

PRE-K 2019-2020 ORIENTATION



Name of the Child: \_\_\_\_\_

Name of the Parent/Guardian Attending the Orientation: \_\_\_\_\_

Relationship with the Child: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### PRE-K INFORMATION

**What is GA Pre-K?** GA Pre-k is a lottery-funded program that provides equal learning opportunities to all children. “Children need to be 4 years of age on September 1 of the current school year. Families also need to be Georgia residents.” Since it is a lottery-funded program, the program itself is free. Parents are required to pay only for food. Food covers a.m. snack and lunch.

**Teachers’ Qualification:** All GA Pre-K Teachers must have at least a bachelor’s degree.

**Certification:** It is not mandatory for teachers to have a certification in education. It depends on each school’s policies. At INtrinsic all our lead teachers are certified in early childhood education!

**Paraprofessional and Ratio:** Each Pre-k room has 22 students and 2 teachers. A Lead and a paraprofessional. During naptime, the ratio is 1:22. Paraprofessionals possess a CDA and/or higher (Child Development Associate).

**Daily Routine, Instruction, learning activities:** INtrinsic believes in hands-on learning experiences. Teachers work as researchers and guides. The classroom is divided into various centers such as: language arts, math, science, block area, dramatic area or home living. Lessons and activities are both child-oriented and teacher guided. Children work in small groups in centers. During this time, teachers work one-on-one with children. They guide children through intermediate, immediate, direct, and indirect questions. Outdoor play and nap time are designated for 45 - 60 minutes. If your child does not like nap time, no worries. They are allowed to grab a book and have a quiet time. Sometimes, you will see teachers working one-on-one or assessing children during nap time.

I read and understand Pre-K & INtrinsic’s Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**STUDENT’S PRE-K FILE POLICY:**

1. PRE-K REGISTRATION FORM
2. A CERTIFIED COPY OF YOUR CHILD’S BIRTH CERTIFICATE
3. PROOF OF RESIDENCY
4. 3300 FORM – EYE, EAR, DENTAL & NUTRITION FORM
5. 3231 FORM – IMMUNIZATION FORM

**ACCEPTABLE DOCUMENTATION FOR PROOF OF AGE:** Certified birth certificate, passport, green card, pink card, or Federal I-94 card or hospital record of live birth.

**Please note: Immunization forms and Medicaid cards are not acceptable documentation for proof of age.**

**ACCEPTABLE DOCUMENTATION FOR PROOF OF RESIDENCY INCLUDE BUT ARE NOT LIMITED TO:**

Current lease or current registration form, letter from shelter, letter from employer if the employer provides housing, mortgage documents, property tax notice, homeowner’s insurance bill, or current Peachtree eligibility documents and any utility bill listing the residence as the service address.

**Please note: A cell phone bill or a driver’s license is not acceptable documentation.**

I read and understand Pre-K & INtrinsic’s Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### PRE-K ATTENDANCE POLICY

1. Your child is required by the Office of School Readiness to be on time and present each day.
2. A student will be subject to disenrollment if he/she is excessively absent or tardy. Arriving late is a disruption to the learning process for the child who is late but also a disruption for the entire class. Please be considerate of your child's learning opportunities as well as those of the rest of the class by making sure your child arrives on time every day. Tardiness is recorded for arriving late in the morning beginning with the 1st minute after the designated start time of class.
3. Chronic tardiness is defined as late arrival or early departure more than once per week. 10 tardies is equal to 1 absent. Pre-k does not approve more than 10 absences.
4. Sick leaves and other absences: For sick leaves - please provide doctor's note. For other absences, please provide a hand-written/typed letter explaining the reason why your child was absent. Please make sure to include your child's name, date, reason, and your signature.
5. Pick-up policies: After a week, we use carpooling for dismissal. Students will be seated in the front lobby with both their Pre-K Lead and Parapro. Parents need to pull all the way forward underneath the awning. The teacher will lead your child by the hand to your car and give you a sign-out sheet to initial before opening the car door and assisting the child into the vehicle. The parent is responsible for making sure the child is buckled into the vehicle. 15 minutes grace period is given to each class. After the grace period, there will be a late charge of \$1/minute (if your child is not in ASP).
6. Drop-off policies: Parents must accompany their child into the building each morning. You can walk your child as far as the double doors in the lobby. Please be courteous and make your exit prior to the start of class (unless you are planning to volunteer). You are responsible and required to sign-in and out your child, as mandated by Pre-K and INtrinsic's policy. Each parent will be set with our fingerprint security system during the 1<sup>st</sup> week of school. The fingerprint machine will record drop-off and pickup, as well as the time to confirm a child's tardiness or late pick-up. If your child is not in ASP, your child's teacher will provide you sign-out sheet during carpooling.

