

Atlanta Preparatory School of the Arts Policies & Procedures

Atlanta Preparatory is open to you, the parent, any time your child is present in the school. For the safety of all children, we do request that you make your presence known to the person in charge, and cooperate in not disrupting the Center's program.

Children Served

Atlanta Preparatory are open to children ages 6 weeks to 12 years old without discrimination on the basis of political affiliation, religion, race, color, sex, mental or physical disabilities.

Hours of Operation

Hours of operation for our Atlanta location of Atlanta Preparatory are Monday through Friday from 6am - 7:00 pm, 12 months a year. Our Decatur location is open 24 hours Sunday through Saturday. Parents with flexible or rotating schedules must provide Atlanta Preparatory with upcoming schedule no later than 8:30pm Friday the week prior to service being provided to ensure availability of space and proper staff scheduling.

Standard Holidays observed by Atlanta Preparatory are:

New Year's Eve and Day, Easter Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Eve and Christmas Day.

Atlanta Preparatory is licensed for specific hours of operation, early arrival and late pick-up after 7pm cannot be allowed.

If children are left at the School after closing time and no word is received from the parent(s), or an emergency contact cannot be reached, authorities will be contacted. After the School's licensed closing time, the School will charge a late pick up fee of \$1 per minute per child remaining at the school due upon parental arrival.

Uniforms

Atlanta Preparatory School of the Arts is a private performing arts Pre School therefore uniforms are worn daily by students enrolled in our program

Girl's Uniforms

White or Light Blue APS embroidered shirt

Plaid #41 cross tie

Navy Blue APS embroidered vest

Plaid #41 Dresses, Jumpers, Skirts, or Skorts

Black Shoes

Boy's Uniform

White or Light Blue APS embroidered shirt

Plaid #41 tie

Navy Blue APS embroidered vest

Navy Blue Pants or Shorts ONLY

Black Shoes

Plaid #41 is a navy blue, light blue, yellow, and red plaid print

Walco Uniforms located at 2406 Park Central Blvd Decatur, GA 30035 will provide both girl's and boy's uniforms along with embroidery, contact store at [\(770\)981-4226](tel:7709814226).

[Uniforms can also be purchased at other retailers and dropped off at Embroidery World in South Dekalb Mall near the movie theater in order to have the school crest embroidered on the left side \(404\) 241.5262 and \[embworld1@hotmail.com\]\(mailto:embworld1@hotmail.com\)](#)

Upon Arrival and Attendance

Students must be signed in at front desk no later than 9am. All students must wash their hands before being escorted by parents to appropriate class.

Forms

Upon enrollment, your child(ren) will need all state, county and Atlanta Preparatory forms completed prior to leaving your child. All forms necessary will be provided by your School.

Information on forms regarding your child(ren) or specific Center forms must be updated as needed.

Nutrition

Morning snack, lunch, and afternoon snacks are available at Atlanta Preparatory, and the cost is included in the weekly tuition rates. The School will post a daily menu.

For bottle-fed children, parents must provide bottles, and formula or breast milk. **All infant bottles must be marked with the child's first and last name and that days date on each bottle needed for that day.** Staff is not permitted to make bottles. All other items should be marked with the child's first and last name.

Please see the front desk staff to get forms for special diets and allergies.

Fees

A tuition and fee schedule is available at the front desk. You will be informed of all rates, discounts, late fees, activity fees, registration fees, check return fees, and any School specific fees.

The tuition and fee schedule will be discussed with you by the director and parent agreement will be signed explaining when payment is due, and any late charges to be applied. Atlanta Preparatory has a strict Policy on Attendance in regards to paying tuition, our school requiring that full tuition is paid each week regardless to number of days student attends. However, 5 consecutive vacation days are allowed per year when a two weeks written notice is given to the school.

Medication

All prescribed medication must be left at the front desk with the person in charge. A medication form must be filled out completely and signed by the parent or guardian before any medication can be given.

Medications must be in the original container and labeled as follows: child's name; current date; dosage;

times to be given, expiration date; and any other special instructions.

Any non-prescription medication must have a signed, dated note from the child's doctor stating the name of the child to receive the medication, name of the medication, amount to be given; times to be given; length of time to be given and any other special instructions.

Medications will only be dispensed by the person or persons designated by Director.

Medical Emergency

If a child becomes ill, injured, or has an adverse reaction to prescribed medication while at the School, the parent(s) or emergency contact person will be notified immediately.

If it is necessary to seek immediate medical attention for a child, the child will be transported to the designated medical facility, Children's Hospital or nearest medical facility. The child's emergency medical permission forms, as well as the health information file, will be made available to healthcare personnel.

In the event of an occurrence of a communicable disease as outlined by the Department of Health, written notification will be posted on the classroom door within 24 hours or the next business day.

Transportation (To and From Public School)

Transportation is provided to and from public or private middle, elementary or grade schools designated by the Atlanta Preparatory.

