

**The Learning Academy  
Of College Park**



**Parent Handbook  
2006 - 2007**

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## **I. Philosophy and Goals**

The Learning Academy of College Park is an extension of the Christian education and outreach programs of College Park First United Methodist Church. Under the guidance of qualified teachers, the Learning Academy seeks to provide an educational curriculum which considers the developmental needs of each child and emphasizes growth in all areas...physical, emotional, mental and spiritual. Our primary goal is to serve church members and families from our community.

The Learning Academy is governed by a Board of Directors which meets quarterly. The Board is composed of church members dedicated to making this an outstanding Christian school program.

The curriculum for our preschool includes a balance of guided play activities, creative movement, reading and math readiness, creative art work, music, outdoor play, oral language, story times, dramatic play, chapel and group activities. Each child is encouraged to grow in independence and social development, while maintaining his or her own unique talents and abilities.

The curriculum for our primary school has been selected to give our students a balanced program that provides them the opportunity to excel in all academic areas.

## **II. A Note from the Director**

Dear Parents:

As we start another school year, we thank you for entrusting us with your child. We have done our very best to provide you with an outstanding staff and curriculum for the 2006-2007 school year. We promise to give your child our best in the coming year. Please call us at any time with your thoughts or concerns. Our desire for the coming year is to serve your child, our school, College Park First United Methodist Church and our community with the excellence they deserve. We look forward to success in these endeavors.

Sincerely,

Traci Didier, Director  
(404) 766-9252

### **III. A Note from Our Pastor**

Dear Parents:

On behalf of College Park First United Methodist Church, welcome to The Learning Academy of College Park. We are honored that you have entrusted your precious child to us for their instruction and care. Our gifted teachers and staff strive to provide a healthy environment in which children can learn and grow spiritually, emotionally and physically. I especially look forward to sharing God's love with your child at our weekly chapel services here in the church.

We invite you to join us for worship services each Sunday morning, but especially when the children sing. College Park First UMC offers meaningful, challenging and spirit filled worship with uplifting music and preaching. We hope that you will find it to be a welcoming church home, and that you will become a part of our church family.

Please let me know if I can ever be of help to you or your family. We look forward to nurturing your child in the coming year.

Blessings, Rev. Beth Sanders  
404-766-6294 beth@collegeparkfirst.org

### **IV. Activities at College Park First United Methodist Church**

#### **College Park First UMC Weekly Schedule**

#### **Sunday**

9:00AM "New Beginnings" Casual Worship Service	Gymnasium
9:30AM Sunday School for Adults	
10:30AM Coffee, Sausage & Biscuits, Orange Juice	Fellowship Hall
11:00AM Traditional Worship Service	Sanctuary
Children's Church	Education Building

The Lord's Supper is celebrated on the first Sunday of each month in both worship services. Children are always welcome to join us!

#### **Monday**

9:00AM-1:00PM Bright Beginnings & 3-4 Year Old Pre-K	Education Building
9:00AM-2:30PM Primary School	Education Building
2:30-5:30PM Aftercare	Education Building

#### **Tuesday**

9:00AM-1:00PM Bright Beginnings & 3-4 Year Old Pre-K	Education Building
9:00AM-2:30PM Primary School	Education Building
2:30-5:30PM Aftercare	Education Building

#### **Wednesday**

9:00AM-1:00PM Bright Beginnings & 3-4 Year Old Pre-K	Education Building
9:00AM-2:30PM Primary School	Education Building
2:30-5:30PM Aftercare	Education Building
6:00PM Devotional	Fellowship Hall
6:30PM Supper	Fellowship Hall
7:00PM Chancel Choir Rehearsal	Choir Room
7:30 PM AA Meeting	Gymnasium

#### **Thursday**

9:00AM-1:00PM Bright Beginnings & 3-4 Year Old Pre-K	Education Building
9:00AM-2:30PM Primary School	Education Building
2:30-5:30PM Aftercare	Education Building

#### **Friday**

9:00AM-1:00PM Bright Beginnings & 3-4 Year Old Pre-K	Education Building
9:00AM-2:30PM Primary School	Education Building
2:30-5:30PM Aftercare	Education Building

Call the church at (404) 766-6294 for more information.