I read and understand Pre-K and INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PRE-K 2019-2020 ORIENTATION



| <b>Pre-K Educators</b> | <b>Class Time</b> | <b>Morning Drop-off Period</b> | <b>Afternoon Pick-up Period</b> | <b>After the grace period, your account will be charged \$1/minute</b> |
|------------------------|-------------------|--------------------------------|---------------------------------|--|
| <b>Pre-K A</b>         | 7:45-2:15         | 7:30-7:45                      | 2:15 – 2:30                     | 2:30   |
| <b>Pre-K B</b>         | 8:00-2:30         | 7:45-8:00                      | 2:30-2:45                       | 2:45   |
| <b>Pre-K C</b>         | 8:15-2:45         | 8:00-8:15                      | 2:45-3:00                       | 3:00   |

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Before & After School Program & Break Camps**

INtrinsic offers Before and After school program for all Pre-K and School Age students. We are open from 6:30 a.m.- 6:30 p.m. You may drop your child as early as 6:30 a.m., which is considered before care. Aftercare begins after the dismissal grace period. Please Note: We need to close the building at 6:30 p.m. Therefore, we highly encourage the parents to be here at 6:15 p.m. This allows enough transition time for children and our closing team.

**No Drop-ins before 6:30 a.m.** – INtrinsic is licensed for 12 hours. Therefore, we can't allow any drop-ins before 6:30 a.m. The openers come at 6:00 a.m. but they need to make breakfast and finish their opening duties before 6:30 a.m.

**School Breaks and No Pre-K days:** INtrinsic will be open for ALL AGES during the fall, winter, spring, other breaks and no pre-k days.

#### **Tuition Rates are as follows**

**Annual Registration Fee:** Before and After School program annual registration tuition is \$75/only.

**Before Care only** - \$20.00/weekly

**After Care only** - \$70.00/weekly

**Before and After Care** - \$ 80.00/weekly

**Hourly Drop-in** - \$7.25/hourly

**Late pick-up** - \$1/minute

**School Breaks and No Pre-K days:** \$22/day for ASP students  
\$30/day for Non-ASP students.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Breakfast, Snack, & Lunch Policies

**Outside Food Policy:** Our students' health and safety are our priorities. We do not allow any outside food due to allergy concerns and emotional melt downs. If your child is finishing his/her breakfast on the way, please let them finish it before you drop them off.

**Breakfast:** Breakfast is served from 6:30 a.m. – 7:45 a.m. We offer a variety of breakfast such as waffles, pancakes, cinnamon sticks, hash browns etc. Mondays and Fridays are cereals and Cheerios days. We provide milk to All breakfast eaters. However, if your child is lactose intolerant or is allergic to regular milk, please provide milk for your child. Your child's milk stays in the kitchen refrigerator and will be given to him/her during breakfast and lunch. Breakfast is optional and the charges are not included in the lunch money. Breakfast is \$1.50/day. It is charged on per day basis. Your account will be charged only if your child eats breakfast. If you pay for the week in advance – your money rolls over to the next week. We update breakfast accounts on every Friday or Monday.

**Lunch:** We provide USDA approved meals to ALL our students. Lunch includes the main course, fruits and vegetables. For your convenience, menus are posted in the classroom and also on the Café de' Owl wall.

**AM Snack:** AM snack is served to ALL students around 9:00 a.m.-10:00 a.m. It includes 2 servings. Some examples are- Chocolate chip cookies and milk, Nutrigrain bar and water, etc.

**Nuts Free Zone:** INtrinsic DOES NOT allow any peanut or other nut products in order to protect children with nut allergies.

