



# THE PRESCHOOL ACADEMY

2800 Atlanta Hwy, Athens, GA 30606 • 706.353.8183 • [www.thepreschoolacademy.com](http://www.thepreschoolacademy.com)

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## Policies and Practices

Updated: December 2019

### Hours of Operation:

We are open Monday-Friday 6:30 A.M. – 6:00 P.M. We close promptly at 6:00 P.M. There will be a late fee of \$1/ minute starting at 6:01 P.M. Payment is to be paid at time of pick-up.

### Coming and Going:

When arriving in the morning, please take your child to the appropriate area, where a teacher will greet you. Allow a few minutes so you can help them get settled, speak to the teacher, and check for any special notices.

When picking up your child at the end of the day, take a couple of moments to be sure that the teachers see you and acknowledge that the child is leaving.

### Rest Time:

Rest times are scheduled as follows:

**Infants:** As needed

**All Other Ages:** 1:00 to 2:45 P.M.

While cribs are provided for infants, all other children rest on cots with sheets. Sheets are provided for all ages by our school; however, you are still more than welcome to bring your own from home. Please bring a blanket from home for your child to sleep. Children who wake up early are given a book or quiet activity until rest time is over.

We follow the safe sleeping practices, which are as follows:

1. Infants will be placed on their backs in the cribs to sleep.
2. Cribs are in compliance with CPCS and SSTM safety standards.
3. No objects will be placed in or on the crib with the infant.
4. No objects will be attached to the crib with a sleeping infant.
5. Individual crib bedding will be changed daily or marked for individual use.
6. Infants who arrive asleep in a car seat will be moved to their cribs.
7. Swaddling will not be permitted.



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## **Teacher-to-Child Ratios by Age:**

The Bulldogs (6 weeks to 12 months)-1:6

The Butterflies (12 to 24 months)-1:8

The Otters (24 to 30 months) - 1:10

The Llamas (30 to 36 months) -1:10

The Penguins (36 to 42 months) -1:13

The Koala Bears (42 to 48 months) -1:15

Private Pre-K (4 to 5 year olds) -1:18

## **Diaper and Toileting**

Our diaper policy includes keeping a check on diapers every hour and a half. If the child is wet, they are immediately changed. Our teachers wash and sanitize the changing table before and after a diaper change. They also wash their hands as well as the child's hands. We are open to the use of cloth diapers.

Those children who use toilets will have the opportunity to use the restroom whenever needed. Children who need help with toileting will receive help until they can do it on their own. All students will be expected to try and wipe and wash their hands independently.

## **Clothing**

Please provide appropriate clothing for the season. In cooler weather, the proper clothing should not only provide warmth and protection, but also allow freedom of movement for your child. Please provide simple clothing that is free of complex fastenings, particularly for young children who are learning to use the restroom.

We recommend rubber-soled, closed-toed shoes for all children, and that each child has a complete change of clothes (including socks and underwear) in their cubby in case of accidents. If your child has an accident and does not have a change of clothes, you will be called immediately to bring some. We do not keep extra clothes at the school, so it is extremely important that you bring some daily!



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## **Personal Items**

Please label any personal items that your child brings to school (ex: clothing, bottles, etc.) Toys, candy, money, and other personal objects should not be brought to school. The ONLY exceptions to this is on Special Snack and Show-And-Tell Fridays, or if a “cuddly” is needed for nap time. Bringing these items on any other days or times severely impairs our efforts to create a community for each age group. This also creates a problem with lost or broken possessions. Therefore, we ask that these items be left at home.

## **Special Snack and Show-And-Tell Fridays**

Every Friday, your child may bring a special snack from home for morning snack. Please write your child’s name on the package their snack is in and hand to their teacher when you drop them off. For all children under the age of three, please do not bring peanuts, raw carrots, popcorn, or grapes.

We also have Show-and-Tell Friday where you may bring a toy for your child to play with. Guns and swords are not allowed.

## **Immunizations**

To assure that your child is up-to-date with the necessary vaccinations, a certificate of immunizations is required upon enrollment at our center. For any that wish to exempt your child from certain vaccinations, you must provide a medical or religious statement.

## **Illness & Accidents**

Please do not bring any child to school who is suffering diarrhea, vomiting, a contagious disease, or a temperature over 101 degrees. If your child has any of these while at school, you will be notified immediately, and they will not be able to return for 24 hours.

When any children become ill during the day, they are taken to the sick room where the director determines if they will need to be picked up by a parent. For the health and safety of all our children, please notify us if your child has been exposed to or contracts any communicable disease. If any of our children should contract a highly contagious disease, we will post a notice, including symptoms to watch for, on our podium next to the parent’s corner. If a child in our care becomes ill or injured in any way, we will attempt to immediately notify a parent. We will call a doctor or ambulance, as appropriate.



