



LAO'WN ACADEMY

For Children...

Our Future Global Leaders...

PARENT HANDBOOK

11575 King Rd. Roswell, GA 30075
678-795-9145

info@laownacademy.com

www.laownacademy.com

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OUR MISSION

La O'wn Academy's mission is to re-write the quality and performance standards for children ages 6 weeks to 12 years of age, by providing exceptional services, education, nutrition and care to all of our students, as well as leading the way towards better quality education for developing minds.

To provide each and every child a secure, nurturing, educational child care experience that fosters self-discovery, a love of learning, respect for each other and positive self-esteem through our Global Balanced learning program.

In partnership with families, we help to establish a foundation for a child which becomes the springboard to social, emotional, physical and intellectual development in their young lives.

We create a positive workplace for our staff which promotes professional and personal satisfaction which will reflect on the care for a child.

We believe that by encouraging a strong sense of trust and balance, La O'wn Academy will make a lifelong difference in the communities that we serve and live.

GLOBAL BALANCED LEARNING PHILOSOPHY

For children... our future global leader...

Early Childhood Education and Quality Child Care Services: Exclusively from La O'wn Academy

La O'wn Academy, a private preschool is your trusted partner in ensuring the best for your child's development and early childhood education. La O'wn families receive the best care that only La O'wn Academy will offer. Children receive exceptional care in a safe, loving and secure child care environment. La O'wn Academy, staffed by professional early childhood educators, you, the parents will have complete peace of mind as you work to balance family and career demands.

La O'wn Academy offers "GLOBAL BALANCED LEARNING" a curriculum created by and available exclusively at La O'wn Academy. GLOBAL BALANCED LEARNING is a unique blend of two most effective early childhood education philosophies.

Teacher-directed activities: An established curriculum leads students along a consistent learning path.

Child-initiated activities: Children are free to explore individual interest with teachers support and guidance.

Global Balanced Learning combines the most important elements in early childhood development: learning, character development and play.

The Global Balanced Learning program also gives parents peace of minds, so you can be assured that your child has the best opportunity for learning while you work. Parents are always encouraged to participate in our activities, so they can share in their child's day and stay close to his or her progress.

ACCREDITATION

La O'wn Academy is proud to be a candidate for National **Association for the Education of Young Children** (NAEYC) accreditation. The NAEYC program standards and accreditation criteria are evidence-based and aligned with the education industry's best practices. NAEYC has been dedicated to ensuring the quality of children's daily experiences in early childhood programs and promoting positive child outcomes for more than seven decades.

OWNER AND STAFF

La O'wn Academy is owned by Ms. Jennifer Kim-Jeong, who is a mother of two and has a very strong belief in best practices in early childhood learning.

La O'wn Academy staff members are certified through extensive La O'wn Academy training programs. Staff are selected after careful screening: each staff member is certified in First Aid and CPR. In addition, annually completes extensive Bright from the Start: Georgia Department of Early Care and Learning training requirements to ensure they meet and exceed all state regulatory agency requirements.

SCHOOL HOURS AND HOLIDAYS

La O'wn Academy is open year-round (January through December), Monday through Friday, 6:30 a.m. to 6:30 p.m., providing full-day early childhood education and child care programs. Every day, the staff implements extensive operational procedures that meet stringent health and safety guidelines to ensure the safety of your child.

The Academy will be closed in observance of the following holidays:

- New Year's Day
- Memorial Day
- Independence Day Observances
- Labor Day
- Thanksgiving Day and after
- Christmas Eve and Christmas day

Please refer to the Academy management team for exact dates of holidays and any additional closings. No portion of your weekly/monthly paid or outstanding tuition will be refunded or cancelled in the event of absence, holiday, Academy closing, withdrawal or dismissal from the Academy.

ADMISSIONS

La O'wn Academy provides equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin and veteran or disability status.

INFANT/CREATIVE LEADER LEARNING PROGRAM (6 WKS~15 MONTHS)

It's never too early for learning. That's our philosophy in the Infant Learning Program. We believe that the most basic definition of balance is one of the goals for every infant in the learning program: to be able to stand and walk with stability, strength and pride.

Our infant program is based upon the latest research on infant brain development.

In the program includes interactive program including:

- Theme-based activities that stretch early imagination and interaction
- Fun filled activities for both small and large motor skill development
- Classical music that stimulates thinking skills and creative movement
- Bright, colorful manipulative educational pieces that encourage exploration and new challenges.

