



BUCKHEAD PREPARATORY PRESCHOOL, LLC

POLICY AND PROCEDURES 2009 - 2010

A handbook for parents

Buckhead Preparatory Preschool
@ Northwest Presbyterian Church
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Buckhead Preparatory Preschool, LLC admits students of any race, color, gender, religion, sexual orientation, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Buckhead Preparatory does not discriminate on the basis of race, color, gender, religion, sexual orientation, and national or ethnic origin in administration of its employment practices, educational policies, admission policies, scholarship and loan programs, or other school administered programs.

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Buckhead Preparatory was established in Atlanta in 2006 as a private, co-educational school for children from two years through six years of age. The toddler program has since been added for children from 18 months – 2 ½ years. Our children represent many cultural, economic, and educational backgrounds. The common element among parents is their interest in providing their children with a high-quality education based on a firm grounding in basic skills.

The Buckhead Prep Mission

The Buckhead Prep learning programs are designed with your child in mind. Our curriculum combines interactive learning, dedicated teachers, and your child's natural curiosity. The unique personality and learning style of your child is incorporated into a customized experience that makes learning fun.

Our mission is to provide children with a firm grounding in basic skills so that they are prepared for success in both school and life.

General Admissions Information

Buckhead Preparatory accepts children between the ages of 18 months and 6 years. All children in the lower and upper primary classes must be potty trained. Children will be considered for our program after a consultation between the Director and parents and after an informal interview between the Director and child if deemed necessary.

Because of our individualized program, children may be phased into the classroom anytime during the school year, if space is available. There is a two-week trial period for each newly enrolled child. This allows us time to evaluate the child's readiness for our program. It is our desire that your child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of any child who is found by the staff to not yet be ready for the program.

ALL CHILDREN MUST HAVE A STUDENT APPLICATION AND ENROLLMENT AGREEMENT, STUDENT RELEASE AUTHORIZATION, EMERGENCY MEDICAL FORM AND PARENTAL AGREEMENT FORM ON FILE IN ORDER TO COMPLETE THEIR SCHOOL REGISTRATION.

2009-2010 Academic Term: August 31, 2009 – May 28, 2010

Morning Class Schedule:

Toddler Class	8:30 a.m. – 12:00 noon, various days
Lower Primary & Half-day	8:30 – 12:30, Monday – Friday
Upper Primary Full-day	8:30 – 2:30, Monday - Friday

2009-2010 Academic Calendar

Date	Event/Holiday
2009	
August 17	Fall Semester Begins for Upper Primary Students 12:30 dismissal for all students
August 27	Student Open House and Parent Coffee 10 a.m.
August 31	Fall Semester Begins for Lower Primary and Toddler Students Full-Day Upper Primary Students begin 2:30 dismissal
September 7	Labor Day - School Closed
September 28	Teacher Workday - School Closed
October 12	Fall Holiday - School Closed
November 23-27	Thanksgiving Break - School Closed
December 18	Semester Break Begins at 11:30 AM for all classes
2010	
January 1	New Year's Day - School Closed
January 4	Teacher Work Day - No Classes
Tuesday, January 5	Second Semester Begins
January 18	MLK Holiday - School Closed
February 15	Presidents' Day Holiday - School Closed
March 8-12*	Spring Break - No Classes
April 2	Good Friday - School Closed
April 5	Teacher Workday – School Closed
May 28	Last Day of School – Classes Dismiss at 11:30 AM

Parental Responsibilities

Parents are responsible for supplying and maintaining accurate information on all required forms prior to their child's admission. Forms include such items as enrollment agreement, parental acknowledgement, student release form, and emergency medical authorization.

Parents must also acknowledge that when the parents - or persons authorized by the parents - pick up or drop off their child at the school, they will not allow their child to enter or leave the school without being escorted by a parent or teacher.

Parents are also responsible for keeping the school advised as changes occur in any information previously provided (phone numbers, work locations, emergency contacts, family physician, etc.).

Tuition and Fees

An application fee is required for all new enrollments. A registration fee is due upon application to Buckhead Prep for each term and is non-refundable. An equipment fee is due with the first tuition payment of each term.

Tuition is a term fee and may be paid annually or in semi-annual installments. All tuition payments are made in advance. The Fall Term annual or first tuition payment is due July 15, 2009 (or upon enrollment, if enrolled after August 1). The remaining payment is due on December 15, 2009.

