International

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academy

Parent Handbook

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**Program Philosophy**

The Int’l Learning Academy was founded in April 2002. We are a Christian based program devoted to ministering to the child’s spirit; soul and body. We believe that God raised Jesus from the dead and that when a believer dies they spend eternity in Heaven.

The Int’l Learning Academy is a unique and multi faceted learning center that will offer children the opportunity to construct knowledge, develop creativity, self-expression and a healthy self-esteem. Ultimately engage in meaningful relationships with others outside of family life during episodes of play and learning.

**Arrival**

1. Prompt arrival means your child will get the most out of their school experience. So please arrive between 7 and 9:00 am.
2. Sign your child in/out each day. **If someone other than you is dropping off or picking up please give them the door and computer code.**
3. Always make contact with a teacher with any updates for the student.
4. Assist your child in placing personal belongings on their hook or in their cubby. Please let staff know what winter garments the child brought to school today. This will ensure children are going home with proper garments, many garments look alike.
5. Wash his or her hands when they arrive.
6. Notify the center if your child will be absent by 9:00 a.m.
7. Notify the center when you do not need your child picked up from after school before 11 a.m.
8. If you have a Dr. or Dental appt. please notify the center if you plan to return to ILA for lunch service.

**Accidents**

Scratches and scrapes are inevitable when children play and will be treated with soap and water to clean the surface and with ice to reduce swelling. Every effort will be made to inform the parent/guardian of severe accidents ASAP and other minor accidents will be reported when picking up the child. This is done verbally/incident report form. The centers entire staff undergoes a yearly training of CPR and First Aid.

If child is injured at the center, depending on the extent of injury, we will first call 911 then the parent/guardian will be called in the order of priority listed on the enrollment packet. We will accompany the child in the ambulance. The ambulance will take your child to Fayette Piedmont Hospital. This is why it is very important for parents to update their phone numbers and those of people authorized to pick up if change occurs.

**AFTER SCHOOL CARE**:

Parents/guardians are required to notify ILA by 11am **if you do not require transportation from school**. Afternoon pick-up is a time sensitive program and false trips to school is a costly endeavor anyone not notifying ILA in a timely matter will be charged a false trip charge (*see director for current charge*).

**ALLERGIES**

All allergies must be accompanied by a doctor’s note. Especially an allergy to milk.

**Bible**

Your child will hear the bible read to them, learn about the scriptures in the bible look at bible stories on video and on the computer. They may also participate in daily chapel and devotion in their class where we pray and teach our students about Jesus, angels and God. They may be asked to memorize scripture verses and stories for school performances. They attend chapel weekly and daily devotion.

**Breast Milk**

All breastfeeding mothers shall be provided a private and sanitary place to breastfeed their babies or express milk. This area provides an electrical outlet, comfortable chair and nearby access to running water. Breastfeeding mothers and may store their expressed breast milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with the child’s first and last name and the date.

The center will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated to avoid waste. Universal precautions are not required in handling human milk.

The Int’l Learning Academy is committed to providing support for breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milk (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped. Staff at the Int’l Learning Academy will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers.

**Acceptable Behavior**

In order to maintain a happy, healthy, disciplined environment, the children are taught the importance of safety, care of property, good habits, rules of conduct and consideration and respect for others.

Constructive methods of discipline are used to maintain group control and handle individual behavior. Our main focus on discipline (teaching/training) is preventative in nature, as we aim to build self-discipline in the child.

**Biting Policy**

Biting is a natural developmental stage that many children go through. It is usually a temporary condi­tion that is most common between thirteen and twenty-four months of age. The safety of the children at the nursery is our primary concern. The Int’l Learning Academy biting policy addresses the ac­tions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have limited verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason.

The Int’l Learning Academy will encourage the children to “use their words” if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times. The following steps will be taken if a biting incident occurs at our school:

* The biting will be interrupted with “we don’t bite our friends, we are nice to our friends!”
* Staff will complete an incident report
* The bitten child will be comforted
* The child who did the biting will be shadowed by staff to ensure incident does not reoccur

Staff will remove the biter from the situation. The biter will be given something to do that is satisfying. If old enough the staff member will discuss appropriate use of our mouths with the child. For example: “We use our mouths to eat food.” “We use our mouths to talk.”

The wound of the bitten child shall be assessed and cold compress applied if needed. The parents of both children will be notified of the biting incident. Appropriate forms will be filled out. Confidentiality of all children involved will be maintained. The bitten area will continue to be observed by parents and staff for signs of infection until child leaves the center.

At the Int’l Learning Academy, we are committed to providing the highest standards of care for your child. If you have any further questions, please feel free to request more information from our expert staff.