Play area full of stimulating toys and books where babies are encouraged to develop at their own pace, and most of all, teachers who love babies. Teachers spend lots of time cuddling and talking to babies to instill trust and to provide a health learning environment.

Infants build early language skills through engaging songs, rhymes and stories as they begins to recognize voices, sounds and words.

La O'wn's uniquely low ratio between the teachers and the infants ensure that your baby will receive the best care, attention and full opportunities for development. Your baby will play with other babies to find friendship as the earliest stage of their lives.

Infants are always fed on demand. This is one area of the daily schedule which is not "set in stone." While the older children engage in free choice play in learning centers or nap, infants are provided adequate tummy time and toddler are encouraged to practice self-help skills.

Feeding time and diaper changing time are good times for interaction with infants and toddlers. Of course, children develop differently, and whenever these "wee ones" wish to join in with the older children (unless it is not a safe activity for them), they will be allowed.

Our teachers provide you with daily communication report about your baby's day to day activities and developments throughout the day. Daily report includes:

Eating, sleeping and diaper schedule

Baby's response to games and other activities

Any other special moments through the day

INFANT SUPPLY LIST

For our child's comfort, please provide the following supplies:

TWO COMPLETE CHANGES OF CLOTHES

DISPOSABLE DIAPERS

DISPOSABLE DIAPER WIPES

DIAPER OINTMENTS

SUNSCREEN (For outdoor Play time)

Please *label* and bring the following items to school each day.

PREPARED FORMULA: Due to restrictions, teachers are not allowed to mix or prepare formula or juice bottles.

ANY SPECIAL BABY FOOD: unopened (store bought), sealed plastic containers (homemade)

NO GLASS BOTTLES

ALL BOTTLES MUST HAVE THEIR CAPS COVERING THE NIPPLES OF THE BOTTLE and be labeled with your child's name and the date the formula was prepared. Your child's first and last name must be printed on each bottle and cap. Fresh bottles must be brought to school each day. All used and unused bottle will be returned each day in your child's bag.

For the highest security and your peace of mind, we adhere to strict standards for safety and sanitation throughout the classroom and outdoor play areas. For your baby, feeling safe, happy and loved provides wonderful opportunities for discovering a love of learning for the very first time.

YOUNG TODDLERS /JR. LEADERS PROGRAM (12-24 months)

Jr. Leader's program focuses on stories, music, games and building blocks, but that is only the beginning. Young toddlers are introduced to the world of art, language skills in preparation for reading, foreign language, numbers, use of structure and repetition to help them feel confident in their learning experience. Each week, a new theme is introduced in the Jr. Leader program to develop color recognition, listening skills, shape recognition, name recognition, letter recognition, number recognition and oral language development.

The Jr. Leader program, combined with the various learning programs, introduces child to the world of science and health. Also helps them develop an appreciation for music and art.

The Jr. Leader class room is specifically designed and equipped for children who are walking. Small tables and chairs are provided to prepare them for early learning skills. Children develop good habits, including table manners and study habits. Jr. Leaders nap on individual cots, along with sheets and blankets for a daily nap time. If your child has a special blanket or item he/she needs for a good nap, please bring them in.

The Jr. Leaders Daily Activity Log provides a school-to home communication to keep you informed of your child's daily activities.

JR. LEADERS SUPPLY LIST

For your child's comfort, please provide the following items:

- TWO COMPLETE CHANGES OF CLOTHES
- DISPOSABLE DIAPERS/DIAPER WIPES
- DIAPER OINTMENTS
- SUNSCREEN (OUTDOOR PLAY)

All personal items should be labeled with your child's name.

EARLY PRESCHOOL/ LEADER PROGRAM (24-36 months)

The Leader Program provides guidance for making the important transition from individual to group play. Children learn sharing and social skills. Creative movement activities encourage self-expression, as does painting and dramatic play. Children are introduced to cognitive skills like sequencing and matching, social skills in similarities and diversity and language art skills such as story-telling and process-writing.

Learning centers are encouraging self-reliance and provide opportunities for children to develop their self-confidence. Children also practice decision making as they move from center to center.

The Leader Program also includes, letter recognition, number recognitions, simple word, foreign languages, writing, music, fitness and of course reading.

La O'wn Early Preschool room arrangement begins to more closely resemble a structured classroom while providing an appropriately equipped setting for the developing early preschooler.

Teachers assist children as they begin the potty training process in a manner that promotes a positive self-image for each child. Child-size toileting facilities are provided within the classroom to eliminate the fear often associated with the potty training process.

