

**The Learning Academy  
of College Park**



**Parent Handbook  
2011–2012**

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College Park, GA  
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tlacp.org

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## **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 monthly. The Board is comprised 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, language, story times, Spanish, Playball, 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.

Ballet and Drama are also available at an extra fee from the parents if you want your child to participate in these extra-curricular activities.

The Pyramid Curriculum is used in the 3 and 4 year old rooms and has been selected to give our students a balanced program that provides them the opportunity to excel in all academic areas.

*The Creative Curriculum* is used in the Infant, Toddler and 2 year rooms and provides a comprehensive curriculum for children from birth to age 2. This curriculum is a highly integrated system with high-quality assessment, professional development, and family connection resources to create a well-rounded program that addresses the needs of children, and their families.

## **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 2011–2012 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,

Pat Austin  
Interim Director  
(404) 766-9252  
pat.austin@tlacp.org  
Tlacp.org

## **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 getting to know each child and sharing God's love with your child at our weekly chapel services.

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@cpfirstumc.org](mailto:beth@cpfirstumc.org)

## **Activities at College Park First United Methodist Church College Park First UMC Weekly Schedule**

### **Sunday**

**9:30 a.m.** Sunday school for children and adults

**11:00 a.m.** traditional worship service in the Sanctuary. A nursery for infants to 3 year olds is provided as well as Children's Church for 4 to 8 year olds

### **Wednesday**

**6:00 p.m.** First and third Wednesdays' dinners are \$6 per person, first-time visitors and children 5 and under always eat for free. Second, fourth, and fifth Wednesdays are potluck nights at no charge. Just bring a covered dish or dessert to share. We enjoy hymn singing and a short devotional before dinner.

Call the church Monday through Thursday, 8:00 AM until 3:00 PM for more information.

## **School Policies and Procedures**

### **School Hours**

- 7 a.m. to 6 p.m. Monday through Friday
- We are a full-time, year-round program. Full weekly tuition rates apply if your child will be present 1–5 days, including summertime.
- Parents are permitted access to the school property while their child is present.
- After 6 p.m., a late pick-up fee of \$1 per minute, per child accrues. After 6:30 p.m., we are required by law to contact the Department of Child and Family Services.

### **School Programs and Tuition**

<b>Class</b>	<b>Full Time M– F</b>
Bright Beginnings (6 weeks–15 months)	\$200.00**
Toddlers (11–30 months)	\$190.00**
Taking Charge (24–38 months)	\$180.00
Transitioning (36–52 months)	\$170.00
Pre-K (48–60 months)	\$160.00

Child must also meet developmental requirements before transitioning begins. Work with your child’s teacher to determine readiness.

\*\*Includes all supplies except diapers and formula/baby food.

### **Annual Fees**

- \$75 per child/\$125 per family renewal fee due annually on July 1
- \$125 materials and books fee due per child annually on July 1

### **Holidays**

- The Learning Academy will be closed on New Year’s Day, MLK Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving, and Christmas Day when those holidays fall on a weekday.
- The Learning Academy closes at 2 p.m. on New Year’s Eve and Christmas Eve when they fall on a weekday.
- **Please see the 2011-2012 calendar for all school closings.**

### **Tuition Policies**

- 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.
- \$75 registration fee plus one week’s tuition due upon enrollment
- Automatic draft on a monthly basis is available at no charge. See the front office for authorization form. Payment by cash or check is also accepted.
- For inclement weather or other extenuating circumstances during which the school is closed all week, parents will pay half the weekly rate.
- Parents are granted one-half tuition for 2 weeks each year if their child is absent the entire week.
- Tuition for the upcoming week is due each week on Fridays. If the school is closed on a Friday when tuition is due, payments must be made on the preceding Thursday. If the school is closed on Monday, tuition is due the preceding Thursday or Friday.