Hitting, biting, grabbing and pinching may appear for some children around their 2nd birthday. The most important thing to keep in mind is that any aggressive behavior is a form of communication. The parents of the children involved will be notified by telephone as soon as possible and an injury report will also be filled out. We encourage children to learn new proper techniques to communicate with each other.  This will help them develop respectful relationships with their peers.

**Birthdays**



Birthdays are important to a child. Simple birthday celebrations are encouraged. Consult with your child’s teachers two weeks prior to discuss details and appropriate treats for a celebration. Commercially-produced, store-bought items transported in their original containers are the only food items permitted by licensing regulations. Home baked items cannot be served to the children. Do not get cakes or other items that need refrigeration because there is not enough room for large items to be kept cool.

Food allergies and other food related restrictions require careful selection of appropriate items. Teachers are valuable resources in recommending appropriate foods. Birthday invitations for parties outside of school are the responsibility of the family. Invitations may be distributed at school only if ALL classmates are included. **No nuts** or heavy icing items. Things high in sugar content should be avoided. Goody bags can not contain small toys due to safety concerns. Celebrations should be planned for 3-5 p.m. only.

**Emergency Closings**

[](http://www.msnbc.msn.com/id/41365053/ns/weather/?GT1=43001)

In the event of a weather or disaster-related closing, please refer to TV news stations all 3 stations will scrolled on bottom of news broadcast school closings. A good rule of thumb is if the Fulton County School system is closed then we will be closed. During snow & ice storms the major problem will be that staff members may not be able to come to work safely.

Many employees commute to work on the public transit system and possibly cannot get to and from work. Please note that even in inclement weather tuition is due to hold a spot for your child. Please visit the reception area to provide updates for telephone numbers, email address and other family contact information.

**Court Order**



If there is a court order keeping one parent or guardian away from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.

**Child Abuse Reporting**

To ensure the well being of children, regardless of circumstances, teachers in the State of Georgia are required to act as “mandated reporters”. This means that under any circumstances in which a teacher, staff member, or student has reason to suspect that a child may be at risk for physical, mental, or verbal abuse, or neglect of any kind, they have a legal obligation to report such concern to the DCFS and/or law enforcement officials.

Staff members are bound by law to always act in the best interest of the child. You will be expected to abide by this mandate in the event of questionable behavior in the judgment of any adult present in the Center. Such behaviors may include but are not limited to the following: Impaired/ inebriated pick-up person; Violent or aggressive actions or Disregard of court order. You are not allowed to discipline students inside the center.

**Clothing**

Label all items with your child’s name using a permanent marking pen. Clothing should be comfort­able and practical for play. Smocks are provided for curriculum projects. Please bring a clean adult size shirt to be worn during art and messy eating projects. Appropriate outdoor clothing is necessary to protect your child’s health and safety. Children in the program need an extra change of clothing kept at school if not parents will be contacted to bring adequate clothing to school.

**Class rules**

1. Gentle hands
2. Have fun
3. Helping hands
4. Share with friends
5. Say please and thank you
6. Quiet voices
7. Listening ears

**Communication**

Teachers encourage daily contact with families. Arrival and departure transitions are good for a quick chat about the day. Longer meetings/conferences or phone conversations can be scheduled with your child’s teacher.

Other forms of communication utilized by the Center are newsletters, flyers, e-mails, and notes about center activities. As an eco-friendly center we encourage electronic communication rather than printed materials as often as possible. *Website coming soon*.

**Child Care Off-Campus**

Our teachers are experienced professionals who provide high quality, confidential services to families. Standards of ethics in early childhood education, suggest that teachers, assistant teachers, substitute teachers, or any paid employee, should refrain from privately providing child care or “baby sitting” for families currently enrolled. We ask that you not seek out staff members for the purpose of providing child care outside of the center.

**Departure**

* Assist your child in getting his or her personal belongings from his or her hooks/cubby
* Check the computer message board/monitor
* Before leaving with your child, always make contact with a teacher
* Sign your child out
* Children will be released to parents and legal guardians. Others that are identified in writing on the emergency card will require proper photo identification (minimum age 18 years old). The child will not be released to others unless written consent is provided by the parent or legal guardian
* Departure for the program is no later than 6 pm. Remember the staff and administrators have family endeavors they need to attend to so your prompt arrival at the center in the evenings ensures that everyone is able to manage both work and home affairs.
* If you are late in picking up your child, a fee will be charged



**Discounts**



Second Child – ten (10%) percent of tuition for lower-rate

**NACCRRA** Military families are offered special discounts off childcare services. They will need to contact the NACCRRA office for more details.

**DFACS**-Dept. Of Family and Children services offers discounts on childcare services to families that qualify. Contact your local DFACS office to apply. Most TANF recipients are automatically qualified and offered discounts on childcare services. Local funding many vary and may not be available to families.

**Discipline and Guidance**

In order for children to learn in a safe, comfortable, productive environment, appropriate behavior is necessary. We believe that our preschool is a community of learners. As such, it is the responsibility of each person in our community to create an environment in which learning can take place.