The Leaders nap on individual cots, along with sheets and blankets. For your child's comfort, if he/she has a special blanket or item he /she needs for a nap. Please bring them in their back pack.

EARLY PRESCHOOL/ LEADER SUPPLY LIST

For your child's comfort, please provide the following items:

- TWO COMPLETE CHANGES OF CLOTHES
- DISPOSABLE PULL-UP
- FLUSHABLE TOILET WIPES

Parents will receive a Leaders Daily Activity Log to keep them informed of their child's daily progress.

PRESCHOOL/ SR. LEADER PROGRAM (3 YRS~4YRS OLD)

The exclusive La O'wn Preschool curriculum; **Sr. Leader Program**, begins expanding intellectual, social and emotional development for the "BIG SCHOOL" readiness. Children learn numbers, letters and print knowledge and early literacy skills. Our teachers provide wonderful enrichment experiences that help develop happy, confident preschooler who smile while they sing, dance, talk, rhyme, count, create, read, write and explore the world.

Computers are an everyday component of the preschool classroom and allow children to practice their new skills.

Enrichment programs, such as fitness, art history, foreign languages, and manners are incorporated into the daily schedules of the preschool classroom.

Parents will receive Sr. Leaders Daily Activity Log to keep them inform of their child's daily progress.

PRESCHOOL/ SR. LEADER PROGRAM SUPPLY LIST

- Weather appropriate change of clothing including socks (in a gallon size zip lock bag)
- Flushable wipes
- Sunscreen

PRIVATE PRE-KINDERGARTEN/ GLOBAL LEADER PROGRAM

The Private Pre-Kindergarten program; **Global Leader Program**, stretches the child understands of languages, math and social skills. Children find fun and excitement in each day's activities, as they learn to take turns, solve problems, and express new ideas, respect differences and resolve conflict. All in preparation for successful school years to come.

Kindergarten preparation includes becoming comfortable with computers, developing complex logical patterns and handwriting practice.

Children develop multi-tasking skills, hand-eye coordination and rhythm and tempo through lots of singing, dancing and rhyming.

Global Leaders will experience activities and lessons correlated with our exclusive **GLOBAL BALANCED LEARNING in:**

- Reading, storytelling and learning new words
- Phonic skills, letter recognition and rhyming
- Science and logical reasoning
- Social Studies and cultural awareness
- Integrated content, such as classifying, sequencing, prediction, comparing, addition and subtraction.
- Art and music expression
- Foreign languages
- Technology
- Physical Fitness

The core curriculum is a daily blend of teacher-directed and child-initiated activities, with a strong focus on individual character development. The low student-teacher ratio provides for individualized attention to support the unique learning styles for each child.

PRIVATE PRE-KINDERGARTEN/ GLOBAL LEADER PROGRAM SUPPLY LIST

- Weather appropriate change of clothing including socks (in a gallon size zip lock bag)
- Flushable toilet wipes
- Sunscreen

SCHOOL-AGE LEADER PROGRAM (6 to 12 years)

School-Age program offer care during elementary school before and after school hours. After a full day at school, after-school children will experience a balance of fun and learning at La O'wn Academy. In order to balance the academic portion of each child's day, La O'wn Academy teachers take care to plenty of outdoor play in their plans. Homework assistance is provided in a nurturing and relaxing environment. Computers are available every day in order to promote technical literacy.

In addition to homework support, playing outside and making new friends, the children have many choices to plan and produce plays, enjoy web quests, creative technology and create games-all designed to have fun and help them end their day feeling content.

SUMMER CAMP LEADERSHIP PROGRAM (5-12 years)

La O'wn Academy operates on a year-round basis. The La O'wn Summer Program focuses on developing leadership skills and abilities. The summer calendar months provide a variety of exciting themes designed to stimulate your child's imagination. Activities include high interest, hands-on summer enrichment lessons, and a variety of active sports and recreation, craft activities which are designed to engage your child's mind, and build their self-esteem. Details of Summer Camp will post in the month of April each year.

REGISTRATION/ SUPPLY FEES

A registration/supply fee is due and payable at the time of enrollment, each new school year and prior to the beginning of Summer Camp. The fee covers the processing of your child's application, art and school supplies, a La O'wn Academy Bag and T-Shirt, and your child's accident insurance premium. The fee is determined according to your child's classroom needs and required supplies.