Tuition payments may be mailed to **Buckhead Preparatory at 3147 Habersham Road NW, Atlanta, GA 30305**. A \$35.00 returned check fee will be charged to your account for any checks returned for "insufficient funds".

All children are considered enrolled for the entire term and no deduction in tuition or fees can be made for absence or vacation.

Transportation

Buckhead Prep does not provide transportation.

Arrival and Dismissal

It is imperative that arrival and dismissal times be closely adhered to. The time before class is vital for teacher preparation to ensure a smooth and productive day. We ask that students arrive no earlier than ten (10) minutes before the start of class. In addition, we ask that you pick up your child no later than 10 minutes after the end of class. *Promptness in a child's life is very important.* Children who arrive late and leave late may feel awkward and uncomfortable. A late pick-up fee will be imposed.

Upon arrival, children will be received under the porte cochere by a teacher or classroom assistant. Parents are asked to drive into the northernmost driveway on Northside Drive and drop their children off at the curb on the passenger's side of the car.

Because of our commitment to the safety and well being of the children, parents are asked to not enter the building during arrival while the teachers' focus is on the receiving the children and preparing them for the school day. Similarly, during dismissal, parents are asked to remain in their vehicles so dismissal time is expedited. Parents are, however, responsible for making sure their children are properly placed and buckled in their car seats. Please feel free to leave notes to teachers relevant to your child's day (play dates, different carpool, etc.). This helps teachers remember important information.

For your child's protection, we will not release him/her to anyone other than his/her parent in the absence of written or phone authorization. We are very strict about this point. Therefore, in order to avoid delays during dismissal, please follow these guidelines:

Do not send anyone (neighbor, housekeeper, etc.) to pick up your carpool children unless the school has received written permission from all parents involved. The teacher **cannot** leave the class to call carpool parents for authorization. Please be sure to notify us ahead of time if your child is to leave with someone different when going to that very important play date, dance recital, or birthday party. We do not want to have disappointed children, but **safety** must be our primary concern.

Late Pickup

A late pickup fee of \$10 will be charged whenever children are picked up fifteen minutes or more after the end of their class session. An additional \$5 will be charged for each additional ten minute increment.

Class Placement

Our goal is to place your child in an environment most suitable for them. Therefore, we retain the right to change your child's teacher or class placement at any time throughout the year; though generally, these changes take place during the first few weeks of school. Children entering Intermediate Primary **must be potty trained**. Potty trained is defined as two weeks without accidents. If your child has two or more accidents within the first month of school, he will be placed in Lower Primary regardless of age. Based on potty trained status and "readiness", we will re-evaluate your child's position at the first of the year.

Discipline/Guidance Techniques

It is our policy to help the children acquire self-discipline. We believe if children are constructively occupied doing interesting and challenging activities, children will generally not have discipline problems in class. We feel that if children understand the rules and know the expected behavior, they will generally choose to behave. Therefore, expected behavior is geared to the child's age, and limits or rules are developmentally appropriate and understandable to the children to whom they apply.

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. The methods of discipline used in class include distraction, brief verbal command, or time-out within the classroom (generally to sit beside a teacher).

Children's Health and Safety

For the health of all the children and staff, a child shall not be accepted nor allowed to remain at the school if the child has the equivalent of a one hundred one (101) degrees Fahrenheit or higher oral temperature and other contagious symptoms, such as but not limited to, **rash (until diagnosed and determined to be non-contagious), cough, discharge of discolored or profuse amounts of mucous from the nose, diarrhea, vomiting, sore throat, eye inflammation (conjunctivitis or "pinkeye")**. When a child shows symptoms of illness during the day, the child will be moved to a quiet area away from other children where the child will be supervised and provided the necessary attention until such time as the child leaves the school or is able to return to his/her group.

When professional medical attention is required - or when a child experiences symptoms of moderate discomfort such as elevated temperature, vomiting or diarrhea - parents will be immediately notified.

If your child has been exposed to a communicable disease, a notice will be posted by the front door and a notice will be placed in each child's cubby within twenty-four (24) hours from the time we become aware of the illness. When professional medical attention is not required (when a child experiences symptoms of less than moderate discomfort, or when a child experiences an adverse reaction to prescribed medication which does not constitute moderate discomfort) the parents will be notified by the end of the day.