## V. School Calendar

The school calendar is determined by the Director with guidance from the Board of Directors of College Park First United Methodist Church. It is designed with the needs of the children, the teachers and the church in mind. We hope you will take time to go over the schedule below and mark the dates on your calendar. Regarding inclement weather, **The Learning Academy will follow Fulton County's policy for closing of school.** When the weather is questionable, please listen to local radio (94.1 FM) or TV (11 Alive). **If it is announced that Fulton County schools are closed, The Learning Academy of College Park will be closed.** If Fulton County dismisses during the middle of a school day due to sudden inclement weather, The Learning Academy will also dismiss.

### SCHOOL CALENDAR 2006-2007

August 1	First Tuition Payment Due
August 28 - September 1	Teacher Pre-Planning
August 31	Back to School Night
September 5	First Day of School
September 14	1 <sup>st</sup> PTO Meeting (7:00 p.m.)
September 25-29	Parent/Teacher Conferences
October 17	Fall Picture Day
October 28	Fall Festival
October 31	Halloween Classroom Parties
November 22-24	Thanksgiving Holiday - No School
December 14	Christmas Pageant (7:00 p.m.)
December 15	Teacher Work Day - No School
December 19	Progress Reports Mailed
December 19-29	Christmas Holiday
January 2	Classes Resume
January 8-12	Parent/Teacher Conferences
January 15	MLK Day - No School
February 14	Valentine's Day Celebration
February 19	President's Day- No School
March 5-9	Spring Break- No School
April 6	Good Friday - No School
April 9	Easter Holiday - No School
May 18	Spring Sing (7:00 p.m.)
May 21-25	Parent/Teacher Conferences
May 28	Memorial Day- No School
June 1	Pre-K & Kindergarten Graduation (7:00 p.m.)
June 8	Last Day of School - Pot Luck Luncheon
June 15	Progress Reports Mailed

## **VI. School Programs And Tuition**

### **A. Programs**

- \_ Terrific Twos Preschool: 2 – 3 years
- \_ Thinking Threes Preschool: 3 – 4 years
- \_ Kindergarten Readiness: 4 – 5 years
- \_ Primary School: Kindergarten – First Grade

### **B. Tuition**

- Tuition is paid monthly in advance for ten (10) months, August 2006 through May 2007. Make checks payable to **The Learning Academy of College Park**. Please include your child's full name on all checks that you write to the school. **No refunds or deductions will be made for temporary absences or illness. We require thirty (30) days written notice if you must withdraw your child. If you withdraw your child without thirty (30) days written notice, you will be charged the following month's tuition.** We require this time in order to fill the opening in the class.
- **All fees paid to the school such as tuition, registration fees and material fees are non-refundable and non-transferable. Tuition paid in advance is non-refundable.**
- **Tuition is payable in advance on the first day of the month.** You will be given Tuition Envelopes in which to send your tuition payments. You may leave payments in the drop box located in the school office or pay the Director. **Payment is due by the first of the month and is late after the fifth of the month. A late fee of 10% will be assessed for late payment.** If you remit tuition after the fifth of the month, please include an additional 10% in your payment.
- Returned checks for insufficient funds will carry a \$20.00 charge. Families having checks returned twice for insufficient funds must pay on a cash basis going forward.
- Tuition is the same each month regardless of the number of days scheduled and attended. Our classrooms are designed for a specific number of students. We regret that we cannot allow our children to have friends, out-of-town guests or relatives attend with them. **Children will only be allowed to attend their classes on their scheduled days.** If your child will be out of the program for any length of time, your space can only be held if fees are paid in advance.
- **Unpaid Balances:** Report cards **will not** be mailed to the parents of students who have outstanding tuition due. Student records **will not** be forwarded to the new schools of students who leave The Learning Academy with tuition or Before-/After-School fees unpaid.
- **Tax ID Number for The Learning Academy of College Park: 58-0866-560**  
**Tax receipts should be requested in the School Office.**