STUDENT FILE DOCUMENTATION

In order to be considered for enrollment the following forms must be submitted:

- Enrollment form
- Emergency Medical authorization form
- Medication Authorization form (if applicable)
- Field trip permission forms
- Immunization Form
- Family Agreement
- Infant and Toddler Feeding Plan (if applicable)
- Vehicle Medical Emergency Information (if applicable)
- Transportation Agreement (if applicable)
- Authorization to Dispense External Preparations Form
- Food Allergy Action Plan (if applicable)
- Special Care Plan for Asthma (if applicable)
- Special Care Plan for Diabetes (if applicable)
- Two current photos of your child
- A copy of custody decree (if your child does not live with both parents)

We have all of the forms available to you and help you with any questions. Please thoroughly review the Handbook and forms before signing the family agreement. Please do not hesitate to contact us regarding any questions or concerns you may have. Both parents and/or legal guardians will need to sign the family agreement. Parents are required to maintain accurate information in all enrollment forms. It is the responsibility of the parents to notify the school director in writing of any changes in telephone numbers, address, persons authorized to pick-up, family physician, parent's employer, and Child's pediatric doctor. This information is required to ensure the safety of your child and to ensure that the academy has current contact information in case of emergency situation. Children must be escorted and signed in and out of the facility daily by an authorized adult.

To protect all children in our academy, if your child does not live with both parents, evidence of custody must be presented at the time of enrollment. A copy of the custody decree will be maintained in the child's permanent file.

If a child resides with a divorced parent, it is important the parent registering the child indicate on the enrollment application the name of parent who has legal custody and which parent(s) are authorized to pick-up the child. The guidelines of the custody decree will be strictly enforced. A court-ordered decree is required to prevent an authorized parent from having access to the child.

IMMUNIZATION CERTIFICATION

Parents must provide La O'wn Academy with a copy of current certificate of immunization showing adequate protection against childhood diseases within 20 days of child's enrollment, as required by local, state and regulatory agencies. This certificate can be obtained from your private physician or the local health department.

Any child, who is not immunized due to religious convictions, must provide a signed and notarized affidavit against such immunizations.

It is parents' responsibility to provide the school a current certificate of immunization prior to the expiration date of the certificate currently on file. The admission or continued enrollment of any child may be denied if a current certificate of immunization cannot be provided.

TUITION PAYMENT

Your tuition payment reserves your child's space in their assigned classroom. To insure quality programming and high quality staffing, tuition is due even when your child is absent. Tuition is due weekly or monthly. Weekly tuition is due on Friday of the preceding week. Monthly tuition is due on last day of the month (in advance). If the tuition is not paid in full by noon on Monday of the following week or by the 1st of each month for monthly, a late fee of \$25.00 will be added.

Please be advised that past due tuition fees may result in the loss of your child's space at La O'wn Academy. Failure to pay will constitute a default which will entitle La O'wn Academy to all remedies as prescribed by law including reasonable attorney's fees.

At times, it may be necessary to close the academy due to weather conditions, holidays, or unforeseen circumstances.

METHODS OF PAYMENT

A payment box is located in the front counter. Personal checks, cashier's checks or money orders should be deposited into payment box. We also offer credit card payment options. Please do not give payment to any staff members.

CASH PAYMENT

In order to ensure the safety of children and staff members on La O'wn Academy, cash payments are not accepted in amounts exceeding **\$100.00**. If you are paying by cash for any purchase or for tuition, please ask for a receipt to ensure proper credit to your account.

LATE PICK-UP PROCEDURES AND PENALTIES

If your child is left at La O'wn Academy after the closing of business hours, our staff will attempt to contact parents first then will proceed to the listed emergency contacts to pick up the child. If a child is left for an unreasonable length of time and we are unable to locate any authorized adult to care for the child, we must then contact the appropriate regulatory agency including the Department of Family and Children Services. Parents are charged a late

fee of \$25.00 PER EVERY 5 MINUTES OR FRACTION THEREOF; if your child remains at the academy after the designated closing time. This fee is payable to the school immediately at the time your child is picked up.

*Please notify La O'wn Academy ahead in the event of a late pick-up and we will try to accommodate your needs.

WITHDRAWAL PROCEDURES

Should it become necessary to withdraw your child for any reason, 30 days written notice must be submitted to the academy office. Verbal notice will not be considered withdrawal notification. Tuition is due and payable during the 30 days' notice period.

Once a notice of withdrawal is received, your child's classroom space will be filled. To re-enroll, normal registration/supply fees will apply. Your child will then be considered for enrollment based upon available spaces.

