



The Atlanta Speech School
2018-2019 Handbook



July, 2018

Dear Speech School parents and families,

On behalf of your child's learning team and of the entire Atlanta Speech School staff, we want to thank you for entrusting your precious children to us. We are looking forward to an amazing year of learning, growth, joy, and engagement for every child who enters our doors. The Speech School's 80-year history of providing outstanding educational, personal, and social/emotional outcomes for children is indelibly tied to our story and mission. When each child is our focus, every child can experience true delight in learning and have the opportunity to reach his or her full potential in school and in life. While each day we are teaching in the moment, our eyes are always on the future as we prepare our students for the rigors of the academic world beyond our doors. Our commitment to your child's success, to you, and to excellence in everything we do, has been and continues to be unwavering. We thank you for making the decision to take this educational journey with us.

We hope you find the information in this Handbook helpful as you tackle the day-to-day challenges of a new school year. If you have additional questions or concerns not addressed here, please do not hesitate to contact your child's school director or teacher.

Thank you,

The Staff of the Atlanta Speech School

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Absences and Tardiness

Our goal is to help children become independent learners as quickly as possible. To accomplish this, children need regular attendance. Please do not take your child out of school for non-essential reasons and please make every effort to be at school on time. Having said this, we do not expect children to come to school when they are ill. We do hope, however, that you can plan your family vacations to coincide with our holidays. Early dismissal Fridays are an ideal time to schedule necessary appointments. If your child will be late or miss a day of school, please call or email and leave a message for his or her teacher. All children are expected to go outside for recess unless they bring a note from home requesting that they stay in. School arrival and departure times and procedures are described elsewhere in this handbook. We ask that you have your child here on time each morning so that the day can begin without your child feeling behind. We also request that you make arrangements to pick up your child promptly at dismissal time.

- Excused absences include: illness, doctors' appointments, dentist appointment, testing, funerals, severe weather that impacts travel
- Unexcused absences include: vacation, personal activities
- Tardy:
 - Wardlaw: 8:15 AM
 - Other schools: 15 minutes past start of class time
 - Excused tardy: doctor or dentist appointment
 - Unexcused tardy: overslept, running late, traffic
- There may be situations that aren't specified in these examples – please contact the school director with any questions.

Assessment

Assessment is an integral part of the programming in all of the schools and clinics of the Atlanta Speech School. It allows professionals to make the best decisions regarding each student's language development, academic achievement and learning trajectory. Always adhering to best practices within our programs, Speech School professionals monitor progress, seek diagnostic refinement, and determine appropriate programming throughout the year for each child and every child we serve. Assessment related to a child's progress and programming within a school or clinic is not optional. It is what allows us to get the best outcomes for our children.

Assessment and Research: Adding to the Body of Knowledge

Occasionally, one of our schools or clinics may be asked to participate in a study designed to further the understanding in a specific area of learning, cognition or academics. Should that be the case and if your child fits the age and profile of the subjects sought, you will receive a request for your child to be included in the assessment process. If you agree, your signature granting permission for your child to be tested, will be **required** for your child to be included in the study. A study of this kind might involve specific testing related to one of the following: processing, receptive or expressive language, vocabulary, phonemic awareness, word attack/decoding, fluency, comprehension, math computation, math problem solving, etc.

Your child's participation in assessment for research is **optional**. If you would prefer that your child not be included in a study, you may simply decline the request, again with your signature, and opt out of the project on behalf of your child.

Balloon and Latex Policy

The Atlanta Speech School is aware of the possibility of latex allergies in children and adults and proper precautions have been taken to limit exposure and care for reactions in allergic children. Latex balloons may be used in a variety of classroom and enrichment activities. If there is a case of known allergic reaction to latex, balloons will not be used during instruction.

Building Access Procedures - Arrival Pick-up

We greatly appreciate your cooperation in following these guidelines regarding access to the building and late arrivals or early departure of students. They are in place to assure a safe learning environment for your children.

- **Enter and exit the building only through the main lobby between the hours of 7:30 a.m. and 6:00 p.m. or the lower lobby between the hours of 8:15 a.m. and 4:30 p.m.** The carpool lobby and Black lobby will be locked during school hours. Only children who are being dropped off for carpool are allowed to enter through the carpool lobby doors. If you are accompanying your child into the building you must enter through your program's designated lobby.
- **Log-in at the security desk in your program's lobby** to receive a visitor's badge. Your driver's license will be required. The receptionist will contact the person you are here to see and will let you know if you need to wait in the lobby or if you can go directly to your destination. Remember that you must exit the building through the door you entered and log-out when your visit has ended.
- **Please do not interrupt classes** to deliver messages or forgotten items, or to pick up children.
- **Students who arrive late or who leave early** (anytime before normal dismissal time) must be signed in or out. This includes students leaving early for medical or dental appointments or those who leave due to illness. The Sign In book for students is also located at the security desk.
- **If you are bringing your child to School late**, sign your child in at the security desk, indicating the time and the reason your child is tardy. Depending upon your child's age, he/she will walk to class unescorted or with adult supervision. If you need to leave a message for the teacher, you may use the phone in the lobby to leave a voicemail or you may e-mail from your phone or computer. If you prefer to write a note, leave it with the receptionist. The teacher will contact you at an appropriate time.
- **If you must pick your child up early**, please notify the teacher in advance by note or e-mail on the morning of the day or earlier. Children needing to depart early will meet their parents in the lobby. When you arrive to pick up your child, we ask that you sign in at the receptionist's desk in the lobby. The receptionist will notify the teacher when you arrive and your child will come to meet you. Please do not ask us to have children wait outside unattended. Before you depart with your child, please sign him/her out in the book located at the receptionist's desk. If you ask someone else to pick up your child, please understand that the School needs your written authorization and will require that person to show proper identification before your child can be checked out.
- **These rules are in place for your child's safety.** The front desk personnel are charged with enforcing these rules. Please do not ask for any exceptions.

Building Use Policy

Atlanta Speech School property is not available for individual or group instruction after school hours except to the extent such instruction is part of one of the School's programs or is approved by the Executive Director and Chief Academic Officer as consistent with the School's mission and appropriate for the School's facility. The potential for disruption of services and issues of liability and security makes this policy necessary.

Carpool and Dismissal Procedures/General Information

Set forth below are carpool procedures for dismissal for the upcoming school year. Please read this information carefully. Of course, these procedures are written with our primary focus on the children's safety. In that regard, please make sure that you use **extreme caution** and **drive slowly** while on our campus. The procedures are also designed to reduce traffic congestion and confusion caused by our various dismissal times for different programs in the afternoon. **PLEASE DO NOT PULL AROUND CARS IN THE CARPOOL LINE AS THEY WAIT ON CHILDREN. IT IS DANGEROUS.**

1. Please register your child with PikmyKid before the first day of carpool. If your child is not registered, you will need to come into the building to pick up your student. Please make sure to add all approved drivers into PikMyKid.
2. Color coded hang tags corresponding to your preschool color will be provided to **preschool parents** only. Tags should be hung on the rearview mirror. Hang tags admit cars into the appropriate carpool line only.
3. Please also note that **no child will be placed in a car while the driver is talking on a cell phone**. It is now **against the law** in Georgia to drive while holding a cell phone. While hands free use of cell phones is allowed by law, we believe full attention should be given to greeting your children and driving without any distraction.
4. During dismissal, our police officers will only allow cars with tags for the school being dismissed to line up. Other cars will not be allowed on campus until the previous carpool has been completed. **Please review attached information regarding carpool times for each department.**

Safety for ALL 4 schools

Students will not be loaded into a car that does not have an age-appropriate child safety seat or seat belt.