**Kindergarten - First Grade:**

\$5,000.00/year \$500.00/month

**Preschool - Thinking Threes and Kindergarten Readiness:**

5 Days \$3,750.00/year \$375.00/month  
3 Days \$2,250.00/year \$225.00/month  
2 Days \$1,500.00/year \$150.00/month

**Bright Beginnings and Preschool - Terrific Twos:**

5 Days \$3,000.00 \$300.00/month  
4 Days \$2,500.00 \$250.00/month  
3 Days \$2,000.00 \$200.00/month  
2 Days \$1,500.00 \$150.00/month  
1 Day \$750.00 \$ 75.00/month (Bright Beginnings only)

**Application Fee (non-refundable)**

*Application fees only apply to the preschool and primary grades and must accompany registration forms.*

Non-Church Members: \$150.00  
Church Members: \$130.00

**Materials and Textbooks Fee**

*This applies only to the preschool and primary grades and is due by June 1, 2005.*

Terrific Twos: \$50.00  
Thinking Threes: \$75.00  
Pre-Kindergarten: \$100.00  
Kindergarten thru First Grade: \$250.00

**Testing Fee**

*Testing fees apply only to Kindergarten through First Grade: \$50.00*

**Before and After School Program**

**Who:** All Students  
**Where:** College Park First United Methodist Church

**Registration Fee (Non-Refundable):** \$50.00

**Afternoon Activities Include:**

- Rest Time
- Art projects
- Indoor/outdoor activities and free play
- Homework time
- Music and Movement

**Cost:**

Before School Care	7:30 – 9:00	\$4.00/Hour
After School Care	1:00 – 5:30	\$4.00/Hour

\*You may register your children for aftercare on a drop-in, monthly, quarterly or annual basis. If the student: teacher ratio in aftercare is at a maximum, your child may not be able to take part in after school care.

**IV. School's Policies and Procedures**

## **A. School Hours:**

### **1. Preschool:**

The hours for preschool are 9:00 a.m. through 1:00 p.m. All preschool students should be brought to their classroom at 9:00 a.m. **Please do not bring your children to the classroom before 9:00 a.m.** as teachers are busy preparing for the day and are often in and out of the classroom. Please try to arrive by 9:15 a.m.

Bright Beginnings and Preschool children should be picked up between 1:00 p.m. and 1:15 p.m. Any child who is not picked up by 1:15 p.m. will be brought to the enrichment program until their parent arrives. **THE FINE FOR LATE PICK-UP IS \$1.00 PER MINUTE, PER CHILD. Late pick-up fees will be billed at the end of each month.**

**Please remember that the Primary School and Enrichment are still in progress at 1:30 and will be until 2:30. Please do not allow your preschool children to play in the gymnasium or on the playground, or wander through the halls without adult supervision.**

### **2. Primary School Hours and Preschool Enrichment Hours:**

The hours for kindergarten through second grade are 9:00 a.m. through 2:30 p.m. All Primary School students should be brought to their classroom at 9:00 a.m. **Please do not bring your child to the classroom before 9:00 a.m.** as teachers are busy preparing for the day and are often in and out of the classroom. Preschool Enrichment hours are 1:00 p.m. through 2:30 p.m. Pick-up for Primary School and Enrichment students begins at 2:30 p.m. All students should be picked up by 2:45 p.m. unless enrolled in the After-School Program. Students not enrolled in the After-School Program who are not picked up by 2:45 p.m. will be taken to the After-School Program until a parent arrives. **THE FINE FOR LATE PICK-UP IS \$1.00 PER MINUTE, PER CHILD. Late pick-up fees will be billed at the end of each month.**

