



BUCKHEAD PREP

at Smyrna Market Village

A Handbook for Parents

2020-2021

Buckhead Prep at Smyrna Market Village

300 Village Green Circle, Suite 200, Smyrna, GA 30080

404.846.2622

404.422.8682

www.buckheadprepsmv.com

Buckhead Prep at Smyrna Market Village admits students of any race, color, gender, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Buckhead Prep at Smyrna Market Village does not discriminate on its employment practices, educational policies, admissions policies, scholarship programs, or other school administered programs.

Buckhead Preparatory was established in Atlanta as a private, co-educational school for children two years through six years of age in 2006. Since that time, we have added a toddler program for children from 18 months through 2 ½ years and a second campus in the Smyrna/Vinings. Our children represent many cultural, economic, and educational backgrounds. The common element among parents is their interest in providing their children with a high-quality education based on a firm grounding in basic skills.

Our Mission

The Buckhead Prep at Smyrna Market Village learning programs combine interactive learning, dedicated teachers, and your child's natural curiosity. Each child's unique personality and learning style helps us design individualized programs that make learning (and teaching!) fun.

Our continued mission is to provide children with a confident and thorough foundation in basic academic skills, so they are prepared for success in both school and life. We aim to sharpen the tools that will enhance our students' continued academic success and develop a genuine love of learning. Our programs focus daily to build sound reading, handwriting, and math skills, but we also learn lessons about music, art, citizenship, friendship, and culture. Socialization and physical activity are also a key piece in childhood growth and development, so 45 minutes of our day is spent in outdoor play with additional components of gross motor development and small group interaction incorporated throughout the school day.

General Admissions Information

Buckhead Prep at Smyrna Market Village accepts children between the ages of 18 months and six years. All children in the primary classes must be potty trained. Because of our individualized program, children may be phased into the classroom anytime during the school year, if space is available. Each newly enrolled child will undergo a two-week trial period. This allows us time to evaluate the child's readiness for our program. It is our desire that your child's school experience be a positive one. Therefore, the school reserves the right to request withdrawal of any child who is found by the staff to not yet be ready for the program.

All children must have a student application, enrollment agreement, student release authorization, emergency medical form, immunization form, and parental agreement form on file in order to complete their school registration.

Class Schedule

Toddler Class	8:15 a.m. – 12:00 noon, varied days
Primary Classes	8:15 – 12:15, Monday – Friday
Upper Primary	8:15 – 2:15, Monday - Friday

Kindergarten 8:15 – 2:15 Monday - Friday

***Please note that we will observe staggered drop-off and dismissal times to comply with COVID-19 Restrictions and encourage Social Distancing.**

Parental Responsibilities

Parents are responsible for supplying and maintaining accurate information on all required forms prior to their child's matriculation. Forms include such items as application and enrollment agreement, vaccination records, as well as the parental acknowledgement, student release form, and emergency medical authorization all included on the last pages of this handbook are due before the first day of school.

Parents are also responsible for keeping the school advised as changes occur regarding any personal information previously provided including, but not limited to, telephone contact numbers, e-mail addresses, family physician, etc.

Tuition and Fees

A \$100 application fee is required for all new enrollments. A \$250 registration fee is due upon application to Buckhead Prep at Smyrna Market Village for each year and is non-refundable.

Tuition is an academic year fee and may be paid annually or in semi-annual or quarterly installments. All tuition payments are made in advance. The fall term annual payment is due July 1, 2020 or upon enrollment. Semi-annual payments are due on July 1 and December 1, 2020. Quarterly payments are due July 1 and October 1, 2020, and January 1 and April 1, 2021.

Tuition payments may be made by credit card or check. Credit card payments may be made online via email link. Check payments may be delivered in person or mailed to the Buckhead Prep Business Office at PO Box 550429, Atlanta, GA 30355. A \$35.00 returned check fee will be charged to your account for any checks returned for insufficient funds.

All children are considered enrolled for the entire academic year and no deduction or refund in tuition or fees can be made for absence, vacation, or family relocation, etc.