Our pro­gram’s guidance and discipline policy is based on the belief that young children must experience trust and respect in order to build essential lifelong social and emotional skills. Teachers create a positive environment where children learn the necessary skills to develop self-control, manage impulses, participate in satisfying social relationships, and develop communication and problem-solving skills,

Techniques used to foster discipline include:

* Establishing clear, simple, and consistent rules
* Modeling appropriate behavior for children
* Assisting in interactions among children
* Fostering communication and negotiation skills in children

We recognize that no single technique works. On occasion, a child may need additional support to master social skills. Families may be asked to meet with staff to discuss ideas and consider various solutions. It may be necessary to recommend professional developmental assessments or alternative programs. We reserve the right to determine the appropriateness of our classroom environment for each child enrolled.

**Diaper Changing**

At the Int’l Learning Academy all staff are trained and required to follow strict diaper changing proce­dures, as well as potty training procedures mandated by the Department of Child and Family Services.

All Children in the Infant to 2-year-old classroom requiring diapers and wipes will need a minimum one-week supply kept at school. If you do not have adequate supplies you will be charged $5/occurrence. If you do not supply wipes your child will be cleaned with wet paper towels.

**Emergency Evacuation**

In the event an emergency all children and staff will be evacuated to the Atlanta City Church in the event of a bomb threat, fire drills students will move to outside location and tornado drills students will move to the hallway and rear of the building. Our building is made of a heavy grade steel and metal so it can withstand heavier winds and weather, but it is the angels that protect us from harm.

**Enrollment**

When you enroll your child there will be necessary paperwork that must be filled out prior to your child being able to attend the program. A completed registration application form and the non-re­fundable registration fee must be submitted, as well as all the necessary paperwork.

* Immunization form 3231
* Application form registration payment
* Birth certificate or certificate of live birth
* Signature on handbook information
* Registration fee
* Application fee
* Book fee if applicable
* Food program form
* Transportation document
* Vehicle emergency form

The Center reserves the right to dismiss any child for disruptive and/or damaging behavior.If after a period of time and conferences between the parent and director, a child is unable to adjust to the routine of the Center and is causing disruptive and/or damaging behavior to persons and/or property, the child will be asked to leave.

This policy is without regard to race sex creed color/religion and is instituted so that we can ensure the children attending the center a safe and comfortable atmosphere in which to grow and develop. We would ask that the administrators be made aware of any special needs or behavior disorders so that we can best accommodate the student.

**Field Trips**

We go on field trips are considered an additional expense to the tuition charge. Your fee includes the admission to the event and the transportation. Before going on a trip, the teachers discuss with the children how to behave and what to expect on a trip. Field trips, class photographs, and other functions may be offered by the center. Fees for these additional opportunities will vary and participation is voluntary.

When we go on a field trip it is encouraged for as many parents as possible to join us and volunteer. Any person who wants to attend a field trip must provide us with a *criminal background check*. Parents who do not want to have their child on a specific trip must inform the center staff in advance in order for arrangements to be made at the center. Any student that does not attend the trip may be left in a classroom with younger children.

We are not staffed to maintained two full classrooms. It is optimal if all students attend to ensure all teachers are able to attend the trip with their students and if all students do not attend often times one of the staff members that is looking forward to a trip is left behind.

**Fire/EMERGENCY Drills**

Fire Drill and tornado drills are conducted once a month. The Director of Education will sound the alarm. Each teacher will give instructions as to what the children should do. Evacuation routes posted in all classrooms and all exits are clearly posted. Children are taught to “Stop-drop-roll”. Stop what you are doing, look at the teacher, and listen to what to do and where to go then drop and roll.

Fire safety house visits the school yearly and students learn more extensively about fire safety. Please be sure your home has smoke detectors and carbon monoxide detectors many times the item is installed free from local fire stations.

**FOOD**

No outside food is allowed in the school. Students ages 2 years and under should not eat grapes, hotdogs, popcorn, nuts, hard candy, large portions of meats, and soda. ILA provides 3 meals daily breakfast; lunch and PM snack students > 1 years of age must arrive during meal service times to be served.

**GRIEVANCE POLICY**

If there is a concern or issue that arises please notify director. We are working together in partnership with our family units. All problems that are man-made are able to be solved through effective communication.

Please bring any concern that you may have to the attention of the director not the teacher the directors are able to make any change or adjustment that needs to be put in place.

**Hair beads**

[](http://www.associatedcontent.com/image/88262/index.html)

Hair beads are **Not allowed** in childcare center the beads often times come out they are found on the floor and at the end of the day the students are mixed together and a younger child may put in their nose or mouth and swallow it. The hair beads of any size is a dangerous choking hazard and not allowed in the center.

