

Ga Pre-K Handbook



We discover, explore and learn everyday!

GENERAL INFORMATION

Welcome to the Learning Station! At *The Learning Station*, each child will thrive and grow through discovery, exploration, and play. We are dedicated to providing a strong foundation that encourages lifelong learning in a safe and nurturing environment for all children. This handbook will cover guidelines and procedures for the learning center. Please review this hand book carefully. If you have any questions concerning the handbook, please feel free to talk with the director.

GOALS AND OBJECTIVES:

I am so excited about being a part of your child's educational development. I believe that everyday, every child should have the opportunity to discover, explore, and learn at his or her own pace. My goal is to prepare our children with the foundational skills necessary to be ready and equipped for elementary school. The Learning Station will create a safe and nurturing environment that fosters the development of the whole child.

COMMUNICATION:

The Learning Station has an open line of communication with parents. If you have a problem, please speak with the director. Please give the director the opportunity to rectify the situation before removing your child from this learning center.

ENROLLMENT POLICY:

The forms listed below must be filled out before your child can start. Some of these forms will be updated yearly.

- Georgia Pre-K Registrations Forms
- Enrollment Packet (After-school Students Only)
- Birth Certificate
- Hearing, Dental, and Vision Exam (3300 form)
- Immunization Form-Current shot records (3231 form)
- Proof of Residence
- Social Security Card
- Transportation Form
- Authorization to Dispense External Preparations
- Food Program (Income Eligibility Form)

GA PRE-K HOURS:

Georgia Pre-K hours are 7:45 am to 2:15 pm. Any time before or after these hours will be a charge of \$15 per day. All fees must be paid in advance if you need after care. (**This does not apply to our before and after school students.**) We will only honor drop in care request three times a month.

THE LEARNING STATION AFTER SCHOOL STUDENTS:

*Before and After School care is \$70. After care **ONLY** is \$65.*

A \$65 non-refundable registration and supply fee (per family) applies to all new children enrolling at The Learning Station After School Program.

When the *After School Students* attend the center during the holiday, the tuition rate will increase to \$115. (Example: if you pay \$65.00 during the school year; the weekly rate will be \$115 for that week. Please note: Clayton County and Henry County have different school calendars, if students are out for one day due to teacher planning, you will be charged \$30.00 extra). ***In addition, if you need after care for two or more days, the cost will be \$65.00.***

FIELD TRIP DONATIONS:

Field trip donations will be \$25.00 for academic year.

Honor's Day Packet \$75.00

T-Shirt Cost \$8.00

PARENT INVOLVEMENT:

We expect all parents to be committed by participating in their child's education here at The Learning Station. We expect all parents to volunteer for the Spring Festival and Fall Festival. In addition, we expect all families to volunteer for two field trips for the year.

CHRONIC ATTENDANCE ISSUES:

Daily attendance records will be maintained on site to include the dates when a child is absent and the dates/times when a child arrives late or leaves early. Students are expected to be in school every day. Parents are expected to contact the center to inform the teacher/director of their child's absence. Parents are encouraged to notify the school of pre-arranged appointments as soon as the date of such appointments is known. A doctor's note providing the dates of and reasons for the child's absence is required from the Parent upon the child's return to school. The purpose of this note is to determine whether or not the student's absence is excused or unexcused. This note will be maintained until the end of the school year for documentation purposes. The goal of the attendance policy is to assist families in establishing and maintaining regular school attendance patterns.

Chronic tardiness is defined as late arrivals or early departures. A five to ten minute drop off time is an acceptable part of a tardiness definition. Chronic absenteeism is defined as missing more than two days per month without a doctor's note. Chronic tardiness, early dismissal, or absenteeism in any combined combination will result in contacting the Pre-K Consultant from Bright from the Start to discuss disenrollment from the Georgia's Pre-K Program. Children who

do not attend class for 10 consecutive days without medical or other reasonable explanation will be removed from the roster.

Student Attendance Procedures:

- Parents will receive a phone call after three unexcused absences, tardies, or early departures.
- After six unexcused absences, tardies, or early departures, parents will receive a letter from the director.
- After eight or nine absences, tardies, or early departures, a parent conference will be held.
- After ten absences, director will contact the Pre-K Consultant from Bright from the Start to discuss disenrollment from the Georgia's Pre-K Program.

*All parents will receive an attendance form indicating their tardiness and absences monthly.

TYPES OF ABSENCES

Excused Absences

The following conditions provide the only acceptable reasons for a student's absence from school.

Illness - When a student is unable to attend school due to an illness, a note written by a physician documenting the illness will provide evidence of the illness for the school.

Chronic/Extended Illness – For students who are absent because of chronic illnesses or disability, the Parent must disclose this information in written form to the director at the beginning of the enrollment of the student or upon the onset of the student condition that affects regular attendance. Documentation from a physician will be required. If the Parent does not complete the form or does not provide documentation from a physician concerning the chronic illness and extended illness, parents will be referred to the Pre-K Consultant.

Prearranged Appointments - For appointments with the court, social services or other state agencies and appointments with health care providers, official documentation must be presented to the school.

Family Death or Emergency - For absences because of a death in the family or an emergency beyond the family's control, the Parent must notify the school and provide documentation for the absence.

Exceptional Circumstances – The director may approve prearranged absences for situations in which an exemption from attendance appears to be in the best interests of the student and his/her family. Prior to the student's absence, the Parent must complete the Request for Exceptional Circumstance to Attendance Form.

Military Service - A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five additional school days per school year, for days missed from school to visit with his or her parent or legal guardian prior to

such parent's or legal guardian's deployment or during such parent's or legal guardian's leave. Families shall provide a written statement for the child's file to document the absence.