



GA Lottery Pre-K Parent Handbook

Operational Policy

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Enrollment Policies

Proof that a child is age eligible and a Georgia resident are required to register a child for Pre-K. Acceptable proof-of-age includes birth certificate, passport, and hospital record of live birth, green card, pink card or Federal I-94 card.

Acceptable proof-of-residency includes a lease, utility bill or letter from a shelter or employer.

Registration for Sunshine Children's Academy Pre-K classroom occurs from the time annual applications are released and occurs continuously as long as there are vacancies in the program. All students who are 4 years old before September 1 of the year in which they are registering are able to attend.

Selection for Sunshine Children's Academy Ga Pre K Program is done through the waiting list. Children already enrolled in one of the 3 JLS Childcare Team Centers (Jacobs Ladder #1, Jacobs Ladder #2 or Sunshine Children's Academy have priority) Sunshine Children's Academy having first priority, then Jacobs Ladder #1, then Jacobs Ladder #2. Parent must put their child on the waiting list, which will be number in each center as they are added. Once enrollment opens, each family will be contacted via telephone. Two attempts will be made to contact the family, if no response we will continue to the next in line in center priority then to the children not currently enrolled, following the same procedures.

All children enrolled in Georgia's Pre-K Program must have hearing, vision, and dental examination certificates (Ga Form 3300) on file within 90 calendar days of program entry. Form 3300 must be signed by a private practitioner or representative of a local Department of Health.

Immunizations (Ga Form 3231) must be up-to-date or affidavits must be on file within 10 calendar days of program entry.

Dis-enrollment of the Pre-K Program

Once a child has been enrolled, he/she cannot be dis-enrolled from the Pre-K program unless it is determined that he/she is:

- Chronically disruptive
 1. Represents a habitual pattern of behavior (as opposed to the rare or occasional outburst on the part of an acutely fatigued or stressed child)
 2. Repeatedly or substantially interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the other students to learn
 3. Involves three (3) or more incidents of aggression (fighting, bullying or threatening, use of weapon that could cause serious injury), significant property damage or destruction, theft, and repeated violation of rules, age-appropriate social norms, or rights of others.
- Causing harm to himself/herself or others
- Chronically tardy or absent from the program
- Not enrolled in extended day program and is continually picked up late

Chronic Absenteeism or Tardiness

Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or other reasonable explanation.

Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday.

Three tardies is equivalent to one absence.

Absence/Tardies Procedures

The goal of the attendance policy is to assist families in establishing and maintaining regular school attendance patterns. The following guidelines will be observed in regards to attendance.

Arrival time for student occurs between 8:15 a.m. and 8:30 a.m. Children arriving at 8:31 and beyond are considered tardy. Three tardies or early dismissals are equivalent to one absence:

- 1) Phone call to parents after one unexcused absence or three unexcused tardies (Though a courtesy call may be made at any given occurrence)
- 2) A letter to parents from the director after two unexcused or absences or six unexcused tardies;
- 3) A parent conference after three unexcused absences or six unexcused tardies
- 4) Referral to the Pre-K Consultant after four unexcused absences or twelve unexcused tardies.

Excused Absences

A student may be excused for the following reasons:

1. Personal illness
2. Serious illness or death of an immediate family member (Immediate family includes parents or legal guardians, grandparents, siblings, and stepfamily)
3. Special and recognized religious holidays recognized by their faith
4. Mandated order of government agencies
5. Emergencies which reasonably necessitate absences from school
6. Special events which reasonably necessitate absences from school
7. Days missed from school to visit with his or her parent or legal guardian prior to deployment to or during leave from an overseas assignment to a combat zone or combat support posting, up to a maximum of 5 school days per school year.

In the case that a student's personal illness or attendance in school endangers the student's health or the health of others, Sunshine Children's Academy requires the student to present required documentation upon return to school for the purpose of validating the absences excused.

The school will allow up to five absences with medical excuses per year on the authority of written parent notes. Following five absences for illness per year excused by notes written by the parent or guardian, additional absences will be excused only with an original medical excuse signed by a health care professional.

In the event of a serious illness in a student's immediate family, presentation of appropriate medical documentation regarding the family member upon return to school for the purpose of validating that the absence is an excused absence.