**HOURS**



Hours of Operation

Monday – Friday; 6:30 am – 6 pm

Pick up no later than 6:05 pm

Center Will Be Closed on the Following Holidays annually

Holidays & School Closings

Jan 3 New Year’s

Jan 17 Dr. Martin L. King Jr. Holiday

April 22 Good Friday

May 30 Memorial Day

July 4 Independence Day

Sept. 5 Labor Day

Nov.23 Thanksgiving closing at 2 p.m.

Nov 24-25 Closed

Dec 22 Christmas closing 2 p.m.

Dec 23-26 Christmas holiday

Dec 30 Closed

**Health**

 

Any student that has one of the symptoms listed below must remain out of the childcare center until the symptom is not present for an entire 24 hour period.

* Fever of 101.0 degrees F. or higher
* Diarrhea 1 loose stools in one day, or 2 in one hour
* Vomiting episode in one day
* Rash that is unexplained
* Pink Eye (conjunctivitis) when the eye is red or pink with white or yellow eye discharge. This has to be diagnosed by a physician.
* Other symptoms are matted eyelids, eye pain, and redness of the eyelid or skin surrounding the eye.
* Chicken Pox After all blisters have scabbed over.
* Croup After the cough has subsided.
* Ear Infection
* Fever After the fever has returned to normal without the aid of fever reducing medication for 24 hours.
* Head Lice After one complete treatment and removal of all nits.
* Impetigo
* Ringworm can return after medical treatment with a fungicidal ointment.
* Roto Virus After the child has had one formed stool.
* RSV After the wheezing and coughing have subsided.
* Shingles After all blisters have scabbed over (same as Chicken Pox).
* Strep Throat After the child has been on medication for 24 hours.
* Thrush after 24 hours on medication.
* If your child contracts any communicable disease, please inform the Center. If your child is exposed to a communicable disease while at the Center, a notice will be posted.

Other illnesses not noted may be included without notice to parents.

These policies are based on guidelines from the DCFS and the Fulton County Department of Public Health. Administrative staff and teachers are Pediatric First Aid and CPR/Rescue Breathing certified.

**Incident Report Policy**

 

Even in the best child care programs, incidents and injuries are unfortunately inevitable. At Int’l Learning Academy the goal is to keep such injuries to a minimum. After incidents or accidents occur please make certain that you receive a copy of an incident report this is a two-part form and one copy goes home with parent and the other will remain in child’s file. Please notify the director if you are not able to locate a form before leaving the childcare center.

An incident report is defined as written documentation that must be completed any time a child is injured, causes injury to another child or teacher, or is sick while here at ILA. The classroom teacher or a director will complete the form detailing the illness or injury incident. Parents are required to sign and acknowledge that they have read the report. The incident report allows staff to document all occurrences that take place at ILA and to keep a permanent record in our files.

Your child may return to school when he or she has been free of all symptoms without medication for a **period of 24 hours**. If your child returns to school with symptoms, a note from your child’s doctor indicating the diagnosis of the illness or symptoms, and clarification that the condition is non-conta­gious will be required.

If the symptoms persist or become worse, your child may be sent home again. We understand that this policy may be inconvenient, but must be followed in accordance with health licensing regulation any contagious illnesses must be reported to the Center im­mediately. Please plan to have an emergency illness plan in place at all times where someone is free to pick up a sick child within one hour after you receive notification.

At times families may find balancing the challenges of starting child care and the children’s illnesses an unexpected or unanticipated challenge. This can be particularly difficult when the child has only recently started child care and is still settling, and parents are settling into work or study.

However, while Int’l Learning Academy continually works to minimize the spread of infectious illnesses, families should be aware that their child will need to be kept out of the center at times due to illness. It is important that both ILA professionals and families primary concern at all times is the well-being and quality of care for all of the children in the program.

**JEWELRY**

Children CANNOT wear any jewelry to school. It can be caught on play structures outside or indoor items like door handles or shelving and cause choking or harm.

**Late Pick Up**



The staff requests that you demonstrate respect for your child and teacher by arriving on time for pick-up. If you must be late, you should call the center as soon as possible. An additional fee will be charged when you pick up your child after 6 p.m.

**Children Left At School**

In accordance with the Georgia Department of Children and Family Services (DCFS) rules and regulations, specific guidelines must be followed when a child is not picked-up from the school at the end of the day:

* Three (3) attempts will be made to contact the parent/legal guardian at all phone numbers provided within the first 45 minutes
* Persons listed as emergency contacts also will be called four (2) times at all numbers provided within the 45 minute timeframe.
* If no one can be reached after 60 minutes, the center will contact DCFS and local police
* A program representative will remain with the child on the premises until the child is released to the proper authorities.

It is the responsibility of the parent/legal guardian to provide current and updated emergency contact information.

