



Parent Handbook

**POLICIES AND PROCEDURES AND PARENTAL AGREEMENTS WITH
INTERNATIONAL PREPARATORY ACADEMY**

International Preparatory Academy Parent Handbook

☐ HOURS OF OPERATION:

1. International Preparatory Academy agrees to provide childcare service for:

Name of Child My childcare will begin at _____am until _____pm

I understand I can only leave my child in childcare for 10 hours per day.

2. The center will be in operation from ____ A.M. until ____ P.M. Monday through Friday, January to December accepting children from 6 weeks to 12 years of age. International Preparatory Academy does not discriminate based on color, sex, age, religion, language, or national origin. Whenever it's determined that our program cannot meet your child's needs, we will make recommendations to agencies or schools that will best meet your child's best interest.

3. **REGISTRATION DOCUMENTATION:** Each child will require a Birth Certificate, Social Security Card and Shot record before your child's first day of school. International Preparatory is also requiring ***additional enrollment documentation*** for *All Children who are 4yrs old or 90 days of reaching their 4th Birthday. These documents are Listed Below: Eye, Ear, Dental (3300) Form, Proof of Residency and Cat 1 Documentation if applicable.*

3(A) Confidentiality of Child Records

Below are forms that must be completed and returned before your child may be admitted to the program. All records and information related to your child or family are considered confidential and kept in a locked file cabinet or stored on a password protected computer. Only those employed by the programs who have a "need to know" and our regulatory and partnering agencies, will be able to access this information.

- o Enrollment Form
 - o Immunization Form & EED Form
 - o Food Program Enrollment Form
 - o Consent for Medical Treatment (notarized)
 - o Birth Certificate
 - o Infant Feeding Plan (6wks-12mons only)
4. **UNIFORMS:** International Preparatory has a mandatory Uniform Policy in both the Academic School Year and our Summer Camp Programs. Children are to wear the approved uniforms for ages 12mons and up. **For Boys:** Navy Blue Uniform Pants/Shorts, Red Polo Shirt with Patch/Emblem, socks & Oxford shoes are to be Navy, brown, black, or white only. **For Girls:** Custom Uniform Dresses (purchased through our school) w/Emblem or Patch, socks/tights, hair bows/ribbons & Mary Jane shoes are to be Navy, brown, black, or white only. **NO HAIR BEADS. Blazers are optional and must be Navy with patch.** Please visit POLICY #60 for detailed information

Right of Parents: Parents have the right to visit the center, to see their child/ren or to inspect the following: The License, Copy of the Rules, Evaluation Report, Communicable Disease Chart, Statement of Parental access, names of person in charge, Current weekly Menu, Emergency Plans for

Severe Weather and Fire, and statement for visitors, but must first check with the center Director or whoever is in Charge in the absence of the Director. Volunteers are welcome but must first present a copy of a satisfactory (Cogent) fingerprint from Bright from the Start. the Fee for this is \$48.25 and can be done online, see the Director if you need assistance with this.

❑ FEES AND PAYMENTS:

