



# Parent Handbook

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

### **Friendly Hills Location**

10B Friendly Hills Dr  
Decatur, GA 30035  
770-981-1115

### **Glenvalley Location**

2541 Glenvalley Dr.  
Decatur, GA 30032  
404-289-866

### **Snapfinger Location**

4138 Snapfinger Woods Dr  
Decatur, GA 30035  
404-288-7992

### **Website:**

<https://internationalpreparatory.com/>

**Email:** [intlprepacademy@gmail.com](mailto:intlprepacademy@gmail.com)

### **Follow us on Social Media:**



@InternationalPreparatory



InternationalPrep



IntlPrepAcademy

# International Preparatory Academy Parent Handbook

## ABOUT US

International Preparatory Academy offers quality-rated childcare services and an advanced hands-on curriculum designed for children ages 6 weeks to 13 years in Decatur, Atlanta, Scottsdale, and North Decatur, GA. International Preparatory Academy has been servicing scholars for over 25 years. We offer Infant Care, Private Nursery & Preschool classes, GA Lottery-Funded Pre-K, After-School Program, Summer Camp and Virtual Learning. We are staffed by professionals trained in early learning programs & curricula and provide quality education while incorporating the arts through foreign language, music, martial arts and dance.

## DISCLAIMER:

International Preparatory Academy is a private educational and childcare provider. We enforce 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 an incorrect 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 the International Preparatory Academy has a trained staff member to provide the special service, he/she will be declined.

## ➔ HOURS OF OPERATION:

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

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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. (See Your Center for Operating Hours).
  - ☐ Monday through Friday, January to December accepting children from 6 weeks to 13 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.

## BEFORE YOU START:

### 3. REGISTRATION/TUITION FEES PAID:

Annual Registration Fee and Weekly Tuition Fee(s) are Due BEFORE the week of Care begins. See section on Tuition and Payments in this handbook.

**3(A) 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(B) 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-12months only)

### 4. UNIFORMS: ***Uniforms are Purchased through our school except for shoes.***

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 12 months and up.

- ☐ **For Boys:** Navy Blue Uniform Pants/Shorts, Red Polo Shirt with Patch/Emblem Purchased from the School, navy blue, black or white socks & Oxford shoes are to be Navy.
- ☐ **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, or black only.
- ☐ **NO HAIR BEADS.** Blazers/Cardigans are optional and must be Navy with patch. Children's coats/jackets are to be Navy Blue or Black. ***See Dress Code Policy # 62***

### 5. CURRICULUM: **Textbooks (Private Classes Only):** Our Private 2 year olds through 4 year olds work out of Abeka Textbooks daily as part of their curriculum. See Section on programs & curriculums in this handbook for more information.

- ☐ The Annual Cost for Textbooks are:
  - o 2yr old books = \$50
  - o 3yr old books = \$95
  - o 4yr old Books = \$125

## CENTER CLOSINGS AND EARLY RELEASES:

6. **School Calendar:** All 3 Center Locations operate on the Dekalb County School Calendar. **All Closings in Dekalb County School District whether PLANNED OR UNPLANNED will be followed by International Preparatory Academy**, except for Spring Break Week, Thanksgiving and Christmas. See your center's calendar for more details.
  - ☐ If your child attends ANY International Preparatory School, but his/her **Public School is NOT in Dekalb County** you will need to make other arrangements for Care and/or Transportation during Dekalb County Closing Days.
7. **Closings:** The Center will be closed on the following holidays: New Year's Day, Martin Luther King Birthday, Memorial Day, July 4th/Independence Day, Good Friday, Thanksgiving Day, the Friday after Thanksgiving, Labor Day, Christmas Day, and the Day after Christmas.
8. **Early Releases:** 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.