**Administration of Medicine**



Int’l Learning Academy does NOT administer any medicine. We feel that medicine is not our area of expertise and we do not want to be responsible for administering medicine. You should ask the Doctor to prescribe medicine that you can administer 2 times daily and you will give medicine before and after school hours.

**Hygiene and Illness**

Int’l Learning Academy takes every illness very seriously. Since this is a child care setting with many children, we require that you, as a parent, abide by the handbook and be extremely aware of your child’s health.



Many illnesses are not preventable simply because infants, toddlers, and even advanced toddlers are still exploring with their mouths. At ILA we continually disinfect door handles, and other high traffic items throughout the day. We also clean and disinfecting all floors every night.

Throughout the day teachers wash hands, sanitize tables and sanitize toys. Just like a hospital, we do our best but germs, bacteria and viruses cannot be totally eliminated. Your child will get sick from time to time and even though it is an inconvenience for you at times, it does help to build your child’s immune system. Your child will get stronger and illnesses will become less frequent.

* We require you to bring your child to school healthy and ready to engage in a fun day of learning ahead. If your child is ill, they must remain at home where they can get the individual attention and care to be restored to health.
* We expect you to wash your hands and your child’s hands upon entering the classroom. This may involve extra time at drop off. Please plan for this extra time and make it part of your drop off routine! The teachers are responsible for all hand washing and hygiene throughout the day; we expect to start with a clean slate.



* If your child becomes sick during the day it is Int’l Learning Academy policy to call the parent/guardian and have the child picked up within one hour. The directors or teacher will discuss with you the symptoms prior to you arrival. You will receive a written/verbal report upon arrival.
* It is vital that **young children get at least 8-10 hours of sleep nightly.** Children who do not do to bed at night they are not very eager learners and will miss educational opportunities during the day.

**Nutrition**



Our center prepares meals with Chicken, turkey and fish. Children with food allergies or restrictions of any kind will be accommodated once a physician’s authorization is provided. Forms are available that indicate specific needs and instructions. Nuts are prohibited from the Center at all times.

**Naps**



Our state licensing agency requires that all children must take part in a mandatory rest period daily up to 2 hours in length. Each child will be assigned a cot to sleep or rest on. If your child does not go to sleep he/she must be quiet as not to disturb the other children the children must lie down for this timeframe.

The center provides cot sheets and blankets which are washed weekly. **If your child has a tendency to wet during naptime please bring a sheet and blanket and a large zip lock bag from your home to transport wet sheet/blanket home daily for washing**. Bring a cleaned sheet and blanket back for the next day. If you would not disturb this time period it is appreciated. Naptime is 12-2 p.m. please do not schedule pick-up during this.

**Outdoor Play**



Please dress your child appropriately for the current weather, and in play clothes (with shoes that ad­equately protect feet and are not slick-soled. i.e. sneakers). Do not wear boots or hiking boots these items can cause the child’s feet to sweat and they take off shoes during the day. This is a safety concern so please wear closed toe shoes with rubber soles.

DO NOT WEAR SHOES WITH SHOE STRINGS TO SCHOOL IT IS A SAFETY HAZZARD FOR KIDS WHO DO NOT KNOW HOW TO TIE SHOES.

[](http://www.jcpenney.com/jcp/jmetcap.aspx?siteID=700033538&url=XGN.aspx?DeptID=77583&CatID=78186&shopperType=G)[](http://www4.jcpenney.com/jcp/X6.aspx?GrpTyp=PRD&ItemID=1a5b73d&DeptID=77583&CatID=78186&SO=0&Ne=4294957900+4+5+3+1008+8+1031+18+949+833&shopperType=G&N=4294939545&Nao=0&PSO=0&CmCatId=78186)

These shoes can be purchased for under $20 at J C Penny’s or other local shoe stores.

When the weather permits we will spend a good amount of time outdoors, either on walks or playing at our outside playground – temperatures between 28 – 95 degrees. During the winter children need overcoats, gloves, hats and mittens/gloves.

**Phone Numbers**



It is very important for parents and pick up people to notify us of changes to your phone numbers. Please let us know if you move, change numbers, change jobs, and change cell phones. There are many reasons why we may call and this information is vital for your child’s safety. Parents/guardians will be called in the order of priority listed on the enrollment packet for all necessary communication regarding a specific child.

**Photographs**

We periodically take pictures of the children in the center to let parents see various activities that go on during the day. Children are at the center for long hours every day and this is one way for parents to be a part of these days. A waiver is part of the enrollment application granting permission for my child to be photographed or videotaped in connection with daily class activities for the purposes of education, program assessment and marketing.

**Potty Training**

 STOP READ!