- You may leave payments in the drop box located in the school office or pay the administrator in the front office. A \$25 late fee will be applied to your tuition on the following Monday if we have not yet received payment. An additional \$5 late fee will be charged for each day thereafter.
- After two weeks, delinquent accounts will be referred to a collection agency. Delinquent account holder is responsible for all costs incurred in the collection process.
- If your check is returned for any reason, an NSF fee of \$40 will be charged. Late payment fees accrue until both the returned check and the NSF fee are paid. Payment by money order or cash is expected by close of business on the day you are notified of the returned check. Failure to pay that day will result in accrual of an additional \$5 per day fee until payment is collected.
- After two returned checks, payment by cash or money order is required.
- Two week written notice is required for a child's withdrawal for any reason. Upon two week notice, any deposit on hand will be applied to the final invoice.
- Failure to give two weeks' notice will result in forfeiture of any deposit on hand.
- Final two weeks will be billed at the full rate.
- Our classrooms are designed for a specific number of students. We do not allow our children to have friends, out-of-town guests or relatives attend with them. 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.
- Normal weekly rate applies during holidays.
- The tax ID for the Learning Academy of College Park is: 27-1811-719. Tax receipts should be requested in the school office.

## **Discounts**

- Members of the First UMC of College Park will receive a 10% discount on tuition
- Educators in secondary and primary schools will receive a 5% discount on tuition. Educators include all teachers and administrators. If both parents are educators, each will receive a 5% discount.
- Post secondary educators or clerical and secretarial employees at schools, colleges or universities do not receive a discount.
- Families receive a 10% discount on oldest child's tuition when more than one child is enrolled.
- There is a maximum discount of 15% per family. For instance, if the Smiths are members of College Park First UMC, and Mr. and Mrs. Smith are both teachers, the Smiths will receive their maximum 15% discount.
- To thank you for referring new students who are accepted to our school, you will receive a onetime referral fee--a one-week 50% discount on your child's tuition.

## **Parking**

- 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. Parking is available for parents in the front of the school. Do not leave young children in your car unattended.
- Five-minute drop-off parking is available in our East Main Street lot. Additional parking is located directly across the street from the school on Harvard Avenue.

## School Supplies

- Each student age 2 and up will receive a supply list for his or her class. Please have supplies by the first day of school.
- Please send a change of clothes to be kept at the school in case of an accident.
- 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.

## General Information: Lunches and Snacks

- A morning snack and one afternoon snack are served daily.
- Children are not permitted to bring a second packed meal or extra snacks for consumption after regular school day hours.
- Occasionally a light snack may be provided during aftercare, but not as a general rule.
- Please see the director or your child's teacher with any special dietary needs or other concerns.
- For age 2 and up, it is the parent's responsibility to send lunches in a lunch box that will not be refrigerated.
- Please send food that your child normally eats at home. Due to the number of students, we are unable to heat lunches in the microwave for age 2 and up.
- The state requires that each child be served nutritious meals and snacks every two (2) hours.
- These policies are in compliance with Bright From the Start guidelines and are designed to promote healthy eating habits.
- **IMPORTANT:** Please do not send candy or soda in your child's lunches. Do not send items that must be heated. Pack lunches with ice packs to keep refrigerated items cold.
- Due to the risk of choking, children under the age of three should not have grapes, hotdogs, popcorn or pretzels. To reiterate, **we are a nut-free school.**
- Pizza Fridays are available optionally at \$13 monthly for Toddlers and up. Money is due to the front office no later than the first Thursday of each month. The front office does not have change for \$20 or other bills; correct change or checks must be provided.
- Please do not include pizza money with tuition payment.
- 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 prior so that she may coordinate with all the parents whose children have birthdays in that month.
- Gifts may not be exchanged on birthdays. 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.

## Infant Feeding Information

- Bottles are stored in the refrigerator in a bin marked with your child's name. Please put all of your child's bottles and food, dated and labeled with contents & amount, in this bin.
- Bottles must come in prepared to be consumed (we will not mix formula) and are discarded 24 hours after they have been prepared. Bottles are warmed in a crock-pot.

- After a bottle has been warmed, it cannot be re-refrigerated or re-heated. Doing so increases the chance of contamination from bacteria.
- We can only offer the bottle to the infant for one hour after it has been warmed. After that time, the contents of the bottle will be discarded.

When your child is ready to begin eating more solid food during the day, please specify to your child's teacher what they will be eating, how much they should be eating, and when they should eat. Parents provide all baby foods and cereal.