**Food Substitute:** If your child is allergic to certain food(s) or does not eat a certain type of food for medical or religious reasons, INtrinsic is always happy to provide a substitute food that meet the food group. In extreme circumstances, where it is necessary for parents to supply food for the child, a note from the doctor is required.

**Birthday, Holiday Party Snacks & Food:** Parents are more than welcome to bring holiday party snacks and food for your child's class party. Sign-in sheet will be posted on your child's class door. **If you are planning to bake or cook, please make sure to include ingredient list.**

**Waived Lunch Money:** Lunch money is waived with TANF (Temporary Assistance to Needed Families), Medicaid, and Food Stamp Cards. We **MUST** have a copy of the card on file at the time the charge is posted. The card must be valid.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



**Lunch Tuition is as Follows:**

**Lunch and AM Snack** :22.50/week or \$90/Month

**Breakfast:** \$1.50/day

**Lump sum some Option:** 10 months = \$900  
10% discount - \$810

**Special Discount for ASP Parents**

ASP - \$80 + \$22.50 = \$102.50

Discounted Tuition - \$100.00

After care only - \$70.00 +22.50 = 92.50

Discounted Tuition = \$90.00

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_





### **Back-up Clothes, Dress Code and Shoes Policy**

**Weather permitted clothes:** Please make sure to send your child in an appropriate and weather permitted attire. Please send a light jacket, coats, mittens with your child (whenever needed) that stays in your child's cubby. Parents are required to write their child's name with a sharpie on the tag, especially on the jackets, sweaters, and hoodies.

**Shoes:** Toe-covered shoes are required throughout the year. ONLY tennis shoes are allowed for children's safety specially on the playground. Sandals (including soft crystal plastic sandals), Crocs, Rainboots can get slippery on the playscape. Therefore, they are not allowed regardless of any weather conditions. Tennis shoes or sneakers allow children to participate in different activities in the classroom and outside. They are also required for the safety reasons.

**Backup Clothes:** Please provide a pair of backup clothes (that stays in your child's cubby). We will need them in case of an accident. Please make sure to provide a new pair if we used the original pair of clothes. What if we do not have a back-up pair for your child? We may have to use a pair that we have at that moment for child's health and safety concerns.

**Blanket & a soft toy:** Children like to use their blanket and a soft toy during nap time. Size of the blanket and a toy – it must fit in the cubby.

**Backpacks/Book Bags:** You are more than welcome to send a book bag with your child. They all love to bring one. It also teaches them a sense of responsibility to take care of their belongings.

**Water bottles:** Pre-K does not allow children to carry water bottles due to health and safety concerns. Therefore, children are not allowed to bring a water bottle. We have water fountains in the classroom, café and on the playgrounds.

**Plastic bags, Vaseline and other stuff in the book bag:** Plastic bags (plastic shopping bags) are not allowed in the classroom. Vaseline, hand sanitizers, Chapstick or food (including candies and snacks) are not allowed in the book bag.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Toys Policies**

No toys from home are allowed into the classroom with the exception of designated “Show and Tell” days as specified by your child’s teacher. On these days, please be diligent in keeping toy guns, handcuffs, swords, breakable toys, and precious toys from entering the classroom. No lipstick, lip gloss, or other makeup items are permitted. No portable electronic devices are permitted at anytime during the year (exception: end of the year celebration – electronics day).

I read and understand Pre-K & INtrinsic’s Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## ILLNESSES, MEDICINE, BOO-BOO, & OTHER POLICIES

**Illnesses:** A child with any of the following symptoms may not attend school within 24 hours of the last symptoms: a fever of 101 degrees or higher, vomiting, repetitive diarrhea, and unexplained rash. Parents must pick-up their children within an hour of being notified.

**Medicine policy:** We are not authorized to administer any over the counter (OTC) medication. Medicine authorization form must be filled out and left along with the medicine at the front desk. Medication form expires every two weeks.

**BOO-BOO Notes:** Your child's teacher will provide a boo-boo note if your child gets hurts. In case of a minor boo-boo such as a small scratch, the teacher may let you know verbally. If the boo-boo is in the chest-head area, someone from the front desk will call you even if the injury is minor. In case of bruises: bruises are tricky ones. Children might hit something and may not complain or cry. Therefore, sometimes, they may get unnoticed because bruises usually appear after a few hours. If you notice, a bruise on your child, please let us know. Because we believe it is very crucial to teach children to help them express their emotions and feelings.