Before potty training will be started a meeting of the teacher and parents must be completed. Both parties will agree on a process and enter into a contract and it must be upheld by both parties. If we are attempting a technique at the center and it is not being adhered to at home we will cease the potty training process at the center *until both parties are working together.*  Do not just put underwear on a child that is not fully trained is dangerous. *The student could urinate without the teacher knowing it and slip and fall or other students can fall.*

Unless both school and home training is in concert with each other to accomplish the task of potty training. Each child must have at least ***3 sets of clothing*** at the center at all times. Each item of clothing needs to be labeled with name of child.

**Parent Responsibly in a Daycare Setting**

 

Welcome to our community! Your child will soon have a group of wonderful new friends at Int’l Learning Academy! Our goal is to create a partnership with you so we can work together to guide your child’s growth and development while in our care at ILA.

It is our primary focus and responsibility to pro­vide a safe and healthy educational environment. In order to do that, we also need your help! Initiating transition to the Int’l Learning Academy can start at home. If you have been the primary caregiver until this point, or your child has been home with a nanny, you may want to think about how you might help to prepare your child for their new and exciting experience. Here are some important things that you can do in advance to help your child:

1. Infants – allow your child to self sooth. This may be via sleep training and/or separation from a parent.
2. Toddler – conform to one nap (ideally 12:15 pm – 2:15 pm eating table food, walking, not dependent on a bottle (practicing using utensils and a regular cup not dependent on being rocked to sleep).
3. Advanced Toddler – not dependent on pacifier-pacifiers may cause many illnesses since they are not sterilized as often as they need to be during the day. We ask that they not be brought to school. If a child drops the pacifier and the staff is unaware another child could pick it up and put it in their mouth. For this cause it is best for the health and safety of all students. We do not allow pacifiers.
4. Three Year Olds must be potty trained before moving to 3 year old class. The parents are responsible for paying the toddler rates until child has no more than one accident per year.
5. Talk About School – It is a new adventure; give it a little positive hype at home.
6. Sippy cups are not allowed at school. We provide the students with cups at school.

At times families may find balancing the challenges of starting child care and the knowledge of your little one getting older difficult and trying. Please do not let those feeling discourage you from the wonderful experience you will receive while at ILA. It is important as a family to understand ILA will do everything in its power to make the transition as smooth as possible while you are away.

It is important to remember that as a parent you have the biggest influence on your child’s transition to school. Children have the ability to sense your fears, anxiety and emotions, so it is in the best interest of your child to stay positive and strong and support them through this process.

The degree of success throughout this transition process as well as, for many years to come, will be dependent upon the partnership and willingness for you to participate in the child care environment. Positive reinforcement of the decision to join the Int’l Learning Academy family is necessary to start the process of transition.

Additional ways you can prepare yourself and your little one to join the Int’l Learning Academy family:

1. Be honest with your feelings as a parent – growing up is a fantastic, fascinating time. Think of all of the great, new and exciting times you and your little one will be able to enjoy because of the independence, knowledge and skills which will be exploding before your eyes in just a few weeks time.
2. Special item – if old enough have your little one pick out a special blanket or “lovey” just for school to have during nap time. This can be a special moment to discuss what will be coming up soon; a wonderful new growing and learning experience at school!
3. Routine adjustment – start setting the routine of what it will be like for the commute to and from school for you and your little one before the first day.
4. Set a time to visit your classroom – for an hour once, twice or three times before you officially start your enrollment. Spending time with you in the classroom helps your child know that this is a place that is safe.
5. Be considerate of the classroom and teachers – though transition is difficult it is not a time where the teachers can provide 100% all of their attention to you and your child, as they have other children like yours to teach and care for. We have to maintain proper supervision so drop a note in the teacher’s mailbox or front desk.
6. Trust the process – we have a lot of happy little one’s at Int’l Learning Academy. Some children adjust more quickly than others, but if you have patience and build a good relationship with your child’s teachers, your child too, will successfully complete the transition. Since your child is special in his or her own way, it is important not to compare your child’s transition to any other, as all children respond differently.
7. Int’l Learning Academy primary concern is the well-being of your child. The process of transition takes time. Feel free to communicate constructively with the teachers or other staff about any difficul­ties along the way. Our teachers are there for you and are excited about caring for your child.

**Signing Your Child In/Out Of the Center**

[](http://www.bing.com/shopping/Topaz-SignatureGem-T-L462-Signature-Pad/search?q=signature%20pad&p1=%5bCommerceService+scenario=%22o%22+docid=%22327F02E3226852F15005%22%5d&wf=Commerce)

Each child must be signed in and out every day using our computer check in/out system. This enables us to know who is dropping off and picking up the child along with the time of arrival and departure.

Only those people who the parent/guardian authorizes through written consent will be allowed to pick up the child. The parent/guardian is always allowed to pick up their children from school regardless of being on the pickup list. A court order is the only document that prevents a parent/guardian from picking up their child.

