



Student Name: \_\_\_\_\_

Parent/Guardian Attending/Signing the Orientation: \_\_\_\_\_

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

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

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

*This is the year to celebrate:*

Something new (new learning practices)

the INtrinsic blue (always!)

And

Something old (the cherished expertise of our dedicated educators)

## Hooting into GA Pre-K!

### Letter from Ms. Noori

Congratulations, our dear Pre-K parents! You all successfully made it to the first step of the formal schooling! Kudos to you all!

We take pride in having the most wonderful parents at INtrinsic. We always knew it, but during the pandemic, we have seen, felt, and witnessed your generosity, kindness, and warmth. Your love came in different forms, such as bringing food for the staff and sanitizing supplies for the school, sending supporting messages and prayers, posting children's artwork, and funding accounts. You always compliment us for doing a great job, but it would be difficult without all of you being the people you are. Thank you for helping us make INtrinsic a loving, respectful, and caring environment for your child.

Your children are our joy. We love each of them individually. They make our hearts smile and jump with joy. (Sometimes, we all jump with joy when they share what mommy and daddy were talking about, haha!). It is our immense pleasure to educate your children and prepare them for the real world. We can't wait to see to our little ones explore, learn, and apply themselves in their Pre-K classrooms. Most of these children have been with us since they were infants, so it is a very emotional time for all of us.

To our new parents, we wholeheartedly welcome you. We promise that you will love it here right away or will end-up loving the learning experiences and the educational setting :) Your children will be in very good hands. At INtrinsic there is lots of love, passion for education and giggles and laughter. Your children will be learning, having fun, and making new and lifelong friends.

There will not always be rainbows and butterflies; there will be boo-boos and tears and the anxiety of going to the school for the first time. The key is working together as parents and teachers. Please do not hesitate to talk; let us always know your questions and concerns. Always remember – I am and will always be there to assist you. The best ways to reach me is through email, school phone (678.401.8527), and text message only (678.751.3433). Please allow me some time to answer texts or emails. I work hands-on in each classroom with teachers and children.

Let's work together to create and maintain the normalcy for our young children. As parents, you are already doing a swell job! Smile, breathe, and take one day at a time.

We all are working tirelessly to enhance the overall quality of education. We have invested our time, energy, and funds on new sanitizing products, equipment, and strategies. We believe the pandemic has taught us to become the better versions of ourselves.

Thank you for being our family. Thank you for supporting INtrinsic in becoming the best of the best!

We can't wait to welcome your children on Monday, August 2, 2021!

Thank you.

Sincerely,  
Ms. Noori, Ed.S



## Arrival and Dismissal Time

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

Early or late pick-up and drop-off - \$1/minute.

I read and understand Pre-K & INtrinsic’s arrival and dismissal policies.

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

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

## Information about GA Pre-K

### **Purpose of GA PRE-K**

The purpose of Georgia's Pre-K Program is to provide a minimum of 180 full days (6.5 hours of instructional services per day; 1170 total hours per year) of high quality educational/instructional services to eligible four-year-old children.

**What is GA Pre-K?** GA Pre-k is a lottery-funded program. "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 our lead 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. All our lead teachers are certified in early childhood education!

**Paraprofessional:** Paraprofessional must have certification. All our paraprofessionals are certified in ECE.

**Ratio:** Each Pre-k room has a capacity for 22 students and 2 teachers. During naptime, the ratio is 1:22. Please Note: *There has been no changes as per the ratio due to pandemic. However, the setting, teaching methods, and strategies will be adapted to split children in smaller groups.*

**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 to 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 (please see the description below)
4. 3300 FORM – EYE, EAR, DENTAL & NUTRITION FORM
5. 3231 FORM – IMMUNIZATION FORM

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

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

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

**Acceptable Document for Residency Requirement**

The child must be a Georgia resident. For purposes of this program, Georgia resident is defined as a child who resides in the state of Georgia. **Proof of residency should be part of a child's on-site file prior to or on the first day of Pre-K.** Examples of proof of residency include the following: current lease, property tax notice, homeowner's insurance bill, mortgage statement, current vehicle registration form, letter from shelter, letter from employer if employer provides housing, any utility bill listing the residence as the service address, and current PeachCare eligibility documents for the child.

A cell phone bill or a driver's license is *not* an acceptable proof of residency. If a student's family is living with someone else, parents should provide a notarized affidavit from the property owner stating where the child's family is residing, plus a copy of the property owner's proof of residency (any items listed above). Active duty military families can support Georgia residency with a copy of official military orders verifying Georgia residency during the school year.