**Direct Disenrollment:** Our students' health and safety are our priorities. There will be a direct disenrollment if the behavior doesn't fall in the "normal" or typical category. If a child hits or injures other child or himself/herself, runs from the classroom, hides on the playground, or any other type of alarming behavior (on a regular basis) etc.

**Parent Volunteers:** Our children love guest readers and guest speakers! If you have a hidden talent, please come and share with our children. We also celebrate career week, and our children would love to learn about your career. Parents who will be volunteering on a regular basis (at least once per week) are required to have a clear background check from the local police station. A volunteer time card will be made for the parent volunteer to document the hours dedicated to the volunteer service.

**Medical Emergency:** In case of medical emergency, INtrinsic uses Children's Healthcare at Town Center, located at 625 Big Shanty Rd NW, Kennesaw, GA 30144

**Emergency Evacuation:** In case of a physical plant problem (when a facility must be evacuated and the children must be moved to a different location), we will evacuate to NorthStar Church located at 3413 Blue Springs Rd, Kennesaw, GA 30144.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **Parent Teacher Conferences**

There will be two parent-teacher conferences. Sign-up sheets will be posted on your child's classroom door. We provide you multiple sign-in time-slots options for your convenience so please take advantage of it. The conferences are scheduled for 10 minutes only. Therefore, following your schedule is the key. Why is it crucial to attend? The teacher will discuss your child's progress, needs (if any), and their improvement in each domain. The conferences also assist and provide instructional ideas to the parents to work with their children at home. The teacher will give you a copy of your child's progress report.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_



### **PARKING POLICES**

**Car Lines:** There are 3 lanes for traffic in front of the building. All three lanes are exiting traffic.

**First lane:** The first lane is our 'kiss and go lane.' If you are going to walk your child through the front door only and let them walk back to their classroom on their own, you may use the first lane

**Second lane:** If you are planning to walk your child to his/her classroom. Please use the second lane.

**Third lane:** The third lane is designated as a fire lane noted by the red painted curb. Please never park in this lane.

**Parking lot:** If you are planning to stay in your child's classroom for more than 4 minutes. Please park in the parking lot.

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature : \_\_\_\_\_

Date: \_\_\_\_\_



## PARENTS' RESPONSIBILITIES

Pre-K & INtrinsic expect you to-

1. Provide all the required documentation on time.
2. Please drop-off and pick-up your child on time.
3. Check your child in and out on the system.
4. Check your email every week to stay connected with your child's learning. (Teachers email weekly newsletter)
5. Update any change of information such as physical address, phone numbers, email address, emergency pick-up list, child's allergies or any child-related information that we need to know.
6. Parent conferences: Parents are required to attend 2 parent-teacher conferences.
7. Payments- Please make weekly/monthly payments on time to avoid late fees. There is \$10.00 late fee after a week. Missing three weeks payment will result in disenrollment.
8. Returned Checks – If your check is returned for any reason, a \$38 fee will be charged to your account.
9. Speed limit in the parking lot: 10 mph. We humbly request the parents to be very very careful because young children are learning to be independent and they might be walking two steps ahead or behind their parents.
10. No smoking zone: It is a misdemeanor for a person to smoke on the child care property. Minimum fine is \$500.
11. Courteous behavior is expected from the parents and caregivers. We truly appreciate our parents, who are exemplary role models for our children and other parents. Carpooling, arrival, and dismissal times are the busiest time. We have so many parents with more than one child and sometimes dropping off the babies may take time and hold the traffic. Therefore, we request the parents to use the parking. However, if the parking lot is full, these parents will be using the second lane, so we humbly request parents to be patient.
12. Enjoy your child's learning experiences! This year, this time, these moments will never come back. There is no such thing as a perfect parent. Parents who do their best, who make an effort to help their child *explore, learn, and apply* in their everyday lives are the most successful parents!

I read and understand Pre-K & INtrinsic's Policies.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_