Children must be seated and buckled into the car seat before the car moves away from the curb. If the student is unable to buckle himself securely, the parent or caregiver must reach around to buckle the child into the seat or walk around to securely fasten the harness, belt, or restraint. Teachers may not buckle children into the car.

Please do not pull around cars in front of you. Wait until the line moves forward before proceeding.

Stop for pedestrians in the driveway. Use extreme caution and drive slowly while on our campus.

HAMM

Hamm Carpool will pick up and dismiss from the Lower Lobby. Hamm Preschool hang tags are orange and have an H followed by a design. The parents must park in the lot, come inside the building, and provide identification to the administrative assistant or teachers helping with dismissal.

Children must be seated and buckled into the car seat before the car moves away from the curb. If the student is unable to buckle himself securely, the parent or caregiver must reach around to buckle

the child into the seat or walk around to securely fasten the harness, belt, or restraint. Teachers may not buckle children into the car. Please do not park your car in the driveway after your child is loaded in the car.

If you arrive early for your child's carpool, park in the parking lot until at least ten minutes before your child's carpool starts. Carpools occur frequently throughout the day depending on the day of the week and school program. It is important that parents not block or delay another school's carpool by entering the line too early.

We ask that any changes in pickup be communicated to the Kenan administrative assistant. If the parent designates a different pickup person in PikMyKid more than 30 minutes before pick up time, then it is allowed. If the person picking up your child is already listed on the carpool form but not in PiKMyKid, you may either call or email. Phone calls should be directed to the Kenan administrative assistant. If the pickup driver is not listed on your child's carpool form or in PikMyKid, we must receive permission in writing no later than the morning of the pickup. Individuals picking up students will be asked to show identification.

STEPPING STONES

Arrival

Teachers will be present to unload students from cars each morning. Please do not step out of the car while in the morning carpool line. If you need to assist your child with anything, please park in the lot and then walk your student to the Stepping Stones building entrance. Teachers are available to assist children to class. All Transitional Kindergarten students should arrive at 8:15 a.m., and no later than 8:25 a.m. Pebbles and Boulders students should arrive at 8:25 a.m., and no later than 8:40 a.m. Classroom learning time begins promptly at 8:15 for Transitional Kindergarten and 8:30 a.m. for Pebbles and Boulders students.

Please do not wait along the fence for carpool as it causes a safety concern for cars leaving the lot. If you arrive early please park your car and wait until your child's carpool begins before entering the drop off line.

Please do not park your car in the driveway. To facilitate a timely morning drop-off system, we must keep the line moving.

Please label your child's safety seat if it will be left at school for an afternoon driver.

Dismissal

Teachers will be present to load students into cars each afternoon. Please display your color-coded carpool hang tag issued by the school office from the rear-view mirror. No child will be placed in any car without a hang tag. The driver of a car without a hang tag or name card must park in the lot, come inside the building, and provide identification to the administrative assistant or teachers helping with dismissal.

Please do not park your car in the driveway after your child is loaded in the car. If you need to assist your child in fastening his/her safety seat, please pull forward and away from the pick-up line before stopping your car.

If you arrive early for your child's carpool, park in the parking lot until your child's carpool starts. Carpools occur frequently throughout the day depending on the day of the week and school program. It is important that parents not block or delay another school's carpool by entering the line too early.

We ask that any changes in pickup be communicated to Tracy Meeks or your child's teacher by 10:00 a.m. If the person picking up your child is already listed on the carpool form, you may either call or write a note. Written notes should be attached to the outside of your child's school bag or given to Tracy Meeks. Phone calls should be directed to Tracy Meeks at extension 3200. If the pickup driver is not listed on your child's carpool form, we must receive permission in writing no later than the morning of the pickup. Individuals picking up students will be asked to show identification.

WARDLAW

Afternoon Carpool

Downstairs Wardlaw classrooms will wait for their carpools in the cafeteria. All other Wardlaw classes will remain in their classrooms until their car has arrived. Children will be called to line up as your arrival appears on the screen.

Teachers will be stationed on the upper driveway to help children into the cars. One of the duty teachers will have a tablet device that lists the names of all children in the carpool. The list will indicate days on which children are remaining for afterschool.

To have your child ride home in a different carpool, please indicate the change on Pikmykid and send a written note to the school. Any carpool changes made during the day should be entered in Pikmykid before 1 p.m. Monday through Thursday or 11:30 a.m. on Friday.

Parents with schedule conflicts (e.g. carpool at another school, sports practice) will be allowed to pick up their children from the administration lobby. We ask that you sign-in on the carpool list provided at the receptionist's desk and wait for your child. **For safety reasons, children are dismissed from the lobby before 2:30 or after carpool is completed.**

Morning Carpool

At **7:45 a.m.**, our student helpers are available to open car doors and help children get into the building using the "school entrance." Please **pull to the front** of the carpool line to drop your children off.

Upon arrival, children will assemble in Gilbert Hall where they will be directed to the morning activity of their choice. The Pledge of Allegiance is said at 8:05 a.m. Children are dismissed to their classrooms following the Pledge.

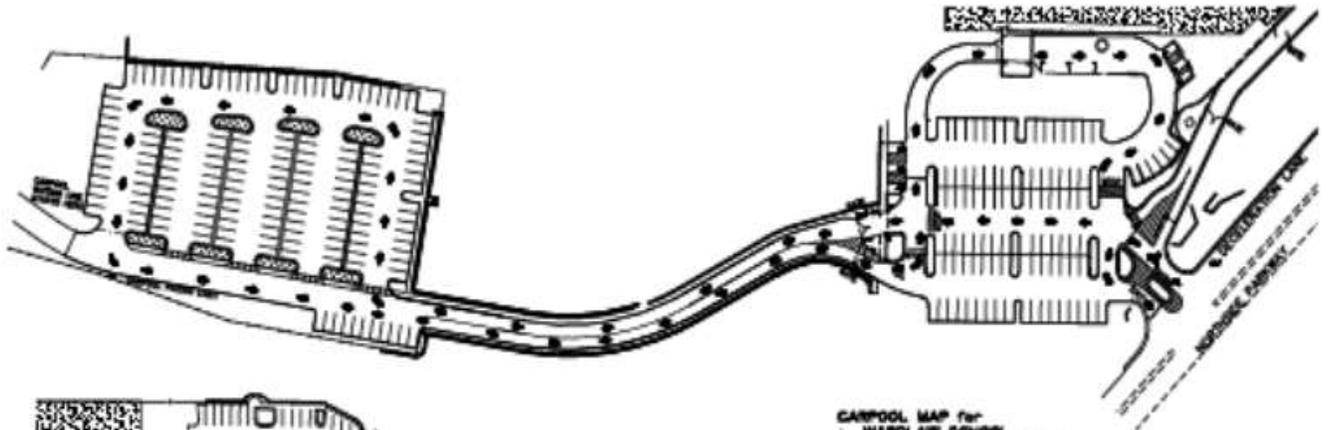
IF YOU NEED TO COME INTO THE BUILDING, DO NOT PARK YOUR CAR ON THE SCHOOL SIDE OF THE DRIVE. THIS IS THE FIRE LANE AND CANNOT BE BLOCKED. PARK ONLY IN THE MAIN PARKING LOT TO COME INTO THE BUILDING.

Early Arrival for Wardlaw

Children may arrive as early as 7:15 a.m. and wait in the administration lobby. A teacher is on duty beginning at 7:15 a.m. to supervise the children while in the lobby and once they move to Gilbert Hall. Please understand that because no one is on duty with the children prior to 7:15 a.m., the building is not available before that time. Any parent waiting for the building to open is asked to park in the parking lot.