Pick up people must be on the list, age 18 and over **and have a photo ID**. Please make sure who you put on the list, is able to be a permanent pick up person. We do not allow people to be added and then taken off and then re-added. If you have to add someone to the list, there are forms to add peo­ple to your list.

Just because someone drops off your child this does not authorize them to pick them up. Anyone can drop the child off; taking them out of the center is to be done with written authorization on file by the parent or legal guardian. The above is necessary to ensure the safety of the child.

**School Property**

ILAwill require parent/guardian to be financially responsible for damage to School property.

**SUPPLIES**

**Infants-**Large pack of diapers; 1 box Kleenex; wipes: 3 sets of clothes; 1 box of XL zip lock bags to put soiled clothes; bottles. **Toddlers:** Large pack of pull-ups; 1 box Kleenex; wipes: 2 set of clothes; 1 box of XL zip lock bags to put soiled clothes; **NO CUPS OR PAIFIERS**. **Preschoolers:** 1 box Kleenex; wipes: 2 sets of clothes; 1 box of XL zip lock bags to put soiled clothes**.**

**Security**



Upon enrollment all parents are asked to give the center a four digit ID code. This ID code will be used for entrance into the building. ***We ask that if parents do not know or recognize someone DO NOT to hold the door open for them we want everyone entering to have authorization to enter.***

If they belong to the school they will be able to get into the building using their own code. If they are seeking information on the center and are here to pick up a child but do not have a code, please ask them to remain outside and let a staff member know.

**TOYS/GAMES AND PERONAL ITEMS**

Students cannot bring any money; toys; games of any kind; cell phones; MP3 players; computers personal items and items that are electronic or battery operated.  These items can cause major distraction in the classroom and can be lost or stole.  ILA will not be responsible for items of this nature.

**Transition to School**



Teachers will create an environment where families and children are given time to establish trust. Teachers will work with families in a gradual transition process that considers the child’s individual needs and developmental stages.

During the first days of school, plan time for participating with your child in making this transition. Teachers will assist families and children in a smooth transition to home. Prompt arrival at pick-up time reassures your child and provides them with a sense of security.

Teachers will assist families and children in a smooth transition to home. Prompt arrival at pick-up time reassures your child and provides them with a sense of security.

**THEFT OF SERVICE CODE**

05 HB236/AP

House Bill 236 (AS PASSED HOUSE AND SENATE)

By: Representatives Lane of the 158th, Stephens of the 164th, Barnard of the 166th, and Burns of the 157th

A BILL TO BE ENTITLED  
AN ACT

To amend Article 1 of Chapter 8 of Title 16 of the Official Code of Georgia Annotated, relating to theft, so as to provide for proof of intent to avoid payment under certain circumstances; to provide for exceptions; to provide for related matters; to repeal conflicting laws; and for other purposes.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF GEORGIA:

**SECTION 1.**

Article 1 of Chapter 8 of Title 16 of the Official Code of Georgia Annotated, relating to theft, is amended by inserting immediately following Code Section 16-8-5 a new Code section to read as follows:

"16-8-5.1.

The trier of fact may infer that the accused intended to avoid payment due for the rental or lease of any personal property in any prosecution pursuant to Code Sections 16-8-2, relating to theft by taking, 16-8-3, relating to theft by deception, 16-8-4, relating to theft by conversion, or 16-8-5, relating to theft of services, if a person knowingly:

(1) Used false identification;

(2) Provided false information on a written contract;

(3) Made, drew, uttered, executed, or delivered an instrument for the payment of money on any bank or other depository in exchange for present consideration, knowing that it would not be honored by the drawee;

(4) Abandoned any property at a location that is not the location agreed upon for return and that would not be reasonably known to the owner;

(5) Returned any property to a location that would not reasonably be known to the owner without notifying the owner; or

(6) Returned any property at a time beyond posted business hours of the owner.

No person shall be convicted under Code Sections 16-8-2, relating to theft by taking, 16-8-3, relating to theft by deception, 16-8-4, relating to theft by conversion, or 16-8-5, relating to theft of services, where there was an agreement to delay payment for such property or services or the accused makes payment in full within two business days after returning the property or obtaining the services."

**Taxes:**

You will supply you with a year-end summary of all daycare fees paid during the year for tax purposes. This will be given to you in January each year or when services are terminated.

**Termination of Enrollment**  
In certain circumstances, it may be necessary for the Administrator to decide to discontinue a child's attendance. Such a decision would be based on whether it is in the best interest of that child. Every effort will be made to correct a problematic situation before a final decision is made. Termination of enrollment may be the result of the following:

• Disruptive or dangerous behavior  
• Abuse of other children, staff, or property   
• The center's inability to meet the child's needs Top of FormBottom of Form

**Theft of services** § 16-8-5.    
  
A person commits the offense of **theft of services** when by deception and with the intent to avoid payment he knowingly obtains services, accommodations, entertainment, or the use of personal property which is available only for compensation. If you do not satisfy your tuition balance it is punishable by law.