In the event that your child is absent for two consecutive weeks without proper notification to the director, he/she will be considered withdrawn from the program and the reserved classroom space will be filled. All tuition and any related classroom fees are due and payable during this two-week period. To re-enroll, normal registration/supply fees will apply.

Please advise the director of any long absences which you anticipate in order to avoid losing your child's space in the program

DISMISSAL

Occasionally, due to unforeseen circumstances, a child is unable to adjust to private preschool settings. When these circumstances occur, La O'wn Academy will make every possible effort to accommodate the needs of each parent or child. La O'wn Academy reserves the right to dismiss any student, should it be deemed necessary, after a reasonable adjustment period or anytime, for any reason, during a child's enrollment at the sole discretion of the school director or owner.

VACATION TUITION CREDIT

Full time students who attend the academy five days per week for one consecutive calendar year may be entitled to a one week vacation tuition credit. Vacation tuition credit will only apply when a vacation is planned for a consecutive calendar week, beginning Monday and ending of Friday of the same week. Random vacation days will not be considered for vacation tuition credit.

Please submit a written request for a vacation tuition credit to the director. Written notice must be submitted at least two weeks prior to the vacation date. Verbal notice of vacation request will not be considered as notification.

Vacation tuition credits cannot be carried over from calendar year to calendar year. The Vacation Tuition Credit form is available at the front desk.

OPEN DOOR POLICY

Bright from the Start: Georgia Department of Early Care and Learning requires parents or an authorized adult to escort children into and from the academy each day. Parents are permitted access to the program at any time. La O'wn Academy has an open door policy. Parents are invited to visit and observe their child's classroom at any time. A parent/teacher conference can be arranged at which time the teacher can provide answers to questions without being distracted from her classroom instructional time.

All visitors are required to sign in at the front desk before proceeding to the classroom. Visitors will be given a visitor's badge at the front desk to signify to staff that it is safe to allow the visitor access to the classroom.

PERSONAL CONFERENCE PROCEDURE

Should you choose to speak to the owner of the academy or your child's teacher, you may contact them personally by telephone or request a personal conference at the academy. Please see the director for contact information.

WEAPON POLICY

La O'wn Academy strives to provide a safe, non-violent environment for the children, parents and the staff. To ensure safety, any firearm, including pellet or BB guns (loaded or unloaded), darts or cap pistols will not be permitted on the La O'wn Academy campus at any time. Children are not permitted to bring play guns, swords or knives to academy. Parents or visitors may not carry any type of guns, knife, paper spray, or nightstick on the premises. This includes any law enforcement officers who are off-duty.

AMERICANS WITH DISABILITIES ACT POLICY

The federal American with Disabilities Act of 1990 (ADA) makes it unlawful to discriminate in employment against a qualified individual with a disability. This part of the law is enforced by the U.S. Equal Employment Opportunity Commission and state and local civil rights enforcement agencies that work with the Commission. The ADA also prohibits child care centers from denying admission to a child simply because the child has a disability.

The teachers and staff are required to assess the special needs of either the prospective employee or child and attempt to find reasonable means to accommodate those needs. It is the intent of La O'wn Academy to comply with the American with Disabilities Act.

DISCIPLINE POLICY

La O'wn Academy uses positive guidance and redirection as the primary method of discipline. Physical abuse, humiliation, bribery, verbal intimidation, or threatening attitudes toward children are never allowed. By using encouragement, positive reinforcement, redirections, providing children choices, talking about conflicts and allowing children to verbalize their frustrations, children cope with their feelings and lives in a positive way and learn self-control.

CHILD ABUSE REPORTING POLICY

It is policy of La O'wn Academy to comply with the rules of local licensing and laws of the state regarding any suspected case of child abuse. All La O'wn Academy staff members are mandated by law to report any suspected child abuse or neglect to the appropriate local Department of Family and Children Services Child Protective Services office and Bright from the Start: Georgia Department of Early Care and Learning.

SOLICITATION POLICY

La O'wn Academy staff members are prohibited from providing off campus babysitting or tutoring services for any parent or child affiliated with La O'wn Academy. Providing these services is a direct conflict of every staff member's employment agreement and could result in loss of their staff position.

ADMINISTRATION OF MEDICATION POLICY

Medication will only be administered by the director or/asst. director. All medications must be signed in at the front desk. Only medication specifically labeled as a prescription with doctor's name, child's name and dosage procedures outlined will be administered. Any over the counter medication can only be administered with written authorization from the physician. Medication may not be transported to the classroom by parents. The Medication Authorization Form must be updated every ten days for over the counter and prescription medication prescribed for long term use. All medication must be dropped off and picked up daily at the front desk. These medications will be stored in a locked secure area inaccessible to the children.