## TUITION AND PAYMENTS:

### FEES AND PAYMENTS:

9. The fee for the selected care will be \$ due on Sunday and Mondays. Mondays at 6pm a late fee will occur. We DO NOT accept Cash or Checks. That there will be a \$ 25.00 late fee after 6pm Monday of each week on **ANY OUTSTANDING BALANCE**. Our system will automatically bill all accounts with any outstanding balance a \$25.00 late charge and no child will be allowed in the center on Tuesday without payment being made for the week.
10. Curriculum and Books: The A-Beka books are important part of our program and must be paid in full as part of this registration. This cost is per year and is added to your registration fee.
11. **No child will be considered registered until all associated registration requirements such as** (1) Completed Registration Form-Empty Spaces in Registration Form(s) Will not be Accepted (2) Birth certificate (3) Social Security Card (4) Immunization certificate (5) All other forms needed for GA Pre-K Eligibility **(6) 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.
  - ☐ Each child must re-register each year beginning in March or April.
12. **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.

*(Note: Our license requires us to turn a child to the local police department and report the incident to DFACS. All this can be avoided if you pick up your child by 7:00 P.M.).*
13. **Children cannot be in daycare longer than 10 hours per day. This is a DFACS Regulation.**
  - ☐ Reasoning Behind 10hrs: This gives the parent an opportunity to transport to/from work for 1 hour each way and the child spend no more 8hrs in daycare. Longer than this is considered neglect to child's welfare and is reportable by the facility.
  - ☐ Parent(s) will need to have additional pickup resources available to prevent violations to this policy.
14. International Preparatory Academy can only accept payments online at [www.mybrightwheel.com](http://www.mybrightwheel.com). Please register with the email address that you gave the main office.

## TUITION AND PAYMENTS CONTINUED:

### ATTENDANCE & FEES:

15. 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 Public School After School students.
16. If the center is closed for a week due to bad weather or holidays, and or a combination of both, the half fee policy will also apply.
17. Your child can attend the center on a teacher workday, provided the center director is notified prior to that day.
18. 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

19. **Transportation is NOT a part of your Contract with the CAPS Program.** CAPS does not cover the cost, nor does it provide your child/ren the benefit of Our Transportation Service.
20. This cost is separate from your weekly parent portion of tuition. The cost is **\$12.50 ONE-WAY Per CHILD.** Please see the section on Transportation for further information about this policy.
21. All CAPS account holders will be responsible for their parent portion of tuition for the week.
22. AN IMPORTANT CLAUSE IN THE C.A.P.S. CONTRACT STATES THAT **YOUR CHILD MUST ATTEND THE CENTER PROGRAM AT LEAST ONE DAY IN THE WEEK** BEFORE THE VENDOR CAN BE PAID.
23. 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 the International Preparatory Academy School.
24. 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.

## TUITION AND PAYMENTS CONTINUED:

25. 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./TANIF PROGRAMS.
26. Before your child is withdrawn from the center, the International Preparatory Academy requires **A TWO WEEKS' NOTICE**. The 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.
27. **All after school program tuition is adjusted up to summer rate each school system goes on a more than two days'** 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.
28. **FIELD TRIPS AND EXTRA-CURRICULAR ACTIVITIES:** Children with outstanding balance will not be allowed to pay for field trips. No money can be received after the payment deadline and field trip payments are not refundable.
29. **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).
30. 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.
31. **FREE WEEK:** Each child is allowed a 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.
32. **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.