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

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

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

## **Certificate of Vision, Hearing, Dental, and Nutrition Screening**

All children attending Georgia's Pre-K Program must have a Certificate of Vision, Hearing, Dental, and Nutrition Screening (Georgia Department of Public Health Form 3300). The vision, hearing, dental, and nutrition screenings reported on Form 3300 must have been conducted within 12 months prior to the start of the Pre-K program.

Children may register and begin attending Pre-K prior to completion of these screenings and issuance of a Form 3300 certificate. However, the Certificate of Vision, Hearing, Dental, and Nutrition Screening indicating that children have completed these screenings must be on file within 90 calendar days of the start of the Pre-K program. Any child who does not have a completed certificate within the 90-calendar day time frame may not return to the program until a certificate is provided and is on-site. If a family presents a valid appointment card for a 3300 appointment, the child can remain in the program until the date of the appointment. *Please keep Ms. Noori updated about your appointment. We understand during this time you might face some difficulty getting an appointment.*

### Good to Know:

Form 3300 is intended to ensure that every child in Georgia is screened for possible problems with their vision, hearing, teeth and nutrition. If the 3300 is marked Needs Further Professional Examination, we request family to take the child to a professional for a more detailed evaluation. Parents should provide documentation indicating their follow-up efforts. Providers should maintain follow-up documentation on site (i.e., updated certificate, doctor's notes, scheduled appointments, information from parents, etc.).

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

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

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

### **Certificate of Immunization**

All children attending Georgia's Pre-K Program must have a Georgia Department of Community Health Certificate of Immunization (Form 3231).

Children may register and begin attending before issuance of Form 3231. However, Form 3231 must be on file within 30 calendar days of the start of the program. Any child who does not have a completed certificate within the 30-calendar day time frame may not return to the program until a certificate is provided and is on-site. If a family presents a valid appointment card for a 3231 appointment, the child can remain in the program until the date of the appointment. A valid Form 3231 must have either the *Date of Expiration* or *Complete For School Attendance* box marked.

Expired certificates must be updated within 30 calendar days of the expiration date. Any child who does not have a completed certificate within the 30-calendar day time frame may not return to the program until an updated certificate is provided and is on-site. If a family presents a valid appointment card for a 3231 appointment, the child can remain in the program until the date of the appointment. An updated certificate, or another appointment card should be provided upon the child's return to the program.

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

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

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



## **Immunization Exemptions**

Georgia law allows for two types of exemptions from the immunization requirements: medical and religious.

Medical exemptions are used when it is deemed medically necessary for the health of a child. A medical exemption must be marked on Form 3231. A letter from a physician, Advanced Practice Registered Nurse, or physician assistant attached to the certificate will not be accepted as a medical exemption. It must be marked on the certificate. Medical exemptions are valid for a one-year period.

Families may object to vaccinations on religious grounds by filing an affidavit noting their objection. The only affidavit that may be used to register a religious objection to required vaccinations is the Georgia Department of Public Health (DPH) Form 2208. Religious affidavits must be notarized and kept on file.

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

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

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

### **Category One Definition**

Category One child eligibility is defined as the child's and/or family's participation in one of the following: Supplemental Nutrition Assistance Program (SNAP), SSI (Supplemental Security Income), Medicaid, Temporary Assistance to Needy Families (TANF), or Child and Parent Services (CAPS) program.

Documentation of participation will be verified and is kept on file for review. Children who participate in the free and reduced meal program through the school that they attend may also be eligible as Category One if income eligibility is verified on each child and kept on file for review.

### **Category Two Definition**

Category Two children are those who do not meet the requirements for Category One eligibility.

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

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

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

## **Procedures for Student Attendance**

Your child is required by the Office of School Readiness to be on time and present each day.

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.

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.

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.

### **Chronic Attendance Issues**

Chronic tardiness is defined as late arrival or early departure more than once per week. Chronic absenteeism is defined as missing more than two days per month without medical or her reasonable explanation. Chronic tardiness or absenteeism may also be defined by an established regular attendance pattern(s), e.g., if a child is late every Monday or absent every Tuesday or leaves early every Friday.

### **Consecutive Absenteeism**

Children who do not attend class for 10 consecutive days without a medical or other reasonable explanation **will be** removed from the roster.

Good to Know:

A student whose parent or legal guardian is in military service in the armed forces of the United States or the National Guard, and such parent or legal guardian has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, shall be granted excused absences, up to a maximum of five additional school days per school year, for days missed from school to visit with his or her parent or legal guardian prior to the parent's or legal guardian's deployment or during the parent's or legal guardian's leave. Families shall provide a written statement for the child's file to document the absence.