As you are aware, we place great emphasis on our children being present for the Pledge. Our goal is to ensure that their day begins without the feeling that they are already behind the schedule. We hope that a staff member's presence for the fifty minutes prior to that time will provide some convenience to you when your schedule demands that you bring your child well in advance of the normal school day. Except in the instances of schedule demands, we would ask that you try not to bring your child to school too early. A very early arrival can potentially have an effect on your child's ability to maintain energy and concentration throughout the day.

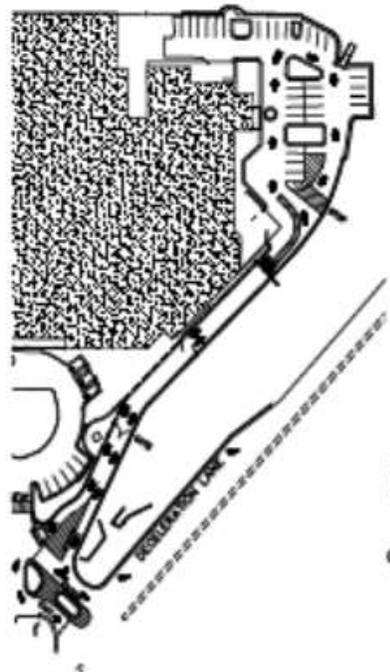
Traffic Pattern/Carpool Map



CARPOOL MAP for
 • WARDLAW SCHOOL
 • KATHERINE HAMM CENTER
 • KENAH PRESCHOOL

○ Drop off and pick up at school lobby doors.

— Carpool waiting line starts here.



CARPOOL MAP for
 • STEPPING STONES
 • KATHERINE HAMM CENTER
 PRESCHOOL (pickup only)

○ Drop off and pick up at lobby lobby doors.



Child Abuse Policy

All Atlanta Speech School staff members receive training in the identification of child abuse. Staff members are required by law to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children's Services.

Any parent wishing to routinely volunteer at the school must participate in the required background check and receive child abuse training prior to working with students. This includes parents who would like to volunteer for class parties or drive on field trips.

Clothing/Dress Code

We expect children to come to school neatly, cleanly and comfortably dressed in a manner that is not distracting in the classroom.

- Children may not wear: T-shirts with inappropriate language, torn clothing, clothing that is too short, shirts that bare the midriff or have straps that are less than two inches in width, or make-up.
- Student may not wear hats in the building.
- Shoes should allow for play on one of our two mulched playgrounds.
- For safety reasons, students must wear athletic shoes, e.g., running, tennis, etc. Our children go outdoors daily and we encourage their participation in active sports, games and use of playground equipment.
- As the weather gets colder, please dress your child in layers since we go outside every day, weather permitting. Hats, coats, gloves are appropriate for outside play. Please label all clothing with your child's name. For younger children be aware that hood strings can catch on playground equipment. Since temperatures inside the building may at times, be too cool for some children, parents may choose to send in a light sweater or jacket to remain in their child's classroom.
- We encourage preschool girls to wear bloomers under their dresses since they will be active on the playground and in PE.

The teachers on duty for any particular recess (in conjunction with our school nurse) will make a decision about weather conditions at that time. Teachers will not take the students out for recess when the temperature is frigidly cold and/or if it is raining.

If your child has a medical reason to routinely be excused from participation in outdoor recess (e.g., cold induced asthma) please notify your child's teacher and our school nurse in writing.

Communication

The majority of communication that you will receive from the school will come via email or your child's homepage on RenWeb.

The preschool programs also utilize Bloomz to communicate with families with pictures, signup sheets for conferences and more. Preschool teachers send regular digital newsletters to families.

As we will say many times, our goal is direct, on-going teacher-parent communication. The most efficient means of communication will differ somewhat from teacher to teacher. As a general rule, we ask that you not call teachers at home. If an individual teacher prefers this, she will let you know. Your child's teacher will guide you in knowing how best to arrange conferences or discussions by telephone. You should feel free to leave voicemail (teachers are not available to talk by phone during the school day) or email messages asking for teachers to contact you in return. Your child's director is also available to you by phone, email or in person. Certainly, we hope you will not hesitate to call the school if you have questions or concerns.

Confidentiality Policy

The Atlanta Speech School seeks to maintain confidentiality of information regarding our students and families.

Release of Educational Records

The school implements procedures regarding the release of educational records. Please note it is the school's policy that only results from testing conducted or information generated by the Atlanta Speech School will be released.

The Atlanta Speech School will not permit release of educational records to parties other than:

- Atlanta Speech School staff involved in the routine operation of educational or therapy programs.
- Officials of other schools or school systems in which the student seeks to enroll or agencies or other professionals consulted by a parent upon the condition that the student's parent(s) request release of information in writing. The release of student records under such circumstances requires the consent of one or both parents in writing, signed and dated by the person granting consent, and shall include specification of the records to be released, reasons for such release, and the names of the parties to whom such records will be released. The release of records requires five (5) days, and a reasonable fee may be charged for providing requested copies of records under access rights.
- Parents of a student.
- Authorized officials of federal and state governmental agencies.
- Accrediting organizations to carry out their functions.
- Organizations or educational institutions conducting research to improve education, provided that such studies are conducted in such a manner as will not permit identity of students.
- In compliance with judicial order or pursuant to a lawfully issued subpoena, provided the parents are notified in advance of such orders and of compliance therewith.

The Atlanta Speech School maintains secure, accurate, and complete student records. All current student files are housed on our secure server. The School follows all applicable state and/or federal laws and professional standards in the storage, maintenance, retention, and destruction of student records. Files for children who have graduated from the program are maintained for 25 years before they are destroyed.

Discipline/Expectation of Student Behavior

The Atlanta Speech School strives to create an environment that encourages children to make positive choices, to enter and exit peer groups with increasing skill and satisfaction, and to learn to live in a respectful and cooperative manner. School professionals are trained in and utilize techniques from the Responsive Classroom to assist students to live and learn in various “communities” throughout the school day.

Teachers seek to teach self-regulation, self-discipline and executive functioning through the setting of individual and community goals. Children determine their goals and dreams individually and collectively with the various “communities” in which they find themselves during the day. Morning and end of the day, “Closing,” meetings help children know each other as individuals and develop a sense of community and responsibility for self as well as the community. Simple and clear rules are established in each classroom. Review of the rules occurs during the daily meetings and as needed throughout the day. Children are treated in a positive manner with gentle reminders of their responsibility as a member of the group. When standards and goals are not met, discipline is designed to “fit” the immediate situation. Redirection, logical consequences and discussion of the problem are utilized. Corporal punishment is not used under any circumstances.

Atlanta Speech School professionals are committed to assisting children to develop emotionally, socially and cognitively. Teachers use encouragement, positive reinforcement, and specialized instruction to create an environment that builds self-esteem and instills a life-long love of learning in children. There may be times, however, when a child’s behavior is so outside the norm that it can affect the atmosphere of the classroom. Behaviors that can be disruptive to a classroom may include aggression, defiance, disobedience or disrespect. If these behaviors occur, teachers will assist the child by:

- Helping the child use appropriate words to resolve conflict
- Providing natural consequences for undesirable behavior
- Working with parents to provide consistency both at home and at school
- Consulting with the school psychologist to help assess and remediate behavioral issues

The Atlanta Speech School is a no “s-s-s-h zone.” Children’s voices are enjoyed and children are expected to learn respect for others who are working or learning in the academic “zones” of our school and they are expected to demonstrate that respect. Children are challenged to determine what appropriate behavior should look like in different situations.