**The school is required by the State Department of Education to keep and report student attendance. All parents bringing their child in after 9:30 a.m. must take their child to the school office and obtain a tardy slip. The tardy slip should then be taken to the child's teacher for admittance to class.**

### **3. Before- and After-School Program Hours:**

Before-School starts at 7:30 a.m. and no student will be admitted before 7:30 a.m. without special arrangements made through the Director. Children in the Before-School Program should be brought by their parent/guardian to the All-Purpose Room upon arrival. At 9:00 a.m. the children will be escorted to their classrooms. After-School Program hours are 1:00 p.m. through 5:30 p.m. All students should be picked up by 5:30 p.m. **THE FINE FOR LATE PICK-UP IS \$1.00 PER MINUTE, PER CHILD. Late pick-up fees will be billed at the end of the month.**

## **B. School Safety**

All school doors will be locked at all times. Never drop your child off at the school entrance. Always escort your child to his or her classroom. If you are late arriving, do not leave your child in his or her classroom alone. A chart hanging outside each classroom door will tell you where your child's class is when they are somewhere other than the classroom. Walk your child to the appropriate place and leave them with one of their classroom teachers. If you have trouble finding the class, please go with your child to the office and someone will help you.

### **1. Morning Welcome:**

**a. Preschool** - Bring your child in through the main entrance and take him or directly to his or her classroom.

**b. Primary School** - Bring your child in through the main entrance and take him or her directly to his or her classroom.

## 2. Afternoon Farewell:

- a. **Preschool** – Pick your child up in the carline located on Washington Street. Do not get out of the car. A teacher will escort your child to your car and assist him or her into the car. **All** Preschool children will be brought to the All-Purpose Room at 12:55 p.m. and pick-up will begin at 1:00 p.m. Teachers will escort children out one at a time for carline pick-up. Please do not come into the school to pick up your child. If you have business to conduct with the school office, please do this in the morning or prior to picking up your child. **No child should be in the school halls without his or her parent or teacher.**
  
- b. **Primary School and Preschool Enrichment** - Pick your child up in the carline located on Washington Street. Do not get out of the car. A teacher will escort your child to your car and assist him or her into the car. Please do not come into the school to pick up your child. If you have business to conduct with the school office, please do this in the morning or prior to picking up your child. **No child should be in the school halls with out his or her parent or teacher.**

## 3. Parking:

Parking is located directly across the street from the school on Harvard Avenue. We encourage every driver to use safety precautions when transporting children to and from the school. Please hold your child's hand when crossing the street and cross at the crossing walk. **Do not leave young children in your car unattended.**

## C. School Supplies:

1. **School Tote Bags** - Each child must purchase a school tote bag from the office suitable for carrying papers and projects home from school. The tote bag costs \$12.00 and has the school logo and each child's name embroidered on it.
  
2. **Classroom Supplies** - Each student will receive a supply list for his or her class. Please have supplies by the first day of school.
  
3. **Change of Clothes** - Please send a change of clothes to be kept at the school in case of an accident.
  
4. **Sleep Mats** - **All children staying past 1:00 p.m.** will need a sleep mat. You may also send a soft blanket, pillow and stuffed animal. Every class will have one-half hour rest time.

## D. Clothing and Personal Belongings

Please label all clothing and personal belongings with your child's name. Please do not send toys or games to school unless we designate a particular day as show-and-tell. Lost and found is located in the school office.

## **E. Uniforms**

### **Required For All Preschool and Primary Classes**

We will be using French Toast for our official school uniforms (see attached catalog). French Toast may be ordered online, over the phone, with the attached order form, or at Target. Logo shirts may be purchased at J&R Uniforms as well as all other uniforms. However, you may purchase the selected styles and colors from anywhere you choose.