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

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

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

## Pick-up Policies

**Pick Up Policies:** We will be using carpooling for arrival and dismissal.

For dismissal:

1. Students will be seated in the front lobby with their Pre-K Lead and Paraprofessional. Parents should pull all the way forward underneath the awning. The teacher will lead your child 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.
2. Sign your child out on the paper-based roll sheet provided by the teacher.
3. A 15- minutes grace period will be given to each class. After the grace period, there will be a late charge of \$1/minute (if your child is not in ASP).
4. If your child is in ASP, we will be happy to bring your child to you if you pull up underneath the awning. If you are park in the parking lot, we will assume that you are coming into the building, which means that we will *not* bring your child to you.

### Dismissal Time:

**Pre-K A: 2:15 - 2:30**

**Pre- K B: 2:30 - 2:45**

**Pre-K C: 2:45 – 3:00**

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

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

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

## **Regular Drop-off Policies**

### **Drop-off policies:**

1. We have opened the doors for parents beginning from July 1, 2021. You are more than welcome to visit your child's classroom at any time of the day - except during naptime. Depending on the pandemic recovery phase, we will be requesting that parents wear face masks and sanitize shoes, and temperature will be taken.
2. For our parents' convenience, we will continue to provide pick-up and drop-off service. However, parents may accompany their child into the building each morning (if you are in before care or coming before the arrival time).
3. During the Pre-K arrival time – we all will gather in the lobby per class at a time. Please drop-off your child by the entry door. Teachers will be waiting for their students underneath the awning or the front door during arrival time.
4. Parents are responsible and required for signing your children in and out, as mandated by Pre-K and INtrinsic's policy. Every parent will be connected to the online login system. You will receive an email about the online check-in and check-out system. The online checking system will confirm drop-off and pickup and record the time to confirm a child's tardiness or late pick-up. If your child is not in ASP, the teacher will provide you with a paper-based sign-out sheet during carpooling. Please remember that you will still be signing out your child online. We keep paper records as a back-up in case the system is down or runs slowly.

### **Arrival Time is as follows:**

**Pre-K A: 7:30 – 7:45**

**Pre-K B: 7:45 – 8:00**

**Pre-K C: 8:00 – 8:15**

### **Good to know**

1. We will continue to shoe sanitizing and temperature check procedure upon arrival.
2. We appreciate "kiss and go" arrival transition. We need your support for smooth transition. Please keep the traffic moving.

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

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

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

## **Parent Participation**

INtrinsic strongly promote parents' participation to enhance our students' educational experience. Parents will be invited to volunteer their time, talents, and experiences in the classroom.

For example, parents will be invited to read to the class, share their culture, lead the cooking activities, and help young children learn about their careers. We request the parents to enjoy the experience with young children and be flexible. To keep our children and staff healthy and safe we prefer to conduct simple and short activities.

Good to know:

1. Things to expect as a volunteer parent - Temperature check and screening questions for the volunteer parent and usage of masks is encouraged depending on the activities.

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

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

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

## **Rest Time**

To maximize instructional activities, pre-k's rest time cannot exceed one hour per day except when necessary to address specific needs of individual children. Children who do not rest will be given quiet activities such as books and puzzles. We provide a covering (sheet) for their individual rest mat. We ask parents to provide a blanket for children (if your child likes to use one during rest time).

Good to know:

1. Appropriate size blanket and soft are required. Students belongings need to fit in their cubby (please check the size of the cubby).

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

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

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

### **Children with Identified Disabilities**

If a child is assessed and determined eligible for special education services, dual enrollment in public school system preschool special education classes and Georgia's Pre-K program is permitted.

### **Students with Developmental/Behavioral Concerns**

If teachers are concerned about a child's development –

1. We will share our concern or areas in which your child might need help with the parents first.
2. Next, we will contact our Pre-K Consultant for support and guidance.
3. This process is to implement appropriate instructional activities to meet the needs of the individual children. Our consultant may recommend contacting the local school system's special education services department for information regarding the referral process. In any scenario, parents will be contacted and updated first.

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

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

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



## **Student Discipline**

INtrinsic believe in positive redirection and positive reinforcement when it comes to student discipline. Disciplinary actions used to correct a child's behavior, guidance techniques and any activities in which the children participate or observe shall not be detrimental to the physical or mental health of any child in Georgia's Pre-K Program.

Teachers use I messages (I feel..., I want..., I expect...,) positive way to communicate emotions and expectations) and stem and steam related language (critical thinking - what, why, how, where, who, when) to encourage children to solve problems not only during instruction time but also to reinforce positive behavior. Examples of I message: I expect you to use walking feet. Examples of stem and steam: when/where did the issue arise? Why do I need to find the solution? How can I work as a team member or how I can help my friends play or work together to make the situation different?