DISMISSAL - BEHAVIORAL

Actions (physical or emotional abuse) on the part of a child, which threaten the safety of other children or the classroom, require immediate action. Children who are unable to accept the limits or the logical consequence of their behavior may be sent home until a plan can be instituted. Parents will be asked to attend a conference where a plan of action will be formally developed. If, after a reasonable period of time the problem has not been resolved, the following actions may be taken by the Director:

- Suspension
- Dismissal

In the case where a child’s aggressive actions toward others are so disruptive to the learning environment that his/her presence in the classroom is detrimental to himself/herself or other children, the child will be

removed from the classroom immediately. It is left to the discretion of the Director of the program, in conjunction with the Chief Academic Officer and/or the Executive Director of the School as to whether the child will be allowed to return to the classroom. If the behavior occurs a second time, the child will be dismissed from the program immediately.

Electronic Devices

With new technology comes new challenges and we must always keep those challenges in mind as we strive to keep our students safe. Electronic devices with Internet capabilities are able to get onto the Atlanta Speech School's wireless network, leaving our students vulnerable to the lure of a variety of Internet experiences. While we do have an Internet filter installed that prevents access to many inappropriate websites, there are still many sites our students can access that may have what we would consider to be inappropriate material for young children (for example: Wikipedia, Facebook, Google Images, etc). We do not allow our students to access the Internet on school computers without careful teacher monitoring, so we have chosen not to allow casual access to electronic devices at any time. We want our children to be safe, and the availability of unknown Internet sites is just not worth the risk. As a result, Atlanta Speech School students are not allowed to bring iPod Touch, iPad, Nintendo DS and similar non-phone wireless devices to school except for school projects. Cell phones may be brought to school if needed for afterschool activities, but phones must remain off and in the backpack for the entire school day including A.M. and P.M. carpool.

If any student chooses to bring an electronic device to school (other than a phone as mentioned above) or if a student has a phone out of the backpack during the school day, the device will be removed from the student's possession and taken to the school's office. Such devices can only be retrieved by the child's parent in person. If a parent chooses not to intervene, the device will be returned on the last day of school.

Emergency Information

Parents are responsible for updating the school registration and medical information forms in **RenWeb** whenever there is a change in phone numbers, address, marital status, change in medical/health record, or change in emergency contact information in RenWeb. These are two of the most important documents we have about your child. **Please be sure to keep this information current.**

Emergency Procedures (Medical and Dental Emergencies)

In the event of a serious accident or emergency, Atlanta Speech School staff will follow these procedures:

1. Administer first aid or CPR to the child
2. Call 911
3. Get assistance from the school office and school nurse
4. Contact the parent/guardian.

If the parent cannot be reached, we will contact the Emergency Contact person on your child's registration form. In the rare circumstance requiring Emergency Room care, your child will be transported to the nearest hospital or the hospital designated by the ambulance. If the parent does not reach the School before the ambulance arrives, a staff person will ride with your child to the hospital. Parents will be asked to meet the ambulance at the hospital.

- Dental emergencies will be handled by the teacher on the scene and the school nurse. The situation will be assessed and a parent will be called.
- If your child is less seriously injured (scrapes, bumps, etc.), our staff will handle the situation under the guidance of our school nurse and will inform you by phone or when you pick up your child.

Field Trips - Driving Guidelines

The following guidelines are important for the children's safety and the well-being of Preschool children whose carpool times frequently overlap with field trip departures and returns. We appreciate your cooperation and your willingness to facilitate field trips for our children.

Never drop off, park your car, or pick up children on the carpool drive.

1. Please park in the parking lot and come into the lobby to let the receptionist know you are here. Wait for the children in the lobby and escort them to the car.
2. The teacher will assign children to each car and accompany them to the parking lot by exiting through the front lobby and crossing the bridge to the lot or walking down the ramp to the right.
3. Upon returning to school, please park in the lot once again and escort the children from your car up the walk to the front lobby and to their classroom. Please stay with the children until the teacher arrives.

Fire, Tornado and Crisis Management

The Speech School has a Crisis Management Plan to be used in the event of a fire, tornado, or other emergency situation. Fire and tornado drills are practiced monthly. Evacuation routes are posted in each classroom and hallway.

Our main goal in every emergency situation is the safety of our students and staff. In the event of a tornado warning, children and staff are moved to tornado-safe rooms throughout the building for the duration of the warning. If a tornado warning occurs during carpools, we will not load children into and out of cars, but will wait until the warning has expired for our area. If you or your children are in the parking lot during a warning, please come into the building immediately and go to a tornado-safe room (any room that has a green tag reading "Tornado").

Food Allergies

Food allergies are a growing concern in schools across America. In fact, food allergies claim over 200 lives and are responsible for over 30,000 emergency room visits each year. A major health issue such as this one needs to be taken very seriously, and it has always been the policy of the Atlanta Speech School to make the safety and well-being of our students our top priority. Although children can have allergies to just about any food, eight foods account for about 90% of all food allergies. The main food allergens are: eggs, milk, peanuts, tree nuts, seafood (fish and shellfish), soy, and wheat. We do have children in the Speech School with serious food allergies. A child with a life threatening peanut allergy can suffer a reaction merely by touching a food containing peanuts. Therefore the following safety guidelines are in effect for the School:

- Please do not send any peanuts, peanut butter, tree nuts (including coconut), or foods containing peanuts and other nuts to be eaten in the classrooms. This also includes foods cooked in peanut oil or with added coconut oil.
- We will not initiate any classroom projects that involve peanut butter (like bird feeders) or peanut shells (for art projects). Please do not send any of these projects into the classroom with your child.
- Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. Please let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.
- We will try to keep food at holiday parties to a minimum. As with birthday parties, we must be extremely careful about the ingredients in all of the food items. If you are bringing food into the classroom for a holiday party, please call your child's teacher in advance and get approval for all party food items, baked goods, and "goodie bags".
- The school cafeteria does not serve foods containing peanuts or tree nuts, however eggs, milk, and wheat are used in many of the school lunch recipes. For children with food allergies who bring their lunch from home, we ask that they not share foods at the lunch table. Please review this with your child.
- The Wardlaw School provides special accommodations for children who will "only" eat peanut butter sandwiches for lunch. The child will be allowed to bring peanut butter to school but he/she will be asked to sit at the "Peanut Butter Table" to eat. He/She will not be able to sit with his/her class during lunch, but will be allowed to choose one friend to sit with him/her. Your child will be asked to thoroughly wash his/her hands after he/she has eaten.
- If your child ate peanut butter for breakfast, we ask that you make sure that hands are washed with soap and water before leaving for school. Water alone does not do the trick.

Hand Washing Policy

Hand washing is the single most important activity to decrease the spread of infections of all kinds. Accessible hand washing facilities are provided for all staff, students, and volunteers with water, soap and paper towels. Waterless hand sanitizers are accessible in situations where running water is not within reach (for example: on the playground, in the lobby and in the teacher's lounge). Signs and posters about proper techniques for hand washing are posted in numerous sites around the facility, especially within view of bathroom and classroom sinks.

Health Records/Immunizations

Georgia law requires that each child have a current immunization record on file in order to attend school with other children. The required state form is available at your local pediatrician's office and health department. Children will not be able to attend school until this form is on file with the school nurse.