#### **Dress Uniform- (Everyone Must Purchase At Least One)**

##### **Girls**

- Short Sleeve White Peter Pan Blouse (pg. 5)
- Blue/Red Plaid V-Neck Pleated Jumper (pg. 20)
- White Socks
- Black Dress Shoes

##### **Boys**

- Short Sleeve White Oxford Shirt (pg. 26)
- Khaki Young Men's Pleated Twill Pants (pg. 27)
- White Socks
- Black Dress Shoes

#### **Field Trip Uniform (Everyone Must Purchase One)**

- Red Logo Shirt (Available at school in August)
- Khaki Pants

#### **Shirts**

- All colors offered in the catalog
- All styles offered in the catalog

#### **Pants, Skirts, Skorts, Shorts, and Jumpers**

- Navy, Khaki, and Plaid (Blue/Red)
- All styles offered in the catalog

#### **Sweaters**

- White, Red, Navy, and Black
- Crew Neck Cardigan, V- Neck Cardigan, and
- V-Neck Sweater Vest.

#### **Belts - Must be worn with all looped bottoms**

- Black, Navy, and Brown
- All styles offered in the catalog

#### **Shoes and Sneakers**

- Mary Janes, T- Straps, Penny Loafers, Dress Shoes  
Black, Red, Brown  
Sneakers - All white, any style

**F. Lunches, Snacks and Birthdays:**

**1. Lunches and Snacks:**

It is the parents/guardians responsibility to send lunches and snacks in a lunch box that will not be refrigerated. Please send food that your child normally eats at home. We are unable, due to the number of student, to heat lunches in the microwave. The state requires that each child be served nutritious meals and snacks every two (2) hours. Please refer to the USDA Food Plan below when preparing your child's lunch and snack(s):

**NOTE : Due to the risk of choking, children under the age of three should not have grapes, hotdogs, popcorn or pretzels.**

**SNACK(S)**

	Age 1-3	Age 3-6	Age 6+
Fluid Milk	_ cup	_ cup	1 cup
Juice, Fruit, Vegetable	_ cup	_ cup	1 cup
Meat, Meat Alternative, Yogurt	_ oz. 2 oz. or _ cup	_ oz. 2 oz. or _ cup	1 oz. 4 oz. or _ cup
Bread, Bread Alternative, Cereal	_ a slice or _ cup	_ slice or _ cup	1 slice or _ cup

**LUNCH**

	Age 1-3	Age 3-6	Age 6+
Fluid Milk	_ cup	_ cu	1 cup
Meat, Poultry, Fish, Meat Alternative, Cheese	1 oz.	1 _ oz.	2 oz.
Vegetables, Fruits (2 or more)	_ cup (total)	_ cup (total)	_ cup (total)
Bread, Bread Alternative	_ slice	_ slice	1 slice

**\*IMPORTANT:** Please do not send candy or soda in your child's lunches. Additionally, do not send items that must be heated. Pack lunches with ice packs to keep refrigerated items cold. To avoid staining the carpet, please do not send darkly colored drinks.

**2. Birthdays:**

Birthdays will be celebrated **on the last Friday of each month**. If you wish to bring a special snack (cake, cookies, etc.) to celebrate your child's birthday, please let your child's teacher know at least a week before the last Friday of the month so that she may coordinate with all the parents whose children have birthdays in that month. Presents may not be exchanged on birthdays and snacks may. If you are planning a party for your child at home and plan to invite a few (but not all) of your child's classmates, please do not deliver invitations at school. If all of the children are included, invitations may be passed out at school.

**Due to the risk of choking, please do not include latex balloons in goody bags.**

**G. Pet Policy:**

Visits by pets must be specifically pre-arranged with the classroom teacher. Any pet which comes into the school must be accompanied by an adult at **all** times. All shots (if applicable) must be up to date.

**H. School Yearbook:**

All students will be photographed for the school yearbook. If you do not want a photo of your child to be included in the yearbook, you must inform the business office in writing.