Medical Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file at the school are consulted immediately, and his/her parents are called. When a medical emergency arises involving a child, the school staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child. If necessary, the child will be transported by emergency medical persons to Children's Hospital of Atlanta's Emergency Room. The consent statement that the parent signs will accompany the child so that treatment can be given immediately in the absence of the parent. It is **IMPERATIVE** that you keep the emergency contact information up-to-date.

Medication

No medications will be given to students given the brief length of the school day. Parents are asked to make arrangements for medication to be administered at home.

Emergency Closings/Severe Weather

During a period of emergency, the Director shall have the authority to close school, shorten the school day, and to institute other necessary measures to ensure the safety and welfare of the students and personnel.

Emergency plans for severe weather, fire, and physical plant problems have been developed.

School closures will be the same as announced by the Fulton County School System for emergency/weather conditions. The school will also notify parents via e-mail, website, and "Twitter."

Loss of Water or Power

In the case of a loss of water or electrical power during the school day, the appropriate companies will be notified (GA Power or Water and Light). If the problem cannot be rectified within the hour, parents will be called to pick up their child/ren. School will resume once the utilities have been restored.

Fire Drills

Fire drills will be held regularly for the safety of your children.

Attendance

Parents are asked to notify the school when a child will be absent for more than two days. Children in Kindergarten and First Grade who miss more than 20 days in the school year (including excused absences) will not be promoted to the next grade. For these children, three tardies of one hour or more will be considered an absence.

Clothing

Clothing should be washable and comfortable. It should also be easy for the child to manage for himself in the restroom. Sneakers or rubber-soled shoes are recommended. Flip-Flops or other open-heeled shoes are not permitted because they may pose a tripping hazard and are a deterrent to active participation in some aspects of school activity. Children will not be permitted to wear any hazardous items around their necks or attached to their clothing.

Children are not allowed to wear costumes to school except on designated days. Please keep all masks, wands, swords, etc. at home.

All children are required to maintain a complete change of clothing at school. Please place these items in a plastic zip-lock bag and label the bag with your child's name. **Please label all items of clothing including accessories.** A lost-and-found bin can be found to the right of the main entrance.

School Equipment

Please return any items found at home that belong to the school. Much of our equipment is very expensive and can take months to replace.

Snack & Lunch Program

Snack

Each student will bring his own individual morning snack in a paper bag clearly labeled with his name. Snack should consist of milk or 100% fruit juice plus one other nutritious item (no dessert). Cereal, goldfish, pretzels, ½ - ¼ bagel with cream cheese, or graham crackers with peanut butter are all good choices for snacks.

Please pack two paper napkins (one for use as a place mat and one for wiping fingers). Please do not over-pack snacks. The children should be able to finish their snack in ten minutes and not spoil their appetite for lunch.

Lunch

Each student will provide his own lunch – packed separately from his snack for easy retrieval. Lunch should contain two napkins and a drink. It is recommended that an insulated container is used. Please note that we do have access to a microwave, so feel free to pack items to be heated.

****PLEASE AVOID THE FOLLOWING ITEMS:** Avoid food containing a lot of salt, food coloring, chemicals, sugar, preservatives or trans fats. Also avoid food that may pose a choking hazard for small children such as celery, carrots, popcorn, and nuts. Hotdogs and grapes should be cut lengthwise to lessen the choking hazard. Please do not allow children to bring chewing gum to school. They will not be permitted to chew it.

Cubby

A cubby is assigned to each child for storing personal items and completed work.

Newsletters

A copy of all newsletters will be distributed in carpool and are also available on the website.

Art

Art projects are made with adult supervision. Many of our art projects may pose a choking hazard to young children if handled independently. Please be aware that buttons, stuffing, pom-poms, small pieces of paper, felt, etc., can all pose choking hazards. Projects should therefore generally be displayed out of the reach of young children.

Birthdays

In celebration of students' birthdays, children are encouraged to present their class with a hardback book for the classroom library. This helps the children to learn the value and pleasure of giving as well as receiving, and the entire class benefits from an enhanced literature program. Parents wishing to participate in this tradition should consult our Library Wish List. Books donated for our Birthday Library should be inscribed with your child's name and birthday.