Headlice

The Atlanta Speech School policy for management of head lice has been modified to be in accordance with the National Association of School Nurses (NASN) 2010 position statement and current recommendations from the American Academy of Pediatrics. The NASN position statement explains, "While much despised, lice are not known to be vectors for illnesses." Every year, "families and school staff expend innumerable hours and resources attempting to eradicate lice infestations, expending equal efforts on parasites and their nits." Millions of dollars are spent on lice combs, pediculicides, doctor visits, and parental time missed from work. Yet, "there is no scientific consensus on the best way to control head lice infestation in school children. No pediculicide is 100% ovicidal, and resistance has been reported with lindane, pyrethrins, and permethrin (Frankowski & Weiner, 2002). Head lice screening programs have not had a significant effect on the incidence of head lice in the school setting over time and have not proven to be cost effective (American Academy of Pediatrics, 2003)."

The NASN position statement concludes: "It is the position of the National Association of School Nurses that the management of pediculosis should not disrupt the education process. Children found with live head lice should be referred to parents for treatment. Data does not support school exclusion for nits. Because no disease process is associated with head lice, schools are not advised to exclude students when nits remain after appropriate lice treatment, although further monitoring for signs of re-infestation is appropriate. The school nurse, as student advocate and nursing expert, should be included in school district-community planning, implementation, and evaluation of vector control programs for the school setting. The school nurse retains an important role in educating all constituencies about pediculosis and dispelling myths and stigmas regarding lice infestation."

PROCEDURE:

A student with suspected head lice will be referred to the school nurse for evaluation.

If live lice are found, the parents will be notified of the suspected infestation at the end of the school day. The student will remain in class. The parents will be provided with a letter and the S.C.R.A.T.C.H. (School and Community Resources to Take Control of Head Lice campaign) fact sheet, and will be advised to re-inspect the child's hair periodically for live lice after treatment is completed.

If the student is found to have only nits and no live lice, no action is taken. Children will no longer be excluded from school because of head lice or nits. Parents of classmates will be notified by a letter with information about head lice. Atlanta Speech School will no longer conduct mass head lice screenings. Headphone use will not be restricted because of the presence of head lice or nits. All parents are reminded to periodically inspect their child's hair for the presence of lice and nits. For more information, please refer to: <http://www.headlice.org>

HIV/AIDS Policy - Students

In any school community, there is a risk of contracting infectious diseases. The Board of Directors of the Atlanta Speech School recognizes the importance of protecting the health and welfare of all members of the school community.

The Atlanta Speech School has a long tradition of caring for students with special needs. It will maintain this tradition in dealing with individuals who may be diagnosed as being infected with the Human Immunodeficiency Virus (HIV) or having Acquired Immune Deficiency Syndrome (AIDS).

The latest medical evidence indicates that there is virtually no risk of transmission of the HIV infection through casual contact in a school setting. Therefore, no child will be restricted from regular school activities solely on the basis of his or her HIV status. Restrictions may be imposed in the case of secondary infections that might endanger the health of other members of the School community.

The School feels that support for an affected student and the school community can best provide his or her family if the child's condition is dealt with in open and straightforward manner. This approach avoids the possibility of destructive rumor and speculation.

When a student is diagnosed as having an HIV positive condition, the student's parent or legal guardian must notify the Executive Director. Information about a child's condition will not be disclosed except as authorized by a student's parent or legal guardian in writing. Written authorization for disclosure to the Department Director and the student's primary teacher will be required. This disclosure is needed to insure proper care of the child and to allow school personnel to deal appropriately with any situation which might result in exposure to the blood of an HIV positive student. The parent or legal guardian will have the option of allowing disclosure to other faculty and students.

Internet Filtering System

The Speech School has SonicWall internet filtering on traffic traversing the school network. This software allows the technology team to filter out most inappropriate information from the Internet. The Tech Team strongly suggests you consider a filtering product at home for the safety of your children. We also encourage you to monitor your child's computer activity and remind your child not to give out any personal information while on the Internet. While safety procedures are taught at school to the older children, they need to be reinforced at home.

Internet Policy Statement

The Atlanta Speech School reserves the right to monitor its information technology resources and telecommunications network to protect the integrity of its computing systems, workstations, and lab facilities, and to ensure compliance with all acceptable use and related policies and procedures. To this end, the School reserves the right to inspect any and all computer systems or data that reside on its telecommunications network for violations of any acceptable use and related policies and procedures.

Acceptable and Unacceptable Use

Because of the richness of the Internet and the School's information technology resources, it is not possible to catalogue exhaustively all acceptable and unacceptable uses. The lists below are meant to be illustrative. Employees and students should consult with their supervisors or teachers, respectively, if there are questions about the appropriateness of other uses. In free time areas, users should address questions to the technology team or other responsible parties.

In deciding what is and is not an acceptable use, there are two overriding principles: (1) the School's information technology and telecommunication resources exist to support the School's mission, and (2) the School is committed to ensuring a positive learning environment for all members of its community. Thus, all users are obliged to demonstrate civility in any and all exchanges and postings, including the content of web pages, both official and unofficial. The School reserves the right to remove from its telecommunications networks any content judged to be racist, pornographic, or designed to belittle members of the School community.

Acceptable Use

1. Gathering and providing research material and data
2. Analyzing research data
3. Preparing course materials
4. Completing class and homework assignments
5. Enhancing coursework
6. Enhancing educational approaches and teaching methods
7. Obtaining and disseminating school related knowledge

Unacceptable Use

1. Using the network for gambling, any other illegal activity, or any activity prohibited by the School's acceptable use and related policies and procedures, including but not limited to violations of copyrights, software agreements and other contracts
2. Using the school systems for commercial or profit-making purposes
3. Altering system software or hacking in any form
4. Gaining unauthorized access to resource entities, including use of others' passwords
5. Invading the privacy of individuals
6. Posting anonymous messages

Live Animal Policy

No live animals may be brought into the Atlanta Speech School or permitted on the School grounds except under the following circumstances:

1. Children may bring an animal for activities such as Show and Tell only if they have received permission in advance from the child's teacher. A parent is required to be present and to be responsible for control of the animal. As part of this responsibility, all animals must be on a leash, or in a cage/tank and under the control of the parent at all times.
2. Teachers and other instructors may bring animals to the School to the extent there is a clear instructional or therapeutic purpose associated with the animal's presence. Such activities will only occur after approval of the teacher or instructor's director and advance written notice to parents of the students to be engaged in the activity.
3. Persons needing the use of service animals may bring these animals to the School to the extent the animals are kept on a leash and under control at all times.
4. Visiting animals must be in good health and have documentation from a veterinarian showing they have been fully immunized and are suitable for contact with children.
5. Reptiles are not allowed in the classroom because of the risk of salmonella infection.

Under no circumstances shall any animal that is poisonous or may have a vicious propensity be permitted on the School's premises. Anyone bringing an animal to the School in accordance with the conditions described above, needs to exercise care and consideration in understanding that some people are allergic to certain animals and not all people feel safe with unfamiliar animals.

KENAN

The Kenan Preschool utilizes a reading dog in our Kindergarten class, who serves as a member of the staff and are always welcome. They have been approved and trained through specialized training for therapy dogs.

WARDLAW

The Wardlaw School utilizes a number of Reading Dogs, who serve as adjunct members of the Wardlaw staff and are always welcome.

Medication Policy and Guidelines (from the School Nurse)

Student Medical Conditions

Please enter all health information, including medical conditions and life-threatening allergies, on the health portion of RenWeb, the [parent portal](#). Please be sure to indicate in the medication section which of the listed over-the-counter medications your child may be given at school.

If your child has an identified medical condition and/or has been diagnosed with a life-threatening allergy, please contact the school nurse at nurse@atlantaspeechschool.org to discuss whether a medical care plan is needed at school. Examples of medical conditions that might require a medical care plan are asthma, diabetes, a seizure disorder, or a severe allergy to food, latex, or insects.