## CENTER TRANSPORTATION:

### TRANSPORTATION SCHOOL/HOME/FIELDTRIPS

33. Transportation forms and contracts must be completed before any child is transported.
34. Transportation is provided from local public schools to the center at no extra cost to parents. If transportation from home to the center and from the center to home is provided, there is an extra fee for this service (\$12.50 One-Way per child). Families with more than one child riding will have a discount of 10% off the total cost. Any time the center repeats a trip, the parent will be charged an additional \$10.
35. Transportation Service will ONLY be provided if payment is received BEFORE the week of service.
36. The CAPS Program does not fund nor has anything to do with the transportation service provided by the International Preparatory Academy. This is an at-cost service the center provides for parents to students.
37. No child can participate in home transportation unless enrolled in the After-Care Program.
38. 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.
39. **IMMEDIATE SUSPENSION:** International Preparatory Academy has a zero tolerance for any child who disrespects the bus rules. If a child should fight/Bully another child in the bus, take off seatbelt, stand, yelling, fighting, or any other action creating an unsafe environment for themselves, or others will trigger an automatic suspension **the first time, for a minimum of 3 days** and not return 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. **and the second time** the child cannot ride the bus for the remainder of the school year. See Policy for additional regulations regarding this issue.
40. **FIELD TRIPS:** Parents MUST SIGN & DATE a permission slip for their child to be able to participate in Field Trips.
41. Summer Trips: A Camp Shirt is MANDATORY for ALL SUMMER TRIPS
42. **FIELD TRIPS:** 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 to make sure the event runs smooth and safe for the whole group.
43. **BEHAVIOR ON TRIPS:** 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.
44. Unless the field trip form indicates a sack of lunch, no sack of lunch will be accepted.

## FOR THE HEALTH OF YOUR CHILD:

### Immunizations

45. Immunizations are MANDATORY and MUST be on a 3231 GA Form issued according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, [www.aap.org](http://www.aap.org). Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.
46. In accordance with state guidelines, 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.

### Daily Health Check

47. We conduct a health check, as soon as possible, when each child enters the center each day. We look for skin rashes, elevated temperatures, itchy scalps, lethargy, and changes from usual behavior. These are quick checks to protect the well-being of all children in the program. Please understand these are not physicals and do not substitute for proper routine pediatric care. **SICK CHILDREN WILL NOT BE ACCEPTED IN THE CENTER.**

### Illness Allergy

#### Prevention

48. Families are expected to notify us regarding children's food and environmental allergies.
49. Families of children with diagnosed allergies are required to provide us a letter detailing the child's symptoms, reactions, treatments, and care.
50. A list of the children's allergies will be posted in the main area and kitchen.

### Medications

51. All medications should be handed to a staff member with specific instructions for administration. Medications should never be left in the child's cubby or with the child to administer on their own.
52. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.
53. **Prescription medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. **All medications must be in the original container** (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage and time(s) to be administered for each medication.

## FOR THE HEALTH OF YOUR CHILD CONTINUED:

54. 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 the parent of the need to pick the child up or call 911.
55. **Non-prescription medications:** The over-the-counter medication must be left with the 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, you must make other arrangements to administer the other does yourself. We reserve 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 the 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.

## COMMUNICABLE DISEASES:

This is not an all-inclusive list. We will try to keep your child comfortable, but he/she will be excluded from all activities until you arrive. Communicable Diseases include but are not limited to the following:

- ☐ Illness that prevents your child from participating in activities.
- ☐ Illness that results in greater need for care than we can provide.
- ☐ Illness that poses a risk of spreading harmful diseases to others.
- ☐ Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- ☐ Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet. - Until 24 hours after the diarrhea has stopped. Except Norovirus: until 48 hours after the diarrhea and/or vomiting has stopped.
- ☐ Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- ☐ Mouth sores caused by drooling. -
- ☐ Rash with fever, unless a physician has determined it is not a communicable disease.
- ☐ Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- ☐ Impetigo, until 24 hours after treatment.
- ☐ Strep throat, until 24 hours after treatment.
- ☐ Scabies, until 24 hours after treatment.
- ☐ Chickenpox, until all lesions have dried and crusted.
- ☐ Pertussis (Whooping Cough), until 5 days of antibiotics.
- ☐ Hepatitis A virus, until one week after immune globulin has been administered.
- ☐ Tuberculosis, until a health professional indicates the child is not infectious.
- ☐ Rubella, until 6 days after the rash appears.
- ☐ Mumps, until 5 days after onset of parotid gland swelling.
- ☐ Measles, until 4 days after onset of rash.
- ☐ Has a physician or other health professional written order that child be separated from other children.
- ☐ HAS ANY OTHER SYMPTOM INDICATED ON CENTER'S HEALTH REPORT TO PARENT.