5. The fee for the selected care will be \$ due on Sunday and Mondays. Tuesdays at 12pm a late fee will occur. We DO NOT accept Cash or Checks. That there will be Ten Dollars (\$25) late fee after 12pm Tuesday of each week on **ANY OUTSTANDING BALANCE**. Our system will automatically bill all accounts with any outstanding balance a \$25 late charge.
6. Your child (ren) will be stopped from childcare if childcare is unpaid for past one week. The Registration fee is \$85 and will be paid at the time of enrollment. The A-Beka books are important part of our program and must be paid in full as part of this registration.
7. **No child will be considered registered until all associated registration requirements such as (1) Birth certificate (2) Social Security Card (3) Immunization certificate and (4) Registration Fees are paid.** These are non-refundable fees. A registered child must attend the center starting the date selected by the parent. After one week of non-attendance, we reserve the right to dis-enroll your child and/or stop transportation for your child/children. At which time the registration fee will be forfeited. Each child must re-register each year beginning in March or April.
8. That there will be a late fee of \$1.00 per minute per child after 6:00 P.M. This fee is to be paid at the time of pickup or the amount will be charged into tuition account. (Note: Our license requires us to turn a child to the local police department and report the incident to DFACS. All these can be avoided if you pick your child by 7:00 P.M.). **Children cannot be in daycare longer than 10 hours per day.** Parent(s) will need to have additional pickup resources available to prevent violations to this policy.
9. International Preparatory Academy can only accept money orders, a bank cashier's check and all credit and debit cards to pay for child's tuition. You may make payments online at www.myprocare.com and register with the email address that you gave the main office.
10. **If your child is absent for any day of the week, or ONLY comes ONE day, the weekly fee remains the same as if your child was in the center for the whole week. But if your child is absent for an entire week or more including winter holidays and spring break week, half of the tuition fee applies to retain their registration status, this includes Ga. Pre- K and after school students.**
11. If the center is closed for a week due to bad weather or holidays, and or combination of both, the half fee policy will also apply.
12. Your child can attend the center on a teacher workday, provided the center director is notified prior to that day. If you are on any type of government program such as the C.A.P.S. Program, you must observe your contract conditions. If you fail to meet your contract minimum requirement, such as attending the center at least once a week, the applicable weekly tuition fee for each child will become the parent's total obligation, due and payable by the parent.

❑ . C.A.P.S. ACCOUNT HOLDERS

13. All Peach account holders will be responsible for half their parent portion of tuition for the week their child or children did not attend International Preparatory Academy UP TO TWO WEEKS ONLY. The half fee which applies to such a week will be paid by you, the parent.
14. For example, if your child is 3 years old and the weekly tuition is \$100 per week and CAPS pays International Preparatory Academy \$75 per week, while parent pays \$25 per week, when your child did not attend school for the whole week, you will pay \$12.50 per week.
15. Unless International Preparatory Academy receives documentation from CAPS accepting pay for ANY TIME AFTER THE 2ND WEEK of non-attendance, International Preparatory Academy reserves the right to dis-enroll your child.
16. If your child/children could not attend because of illness, you must produce the doctor's signed excuse papers to your case worker and to International Preparatory Academy School.

AN IMPORTANT CLAUSE IN THE C.A.P.S. CONTRACT STATES THAT YOURCHILD MUST ATTEND THE CENTER PROGRAM AT LEAST ONE DAY IN THEWEEK BEFORE THE VENDOR CAN BEPAID.

17. If your child or children are out for two weeks in a row **without** notifying the center, your child or children will be dis-enrolled from the center and will send dis-enrollment papers to your case worker. Your child can only be re-enrolled back in the center if you show evidence that C.A.P.S. will pay International Preparatory Academy the outstanding tuition.
18. Always remember that we have a contract with C.A.P.S. and we are required to report any evidence of abuse or neglect of the C.A.P.S./TANIFPROGRAMS.
19. Before your child is withdrawn from the center, International Preparatory Academy requires **A two weeks' notice.** International Preparatory Academy requires all children from Infant to Pre-K4 who do not plan to stay for the summer program to complete the withdrawal form at the end of the program. Unless the two weeks' notice is given and the withdrawal forms completed, International Preparatory Academy will charge your account the two weeks of tuition.
20. All after school program tuition is adjusted up to summer rate each time the school system goes on a more than two days' vacation. Please check with the office on how it affects your weekly payments. All after school Ga. Pre-k parents must provide written evidence of the Agency responsible for the tuition before the child is allowed in the after-school program.
21. **Field Trips and Extra-curricular Activities:** Children with outstanding balance will not be allowed to pay for fieldtrips. No money can be received after the payment deadline and field trip payments are not refundable. Unless the field trip form indicates a sack of lunch, no sack of lunch will be accepted. If a parent is going on the field trip, the parent must never remove any child from the group, the class teacher and the field trip supervisors can give parents instructions on what to do even with their child in order to make sure the event runs smooth and safe for the whole group. If a child has a record of misbehaving during field trips, the

director may request the child's parent to accompany the class to help control their child. If the parent cannot attend the trip, the child may be withdrawn from the field trip list and field trip payment will be refunded.