## **I. Health:**

The Learning Academy of College Park will make every effort possible to protect the health and safety of your child. Cooperation of parents in helping to fight the spread of communicable diseases is essential. Your child **must** be fever free at least twenty-four (24) hours before returning to school. For your child's safety, no medication will be administered at school except for prescribed medications with a written doctor's note and signed parental consent. For your child's own protection and that of others in the school, you should keep your child home when he or she exhibits symptoms such as:

Sore Throat	Coughing	Inflamed Eyes
Nausea or Vomiting	Fever	Earache
Discharging Ear	Flushed Face	Diarrhea
Running Nose	Skin Rash	Enlarged Glands

If your child develops any of these symptoms at school, you will be notified. Your child will be kept in the office until he or she is picked up. In keeping with this policy, you should notify the Director if your child contracts a contagious disease. The Director will in turn notify other children's parents of possible exposure to the disease. If your child is injured at school, you will be informed immediately. For all injuries, an accident report will be filled out by the teacher who was present when the injury occurred. A copy of this report will be placed in the child's file.

## **J. Outside Play:**

This is a regular part of the daily schedule. Everyone plays outside unless the weather is rainy, extremely cold or otherwise disagreeable. A written request from the parent is required for a child to remain indoors during the outside play time. In general, if your child cannot play outside because of illness, he or she should be kept at home.

## **K. Immunization Records:**

### **1. Bright Beginnings and Preschool:**

To meet state regulations, children in our preschool program must provide the school with a current Certificate of Immunization (form #3231) **upon enrollment**. This form is available from your private physician or from the county health department. The school is required to have the original form and not a copy or fax of the form. If a child's form expires during the school year, the parent will be notified thirty (30) days prior to the expiration. **If the parent does not provide the school with a new form within 30 days, by state law, the child cannot attend school until a new form is obtained.**

### **2. Primary:**

For children in Kindergarten through Fifth Grade the state requires that the school have on file a Certificate of Immunization (Form #3231) and a Vision, Hearing, and Dental Form (Form #3300). All sections of both forms must be completed. Both of these forms can be obtained from your private physician and dentist, or from the county health department. These two forms have to be obtained only once. They will be valid through sixth grade at any Georgia school. **If the parent does not provide the school with these forms within 30 days of enrollment, by state law, the child cannot attend school until the forms are provided.**

## **L. Medicine:**

If a child needs to take medication at school, the parent must provide the school with a written "Administration of Medication Request." All medication must be in the original, labeled bottle. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD. Medication must be brought to the office or given to a teacher to take to the office with an "Administration of Medication Request."** Each dose given by school staff will be documented on the medication form. If an adverse reaction to the medication occurs, the parent will be notified immediately. If the Director feels it is necessary, 911 will be called.

## **M. Emergency Procedures:**

### **1. Fire and Tornado Drills:**

Both fire and severe weather evacuation plans have been developed and are posted in your child's room for your viewing. Routine fire drills and tornado drills are conducted. In the past, we have had local law enforcement officers talk to our students about safety concerns. We will continue to do this.

### **2. Hospital Procedures:**

In the event that your child has been severely injured or has become so ill that they require professional medical attention the school will call 911 and use local EMS to transport your child to **Children's Health Care of Atlanta located at Fayette Community Hospital**. If you wish to use another facility, you must submit this in writing to the School Office to be placed in your child's folder.

**N. Insurance:**

Each student is covered by the insurance of College Park First United Methodist Church as long as he or she is on the church grounds or on a school-related field trip. If a child is injured, the parent should make sure that an accident form has been completed and submitted to the school office before departing school. This form is available in the school office.

**O. Discipline:**

It is important that a child feel good about him or herself at all times. A child grows through learning to handle situations on his or her own. In dealing with these situations, he or she learns self-control, how to make choices, and how to take responsibility for these choices. The teacher and teacher's assistant want to offer a nurturing learning environment for each child. If behavior problems arise the teacher or assistant will handle the situation as positively as possible. "Time out" is used to give the child time to be away from a problem that has arisen. After a short period of time, the child and the teacher will talk about what has happened and the child may re-enter the situation and try again. The Director or lead teacher may be asked to intervene if inappropriate behavior continues.