MEDICATION MAY NOT BE PLACED IN THE CHILD'S BACKPACK OR DIAPER BAG OR TAKEN INTO THE CLASSROOM FOR ANY REASON.

TRANSPORTATION POLICY

La O'wn Academy provides transportation services for school-age children to and from designated elementary schools and to and from designated field trips. The director can provide you with a list of elementary schools where transportation services are provided.

It is the responsibility of parents to inform La O'wn Academy of any schedule changes for children who are transported to and from elementary school. Please be sure to notify the director at the academy if your child will be absent or should not be picked up by the La O'wn Academy vehicle.

Parents must counsel children to proceed to the designated pick-up area as soon as they are dismissed from school. La O'wn Academy vehicle cannot wait for late children. Transportation of children, who are not ready at the time which the vehicle arrives, or who is left at the elementary school campus, is the responsibility of the child's parent.

Children will be transported only in the designated La O'wn Academy vehicle. La O'wn Academy will follow state guidelines related to the age of children permitted to be transported.

INCLEMENT WEATHER

From time to time, it may not be possible for the academy to open during certain weather conditions. We will make every reasonable effort to open the academy, however, the safety of your child and our staff will be our prime consideration for closing the academy. Please call the academy to confirm the school's opening or closing during inclement weather conditions.

TV AND VIDEO POLICY

In effort to provide an educational classroom environment La O'wn Academy does not allow the excessive use of television or video. The only time the students are allowed to view the T.V is strictly for educational purposes.

DRESS CODE

All children should wear comfortable clothing. Please label each clothing item, including sweaters, jackets, hats and gloves with the child's first and last name.

Shoes with closed toes and heels, with soft rubber soles such as athletic shoe or tennis shoes are permitted. Please, no sandals, flip-flops, crocs and hard-soled shoes for child's safety during the playground time and in classrooms.

In case of accidents, we request every child keep a change of clothes in their back pack. Label item with child's first and last name and place items inside their bags in a sealed zip-lock bag for protection.

LOST AND FOUND

Lost and found items are stored in the Lost And Found Box located near the front desk. Please check for any lost items in the box.

LA O'WN ACADEMY BACKPACK AND DIAPER BAG

Every child is given a La O'wn Academy backpack or a diaper bag when enrolled. Children should bring their bag to school each day. This bag is used for all of their personal items. The teachers will place your child's work and any academy notices in the bag. Please check your child's bag each day, there might be a surprise for you.

SHOW AND TELL

Show and tell is held every Friday in the Early Preschool classroom. The parents will find the current week's theme posted on the lesson plan. Children should bring a small item related to the topic of the week. Please label all items with child's name.

NUTRITION

La O'wn Academy helps you balance your child's nutritional needs through the strict guidelines of our Nutrition program. All menus will meet or exceed USDA standards. All children eat their meals in the comfort and security of their classrooms. All meals are prepared in the academy by trained staff.

Nutritious breakfast, mid-morning and afternoon snacks and lunches are provided for all children. A late afternoon snack provides energy the children need to stay active and alert until they arrive home every evening.

Due to the potential risks associated with peanut allergies in children, La O'wn Academy does not use or allow peanut products during snacks, meals, art projects, cooking projects or any special event at La O'wn Academy.

If your child requires any special diet, please discuss it with the director. We will give every effort to accommodate the needs.

To ensure the health and safety of all children, food items, purchased or from home may not be brought into the classroom to be eaten, with the exception of special classroom events. This helps prevent children with allergies from being exposed to foods that could be harmful.

For that special day in your child's life, birthday parties are always welcome in the classroom; please give at least 3 days of advance notice to the director for that special day event.

PLAYGROUND

La O'wn Academy playgrounds are built with state-of-the-art equipment designed for age-appropriate physical development. Our playgrounds are inspected and maintained regularly to meet and exceed national standards.

SPECIAL EVENTS

Please make arrangement with their teacher prior to planning a celebration for a special event in your child's classroom. We will provide details regarding local regulatory agency requirements regarding snacks.

For safety reasons, small trinkets, rings or balloons, may not be distributed as party favors. Glass or ceramic plates are not permitted in the classroom or playground, and may not use anywhere children are present on the academy campus.

