispensed at the center. Medication forms must be completed weekly. All medication must be given to part of the management team. We cannot give medication "as needed". A specific time must be listed. Please do not give medication to the teachers or leave medication in the children's book bag.

Sick Children

Any child who is sick will not be accepted. If your child becomes sick at school, you will be notified as soon as possible and expected to pick your child up immediately. Any child with vomiting, diarrhea, sore throat, and/or temperature over 101 degrees may not remain in the center.

Communicable Diseases

A Kid's World follows the DHR Communicable Disease chart for exclusion and readmission to the center. Any child with a communicable disease will not be allowed to attend the center. If your child develops a communicable disease while at the center, the parents will be notified immediately. Parents are given 1 hour from the time of notification to pick up the child.

Lice Policy

A Kid's World has a strict NO NIT policy. Any child with lice may not return to the center until he/she is nit free. We require a clearance letter from the local health department or physician for readmission to our center.

Child Abuse/Neglect Policy

A Kid's World is required by law to report any suspected case of child abuse and/or neglect to the proper authorities.

Early Drop Off/Late Pick Up Fees

PreK hours are 8:30 am-3:00 pm. Children may be dropped off no earlier than 8:15am and must be picked up, no later than, 3:15 pm. The fee for early drop off and late pick up is \$10/hr. We do not prorate this fee. If you drop off prior to 8:30 am, you will be charged \$10/hr. If you pick up after 3:15pm, you will be charged \$10/hr.

A Kid's World is a child care center, as well as, Pre-K provider. We are available for child care purposes. If you a need for child care for any occasion, please see a member of management for assistance.

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Parent/Guardian Signature: _____