## FOR THE HEALTH OF YOUR CHILD CONTINUED:

56. **STUDENT ILLNESS:** If any symptom is observed after child arrives in center, the parent will be notified to pick up the child and the teacher will report in Brightwheel. Upon Parent arrival child will NOT be able to return no less than 24hrs with a doctor's note stating the child is not contagious.
- ☐ Upon the child's return, if the center observes the child with same condition the center has a right to reject care until symptoms are completely gone REGARDLESS OF DOCTORS REPORT.
57. **COVID-19:** International Preparatory Academy will follow all Bright form the Start and CDC Guidelines and mandate d 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.
58. We reserve the right to deny entry to parents/vendors as a preventative measure in accordance with the CDC guidelines and Bright from the Start Rules and Regulations.
59. According to universal precautions on the new childcare rules, children SOILED OR WET clothing shall be stored in individual plastic bags WITHOUT RINSING.
60. I hereby authorize the International Preparatory Academy to provide changing clothes in cases of health and supervisory related reasons.
- ☐ If my child has no changing clothes. The cost will be billed to your account. To avoid this fee, please always keep a change of clothes with your child's teacher in case of an emergency.
61. **NO HAIR BEADS** of any type are allowed in the center for children 6 weeks to first grade because of health and safety related problems. Only public schools after school children are exempt from this rule. *See policy # 62 for more information on student attire.*
62. **PLAYGROUND:** 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.
- a. 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 THE HEALTH OF YOUR CHILD CONTINUED:

- 63. **NO STROLLERS/ CAR SEATS / DIAPER BAGS:** Due to health concerns, we cannot permit these items to be left in the building. For Hardship cases please see office for possible alternatives.
- 64. **BOTTLES/SIPPY CUPS:** For Infant Parents please bring your bottles in a large zip lock bag labeled with child's name & date (daily) and give them to the teacher and other items will go directly into your child's cubby.
- 65. **NO PERSONAL BLANKETS:** Provide a Beach Towel for each child 1 yrs. old and up. We will launder their towel weekly, and it will remain in the center; this is for health reasons.
- 66. **MEDICAL EMERGENCY:** If a 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.

### **The Nearest Hospital:**

#### **Emory Decatur Hospital**

2701 N Decatur Rd,  
Decatur, GA 30033

Phone: [\(404\) 501-1000](tel:4045011000)

## PROGRAMS AND CURRICULUMS:

### Meals and Snacks:

67. **BREAKFAST:** Monday - Friday, we serve a nutritious breakfast, afternoon lunch, and snack. The International Preparatory Academy will provide a nutritious breakfast (hot or cold), a complete lunch and snacks for all children. Children wishing to have breakfast must be in the breakfast room before 8:00A.M. NO BREAKFAST WILL BE SERVED AFTER 8:15 A.M.
68. **NO OUTSIDE FOOD UNLESS AUTHORIZED BY MANAGEMENT**. Children can eat outside (sourced) food in the parents' vehicle or on the way to school. Student will still be subject to tardiness policy will be counted after 8am
- ☐ No candy, gum, or snacks 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.
69. **CELEBRATIONS:** Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.
70. **Food Brought into the center for Celebrations can only be store bought.** We cannot accept food prepared from home.
71. Latex balloons are not allowed in the building; they pose health problems when deflated. Candles are not permitted because they serve as a fire safety issue to the students in the center.
72. **FOOD ALLERGIES:** If a child has food restrictions, parents may bring food from home provided a doctor's signed statement authorizing food restrictions is present at the center. A list of the children's allergies will be posted in the main area and kitchen. *See the Allergies section of this handbook for more information.*
73. **INFANT FEEDING PLAN:** 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.
74. 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.

## ROUTINES & HABITS:

75. **DAILY SCHEDULES:** 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.
76. **POTTY TRAINING:** Children 18 months through 2 years old need to have on Velcro Pull-Ups that can detach and re-attach for potty training.