All invitations are to be dropped off at the front office to be distributed if you are planning a party away from the campus. The teachers will put the invitations in the children backpack. If you need a class list for this purpose, we will provide the children's first name only.

Special programs are prepared for the children throughout the year. Parents, families and friends are always welcome. Your attendance at these special functions gives you the opportunity to get to know your child's teacher and meet their classmates and parents. La O'wn Academy monthly newsletters and weekly newsletter provide an overview of upcoming events for your participation.

TOILET TEACHING

When you feel your child is ready for toilet teaching, we ask that you begin this teaching at home. We will follow through and encourage your child while in our care. Please keep in mind that the activity level here can distract your child from responding to an urge to use the potty, more so than at your home. Therefore, we will continue to use diapers or pull-ups until your child can and will announce that he/she must use the bathroom (not just at home, but here, also) and can control his/her bladder and bowels for a few minutes beyond that announcement.

During toilet learning parents will need to supply:

Three complete changes of clothing (socks and shoes included).

Diapers or pull-ups for naptime.

Toilet wipes (flushable)

When an accident has occurred, we will do our best to clean your child and change his/her clothes. If change of clothes is not available, we will try to find one from lost and found box or call you to bring them in.

Do not bring your child in panties or underwear until he/she has naptime and bedtime control established. We also ask that during toilet learning, the child be dressed in "user-friendly" clothing as much as possible. The best items are shorts and pants with elastic waists, or dresses for girls. Try to avoid really tight clothing, pants with snaps and zippers, and overalls as often as you can. Your child will want to help pull pants, etc. up and down, plus clothing with too many "gadgets" makes it harder to get the child on the potty in time.

REST PERIODS

Each afternoon all children are provided a quiet time to rest and relax. Semi-classical music is played while the children rest on their cots with sheets and blankets. Children are required to rest quietly on their cots or engage in quiet activities after a short rest period. Children who fall asleep will be allowed to sleep until the end of the rest period as designated on the classroom daily schedule.

Children may bring an item to comfort them and help them rest. No toys are allowed.

EVALUATIONS

Student evaluations are completed for each child twice each year, beginning in the Early Preschool classroom. These written evaluations are helpful to both teachers and parents in assessing each child's level of growth and development. These evaluations are not designed to reflect grades. Opportunities for parent conferences to review these evaluations are offered throughout the school year as necessary.

CHARITABLE CONTRIBUTIONS

La O'wn Academy is proud to be involved member of local community. Through special programs and events, we contribute to charities. We help our children become active helpers in the world needing our attention. We encourage our children to learn, care, and be kind toward one another as a way of life, without expectation or rewards. During each year, several special community events are planned where proceeds collected are donated to children's charities.

SCHOOL PORTRAITS

La O'wn Academy provides a quality, custom photograph program throughout the year. Photo opportunities may include individual portraits, class group portraits, and holiday portraits. You are under no obligation to purchase or participate in any portraits services offered.

ILLNESS POLICY

Children who become ill, or retain a temperature of 100degrees or higher may not remain at school, nor will an ill child be admitted. It is the responsibility of the parent/guardian to make arrangement to have the child picked up as soon as possible after the notification of a child's illness. Children who have been exposed to or have contracted serious communicable or infectious diseases may not return to school until the disease is no longer contagious and a note from the child's physician is given to the academy.

When a parent is notified, the child must be immediately picked-up from the academy to prevent the spread of illness to other children, parents, and the staff. The following list reflects some common signs of illnesses which require a parent's immediate notification.

- A fever of 100 degree Fahrenheit or more
- Vomiting
- Diarrhea
- Sudden appearance or spread of a rash that is nor explainable
- Pink eye
- Head Lice
- Sudden nose-bleed (not due to injury)
- Adverse reaction to a medication

If your child becomes ill during the school day, the Director will notify parents by telephone, to pick-up the child immediately. If the child's parent cannot be reached, the designated person or persons on the enrollment application and agreement will be contacted.

Parents will receive a Statement of Illness when they pick up their child due to illness. The Statement of Illness will outline the requirements, which may include a doctor's certification, before the child will be re-admitted to academy. An ill child will be removed from the classroom and kept in the comfortable front office or the director's office until he/she is picked up. This procedure is to help protect the other children in the classroom from exposure to the illness.

In rare circumstance, La O'wn Academy may take additional emergency action as deemed necessary to care for your child. When such an action is taken, the director will contact 911 emergency services and follow the instructions of the emergency medical personnel. If La O'wn personnel are instructed to do so, by the emergency medical personnel, the child will be transported to Children's Healthcare at Scottish Rite 1001 Johnson Ferry Road NE, Atlanta, GA 30342, (404) 785-5252. In such emergency situations, the academy director will contact you as soon as the situation allows. As parent/guardian of the child, you assume full responsibility for payment of such medical service and transportation.