**HISTORY:** Code 1933, § 26-1807, enacted by Ga. L. 1968, p. 1249, § 1.

**Tuition**



All parents must agree to pay the **tuition in advance installments**. I understand that payment is required whether my child attends each day or not, regardless of reasons for absence (vacations, illness, holidays center is closed etc. or length of absence to hold my child’s spot). I understand that I am obligated for full payment of tuition until services are terminated with **a two-week written notice**. **Cash cannot be left in the drop box**, **ILA accepts no responsibility for cash payments if it is lost or stolen.**

Tuition is due on the first day of each week. Statements will include charges, payments, and bal­ances due. In adhering to our eco-friendly environment EFT (Electronic Fund Transfer) automatic billing system is the preferred method of payment

As a courtesy we accept MasterCard, Visa and Discover. There is a $25 transaction fee per child per month for each payment made with a credit card. To avoid these fees please consider paying with money order or automatic drafts from checking or savings account.

A fee will be charged for each return check. It is a crime to write bad checks. (2) Paragraph (1) of this subsection shall apply only to the following misdemeanors (D) Bad checks, as provided in Code Section 16-9- (d) Subsections (b) and (c) of this Code section shall not apply to any person who has been charged or convicted of the commission of a misdemeanor under the laws of this state and has been set at liberty after posting a cash bond and fails to appear in court at the specified time and place where such failure to appear, in accordance with the rules of the court having jurisdiction over such misdemeanor, is construed as an admission of guilt and the cash bond is forfeited without the need for any further statutory procedures and the proceeds of the cash bond are applied and distributed as any fine imposed by the court would be.

**HISTORY:** Code 1933, § 26-2511, enacted by Ga. L. 1980, p. 387, §

1; Ga. L. 1988, p. 670, § 1; Ga. L. 1989, p. 14, § 16; Ga. L. 1989,

p. 623, § 1; Ga. L. 1997, p. 973, § 1; Ga. L. 2010, p. 963, § 2-4/SB 308.

**UPDATED INFORMATION**

Current contact information is required in case of an emergency. Delinquent charge may be assessed to families not providing current information to ILA staff.

**UNIFORMS**

All children ages 2 and up must wear uniforms daily. These uniforms may be purchased on line at FRENCH TOAST.com

Girls Boys

[](http://www.bizrate.com/rd2?t=http://www.amazon.com/dp/B001BZ5ZVM/ref=asc_df_B001BZ5ZVM1419887?smid=A2APOTBXLHF7A0&tag=shopzilla_mp_1396-20&linkCode=asn&creative=395105&creativeASIN=B001BZ5ZVM&mid=184059&catId=10090600&prodId=1801352053&pos=2&tokenId=8B&lg=0&bAmt=1b048c77e8c6fc8d&ppr=9e50ec212278e604&oid=1801352053&atom=8728&bidType=4&bId=17&cobrand=1&keyword=yellow+peter+pan&mpid=B001BZ5ZVM&ctr_pos=BR;US;8B;hot/HotListViewFixed;1;20;ProductListPod;productpod/ProductPodListViewFixed;visible;2;main;1&ctr_rel=0.000000) [](http://www3.jcpenney.com/jcp/X6.aspx?GrpTyp=SIZ&ItemID=1736808&DeptID=77863&CatID=77890&SO=0&SelDim=4~&x5view=1&Ne=4+5+29+3+18+904+949&N=4294939999+4294967029&Nao=0&PSO=0&CmCatId=70675|77890) short sleeve ok

 [](http://www3.jcpenney.com/jcp/X6.aspx?GrpTyp=SIZ&ItemID=161686d&DeptID=77863&CatID=77890&SO=0&SelDim=4~&x5view=1&Ne=4+5+29+3+18+904+949&N=4294939999+4294967022&Nao=0&PSO=0&CmCatId=70675|77890)

Navy pants skort shorts in the summer slacks

**Volunteers**

Volunteers of at least 18 years of age are welcome to participate in our program. Volunteers are screened and trained on how to effectively contribute to our classrooms. If you are interested please contact the Center’s Director. We welcome High School Beta clubs or other social and civic organizations that are looking for community service opportunities.

**Withdrawal**

Parents are required to give **two weeks written notice** if they plan to remove their child from the Int’l Learning Academy. If it becomes necessary to remove your child without the two weeks’ notice, you will still be billed for those two weeks. Failure to comply will result in legal action being taken.

**IRS reporting**

Your unpaid balance will be reported to the IRS at the end of the year and this will affect your tax return status.

**Parent acknowledgement**

Parent acknowledgement

that the have read and agree  
to abide by all of the rules,

regulations and policies set forth in the parent handbook  
   
   
Parent Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