Medication Policy and Guidelines

Please utilize RenWeb, [the parent portal](#), to enter your child's current medication information. Be sure to include a list of all medications and dosages being taken by your child, both at home and at school. If medications and/or dosages change throughout the school year, please edit the information as needed in RenWeb. In the event of an emergency, it's vital that we have an up-to-date health and medication history for your child.

Prescription Medications To Be Given at School:

- **Consent Form needed:** A *Request and Consent for Medication Administration* form, signed by both the prescribing physician and the parent/guardian, is required for all prescription medications that are to be administered at school. This includes emergency medications (ex: Epipen), daily medications (ex: ADHD medication), and short-term prescriptions (ex: antibiotics).
- **Labeling:** Prescription medication must be in a current labeled pharmacy container with the child's name, medication, dosage, directions for administration, pharmacy name, pharmacy phone number, and name of physician prescribing the medication. Please understand that we cannot administer any medication received that deviates from this policy and will need to return the medication to you.
- **Changes to Rx (for medications given at school):** If a change is made in medication or dosage, a new *Request and Consent for Medication Administration* form must be completed and signed by both the parent and physician. Medication consent forms can be found on RenWeb. The school nurse can also email an electronic copy of the form to you. Please contact the school nurse, School Nurse, at ehanna@atlantaspeechschool.org if you have questions or need additional information.
- **Over-the-Counter Medications:** If a student needs to take an over-the-counter medication not provided by the school (see health section in RenWeb for a list of provided medications), please follow the process below:
 - **Consent Form needed:** A *Consent to Administer Medications* form must be completed and signed by the parent for over-the-counter medications that need to be administered at school. The consent form and the specific medication should be delivered by the parent/guardian to the school nurse. Please do not send medications to school with a child. Due to safety concerns, students may not have medication in their possession unless the medication is a life-saving emergency medication, such as an Epipen or an inhaler.
 - **Labeling:** Over-the-counter medication must be in the original, labeled container (i.e., no loose pills sent in plastic bags or liquid medication sent in jars or other household containers). Please understand that we cannot administer any medication received that deviates from this policy and will need to return the medication to you.
 - If dosage requires a half-pill, pills must be cut before medication is delivered to school.

Messages/Forgotten Items

If you need to send a message, bring a forgotten item from home, or pick up your child early, you need only to ask the front desk to contact the appropriate school personnel for assistance. Because of the distraction it can cause to all of our children, we ask that you do not interrupt classes for any reason.

Observations

Throughout the year, children may be observed by parents, visitors, teachers in training, prospective families, or consultants. We will seek to protect the anonymity of all children who attend the Speech School.

In classrooms equipped with observation booths, parents are encouraged to observe their child throughout the year.

Observation Room Policies:

- Please respect the confidentiality of each child. Do not discuss other children's behavior with parents or other adults who may know our students.
- Be mindful that the purpose of the observation rooms is for parents to observe their own child in the classroom environment. Please use the observation room for your child's class only. This is a school-wide policy.
- The observation rooms are small and can only accommodate a few adults at a time. Please be mindful that other parents may be waiting for their opportunity to observe.
- In order to accommodate others, please think about keeping observations to 30 minute blocks.
- For security purposes, observation rooms should be locked when not in use.
- If you would like to address a concern or share a comment to your child's teacher, please email the teacher; do not interrupt the class.
- Please do not bring food or drinks into the observation room.
- Please refrain from talking on your cell phone while in the observation booth.
- NO photos or videos may be taken while in the observation booth.
- **Please see individual school policies related to observing your child in the classroom.**

Preschool

Each preschool classroom has an observation booth. Parents are welcome to schedule observation appointments for any time during the year beginning two weeks after school begins. If you would like to observe in one of our Preschool Classrooms, please notify your child's teacher or director at least one day in advance. Your advance notification will ensure that the class is present in the room during your observation time and that no other family conflicts with your time. When you arrive to observe your child, please see the administrative assistant or director for admission into the observation booth. Only one family is permitted in the observation booth at a time. This is to ensure the privacy of each family as they observe their child.

The first two weeks at the beginning of the school year allow for the teachers and students to establish rapport, classroom routines and rules. Please adhere to the observation room policies posted inside the observation rooms.

Wardlaw

Four of the classrooms in the Wardlaw School are equipped with observation booths. We have a policy of open observation beginning the first week in September. If you would like to observe in one of the classrooms with a booth, please sign up at least 24 hours in advance to make certain that your child will be in the classroom during your proposed observation time. When you arrive to observe your child, please see the administrative assistant for admission into the observation booth. Only one family is permitted in the observation booth at a time. This is to ensure the privacy of each family as they observe their child.

Sign-up sheets will be posted on the observation booths. You may also email your child's teacher to reserve a time. Observation forms are in the observation rooms and we ask that you please complete one each time you observe. This helps us know how to better address your concerns and questions.

Parent Involvement

A child's success in school is greatest when parents and school form a cooperative team with common goals. The partnership we foster between home and school at the Atlanta Speech School provides for greater continuity and coordination in your child's learning. Parents are welcome and strongly encouraged to learn all that they can about learning, specific learning challenges (if applicable), and their child's individual learning profile.

Some ways you may choose to participate include::

- Attending parent/teacher conferences
- Requesting a conference with your child's director (principal)
- Attending morning and evening parent education workshops, meetings and coffees through our Kenan Parent Council, Wardlaw Parent Council, Stepping Stones Parent Council, or Hamm Parent Teacher Council
- Volunteering to help in your child's school
- Volunteering to help with special classroom projects, field trips and events
- Becoming an active member of the Wardlaw Parent Council, Hamm Parent Teacher Council, Kenan Parent Council or Stepping Stones Parent Council
- Volunteering to telephone or e-mail other parents from your classroom with important information or requests
- Assisting with school events, such as the Back to School Picnic, Fun Run, Open House, Field Day, Grand Day, etc.
- Volunteering in enrichment classes

Parties in the Classroom

On the occasion of their child's birthday, parents are welcome to send in a special treat for snack (e.g., cupcakes, cookies) for the children in their child's homeroom. Please arrange for this birthday snack with your child's teacher prior to the day. Birthday presents are not exchanged at school. These policies are in place in order to maximize teaching time during the school day. **Please do not send any food items to school containing peanuts, peanut butter, or tree nuts.**

*Birthday parties are a special time for children, but can be a difficult time for the food-allergic child. It would be especially helpful if you could let your child's teacher know a few days ahead of when you'd like to celebrate your child's birthday, so that the food-allergic child can provide his/her own safe treat.

*We will try to keep food at holiday parties to a minimum. As with birthday parties, we must be extremely careful about the ingredients in all of the food items. If you are bringing food into the classroom for a holiday party, please call your child's teacher in advance and get approval for all party food items, baked goods, and "goodie bags".

Parties Off Campus

Being a student in a small school such as ours does not afford students the same number of opportunities for friendships as are available elsewhere. We strive to help children develop an understanding and appreciation for one another and to develop the social skills that are so important in life. We need to ask for your assistance in this endeavor. Please consider how hurtful it is when a child or small group of children are excluded from parties and special activities that involve the majority of students. In order to gauge the effect, all one needs to do is watch the face of the excluded child as others are loaded into cars, presents in hand, or listen as they question why they were not invited. Consider, also, the predicament of the child being questioned.