22. **Note that children with outstanding balances may not be allowed to participate in extra-curricular activities** such as: Tae-Kwon-Do, Dance, and seasonal programs (i.e., Christmas, Black History, graduation)

❑ **PROGRAMS AND CURRICULUMS:**

23. International Preparatory Academy is a private educational and childcare provider. It enforces uniform dress code for children 1 years and up. A new student is expected from the date of enrollment to come to the center in the school uniform. All students ages 3 and up must be in school by 8:00 A.M. Monday through Friday dressed in the required school uniform. A child will not be allowed in the center if the child displays any of the following:(a) severe allergies or illness, (b) non-traditional student behaviors that require necessary services that cannot be provided by the center, or (c) if a child is not dressed in conformity with required dress code. In the case that a child is wearing correct uniform, their parent will be notified to pick up their child or bring a correct uniform. If a special service is to be provided to the child, the center may request a written authorization from a health care professional on how the special service will be provided. Unless International Preparatory Academy has a trained staff member to provide the special service, it will be declined.
24. International Preparatory Academy will provide nutritious breakfast (hot or cold), complete lunch and snack to all children. All children attending public schools must be in the Center by 6:15 A.M. for breakfast snack. The buses leave on schedule at 7:00 A.M. All other children wishing to have breakfast snack must be in the breakfast room before 8:15 A.M. **NO BREAKFAST WILL BE SERVED AFTER 8:15A.M. NO OUTSIDE FOOD UJLESS AUTHORIZED BY MANAGEMENT.**
25. If a child has food restrictions, parent may bring food from home provided a doctor's signed statement authorizing food restrictions is present at the center. All babies on formula food must have a complete and signed feeding plan form; mix the child's formula/food in containers for feeding and storage or refrigeration. Prior to arriving at the center, the child's first and last names must be clearly written on the bottles and all food containers. If the Income Eligibility Form is not completed, your account will be billed \$3 per day or \$15 per week. International Preparatory Academy will not be reimbursed if the form is not completed and signed.
26. International Preparatory Academy has developed age-appropriate daily schedules for all ages served. The center schedules include a balance of quiet and active periods, free choice and teacher/child-directed activities, large and small muscle activities, language experiences, arts and crafts, dramatic play, rhythm and music, and nature and science experiences.
27. We provide part-day/full-day schedules for school-ages, if applicable.
28. Monday - Friday, we serve nutritious, breakfast, hot afternoon lunch and snack.
29. **Tardiness:** All students from Pre-k-3 and up are expected to be in class by 8:30 A.M. After

8:30 A.M. any child coming into the class is considered tardy. When children are regularly late or absent from school without being sick, the parental message is “**school is not that important**”. If a child is tardy four times in a month parent will be notified in writing, if the child is tardy four times in the second month, a conference will be scheduled with parent. If the child continues to be tardy four times for the third time in another month after the conference, the child may be suspended for one week. After the suspension, if the child continues to be late, the child may be dis-enrolled from the school. The only exception to tardiness and absenteeism is an official document with an address and telephone number of the office the child visited.

29(A) Inclusion

International Preparatory Academy believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. 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.

29 (B) Non-Discrimination

At International Preparatory Academy equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state, or local laws. Educational programs are designed to meet the varying needs of all students.