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

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

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

**Assessment:**

**Formal Assessments:**

INtrinsic will be implementing the *Work Sampling System*. We will be using the online version *Work Sampling Online* (WSO).

We will provide you a copy of the Narrative Summary Reports and Developmental Checklists during the parent teacher conference.

**Informal Assessments:**

Our educators gather data throughout the day through observation, anecdotes, checklist, and children's work. All these data is infused together to create a student's progress report and narrative summary.

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

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

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

### **Parent Teacher Conferences**

There will be two parent-teacher conferences. First one will be in December and the second conference will be in April. Parents will be given various options to sign-up. We always conducted face-to-face conferences with our parents. For now, let's wait to decide which option (face-to-face, zoom meeting, or phone conference) will be a better option. We will keep you posted.

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

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

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

**Parent Responsibility:**

A parent must agree to send the child to the Pre-K program for 6.5 hours of instructional time for the full school year. A child who is chronically tardy or absent can be disenrolled from the program. A child who is not enrolled in the extended day program and is not picked up at the end of the Pre-K day on a regular basis can be disenrolled.

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 students.

We are open from 6:30 - 6:30 pm. You may drop your child as early as 6:30 am which is considered as before care. Aftercare begins after the dismissal grace period.

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

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

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

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

**Before Care only** - \$35.00/weekly

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

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

**Hourly Drop-in** - \$7.25/hourly (during emergency situations for ASP)

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

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

\$40/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 is our priority. 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 – 7:45am. 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.

**Lunch:** We provide USDA approved meals to ALL our students. Lunch includes the main course, fruits, vegetables, and fruits. For your convenience, menus are posted in the classroom and also on the Café de' Owl wall. *If you like a copy please let us know. We not allow children to bring their lunches and snacks unless we have a dr.'s note that the child is on a restricted or special diet.*

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

**Nuts Free Zone:** INtrinsic does not allow any peanut or other nuts products 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 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. *Please provide store bought food only. Ingredients list must be on the box/container.*

**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**

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

**Breakfast:** \$1.50/day (not included in lunch tuition)

**Lump sum some Option:** 10 months = \$900

10% discount = \$810 -\$27.00 10 days less in August  
=\$783.00

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 toys that promote violence and/or any religion. Please avoid sending riding toys, toys that may cause choking hazards, breakable toys, and precious or valuable 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: \_\_\_\_\_





## 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. Toe-covered shoes allow children to participate in different activities in the classroom and outside. They are also required for the safety reasons.

Shoes requirement (no exceptions): Tennis shoes, sneakers, slip-on sneakers are mandatory throughout the year. Rainboots, sandals, Crocs, and other slippery sole shoes may cause slips in wet areas, or may cause falling, unstable balance, risk of ankle twist, or tripping hazard.

**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. If a child doesn't have a pair of backup clothes, in case of emergency, we will use the back-up clothes from school (our best available option)

**Blanket & a soft toy:** Children like to use their blanket and a soft toy during nap time. Recommended 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. Book bags needs to be child friendly and appropriate size.

**Water bottles:** Please send a child appropriate water bottle with your child. Water bottles stay in their designated area and will go home everyday. Cups will be available for all children, if they forget to bring their water bottle.

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

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 100.4 degrees or higher, vomiting, repetitive diarrhea, and unexplained rash. Parents must pick 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, we 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.

**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 Northwest Baptist Church, located at 3575 Acworth Due West Road, Acworth, GA 30101. Telephone: 770.674.8841

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

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

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

**Good to know**

1. Sanitize and disinfect: Surfaces and objects that are frequently touched are and will be sanitized irregularly, including, but not limited to, toys, games, and objects or surfaces not ordinarily cleaned daily. We will not be using toys and games that can not be cleaned and sanitized. Each child's soft toy for nap time and bedding sheet will be placed in the child's cubby after use.
2. The mat coverings are washed every week. Children do not share their mat coverings and it stays in their cubbies.
3. Blankets go home every Friday. Parents are responsible to bring a fresh blanket every Monday.
4. Deep cleaning is conducted every month.
5. Carpet shampoo is done every 4-6 months.
6. Cleaning crew comes to deep clean and sanitize after we close the building.
7. We will continue to do health screening and shoe sanitizing.
8. We have an open door policy and parents are welcome to come in the building beginning August 1, 2021. However, for our parents' convenience, we will continue to provide arrival and dismissal pick-up and drop-off.

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. (weekly newsletters from teachers).
5. Update any change of information such as physical address, phone numbers, emails, 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. 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 lot. However, if the parking lot is full, these parents will be using the second lane, so we humbly request parents to be patient.
10. 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 makes 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: \_\_\_\_\_