School days missed as a result of an out-of-school suspension shall not count as unexcused days.

Inclement Weather Closures / Make Up Days

If Houston County School system closes due to inclement weather, we will be closed also.

You will be notified by Facebook, our website and 13WMAZ news. We will do our best to update those sources if possible, however please know if Houston County Schools are closed so are we.

Make up day may be made by converting holiday break days to instructional days. The Director will make you aware in advance if this occurs with a written notice.

Fee Structure for Extended Care and Non-PreK Program Days

Fees are due in advance on Mondays for the week of service. Payments received after Tuesday noon of the week of service are considered late and assessed a \$25 late fee.

Annual Registration Fees apply for any extended care or Non Pre-K day

- Before Care OR After Care: Before 8:15 a.m. OR after 3:15 p.m.
- Before Care AND After Care: Before 8:15 a.m. AND after 3:15 p.m.
- Holiday Rates: (e.g. student holidays and teacher work days)

- Late Pick-up, after 3:15pm without prior approval is \$5.00 for the first 5 minutes \$1.00 for each minute after. **DUE AT THE TIME OF PICK UP**
- Early Arrival, before 8:15am without prior approval is \$5.00 for the first 5 minutes \$1.00 for each minute after. **DUE AT THE TIME OF PICK UP**

**SEE FEE SCHEDULE IN JLS CHILDCARE PARENT HANDBOOK

Accounts will be assessed a late penalty of \$25 by close of business the next day when this fee is left unpaid.

Meals

Sunshine Children's Academy is on the USDA food program and provides lunch, and afternoon snack.

We are required to serve milk for at least (2) meals. If your child is allergic to milk we will need a doctor's statement and you may provide a milk substitute. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets).

Sunshine Children's Academy never uses food as a punishment. Children will never be denied participation in lunch or snack time for behavior reasons. Sunshine Children's Academy does not permit children to bring in outside foods, except as necessitated by exceptions due to food allergies or religious purposes.

An IES (Income Eligibility Statement) form from the USDA government will be made available to see if our center, if you choose to opt out of completing the form, there will be a \$5.00 a day meal charge.

Curriculum

Sunshine Children's Academy uses the GA approved: KAPLAN'S LEARN EVERY DAY Curriculum.

This curriculum uses a strengths-based approach; this fully integrated curriculum combines multisensory experiences with state-of-the-art technology. Based on the best-selling book, A Planning Guide to the Preschool Curriculum, this innovative curriculum is designed to be used in a way that respects individual differences, honors every child's culture, and recognizes that family members are an equal partner in a

child's education. It is the goal of the authors that all children will experience joy and delight as they grow and develop in a nurturing environment.

L - E - A - R - Ning THE KAPLAN WAY

Literacy, Math, Science, Social Studies, and Creative Arts

Experiences that encourage exploration and discovery

Activities designed for multisensory learning

Research-based, developmentally appropriate methods

Nurturing environments that support all learners

Arrival Procedures

Pre-K begins each day promptly at 8:30 a.m. Students are expected to arrive on time and be received between 8:15 a.m. and 8:30.

Note: Parents are assessed a \$5.00 a minute for the first 5 min, then \$1.00 a min for each additional minutes, for Pre-K students who arrive prior to 8:15 (8:14 or earlier) and are not registered for Before/After Care Services.

Parents will sign out students by entering their codes into the touch screen computer in the front lobby. *Failure to sign in or out can cause your account to be charged early or late fees.*

Pick-Up Procedures

Pre-K ends each day at 3:00 p.m. Students are expected to be picked up on time and the parents are given a 15 minute grace period without being charged a fee.

Note: Parents are assessed a \$5.00 a minute for the first 5 min, then \$1.00 a min for each additional minutes, for Pre-K students who arrive prior to 3:15 (3:16 or later) and are not registered for Before/After Care Services.

Parents will sign out students by entering their codes into the touch screen computer in the front lobby. *Failure to sign in or out can cause your account to be charged early or late fees.*

The Georgia PreK Family Handbook can be found on our website:

<https://www.jacobsladderchildcareteam.com>

or on DECAL website:

<http://dec.al.ga.gov/documents/attachments/PreKFamilyHandbook.pdf>