30. *Child Behavior.* The Center will not administer any corporal punishment nor permit it on International Preparatory Academy grounds. The staff member will talk and explain the wrong action to the child, if further action is necessary, the teacher may invoke the time out chair in minutes for the age of that child. For example, if the child is four years old, the time required at the time out chair cannot exceed four minutes. The child should be allowed to rejoin the class. No child should be in more than five-time outs in a day without the Director/parent being aware of it. The teacher will complete the **CLASS DISRUPTIVE REPORT**. At this time the Director will also talk to the child and parent may be notified. Parent is expected to sign the **CLASS DISRUPTIVE REPORT**, when the child is being picked up. If a child gets up to four **CLASS DISRUPTIVE REPORTS** in a month, parent/teacher conference will be recommended by the Director. If the same cycle repeats a second time, the parent will be advised to seek professional counseling. Unless this counseling appointment is kept, the child may be dis-enrolled by the Director. A child may also get an automatic or immediate suspension authorized by the owners if the child’s action puts him or her at risk or at risk to others.
31. *Bus disruptive report:* Any child who gets two (2) disruptive reports within 30 days may be suspended from the bus depending on the severity of the disturbance. If a child should fight/Bully another child in the bus, take off seatbelt, stand or any other action creating an unsafe environment for them, or others will trigger an automatic suspension until recommended corrective behavior is implemented and signed by the parent. No child will be allowed to ride the bus if the corrective action is violated. See Policy for additional regulations regarding this issue.
32. No candy, gum, or snack foods should be brought into the center. Food exceptions will be made only in cases of allergies and /or doctors’ orders. Food brought for occasions such as birthdays or other celebrations are included as other exceptions. **Balloons are not allowed in the**

classroom; they pose health problems when deflated. **Candles are also not permitted** because they serve as a fire safety issue to the students in the center.

33. Children can only bring toys on SHOW AND TELL days and it must be age-appropriate toys. International Preparatory Academy staff will not be responsible for any brought toys or items that are lost, stolen, or damaged.
34. Transportation is provided from the center to public schools and from public schools to the center at no extra cost to parent. **If transportation from home to the center and from the center to home is provided, there is extra fee for this service (\$25 roundtrip per child).** Families with more than one child riding will have a discount of 10%. Any time the center repeats a trip, the parent will be charged additional \$10.
35. No child can participate in home transportation unless enrolled in the After-Care Program. Transportation forms and contracts must be completed before any child is transported. **International Preparatory Academy has a zero tolerance for any child who disrespects the bus rules, such as getting off their seat, not putting their seat belt, talking, yelling, or fighting etc. The child will be suspended the first time and the second time the child cannot ride the bus.**
36. International Preparatory Academy will not transport to/from any public/private/charter school unless there are two or more children who will be receiving that transportation.
37. To enhance or promote our programs, International Preparatory Academy has my permission to have the children's photographs and or videos or reports taken and may be shared with other organizations such as the Bright from the Start, Department of Human Resources or Educational institutions and International Preparatory Academy School.

38. FOR THE HEALTH OF YOUR CHILD:

39. International Preparatory Academy will follow all Bright from the Start and CDC Guidelines and mandated procedures regarding Covid -19. We reserve the right to close the center for any health treat and/or needed preventative measures such as but not limited to building sanitation.
40. We reserve the right to deny entry to parents/vendors in as a preventative measure in accordance with the CDC guidelines and Bright from the Start Rules and Regulations.
41. Before any medication is dispensed to a child, a written authorization must be submitted, which includes, Name of Child, Name of Medication, prescription number, if any, dosage, date and time medication is to be given. Medication must be in the original container with the child's name clearly marked on it, any over-the- counter medication must be in its original container sealed. The over-the-counter medication must be left with International Preparatory Academy for the period the medication is to be given. Medication can only be administered once a day and not more than five days a week. Medications not removed on Fridays will be discarded. If your child needs the medication more than once a day while in International Preparatory Academy School, you must make other arrangements to administer the other does yourself. International Preparatory Academy reserves the right not to administer any medication if the medication form is not properly completed or if the medication is suspected to have been tampered e.g., the over-the counter medication, or if the medication requires mechanical operation which International Preparatory Academy does not have the trained staff to operate.

International Preparatory Academy will not be held responsible if my child develops allergic reaction from the medication administered as requested by parent/guardian.