## PROGRAMS AND CURRICULUMS CONTINUED:

- ☐ Once your child is ready to move on to underwear, we will advise you to bring underwear in as well and begin to mirror the same potty-Training Steps we do at school.
77. **TARDINESS: IN PRIVATE CLASSES:** 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 and a teacher-conference will be conducted to get to the issue of the tardiness.
  - ☐ If the child is tardy four times in the second 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 medical office the child visited.
78. **TARDINESS IN GA Pre-K CLASSES:** All students from GA Pre-K are expected to be in class by 7:30 A.M. After 7:30 A.M. any child coming into the class is considered tardy.
- ☐ If a child is tardy TWO times in a month, the parent will be notified in writing and a teacher-conference will be conducted to get to the issue of the tardiness.
  - ☐ If the child is tardy TWO times in the second 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 the address and telephone number of the medical office the child visited.

## PROGRAMS AND CURRICULUMS CONTINUED:

### BEHAVIOR:

#### 79. **KISS & GO DROP-OFF:** Helping Your Child Through Tough Drop-Offs

Here are some tactics to make drop-offs easier and tear-free, for everyone.

- a. Begin prepping your children the minute they get buckled into their car seats. Talk about the expectations of the morning drop-off including the drop-off process, the routine at school and when you would be back to pick them up right after snack time.
- b. Don't stick around at drop-offs; make the process loving but brief. Don't linger around to comfort your child or help them through tears or a full-blown tantrum. Lean on the teachers and caregivers who can continue to comfort your child. *It's hard to leave your upset child, but by sticking around, you're sending them mixed messages that this behavior is ok and you have the time to spend making sure they've settled in.*
- c. Explain that it's time for you to go, you'll see them later and that you love them. Give them one final hug and kiss and if your child begins to cry or cling to you, resist the urge to hold them until they calm down. Let the teachers hold them while you exit and maybe wave to them from the window for one last goodbye.
- d. It's tempting to give them extra love and comfort when they're distraught but remember, this sends mixed signals to them.

#### 80. 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.

#### 81. 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.

## PROGRAMS AND CURRICULUMS CONTINUED:

82. **CLASSROOM MANAGEMENT:** 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, Re-Direct, Problem-Solve give present and future strategies on ways to calm and work through anger/frustration, etc. if further action is necessary, the teacher may need to remove the child from the area or classroom completely.

- ☐ The teacher will complete the **CLASS DISRUPTIVE REPORT**. At this time the Director will also talk to the child and the 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 THREE (3) **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 suspended or 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.

83. **STUDENT SUSPENSION:** If a child's behavior includes but is not limited to: endangering his/her own safety or that of others, use of Profanity to another child or staff member, Fighting, Bullying, destruction of school property, etc.. He/she will be suspended immediately without warning. An authorized person in the child's registration t will have to come pick up the child.

- ☐ Student Suspensions can range from 1 day to 30 days or Termination of Care.

84. **NO TOYS:** 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.

85. **MEDIA RELEASE:** 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.

## **PARENTS AND FAMILIES**

### **Right of Parents**

86. 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.
87. Volunteers are welcome but must first present a copy of a satisfactory (Cogent) fingerprint from Bright from the Start. the Fee for this is \$51.00 and can be done online, see the Director if you need assistance with this.
88. **BREASTFEEDING**: 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.

### **STRENGTHENING FAMILY CONNECTION**

89. International Preparatory Academy School participates in Strengthening Families, which is an approach to preventing child abuse. Our program incorporates strategies that build 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. The 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)**

90. 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.
91. 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.
92. **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 the center Director. The Director will then schedule meetings as necessary with appropriate parties to

## **PARENTS AND FAMILIES CONTINUED**

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.

93. **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 emails, center postings, newsletters and calendars, etc.
94. International Preparatory Academy 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.
95. **Our Ongoing Family Communication & Family Partnership Efforts**
  - a. 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.
  - b. Bulletin Boards. Located throughout the center, bulletin boards provide center news, upcoming events, faculty changes, holiday closing dates, announcements, etc.
  - c. Newsletters. Monthly newsletters provide classroom news, events, announcements, etc. These newsletters are available at the sign-in/sign-out desk for your taking.
  - d. 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.
  - e. Online Resources: We send out quarterly online/virtual learning activities for families to complete and enjoy.
  - f. 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.
  - g. 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.