If you are planning a birthday party that will occur after school or on the weekend and all students in a class have not been invited, we ask that you please send invitations by mail rather than have your child hand them out at school. In addition, we ask that you not send presents to school and that carpool drivers wait in the parking lot until the carpool line has ended. You may then drive around to pick up the invited children. Yes, our children do need to learn to deal with disappointment and, no, they will not always be included. But, they are still young and our environment is small. We can work together to avoid needless disappointment.

Progress Reports

Wardlaw

Written school reports are provided twice yearly in the Wardlaw School in conjunction with the December and May conferences. These reports take the form of multi-page statements and narrative. More traditional style report cards are provided to 5th/6th level students since they will be leaving for middle schools at the end of the school year. Reports are generated by speech-language pathologists, reading teachers, enrichment teachers, and classroom teachers rating each child's progress and writing comments in the appropriate section/s of the report. Classroom teachers, as case managers, collect all sections of the reports and compile them to complete the school report. Reports are sent home a several days prior to the conference. Please take the time to thoroughly read the report prior to your child's conference so that your questions can be answered during the conference when your child's teachers and therapists are available. Please also keep a copy of your child's reports in your Parent Education Notebook that was provided at your first Open House.

Kenan

Progress reports are provided twice yearly in the Kenan Preschool in conjunction with the fall and spring conferences. These reports are multi page reports in the various academic and social emotional areas. Reports are generated by classroom teachers and specialists as indicated. Reports are sent home a several days prior to the conference. Please take the time to thoroughly read the report so that your questions can be answered during the conference when your child's teachers and therapists are available.

Stepping Stones

Written school reports are provided twice yearly in the Stepping Stones program in conjunction with the September and May conferences. These multi-page reports include individual goals and the child's progress toward their goals. Reports are generated by the child's teaching team. The team includes: a speech-language pathologists, an educational specialist, an occupational therapist, a classroom assistant teacher, and enrichment teachers. Fall Reports are generated with parent input related to individual goals for children and sent home following the initial conference. Spring reports will be sent home several days prior to the conference. Please take the time to thoroughly read the report so that your questions can be answered during the conference when your child's teachers and therapists are available.

Hamm

Parent Teacher Conferences are held three times a year in the Fall, Winter, and at the conclusion of the school year. During these conferences, families are provided with a copy of their child's CEP (Comprehensive Educational Plan). The CEP will be explained to the family, the teacher will add notes after the Conference, and then the family will sign the CEP. The CEP will also be provided to the child's transitional school for an IEP Meeting (if required). The Hamm Center staff is available to support the family at the IEP Meeting.

Sick Child and Guidelines for When Your Child Should Stay Home

Early in the morning, it is sometimes difficult to make a decision about whether or not your child is sick enough to stay home from school. Young children don't have fully developed immune systems, and therefore, they are susceptible to frequent colds and viruses. A child who has a simple cold may attend school if s/he feels well enough to participate in all daily activities, including outdoor play. However, if you observe that your child has excessive nasal secretions or a persistent cough, it is recommended that the child stay at home. If your child becomes ill at school, we will contact you and ask you to come for him or her.

One of the most important things you can do to prevent the spread of illness is to keep children home when they are ill. If your child has a fever, s/he must be free of fever for at least 24 hours (without fever-reducing medications such as Tylenol or ibuprofen) before returning to the classroom. This policy protects both the recovering child, whose resistance to new infections may be low, as well as his or her classmates.

FEVER: Your child should be without fever (that is, with a temperature below 100 degrees) for 24 hours or more without fever-reducing medications. Keep in mind that fevers are lower in the morning.

VOMITING: Your child should be able to tolerate food without vomiting for 24 hours or more.

DIARRHEA: Your child should be without diarrhea for 24 hours or more. Note: some medications cause diarrhea that is not indicative of illness; if your child is on medications that affect his or her gastrointestinal system, please inform your child's teacher and/or nurse.

RINGWORM: Your child may attend school as long as affected areas have been treated with an appropriate antifungal cream and are covered.

RUNNY NOSES: Clear runny noses are acceptable without other symptoms. Thick or discolored mucus may be related to an infection and the child should not be in school unless a note is provided from the physician clearing your child to attend.

STREP THROAT: Your child must be on antibiotics for 24 hours or more and be fever-free for 24 hours before returning to school.

RASHES: Your child should be cleared by a physician before attending school if the rash is crusty, oozing, or otherwise indicative of a potentially contagious rash

CHICKEN POX: Children may return to school when all lesions are crusted over (after approximately one week).

PIN WORMS: Children may return to school 24 hours after treatment.

CONJUNCTIVITIS (PINK EYE): Children may return to school as directed by their pediatrician (generally 24-48 hours after starting treatment)

Children must be kept home when they have the symptoms of a contagious illness. After an illness, a child should be free of fever for at least 24 hours before returning to the classroom. This policy protects the recovering child whose resistance to new infection is low, as well as his/her classmates.

All children are expected to go outside for recess unless they bring a note from home requesting that they stay in. This note must be brought in every day or have a date written to discontinue keeping your child in from recess.

If a child becomes ill at school, his/her parents will be asked to come for him/her immediately.

Please call or send an email to your child's teacher by 9 a.m. to let us know that your child will be absent.

Please contact the school nurse at 404-231-6714 or at nurse@atlantaspeechschool.org if you have any questions.

School Closing and Weather Policy

Weather conditions may require school closing or changing school schedules. These decisions are made after an early inspection of road conditions and school facilities as well as current or forecasted weather conditions. If there are serious weather conditions that warrant closing the school, an announcement will be made on the school web page, WGST-AM (640) and WSB-AM (750). If possible, TV stations WSB (ABC-Channel 2), WCGL (CBS-Channel 46), and WXIA (NBC-Channel 11) will also have an announcement.

In addition, the School uses the RenWeb Parent Alert Notification System that allows us to send a telephone message, text message, and/or email to you providing important information about school events or emergencies. We utilize the service to notify parents of school closings or cancellations due to inclement weather and to keep parents informed in the event of an emergency.

If a weather emergency arises during the school day, every reasonable attempt will be made to continue school activities until the regular dismissal hour. If weather conditions away from the immediate school area are a threat, parents from those outlying areas may pick up their children early. Children being picked up early in that situation will need to follow the same process outlined in the **Building Access Procedures - Arrival Pick-up** section.

Toys From Home

Preschools

In preschool, if your child needs to bring his/her favorite toy to school, we do not object at the beginning of the year. Some children need the comfort of a special toy from home to help make a comfortable adjustment to school. If your child asks to bring a toy, books or other items that are not essential to his/her adjustment, we ask that you discourage him/her since problems often arise. After a child is adjusted to school, children are discouraged from bringing toys to school, unless requested by their teacher for a unit related activity.

Wardlaw

In the Wardlaw School, toys that come to school must be put away in the book bag once children are called to go to their classroom. Toys are then not to be brought out at any other time during the school day. **Please note:** Although children are under adult supervision during this portion of the day, teachers cannot guarantee that a toy will not be broken during play.

*No child is allowed to bring guns, masks, swords, or war toys to school.

*The school is not responsible for lost or broken items.

(Please see our policy regarding use of electronic devices)

Additional Preschool Policies

Preschool Rest Time

Kenan

Students in the Pre-K classes have a short rest time in the afternoon per BFTS regulations. Students that stay for the Extended Day program have a rest time as well. Nap mats and covers are provided. If you would like for your child to have a blanket to cover up with, please send one from home to be kept at school.

The Parent Teacher group is responsible for organizing many of the school activities and programs throughout the school year. Parent Orientation, Parent Socials, School Events, and Community Service are among the many events and projects facilitated by the Parent-Teacher group. Parents are encouraged to join and get involved.