42. The center agrees to keep parents informed of any incidents to children, including illnesses, injuries, and adverse reactions to medication. The director will evaluate the child's situation and inform parent of the need to pick the child up or call 911.
43. Mothers are free to visit according to their schedules to breastfeed. Research has shown that the success of a child is directly tied to the interest and involvement of the family in the child's education and learning.
44. Any child that has a communicable disease must be picked up by parent and cannot return without a doctor's certificate or official document to return to school. Children will be isolated from others until picked up. Parents will be notified of any contagious disease that is introduced into the center.
45. According to universal precaution on the new childcare rules, children SOILED OR WET clothing shall be stored in individual plastic bags WITHOUT RINSING. I hereby authorized International Preparatory Academy to provide changing clothes in cases of health and supervisory related reasons if my child has no changing clothes. The cost for International Preparatory Academy shirt or short is \$10 each payable when I pick my child up. To avoid this fee, please always keep a change of clothes with your child's teacher in case of an emergency
46. That I the parent/guardian agree to furnish the center with evidence of age-appropriate immunizations or a signed affidavit against such immunizations at the time of enrollment. Not to withhold any requested or needed information to the center to provide a better service to my child.
47. If medical emergency is necessary, International Preparatory Academy has my permission for treatment deemed necessary by a physician and/or hospital of its choice. I agree to be responsible for the bills, provided it's not center accident-related injury.
48. **NO HAIR BEADS** of any type are allowed in the center for children 6 weeks to first grades because of health and safety related problems. Only public schools after school children are exempt from this rule.
49. Any child having a temperature of 101 degrees or higher and/or having associated symptoms like diarrhea, vomiting, excessive coughing, (not limited to these) must be picked up as soon as possible by the parent. **SICK CHILDREN WILL NOT BE ACCEPTED IN THE CENTER. Any child picked up with 100.4 degrees temperature or with the above symptoms may not return to the center within 24 hours without a proof of medical attention.**
50. Children will be allowed to play outside except in inclement weather. If a child should become injured due to normal play both in classroom and at the playground during school normal activities, parent will not hold International Preparatory Academy responsible. (Some of the classroom injuries associated with class activities and interactions that may not be preventable by a teacher are - trip fall, biting, pushing, bumping, misusing tools or toys etc.) For Additional

information, please refer to the center posted CHILDHOOD INFECTIOUSDISEASE OR ILLNESSES CHART:

- 51. NO STROLLERS/ CAR SEATS / DIAPER BAGS:** There is not a space to store these items and due to health concerns, we cannot permit them to be left in the building. For Hardship cases please see office for possible alternatives. For Infant Parents please bring your bottles in a large zip lock bag to the teacher and other items will go directly into your child's cubby.
- 52. NO PERSONAL BLANKETS:** Provide a Beach Towel for each child 2yrs. and Up. We will launder their towel weekly, and it will remain in the center. This is for Health Reasons.

☐ STRENGTHENING FAMILY CONNECTION

53. International Preparatory Academy School participates in Strengthening Families, which is an approach to preventing child abuse. Our program incorporates strategies that build the protective factors for families. The protective factors include parent resilience, social connections, social and emotional competence for children, concrete support in times of need and knowledge and child development. International Preparatory Academy School connects parents to workshops and resources that promote stronger, healthier families. To learn more about it please visit the following link: <http://www.nj.gov/dcf/families/early/strengthening>

☐ FAMILY INPUT (CQI)

54. Parents are encouraged to communicate with their child's teacher as often as needed to raise any concerns, to contribute to decisions about their child's goals and plans as well as to share any other information that may affect the development or well-being of their child. It is expected that parents and teachers will work collaboratively and in a mutually supportive fashion to ensure that the child is able to take full advantage of the services offered.
55. We understand the value of the parent and child relationship and recognize the family as the child's first teacher. It is for this reason that we host events such as Donuts for Dad, Muffins for Mom, Thanksgiving Luncheon, Easter Egg Hunt, October Hallelujah Festival for Families and more. We also welcome family members to share their talents and interests with the children as a classroom activity. A Volunteer Form is available with possible ideas and tips.
56. **Grievance Procedure** - Although the center makes every attempt to offer the highest quality care to all children and families, there may be occasions when parents have concerns about 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 childcare, and we encourage parents to bring their concerns to us so that we can work together to ensure that quality.
57. **Communication between Family and Center** - Good communication between families and the center is essential to maintain the level of service that it is our intention to offer. One of our many avenues for maintaining this connection is through Parent Surveys.
58. International Preparatory Academy School will occasionally distribute *Parent Surveys twice a year to all parents*. Once late Fall and the other Early Spring. in the 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.