### **Toddler Feeding Guidelines**

As infants become more independent, they may become increasingly interested in feeding themselves. This usually occurs between 8-10 months. When your child seems interested in finger foods, please speak with your child's teacher. Below are some finger foods your older infant and young toddler may enjoy:

- Sliced fresh fruit (skins and pits removed)
- Soft vegetables
- Mashed potatoes
- Cheerios
- Cooked rice or pasta
- Whole grain breads and toast
- Waffles, French toast, pancakes
- Low-salt crackers
- Cheese slices
- Cottage cheese or yogurt
- Macaroni & cheese
- Small slices of very soft meat, chicken, or fish without bones

Foods to avoid:

- Sugared foods & drinks
- Nuts (we are a nut-free school, including peanuts and peanut butter)
- Popcorn
- Honey (until age 1)
- Raisins
- Hotdogs
- Grapes
- Hard candy
- Hard pretzels or chips
- Marshmallows
- Large chunks of meat

### **Class Schedules**

#### **Morning Welcome**

**Infants and Toddlers** - You may be asked a few questions by the teachers about last feeding or diaper change and what time your child awoke. This information will be written on your child's daily sheet.

**Twos, Threes and Pre-Kindergarten** – Bring your child in through the main entrance and take the child directly to the appropriate classroom.

- Each teacher posts 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.
- Spanish (twice weekly for age 2 and up), art , music and physical activity is also included
- Children age 2 and up attend chapel with Rev. Beth each week on Wednesdays at 9 a.m.

### **Outside Play**

- Outside play 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.

### **Uniforms**

Official uniform pieces are available online at [www.frenchtoast.com](http://www.frenchtoast.com) or by calling 1-800-FRENCHTOAST (1-800-373-6248). Basic uniform pieces (shirts, pants, sweaters, etc.) may be purchased at a store of your choice (Target, Wal-Mart, etc.)

Non-uniform (casual) days are optional once per week on Fridays. Children are not to wear torn denim, logo shirts (other than our school logo), flip flops or other open-toed shoes on non-uniform days. Clothing must be neat, clean and pressed.

#### **Boys' and Girls' Everyday Uniform**

- White, light blue, dark blue, red or yellow, solid color shirts/blouses with a collar
- Khaki or dark blue skorts, pants, shorts and jumpers
- Plaid (blue/red) jumpers
- Solid color sweaters, crew neck or v-neck cardigan
- V-neck sweater vest
- Black or brown dress shoes (No tennis shoes, please, unless solid black or brown.)
- No flip flops or other open-toed shoes
- White socks, if tights are worn, they need to be the same color as the uniform. (No novelty socks or stockings please)

Every student must purchase at least one dress uniform for picture days and formal events.

#### **Girls' Dress Uniform**

- Short-sleeved white Peter Pan blouse
- Blue/red plaid v-neck pleated jumper
- White socks
- Black or brown dress shoes

#### **Boys' Dress Uniform**

- Short-sleeved white Oxford shirt
- Khaki or dark blue young men's pleated twill pants
- White socks
- Optional plaid tie
- Black or brown dress shoes

## **Discipline**

- In dealing with day-to-day activities, children learn self-control, how to make choices, and how to take responsibility for these choices.
- The Learning Academy offers a nurturing learning environment for each child.
- If behavior problems arise, the teacher will handle the situation as positively as possible. “Time out” is used to give the child time to be away from the situation. 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 may be asked to intervene if inappropriate behavior continues.
- A child’s self-esteem should be encouraged at all times.
- If the inappropriate behavior continues, the teacher may 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.
- At no time will corporal punishment be used at The Learning Academy of College Park.
- 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 the director and an “Incident Report” 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.

## **Children with Special Needs**

- If it is determined by the teacher and the director through observations that a child is having difficulty adjusting to his or her environment, is frustrated with the learning situation, or is disrupting the learning environment for other children, the director and teacher will meet with the parents to discuss their observations. Children may be referred to Bright From the Start for further evaluation. The Learning Academy of College Park will work diligently to meet the needs of all students to the best of our ability. If the director and the teacher have reason to believe The Learning Academy is not capable of meeting the needs of a special needs child, childcare facilities better equipped to provide for those needs will be discussed.