Stepping Stones

Students in the Boulders classes will have a short rest time in the afternoon per BFTS regulations. Boulders students will only have rest time on days when dismissal is at 2:15 p.m. (Monday, Tuesday and Thursday). Nap mats and mat covers are provided.

If you would like for your child to have a blanket to cover up with, please send one from home to be kept at school. The blanket will be sent home for laundering each Friday.

Hamm Center

Students in the Hamm Center will have a short rest time in the afternoon per BFTS regulations. Children will rest in their respective classrooms during the times set by the teachers. These times are dependent upon the age of the children and the classroom schedule. Nap mats and covers are provided.

If you would like for your children to have a blanket to cover up with, please send one from home to be kept at school.

Book Bags

Kenan

Children in the Kenan Preschool will need a book bag on the first day of school. Any type of open-top book bag will accommodate the wonderful treasures, papers, and BIG artwork that must be transported from school to home. We ask that you **do not** send actual back packs with our Kenan children. Back packs are difficult to open and fill, as well as to pin notes on when required.

Parent Teacher Groups

Each school has a parent group made up of that school's parents to promote parental involvement within the school. Please contact your school's Administrative Assistant or the school's Director for more information. The parent councils are listed below:

Hamm Center – Parent-Teacher Council (PTC)

Kenan Preschool – Kenan Parents' Council

Stepping Stones – Parents' Council

Cold Weather Recess

During the winter months, children go out for recess in the cold weather. Please be sure that your child comes to school adequately dressed for lower temperatures. Provide your child with a warm coat, a hat and gloves or mittens, and dress your child in pants, slacks or warm leggings. It is our belief that providing the children with time to play outside is of great benefit to them during the school day. We will make every effort to do so, weather permitting.

Weather temperatures and conditions are monitored by the school nurse according to www.weather.com so that frigid weather alerts may be sent to all teaching staff. Teachers will not take students out for recess when the temperature is frigid or when it is raining. For outdoor “relative” (also known as “wind chill” or “feels like”) temperatures of

- Less than 20 degrees – there is no outdoor recess
- Between 20 and 30 degrees – outdoor play is limited to no more than 15 to 20 minutes, according to what is tolerated by the children
- Greater than 30 degrees – normal outdoor recess, with monitoring children’s tolerance of conditions

If your child has a medical reason to be excused from participation in outdoor recess (e.g., cold-induced asthma) please notify your child’s teacher in writing. Please understand that there is no one on staff available to supervise your child indoors during recess, and other arrangements must be made for children staying inside.

Student Pictures

Student pictures will be taken once yearly. Parents will be notified when their child’s class will have their pictures taken.

Potty Training Policy

Potty training is an important milestone for young preschoolers. The process of learning to recognize when they have to go, getting to the bathroom on time, unfastening clothes, wiping, refastening clothes, flushing and washing hands is quite long. This is not a simple process. It takes a great deal of patience on the part of everyone involved - parent, teachers and most importantly, the children.

Signs your child may be ready to use the toilet are an awareness of what is happening, the ability to communicate, and the motivation to be out of diapers. Children should stay in diapers until potty training has progressed to the point of just a few accidents. The more accidents that are in the classroom, the more difficult it is to keep all things sanitary. We will continue to encourage those children beginning toilet training by giving them the opportunity to visit the bathroom. Using the toilet is a skill that takes most young children several months to master.

If your child is consistently using the toilet, please try to avoid "onesies" as these can make it more difficult for children to get out of and can be frustrating if your child is in a hurry. Elastic waist pants, regular t-shirts and beltless pants make toilet training easier and more successful for your child.

We have a large number of children toilet training each year and it is time consuming to undress and redress a child. Following these guidelines will make toilet training a more positive and rewarding experience for your child and allow us adequate time for our activities and outside play. Criteria for wearing underpants is staying dry and being able to ask to use the toilet. Of course a few accidents are expected, but continued accidents will require the return to diapers.

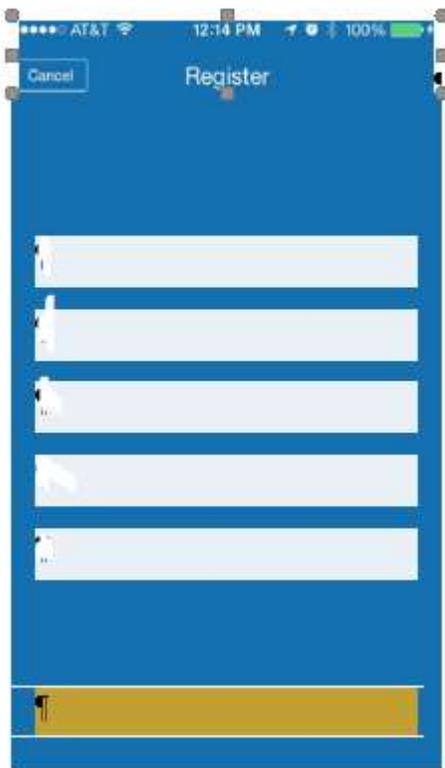
Parents are responsible for sending disposable diapers or pull-ups to school for their child's use. Cloth diapers are not allowed in the classroom unless there is a medical reason that does not permit their use and is documented by a health care provider. For children who require cloth diapers, the diaper should have an absorbent inner lining completely contained within an outer covering made of waterproof material that prevents the escape of feces and urine.

NOTE: To maintain cleaning and sanitation requirements for Bright from the Start and NAEYC, the preschool teachers are not allowed to rinse or wash-out soiled articles of clothing in the bathroom or classroom sinks. All soiled clothing will be sealed in plastic bags and sent home should an accident occur.



Parent User Manual

The app is available for download from your smart phone's app store (Google-Play or iTunes). Once you have downloaded the PikMyKid phone app, you will press the orange "Register as new user" button.



Please fill in your personal information, personal cell phone number, personal email address and create a password. Each parent & user will need to register on their own smart phone with their own information. After you press submit, you will be sent an OTP code by text message. Please enter this code into the next screen. This will complete your registration process. If for any reason you do not receive the code please contact support@pikmykid.com with your full name and email address used to register & listing OTP code as the issue.

Once Registration is complete you will be able to log in and see the school's name listed (click the school name to see your child(ren) listed below). If you are a parent/guardian and see a blank screen it is likely that the school did not have your mobile number on file. Simply email support@pikmykid.com with your children's school, names, and grade -- listing blank home screen as the issue. If you are not a parent or guardian and see a blank screen, this is because no one has assigned you to pick up their child for the day.

If you have any questions about the app simply email support@pikmykid.com, and be sure to include the name of your child's school, and the child's name – as well as outlining any questions.

Please see additional information below:

WHAT IF I NEED TO...

Allow someone besides myself or the other parent to pick-up my child....

1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Delegate" and continue
4. Choose the person's name from your contact list that pops up
5. Select the 10 digit mobile number (that they would have used to register with the PikMyKid App.)
6. Choose from the drop down menu how they will be picking up your child & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
7. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

Change the way myself or the other parent will pick-up my child....

1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Change Pick---Up Mode" and continue
4. Choose from the drop down menu the way your child will be picked up & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
5. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule

Send your child to an After School Program or Club....

1. Press the arrow to the right of the child's name
2. Select the applicable calendar date
3. Select "Institution" and continue
4. Choose from the drop down menu the correct After School Program & decide if it is a recurring (repeating) change—if so, for how long and how often (weekly, daily, monthly etc).
5. Press Done! You will then see a dot for those calendar dates and the school will have it in their dismissal schedule