Children generally enjoy having a special birthday snack at school. We recommend a special cookie treat. Cupcakes can be quite messy, and often get thrown away after the icing is licked off.

On your child's birthday (or the day you choose to celebrate his/her birthday if s/he has a summer birthday), please send to school a "one sentence a year biography." Please include a picture for each year of your child's life. We would like to keep this biography for several days to share with the class. This allows us to celebrate your child's life on his/her birthday and helps the child to develop a sense of identity and a growing awareness of time.

If you are planning a party for your child, please do not hand out invitations at school unless all his/her classmates are invited. Likewise, if your child is attending a party after school, please do not send gifts to school with your child. In the past, we have found that these situations can create hurt feelings and sad children. When only a few classmates are invited, it is more appropriate to mail invitations and plan weekend parties.

Field Trips

During the course of the year, an occasional field trip may be scheduled in order to enrich our students learning experiences. **Working out transportation for field trips is the responsibility of parents.** Carpooling is recommended.

Pictures

Pictures of our students will occasionally be taken by our staff or parents for our scrapbook, web page, and other school related publications. **Written notification on the signed handbook page is necessary if you do not wish for your child’s picture to be included in any of these mediums. (Names of students will not be printed in reference to any picture.)**

Parent Participation

Each parent is a vital part of the school organization as a whole. If you have time to volunteer or a service you can donate to the school, please let us know.

Classroom Participation

Parents who have a talent, career, or hobby that they think would be interesting to the children are encouraged to make arrangements with me to set up a time to share this information with the children.

Parent Acknowledgment

I have read Buckhead Preparatory’s Handbook for Parents and agree to abide by all policies and procedures.

Child’s Name _____

Parent/Guardian Signature _____ Date _____



Buckhead Preparatory School

Emergency Medical Authorization

Should _____, _____ suffer an injury or illness while in the care of
Name of Child Date of Birth

Buckhead Preparatory, LLC, and the facility is unable to contact me immediately, the responsible person at Buckhead Preparatory shall be authorized to secure such medical attention and care for the child as may be necessary. I (we) agree to keep Buckhead Prep informed of change of telephone numbers, etc. where I can be reached.

Buckhead Prep agrees to keep me informed an any incidents requiring professional medical attention involving my child.

Child's primary source of health care is:

Physician's Name _____ Phone _____

Hospital Preference _____

Known medical conditions (i.e. diabetic, asthmatic, drug allergies):

Parent/Guardian Signature _____ Date _____

IN EMERGENCIES REQUIRING IMMEDIATE MEDICAL ATTENTION, YOUR CHILD WILL BE TRANSPORTED BY AMBULANCE OT THE NEAREST HOSPITAL EMERGENCY ROOM. YOUR SIGNATURE AUTHORIZES THE RESPONSIBLE PERSON AT BUCKHEAD PREPARATORY TO HAVE YOUR CHILD TRANSPORTED TO THAT HOSPITAL. IN ADDITION, THE PERSONS YOU HAVE INDICATED TO BE CONTACTED IN AN EMERGENCY ARE AUTHORIZED TO TRANSPORT YOUR CHILD TO YOUR HOSPITAL PREFERENCE.

Parent/Guardian Signature _____ Date _____

IN THE EVENT THAT NEITHER YOU (THE PARENTS OR THE GUARDIANS) NOR THE FAMILY PHYSICIAN CAN BE CONTACTED IMMEDIATELY IN AN EMERGENCY SITUATION, DO YOU AUTHORIZE THE EMERGENCY ROOM STAFF AT THE NEAREST HOSPITAL TO PROVIDE EMERGENCY CARE FOR YOUR CHILD? YOUR SIGNATURE AUTHORIZES SUCH EMERGENCY CARE.

Parent/Guardian Signature _____ Date _____



Buckhead Preparatory School

Student Release

Student Name _____ DOB _____

Mother's Contact Numbers:

Work # _____ Cell # _____ Other # _____

Father's Contact Numbers:

Work # _____ Cell # _____ Other # _____

This child may be released to the person signing this agreement or to the following:

Name	Contact Number
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Persons to contact of an emergency when parents cannot be reached:

Name	Contact Number
_____	_____
_____	_____

Parent/Guardian Signature _____ Date _____