## **PARENTS AND FAMILIES CONTINUED**

### **PARENT RESPONSIBILITY:**

96. This is a smoke/vape free zone indoors and outside the property.
97. **SIGNING IN/OUT:** It is the responsibility of the person dropping off/picking up to sign In/Out on Brightwheel; DAILY.
98. **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.
99. **ESCORTING YOUR CHILD:** 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.
100. 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 if 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
101. **One-time change of Pickup:** Emailing an authorization request will not be accepted if items requested by International Preparatory Academy into be included in the e-mail are missing. Requested items will include a 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 a 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.*

## **PARENTS AND FAMILIES CONTINUED**

### **PARENT RESPONSIBILITY CONTINUED:**

102. **Refusing a Parental Pick-up:** 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.
103. **PARENT DRESS CODE:** **Men:** Must be fully clothed (No pajamas/Robes). Must wear shirts and shoes, no exceptions. Pants must be pulled all the way up (No Sagging) where underwear is not exposed. Hoods cannot be on head when wearing hoodies while entering the building. **Women:** Must be fully clothed. (No pajamas/Robes). No provocative dressing (too tight, too short where you are exposed in personal regions). Must wear shoes on Property at all times. No Hair Bonnets.
104. **CHILD DRESS CODE The School Uniforms:** Children are to wear the approved uniforms for ages 12mons and up. **We have the right to refuse service to any child not in proper School**. Children not in uniform will be turned around at the door. If a child is discovered with a uniform violation after initial drop off that child's parent will receive a written warning of uniform violation and if child returns again out of uniform, the child will have a one-week suspension.
- a. **For Boys:** Navy Blue Uniform Pants/Shorts, Red Polo Shirt with Patch/Emblem purchased through our school., socks ( navy, white or black) & Oxford shoes are to be Navy or black. **No Tennis Shoes Allowed.**
  - b. **For Girls:** Custom Uniform Dresses (purchased through our school) w/Emblem or Patch, socks/tights (No Leggings), & Mary Jane shoes are to be Navy, or black only **No Tennis Shoes Allowed.**
  - c. **NO HAIR BEADS.** Hair bows/ribbons can be worn that are the colors of the uniform only.
  - d. **Blazers / Cardigans** are Navy Blue with Child's Name and patch are Optional and can be purchased from the school.
  - e. **Children's Coats and Jackets:** Must be Navy Blue
  - f. **Extra Clothes:** Your Child's Changing clothes must be school Uniform.

## **PARENTS AND FAMILIES CONTINUED**

### **PARENT RESPONSIBILITY:**

105. **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.
106. **OPEN-DOOR POLICY:** 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.
107. **VOLUNTEERS** are welcome but must first present a copy of a satisfactory (Cogent) fingerprint from Brightwheel from the Start. The Fee for this is \$51.00 and can be done online, see the Director if you need assistance with this.
108. **PICKING UP UNDER THE INFLUENCE:** 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 parents will still be held accountable for policy. If parents refute this policy, International Preparatory Academy reserves the right to contact the Police for suspected child endangerment.
109. **RELEASE OF PERSONAL INFORMATION:** 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.
110. **CELL PHONE USAGE:** The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

## **PARENTS AND FAMILIES CONTINUED**

### **TRANSITIONS**

111. 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**

112. 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.

113. The alternate site for emergency evacuation from International Preparatory Academy is: Glenvalley Location: Toney **Elementary School, 2701 Oakland Terrace, Decatur, GA 30032.** For Snapfinger and Friendly Hills Location: Camby Lane Elementary: 4150 Green Hawk Trail, Decatur, GA 30035. Transportation of the children will be on school buses and vans and teachers' personal vehicles. Parents will be notified of the move and as to why.
114. If a rescue vehicle is called and/or used the hospital will vary depending on the injury and if any hospital is on alert.

## **CONTRACT TERMINATION**

115. 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).
116. 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. The 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 on previously signed contracts.
117. **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