59. Our Ongoing Family Communication & Family Partnership Efforts

1. Daily Communications. Daily notes from center staff will keep you informed about your child's activities and experiences at the center. Notes will be placed into your child's cubby at the end of the day.
2. Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.
3. Newsletters. Monthly newsletters provide classroom news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.
4. Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters, and general updates.
5. Online Resources: We send out quarterly online/virtual learning activities for families to complete and enjoy.
6. Text Messages: Our ProCare system generates a batch texting system where we can text all families at once about emergency closings, event reminders, emergency child pick up, etc.
7. Conferences. Family & teacher conferences occur twice a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

60. Developmental Monitoring Tool

To coincide with curriculum-based assessment(s), we monitor each child's achievement of developmental milestones throughout the year (as they transition to a new classroom, as well as in the fall and spring). We share observations with families, and provide resource information, as needed, for further screenings, evaluations, and early intervention and treatment for any possible health-related issues or developmental delays.

Developmental monitoring is a flexible and repeated observation of children's developmental milestones over time, using a brief checklist. <https://www.cdc.gov/ncbddd/actearly/milestones/index.html>

We observe children's development closely by watching how they play and grow day after day. Monitoring can help us decide if a child should receive a formal developmental screen or see their health care provider sooner than expected.

The developmental monitoring process is a collaborative one, involving families and done in conjunction with the child's primary care provider and health, education, and early intervention consultants. Developmental monitoring is conducted with written consent from the child's family. Signing the Family Handbook acknowledges your understanding of the developmental monitoring policy and serves as permission for us to conduct these ongoing observations.

❑ PARENT RESPONSIBILITY:

61. This is a smoke/vape free zone indoors and outside the property.
62. No child will be allowed to enter or leave the center without being escorted by the parent, person of legal age authorized by the parent(s), or center personnel. Parents are required to sign their child in and out of the center each day. No child will be released to a person who is not in the parent's release list. Please update your list periodically. Faxing or e-mailing an authorization request will not be accepted if items requested by International Preparatory Academy into be included in the fax or e-mail are missing. Requested items will include copy or number of driver's license or social security which will be compared with the records we

have on file. Remember that this is only a one-time permission which allows parent to come up and update their list with the center. Any changes in the pickup list must be in parent's handwriting and signed. Any person in the parents' pickup list must present the State of Georgia or other acceptable Identifications before a child is released. International Preparatory Academy can make copy of the identification card of the person picking up your child. This must be explained to the person picking up your child. Minors are not allowed to sign in, sign out or pick up any child from the center. If a child has both parents in the registration application at the time of enrollment, International Preparatory Academy cannot stop any one of the parents from picking up the child. Such orders must be backed up by legal documents which give one parent custody of the child. In those cases, only, International Preparatory Academy will not allow the unlawful parent to receive the child.