If the inappropriate behavior does continue, the teacher may either call the parents at home and discuss the problem, request a conference with the parents at school, or request a conference with the parents and the Director.

After these interactions, appropriate steps will be taken to maintain the integrity of the program. At **no time** will corporal punishment be used at The Learning Academy of College Park, as we feel this only decreases a child's self-esteem and leaves all responsibility for changed behavior with the adult in charge. The teacher(s) will fill out a School Discipline Form for all children brought to the office. Parents will be informed by the Director if the Director feels it is necessary. A copy of the Discipline Form will be placed in the student's permanent file.

**College Park Learning Academy has a "no tolerance" policy concerning bringing any type of weapon to school.**

College Park Learning Academy has a "no tolerance" policy concerning offensive language. Students who use offensive language will be taken to a Director and an "Incident Form" will be filled out and put in the student's permanent file. If the offensive language continues or repeats, parents will be called in for a conference with the teachers and Director.

**P. Children with Special Needs:**

If it is determined by the teacher and the Director through observations that a child is having difficulty adjusting to school, is struggling and is frustrated with the learning situation, or is disrupting the learning environment for other children, the Director and teacher will meet with the parents and discuss their observations. Children may be referred to the county for further evaluation. The Learning Academy of College Park will work hard to meet the needs of all students to the best of our ability. If the administration feels they are not capable of meeting the needs of a special needs child, we reserve the right to ask the parents to find a more appropriate school.

**Q. Primary School Attendance Policies:**

Students are to be in attendance and on time daily. If a child is absent, the parent should assume responsibility for providing a written excuse for the child's absence upon his or her return to school.

**1. Tardiness:**

The school is required to keep and report student attendance by the State Department of Education. **Students who are tardy must be accompanied by a parent and go to the school office to obtain a tardy slip before going to their classroom.** Upon entering the classroom, the student must give the teacher his or her tardy slip. Consistent tardiness will result in a conference with the parents, teacher and the Director.

**A student in kindergarten, first or second grade is considered tardy if he or she arrives after 9:30 a.m.**

**2. Absences:**

Excused absences include illness, death in the family or religious holiday. **If a student has more than ten (10) unexcused absences during a semester, The Learning Academy school board will review the situation and decide whether or not the student will receive credit for that semester.**

**If a student is absent for two or more consecutive days, the parent should call the school to report the absence.**

**3. Make up work:**

School work missed due to absences and/or tardiness must be made up within 24 hours. **If a student is absent for two or more days, homework assignments can be requested through the school office. Requests for homework assignments should be made before 10:00 a.m. and may be picked up by the parent at 2:30 p.m. the same day.**

**4. Early Dismissal:**

Students leaving school before 2:15 p.m. must be signed out by a parent or guardian in the school office via the sign-out log.

**R. Parent/Teacher Conferences:**

In the fall, all parents will be invited to our Back-to-School Night. Parents and students will have an opportunity to meet their new teachers and visit their new classrooms. General information, including classroom schedules, field trips and parent volunteers will be discussed. The Learning Academy will hold parent conferences during the year as well. Parents of both preschool and primary school students will be given an opportunity for an individual conference. Times and dates will be scheduled through the classroom teacher. **If you feel you need to meet with your child's teacher individually before this time, please feel free to see the Director to set up an appointment.**

**S. Daily Classroom Schedules:**

Each Teacher will post their daily class schedule both outside and inside their classroom. Each classroom will have group circle time as well as small group center time, outside free play, snack time and lunch. The Preschool and Primary School will have, Spanish, art, music and physical education enrichment classes.

**We look forward to serving you and your children and know it is going to be a wonderful and enriching school year. Please call Traci Didier, at (404) 766-9252 if you have any questions or concerns.**