Transportation Agreements are signed once for each school year and parent(s) must keep Atlanta Preparatory updated on any changes throughout the year.

Vehicle Emergency Forms must be completed and information kept up to date.

The School will inform you of the time your child must be at the School for transportation to their middle, elementary or grade school.

If your child will not be transported by Atlanta Preparatory to school you must notify Atlanta Preparatory **by 7pm the day before**. If your child will not be picked up by the Atlanta Preparatory from school at the end of the school day, you must notify the Atlanta Preparatory **by noon prior to their dismissal**.

Transportation (Field Trips)

Field Trip Permission Forms must be signed and dated for each field trip.

Vehicle Emergency Forms must be completed and information kept up to date by parents.

Students going on field trips must wear Atlanta Preparatory t-shirt during camp weeks, and full uniform on normal school day.

Internet and photo usage

Internet access to your child's classroom is by password only. By enrolling your child at Atlanta Preparatory School of the Arts you consent that your child(ren) may also be seen on the Internet by other persons. By enrolling your child in Atlanta Preparatory School of the Arts you consent to photos being taken and used for marketing now and in the future. By enrolling your child to Atlanta Preparatory you consent to parental controlled access to internet for learning purposes.

Severe Weather, Fire or Emergency Situations

If an emergency situation develops such as severe weather, fire, physical damage to the building, or any other situation that poses a threat, the safety of the children is our first concern.

The School is equipped with a weather band radio, a fire alarm sprinkler system and fire extinguishers. Fire and severe weather drills are conducted according to state and county regulations or every 30 days.

If there is an emergency situation and it becomes necessary to close the School, parents will be notified to make arrangements for early pickup.

If there is inclement weather and it is determined that the School will not open, parents will be instructed by the view local networks news stations providing closing information.

If an emergency situation develops and it is determined that the building or premises are unsafe, your child(ren) will be transported to a safe location.

Parents will be notified of the situation and you will be required to pickup your child(ren) as soon as possible.

Alcohol, Drugs, and Tobacco

In our effort to provide a safe, healthy environment for each child to grow and develop, we maintain a school free of alcohol, drugs, and tobacco use.

The use or presence of alcohol, drugs, and tobacco is prohibited in the building or anywhere on the grounds by staff, parents, or anyone visiting the School.

The use or presence of alcohol, drugs, and tobacco is prohibited during any outing or field trip, as well as, on any vehicle used by the School to transport your child(ren).

Discipline

At Atlanta Preparatory we use a method of 'redirection' to guide your child(ren) toward appropriate behavior. If a changed in behavior not conducive to a safe and happy learning environment, the teacher will 'redirect' the child toward appropriate behavior or time out. (The use of physical punishment or harsh language is prohibited.)

Parents or guardians are required to abide by the Atlanta Preparatory Discipline Policy any time they are on School property.

Dismissal Policy

The staff will work with each child to fulfill the needs of that student, and every effort will be made to provide a positive learning experience. Special needs will be accommodated when possible.

Atlanta Preparatory reserves the right to ask parents to make alternative arrangements for care if it is determined that a child's needs cannot be met, or the child has not adjusted to group care provided by the School. In the event behavior becomes disruptive to the program or becomes a problem that poses an unsafe situation for the child or other children in the class, alternative arrangements will be required.

If you, as a parent, are uncooperative in completing and returning forms, fail to pay your tuition on time, fail to follow any state or county regulations, or fail to follow any Atlanta Preparatory policies or Procedures, it may be necessary to dismiss your child(ren) from the School with any refund of tuitions paid.

The Parent's Role

The relationship between parents and staff is vital to the success of a child's experience. A partnership must be formed the first day, with open communication and understanding that the development and growth of the child is our top priority.

Parents can assist and help ensure a smooth transition by doing the following:

Sign children in and out at the front desk and then escort them to their designated class.

Have all forms completed promptly. Update forms, as needed, when changes occur (i.e. new phone number, address, etc.)

Keep staff informed of special needs or changes that might affect your child's behavior.

Notify the School if your child is ill. Do not bring an ill child to the School, give your child the proper nurturing he/she needs for a full speedy recovery. Notify the Center if your child will be absent. Notify the school if you will be later than usual picking up your child. Provide a change of uniforms marked with your child's name in a large zip lock bag (School is not responsible for lost clothing) Students should be dressed properly in full uniform daily for the weather and play. ***Do not allow children to bring toys.*** Participate in the School's special activities. ***Upon enrolling each family is required to volunteer 20 hours year, attend scheduled parent meetings and conferences.*** Ask questions and address concerns as they arise.

Atlanta Preparatory reserves the right to change or revise any policies, procedures, or tuitions/fee schedules when deemed necessary. Written notification will be provided to parents.

Atlanta Preparatory School of the Arts is referred to as Atlanta Preparatory, Atlanta Prep, and School(s).