## **Non-discriminatory Policy**

The Learning Academy of College Park does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of our educational, admission and scholarship policies.

## **Parent/Teacher Conferences**

- In the fall, parents are invited to our Open House. Parents and students will have an opportunity to meet their new teachers and visit their new classrooms.
- General information, including classroom schedules will be discussed.
- The Learning Academy will hold parent conferences during the year as well. Parents are given an opportunity for individual conferences as needed. Times and dates will be scheduled through the classroom teacher.

## **Parent Teacher Organization**

- Meetings will be held the first Tuesday of every month (see calendar for dates).
- The director and PTO president will give all school updates, including upcoming events, school concerns and plans.
- Teachers may be on hand to provide monthly class updates and future plans.
- Fundraising events will be planned and opportunities for parents to get involved with your child's education will be presented.

## **Volunteering**

To encourage parent involvement, we require each participant to complete a minimum of 5 hours of volunteer time or to sign up for at least one committee. Clean-up days at the school are one of the best ways to satisfy this requirement, so check the calendar for dates. We also invite you to volunteer at area festival booths to tell other parents about The Learning Academy of College Park! Inquire in the office about upcoming festivals.

At least half of your annual volunteer hours must be satisfied prior to December 15th. There is a \$20 per hour buy-out option if you are unable to volunteer due to a busy workload. We hope that this will continue to improve our school and the quality of education your children receive!

## **Health, Wellness and School Safety**

- All exterior school doors will be kept locked at all times. You must have your key card with you at all times in order to gain entrance to the school. If you are unable to enter the school, please call the front office at 404-766-9252. Replacement key cards are \$25 each.
- Never drop your child off at the school entrance. Always escort your child to his or her classroom. If your child's class is not in the room, please go with your child to the office and the office manager will assist you.
- By law, children with communicable diseases, diarrhea, and/or a fever above 100.5 degrees F may not attend school. An ill child must be picked up within one hour of notification. Failure to do so results in a \$25/hour fee.
- You must notify the front office if your child will be absent for any reason.
- If your child is absent due to illness, you are required to inform the school of the diagnosis so that when contagious, we may inform other parents that the illness has occurred. Health information given out will be kept anonymous.
- The Learning Academy 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 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

Nausea or Vomiting

Discharging Ear

Running Nose

Coughing

Fever

Flushed Face

Skin Rash

Inflamed Eyes

Earache

Diarrhea

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.

- If your child is seriously 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.
- Children are not to bring gum, candy or toys to school unless requested.
- We are a **nut-free school** due to a severely allergic student. Please do not send peanut butter, peanuts, or other nuts to school.
- During inclement weather, The Learning Academy will make a decision about closing the school. When weather is questionable, please find information about school closings on WXIA-TV ([www.11alive.com](http://www.11alive.com)). Email and a calling post will also be sent to parents about school closings. If The Learning Academy dismisses during the middle of the school day due to sudden inclement weather, parents will be notified by phone, email and a calling post.

### **Immunization Records**

- By law, with rare exceptions, immunization of all children is required. Your child's immunization record must be provided within 30 days of enrollment, or your child will be withdrawn immediately and any deposits on hand forfeited.

### **Medicine**

- For your child's safety, no medication will be administered at school except for prescribed medications with a written doctor's note and "Authorization for Distribution of Prescribed Medication" form signed by a parent or legal guardian. This form is in the Registration Packet.
- All medication must be in the original, labeled bottle. **DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.** The child's parent or legal guardian must bring the medication to the office or to a teacher to take to the office with an "Authorization for Distribution of Prescribed Medication."
- Each dose given by school staff will be documented on the authorization form. If an adverse reaction to the medication occurs, the parent will be notified immediately and 911 will be contacted.

### **Emergency Procedures**

- Fire and severe weather evacuation plans are posted in your child's room.
- 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 Fayette. 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.

### **Insurance**

- Each student is covered by the liability 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.

### **Pet Policy**

- Visits by pets are not allowed at The Learning Academy.

Please sign, detach and return to the office.

I have reviewed the Parent Handbook of The Learning Academy of College Park, understand and agree to the policies and procedures in the handbook and will adhere to these policies and procedures.

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Parent Signature

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Date