Any child who has been exposed to or contracts a communicable or infectious disease may not return to academy until the disease is no longer contagious. A certification from a doctor who has expertise in communicable and infectious diseases may be required before the child will be re-admitted to the classroom. You will be notified of

exposure to a notifiable communicable disease in writing (a form) within 24 hours or by the end of the school day.

You will find a posted copy of the Board of Health's Common Childhood Illnesses and Infectious Disease chart and the crisis plan near the front of the academy. This chart will be used as a guideline by the academy staff for exclusion or readmission to academy by an affected child. No child with a communicable disease will be permitted to be in attendance at a La O'wn Academy. The Director will report any suspected case of notifiable communicable disease to the Fulton County Health Department.

Children who display signs of a communicable or infectious disease may not be left at the academy. Children must be free of abnormal temperatures for a minimum of 24 hrs. Without the administration of fever reducing medication and show no sign of illness when returning to academy.

Parents will be notified in writing of specific disease or medical concerns their child may be exposed to while at La O'wn Academy. It is the responsibility of the parents to notify the academy director when your child contracts or is exposed to an infectious or communicable disease outside of the academy.

REPORTING OF UNUSUAL INCIDENTS OR ACCIDENTS

In the event that a medical or social incident of any significance occurs, that causes a child moderate discomfort, a written report will be completed containing the nature of the situation and the actions taken as a result of the incident. The Director will notify parents immediately if a child is injured or ill.

A copy of the Incident/Accident report will be reviewed with the parent of the child involved and signed by the parent. The parent will receive a copy of the report and a copy will be kept on child's file.

EMERGENCY PROCEDURES AND SAFETY PRECAUTIONS

Parents can be sure that your child is protected by an exceptional health and safety program while your child is at La O'wn Academy. The academy is equipped with a fire and smoke monitoring alarm system. Fire extinguishers are strategically placed throughout the building. Emergency procedure drills are conducted once a month to acquaint children with emergency procedures to be followed in case of fire and tornado. A detailed explanation of the plans and a log of the dates and times of the drills are maintained in the director's office. The crisis plan detailing severe weather, fire, and physical plan problems and emergency procedures is posted in the front hallway for viewing.

In case of emergency medical care is needed, the child will be taken to Children's Healthcare at Scottish Rite 1001 Johnson Ferry Road NE, Atlanta, GA 30342, (404) 785-5252. The Director or Assistant Director will first notify the parent of situation and then contact Emergency Medical Services to transport the child if necessary. If we are unable to reach the parent, we will take appropriate action to take care of the child first.

Age-appropriate playgrounds are designed with equipment to meet the specific developmental needs of each age group. The playgrounds are continuously checked for safety.

SECURITY ENTRANCE

The entrance of La O'wn Academy is secured by a locking mechanism to ensure your child is protected while on the campus. Each enrolled parent is given a code or pass card which allows them access at any time to their child. This locking mechanism is designed to provide a safe environment for all La O'wn children and staff. To ensure the continued safety of each child and staff member, this pass code should not be given to anyone at any time for any reason. If it is necessary for someone other than you to pick up your child or have access to the academy building, please contact the director ahead of time.

Always use caution when entering and exiting the building, so as persons unknown to you do not enter the building.

You will be notified if it becomes necessary for security reasons to change your building access code or the method.

EMERGENCY EVACUATION LOCATION

Should a situation arise where the campus is deemed, by the academy administration, or emergency personnel, to be an unsafe environment, the children will be evacuated to the designated emergency location. The emergency evacuation location is posted in the hallway.

In the event the academy campus is evacuated, La O'wn Academy personnel will attempt to contact the parents of each child with the evacuation location. If the child's parents cannot be reached, we will contact the designated emergency contact on the enrollment application and agreement.

PERSONS AUTHORIZED TO PICK-UP CHILD

It is the responsibility of the registering parent to notify the director in writing of all persons authorized to pick-up the child. A child cannot be released to anyone picking up your child, even if they are listed in the enrollment application and agreement, without proper photo identification.

La O'wn Academy

PARENT HANDBOOK SIGNATURE PAGE

I, _____ parent of _____,
have received and read this parent handbook.

Signature: _____

Print Name: _____

Date: _____