Arrival and Dismissal

Promptness in a child's life is very important. Children who arrive late and leave late may feel awkward and uncomfortable. It is imperative that arrival and dismissal times be closely followed. The time before class is vital for teacher preparation to ensure a

smooth and productive day. We ask that you pick up your child no later than fifteen minutes after class ends. **A late pick-up fee will be imposed.**

*** Covid-19 Pandemic Update: To limit unnecessary interaction, drop off and pick-up times have been staggered. Please make every effort to arrive during your designated window.**

~~Upon arrival, a teacher will receive the children in carpool line. The teacher will retrieve the children from the backseat of the passenger's side of the car. **PLEASE TURN OFF YOUR CELL PHONES DURING CARPOOL.**~~

*** Covid-19 Pandemic Update: Buckhead Prep at Smyrna Market Village will not have carpool, but temporarily adopt an inside drop-off/pick-up procedure. Please park and walk your child upstairs to the temperature station. The temperature of each child, as well as anyone accompanying the child, will be taken prior to admission to school. If anyone in the party has a temperature of 100 degrees or above, the child will be asked to return home.**

~~Because of our commitment to the safety and well-being of the children, parents are asked not to enter the building during arrival while the teachers' focus is on receiving the children and preparing them for the school day. Similarly, during dismissal, parents are asked to remain in their vehicles so dismissal time is expedited. Parents are responsible for ensuring their children are properly placed and buckled in their car seats.~~

*** Covid-19 Pandemic Update: At pick-up, please come to the temperature station and await your child's dismissal. We are unable to allow any adults in the school during this time to limit the possible spread of illness. Parents are asked to wear a mask at all times during drop off and pick-up.**

Please give handwritten notes to teachers during carpool relevant to your child's day (play dates, early dismissal, etc.) e-mail the evening before, or call/text Kirsten at 404-422-8682. Verbal instructions during carpool will most likely be forgotten.

For your child's protection, we will not release your child to anyone other than parents in the absence of written or phone authorization. Do not send anyone (neighbor, housekeeper, etc.) to pick up your child unless the school has received written permission from all parents involved. The teacher cannot leave the class to call parents for authorization. Please be sure to notify us ahead of time if your child is to leave with someone different when going to that very important play date, dance recital, or birthday party. We do not want to have disappointed children, but safety is our primary

concern. **Parents or other designated adults picking up students should be certain to have an appropriate and properly installed car seat in their car.**

Late Pick-up

A late pick-up fee of \$10 will be charged whenever children are picked up fifteen minutes after the end of the class session. An additional \$5 will be charged for each additional ten-minute increment. This will be billed directly to the parent.

Discipline

It is our policy to help the children acquire self-discipline. We believe if children are constructively occupied doing interesting and challenging activities, children will generally not have discipline problems in class. If children understand the rules and know the expected behavior, they will generally choose to behave appropriately. Therefore, expected behavior is geared to the child's age, and limits or rules are developmentally appropriate and understandable to the children to whom they apply.

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group, and the adult. The methods of discipline used in the classroom include distraction, brief verbal command, or shadowing the teacher.

Children's Health and Safety

For the health of all the children and staff, a child shall not be accepted nor allowed to remain at the school if the child has the equivalent of 100 degree Fahrenheit or higher temperature or other contagious symptoms including, but not limited to, rash, cough, discharge of discolored or profuse amounts of mucous from the nose, diarrhea, vomiting, sore throat, or eye inflammation (conjunctivitis or "pinkeye.") When a child shows symptoms of illness during the day, the child will be moved to a quiet area away from other children where the child will be supervised and provided the necessary attention until the child leaves the school. The child's parents will be notified immediately when any contagious symptoms are noticed or when professional medical attention is required.

Medical Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file at the school are consulted immediately, and the child's parents are called. When a medical emergency arises involving a child, the school staff will seek prompt emergency medical treatment and provide any certified or licensed emergency medical persons with immediate access to the child. If necessary, the child will be transported by emergency

medical persons to Children's Healthcare of Atlanta's Emergency Room. The consent statement that the parent signs will accompany the child so that treatment can be given immediately in the absence of the parent. It is IMPERATIVE that you keep the emergency contact information up to date.

Medication

No medications will be administered to students given the brief length of the school day. Parents are asked to make arrangements to administer medication at home. Necessary emergency medications, such as Epi-pens or insulin shots should be thoroughly communicated with the teacher and administration prior to matriculation and accompanied by a physician's note.

Emergency Closings/Severe Weather

During a period of emergency, the Director shall have the authority to close the school, shorten the school day, and to institute other necessary measures to ensure the safety and welfare of the students and personnel. **Buckhead Prep will announce school closures independently for emergency/weather conditions. The school will post closings or abbreviated days via local television network outlets and will also notify parents via e-mail, Facebook, and Twitter.**

Loss of Water or Power

In the case of a loss of water or electrical power during the school day, the appropriate companies will be notified. If the problem cannot be rectified within the hour, parents will be called to pick up their children. School will resume once the utilities have been restored.