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## **Medications**

All medication forms must be filled out weekly. Forms include your child's name, name of medication, prescription number, and dates and time medication is to be given. Medications will be given at 11:30 A.M. and 3:30 P.M. only. We cannot administer medication for more than two weeks without a doctor's note. Please lock your child's medication in the cabinet in the sick room or place it in the fridge, if necessary. We do not administer over the counter medication or pain relievers. Medications must be in the original container with your child's name on it. All medications must be picked up on Friday or it will be discarded. If your child has any adverse reactions to a medication, you will be notified immediately. Please be sure that your contact information is up to date at all times!

## **Nutrition and Food**

Each day our center provides nutritious and well-balanced lunches and snacks. A copy of the weekly menu is posted each Monday morning on the parent's corner. You may grab a copy to keep at home! Milk is provided with all lunches, and snacks are served as appropriate nutritional supplements during the day. Children above the age of two will receive 1 % milk and children below the age of two will receive whole milk. Parents must provide the appropriate food and formula for infants. Please label all of your infant's bottles with their name and the date. Morning Snack is provided from 9-9:30 A.M., Lunch from 11:30 A.M. – 12:00 P.M., and Afternoon Snack from 3-3:30 P.M.

At TPA, we have a designated Nursing Room located next to The Bulldogs' Room that is always available to parents!

Please discuss with your child's teacher beforehand if your child has any food allergies or other special needs pertaining to food and nutrition. If your child has any food allergies or any foods they are not allowed to eat by religion, then you must bring in a doctor's note and an Allergy Action Plan before any substitutions can be made!

**We are a peanut free school!**

## **Bad Weather**

Please listen to Magic 102.1 for information about unscheduled closures caused by snow or other adverse weather conditions. We will also have any closings posted on our website [www.thepreschoolacademy.com](http://www.thepreschoolacademy.com), our Facebook page and Instagram page. Should severe weather arise during the day, we will call you if your child needs to be picked up early.



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## **Birthdays**

Birthdays are especially important for young children, and we like to make each one a special occasion. Birthdays are usually celebrated during snack time. Feel free to provide a cake or some other SMALL treat that will be served with the snack of the day. Balloons, candles, and food will not be allowed. You are encouraged to be part of the celebration but pictures of other students are not allowed without authorization from each parent. We request that you mention your party plan to your child's teacher the day before so that she can make the necessary arrangements. We do not encourage the exchange of gifts.

## **Closings**

We are closed for Thanksgiving and the day after, the week of Christmas (days vary), New Year's Day, Memorial Day, July 4th, and Labor Day.

## **Holiday Celebrations**

We observe most U.S. holidays by encouraging children to learn the history of the occasion by having small celebrations. We will notify you of any parties that we plan, and encourage you to attend and bring appropriate treats. However, the religious aspects surrounding some holidays are left entirely up to you. Specific religious teachings are not part of our programs.

## **Updating Forms**

It is the parent's responsibility to keep your child's records current to reflect any changes as they occur, i.e. mailing address, telephone number (at work or home as well), emergency contacts, physician name and number, any known allergies, infant feeding plans, immunizations records, etc.

## **Pick-Up Authorization**

A parent must provide an in-person oral or written authorization before we will allow anyone else to pick up a child. If the authorized person is unknown to us, identification will be requested.

## **Transportation/Special Activities**

We will obtain written authorization before any child participates in routine transportation, field trips, special activities away from the facility, and water related activities occurring in water that is more than 2 feet deep.



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## **Tuition and Fees**

Below are the weekly rates for each room:

The Bulldogs (6 Weeks to 12 Months): \$195

The Butterflies (12 to 24 Months): \$190

The Otters (24 to 30 Months): \$185

The Grasshoppers (30 to 36 Months): \$180

The Owls (Younger 3 Year Olds): \$175

The Koala Bears (3 Year Olds): \$175

Private Pre-K (4 Year Olds): \$95\*

Part-Time (for all ages): \$155

Before and After Care: \$90

\*Please note that Private Pre-K tuition is for the months of August to May. For the other months in the year, tuition will be \$140.

If your child is enrolled on a full-time basis, you will be expected to pay the full weekly tuition whether your child is at school or not. If you are planning a vacation, please speak with the director to see if a discounted weekly tuition is available. Each student is eligible for two vacation weeks per year. Tuition is due on the first day of enrollment and on each Friday thereafter.

A \$10 late fee will be charged for late tuition. A \$25 fee will be charged for returned checks. If tuition is more than two weeks late, your child will not be able to come to school until payments are brought up to date.

We accept payments by cash, check, or credit card. If you pay by credit card, there is a \$3 fee per transaction.

## **Withdrawing Your Child**

When withdrawing your child from the center, please give a two weeks prior notice. If notice is not given, two weeks tuition will be due at the time of withdrawal. If you choose to withdraw your child for the summer months, we cannot guarantee that space will be available for your child in the fall.

## **School Grounds**

Please be advised that there is no smoking allowed on school ground. We also ask that all parents and visitors keep their speed down to a minimum while entering the premises, especially the closer you get to the building.