63. **PARENT DRESS CODE: Men:** Must be fully clothed (No pajamas). Must wear shirts and shoes, no exceptions. Pants must be pulled all the way up (No Sagging) where underwear is not exposed. **Women:** Must be fully clothed. No provocative dressing (too tight, too short where you are exposed in personal regions). Must Wear Shoes on Property at all times
64. **The School Uniforms:** Children are to wear the approved uniforms for ages 12mons and up. **For Boys:** Navy Blue Uniform Pants/Shorts, Red Polo Shirt with Patch/Emblem, socks & Oxford shoes are to be Navy, brown, black, or white only. **For Girls:** Custom Uniform Dresses (purchased through our school) w/Emblem or Patch, socks/tights, hair bows/ribbons & Mary Jane shoes are to be Navy, brown, black, or white only. **NO HAIR BEADS. Blazers are optional and must be Navy with patch.**
65. Jackets and Sweaters must be Navy Blue. **Tennis shoes are not allowed.** Any changing clothes for ages three and up must be the school uniform.
66. Parent must have control of their children when they are removed from their classrooms. No child will be allowed in the hallways or in other classrooms without their parent/guardian. **No parent/guardian should talk to a teacher with children for more than two minutes if further discussion is needed, please direct your concerns to the Director.** Any parent/guardian who talks disrespectfully or threatens a teacher in International Preparatory Academy property may be grounds for the child's dismissal from the center. No loitering or unauthorized meetings in International Preparatory Academy property will be tolerated. Persons that remain on school property without authorization will be requested to leave. Persons remaining after having been requested to leave will be prosecuted according to the Criminal Code of Georgia, Chapter 26-1503: Criminal Trespassing
67. **Parents acknowledge that it is their responsibility to keep child's records current** to reflect any significant changes as they occur, e.g. telephone numbers, work location, emergency contacts, child's physician, child's health status, any special parental legal rights in cases of divorce, separation or custody, infant feeding plans and immunization records and any other relevant changes the center is supposed to be aware of. That International Preparatory Academy cannot be held responsible for anything that may happen to my child because of complete or false information provided to the Center. Also, the center will not be held responsible for any parent or child's belongings, or items misplaced, damaged or stolen.

68. **All enrollment forms must be filled out completely with no blank spaces. Write NA in the space if the question does not apply to this child. The application must be signed before your child is accepted into our program.** These forms include Medical History with Emergency name and numbers, Doctors name and telephone number and address. Provide additional information regarding your child's health if the forms do not cover such.
69. Each child is allowed one week vacation each calendar year free. This means that the one-half tuition fee does not apply during that vacation week. To qualify for this vacation, your child must have attended International Preparatory Academy for ONE FULL YEAR uninterrupted. Vacation form request must be completed by the parents at least one week prior to the vacation week. Unused vacation week cannot be carried over to the following year. The vacation week cannot be substituted for tuition if not used. If a child attends International Preparatory Academy during the vacation week, the half fee policy will apply for that week.
70. A referral fee of \$50 per family will be paid to a parent in tuition credit for referring a parent who registered their child/ren in International Preparatory Academy School. To qualify for this tuition credit, the referred parent child/ren must attend International Preparatory Academy not less than 4 weeks uninterrupted.
71. Parents have the right to visit the center, to see their child/ren or to inspect the following: The License, Copy of the Rules, Evaluation Report, Communicable Disease Chart, Statement of Parental access, names of person in charge, Current weekly Menu, Emergency Plans for Severe Weather and Fire, and statement for visitors, but must first check with the center Director or whoever is in Charge in the absence of the Director. Volunteers are welcome but must first present a copy of a satisfactory (Cogent) fingerprint from Bright from the Start. the Fee for this is\$48.25 and can be done online, see the Director if you need assistance with this.
- 64(B) Any person (including the parent) picking up an International Preparatory Academy Student that management suspects are under the influence of any drugs/alcohol will be rejected from pickup and the child will remain in the center until another authorized person is able to come. Please be advised that even in this situation parent will still be held accountable for policy __. If parent refutes this policy, International Preparatory Academy reserves the right to contact the Police for suspected child endangerment
72. International Preparatory Academy will not release any personal information to anyone without a written permission from the parent except when health and emergency situations warrants the release of such information to save the child's life. All tax and accounting related information and payment statements will not be released to a parent who has an outstanding balance. All tax related documentation and information must be signed by the parent who made the tuition payments. No tax information will be handled over the phone. All final account payoffs must be in cash, money order bank cashier's check or bank debit card only. No personal check or credit card will be accepted at any time as a final pay off method.
73. The Center will be closed on the following holidays: New Year's Day, Martin Luther King Birthday, Memorial Day, July4orIndependenceDay, Good Friday, Thanksgiving Day, the Friday after Thanksgiving, Labor Day, Christmas Day and the Day after Christmas. The Center may elect to close earlier in cases of Thanksgiving, Christmas and New Year days and Annual School Programs (Black History & Graduation). The Center may also elect to close earlier or all day any day due to bad weather or due to schools' closings and or holidays or if the center is not accessible.