Fire Drills

Fire drills will be held regularly for the safety of your children.

Clothing and Personal Items

Clothing should be washable and comfortable. It should also be easy for the child to manage for himself in the restroom. Sneakers or rubber-soled shoes are recommended. Flip-flops or other open-heeled shoes may pose a tripping hazard and are a deterrent to active participation in some aspects of school activity. Children will not be permitted to wear any hazardous items around their necks or attached to their clothing. Children are not allowed to wear costumes to school except on designated days. Please keep all masks, wands, swords, etc. at home. Similarly, toys are prohibited.

Parents are required to send a complete change of clothes in their child's bag to school each day. They will not be kept at school. Please place these items in a plastic zip-lock

bag and label the bag with the child's name. Soiled clothes will be placed in the plastic bag and sent home at the end of the day.

Please label all articles of clothing and personal items. Hair bows, jewelry, and other personal items are many times forgotten on the playground. Please do not send any items with your child to school that will result in heartbreak if lost. We cannot have teachers leave carpool or have parents enter the building during carpool in order to search for accessories that should remain at home. Sippy cups, plastic lunch items, and other meal accessories are most often duplicated in the classroom. Please label any such items with your child's name. **Buckhead Prep at Smyrna Market Village is not responsible for any lost items.**

School Materials

Please return any items found at your home that belong to the school. Please check your children's pockets and bags each day. Many of our materials are very expensive and can take months to replace.

Snack and Lunch

Each morning student will bring his own individual snack. Children who are dismissed at 2:15 will also bring a lunch. Snack and lunch should also contain two napkins and something to drink. Please use an insulated container (labeled with your child's name) for warm items.

Buckhead Prep is nut-free. Sunbutter and Wowbutter are approved, but please mark on the item that it is indeed a nut-free alternative. Also, please avoid any items that pose choking hazards for small children such as celery, carrots, popcorn, and nuts. Hotdogs and grapes should be cut lengthwise to lessen the choking hazard. Please do not allow children to bring chewing gum to school.

Art

Art projects are made with adult supervision. Many of the art projects may pose a choking hazard for young children if handled independently. Please keep completed projects out of reach of young children.

News and Updates

School news and classroom photos will be delivered digitally via e-mail, Homeroom, Facebook, Twitter, Instagram and Tumblr. General dates and information is also available on the website at www.buckheadprepsmv.com

Field Trips

During the course of the year, an occasional optional field trip may be scheduled in order to enrich our students' learning experiences.

Birthdays

In celebration of children's birthdays, parents are encouraged to present their class with an inscribed hardback book for the school library. This helps the children learn the value and pleasure of giving as well as receiving, and the entire class benefits from an enhanced literature program. Parents wishing to participate in this tradition are asked to choose books from the book wish list on the parents' page of the website and deliver the morning of the birthday celebration. ~~Parents may choose to come in that day and read the book to the class with advanced notice to the main office and teacher.~~ **Given the number of dietary restrictions, no food items will be permitted for celebrations.**

COVID-19 Update: Please plan to send a small, healthy, nut-free treat for your student and their class. Examples may include: popsicles, fruit, veggie sticks, goldfish, etc.

Party invitations are to be sent to school for the teacher to distribute. E-mail addresses will not be distributed for digital invitations. To prevent hurt feelings, either all children, all boys, or all girls in a class must be invited.

Special Events

Special celebrations and events will occur during the academic year. Such celebrations and events will be held only on the day announced and cannot be replicated for children who are not scheduled to attend on the day of the event. (For example, Valentine's Day will only be celebrated on February 14 or the Friday immediately before if the holiday falls on a weekend.)

Pictures

Our staff or parents may occasionally take photos of our students for our newsletter, web page, or other publications. **Written notification on the signed handbook page is necessary if you do not want your child's images to be included in any of these mediums.** Children will not be identified by name.



Parent Acknowledgement

I have read Buckhead Prep at Smyrna Market Village Handbook for Parents and agree to abide by all policies and procedures. I understand that Buckhead Prep is an academic preschool and is not a daycare as defined and licensed by the State of Georgia.

Child's Name _____

Parent/Guardian Signature _____

Date _____