The Nearest Hospital:
Emory Decatur Hospital
2701 N Decatur Rd,
Decatur, GA 30033
Phone: [\(404\) 501-1000](tel:4045011000)

If a rescue vehicle is called and/or used the hospital will vary depending on the injury and if any hospital is on alert.

□ **TRANSITIONS**

74. International Preparatory Academy believes that your child's transition in childcare should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet with your child's peers and teachers, and communicate any anticipated concerns. At this time, please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Children are transitioned to the next program based on age, developmental readiness, state licensing requirements, and space availability. During the transition, current and future teachers will meet with you to propose a plan to introduce your child into the new program.

Transition to elementary school

Transition activities such as a field trip to a local elementary school, creating a mural of special friends and special times at our center will be part of your child's education at our center. We hold a *Transition to Kindergarten Meeting* Annually in April where we provide you with information on local schools, what to expect, and ideas on how to talk to your child about going to elementary school.

Transition for before/after school care

Children who are of school age may continue with before/after school care at our center. The center will provide staff to ensure that your child arrives at the bus stop for pick up (before school) and drop off (after school) in a timely manner. The Supplemental Enrollment Form must be completed and on file with the center to be eligible for this service.

Activities that our Early Childhood Center does to help children and families navigate necessary transitions.

- DECAL Kindergarten Transition <http://dec.al.ga.gov/Prek/TransitionToKindergarten.aspx>

□ **EMERGENCY SITUATIONS**

75. Protection of children in the event of: Severe weather, Fire, Physical plant problems, such as a power failure, that affects climate control or structural damages, and Emergency plans have been developed and are posted for parent viewing.
76. The alternate site for emergency evacuation from International Preparatory Academy is: **Toney Elementary School, 2701 Oakland Terrace, Decatur, GA 30032.** Transportation of the children will be on school buses and vans and teacher's personal vehicles. Parents will be notified of the move and as to why. There will be No Smoking while children are present.

□ **CONTRACT TERMINATION**

77. Upon failure of parent(s) to pay according to the terms of this contract, INTERNATIONAL PREPARATORY ACADEMY SCHOOL, has the option for the entire unpaid balance to become payable immediately. In the event a suit is initiated to collect monies due on this contract, parent(s) agree to pay attorney's fees and other costs occurred by INTERNATIONAL PREPARATORY ACADEMY or its assignee. Venue shall lie in the county where this contract is executed by parent(s).
78. That International Preparatory Academy reserves the right to terminate this contract without formal notice if: Parent or guardian should disregard to OBSERVE these policies. If a child should become disruptive or uncontrollable and the parent is not cooperating with the center to help the child. And if the parent disregards to attend center requested conferences, or if there is no behavior improvement after parent conferences, or if suspension was not effective. International Preparatory Academy reserves the right to amend this contract from time to time or as deemed necessary. All amendments will be posted and become binding to previously signed contracts.
79. FORCE NATURE: INTERNATIONAL PREPARATORY ACADEMY shall not be liable for failure to provide service if this is caused by strike, war, fire, flood, accident, or any act of God. In such case, INTERNATIONAL PREPARATORY ACADEMY may change hours of operation for all payments received or credit a pro-rata amount to the parent(s). INTERNATIONAL PREPARATORY ACADEMY has discretion in this matter.



Policy Acknowledgement Form

Parent Acknowledgement of School {Policies & Procedures}

I the undersigned hereby acknowledge that I/WE have read and understand the Parent Policy/Contract of International Preparatory Academy and have not relied on any statement or promise other than contained in the contract and acknowledge receiving a copy of the contract.

Parent's Signature

Parent's Full Name (Print)

Date

Director's Signature

Date