

# LIBERTY EAGLE ACADEMY

A MODERN MONTESSORI

## POLICIES & PROCEDURES



Liberty Eagle  
ACADEMY  
★

## PARENT HANDBOOK

Last Updated November 2018

# TABLE OF CONTENTS

Mission Statement	1
Vision Statement	1
Philosophy	1
Ages Served	1
School History	2
Programs' Information and Daily Schedules	
Infants & Young Toddlers	3-4
Toddlers	5-6
Primary	7-8
Elementary	9-10
Early & Late Stay	11
Admissions Process	12-14
Payment Policies	15
Arrival & Dismissal Procedures	16-17
Absence & Tardy Policies	17
Nutrition Policies	18-19
Nap Policies	20-21
Permission for Access	22
Visitors' and Observers' Policies	22
Safety Policies and Procedures	
Emergency Drills	23
School Delays & Closings	23
Emergency Procedures	24
Required Reporter Policy	24



# TABLE OF CONTENTS, CONTINUED

General Health & Illness Policies	25-27
Medication Administration Policies	28-29
Emergency Medical Care	29
Immunization Policies	30
Staff Health Policies	31
School Calendar	32
Childcare Breaks	32
Outdoor Play	33
Cubby/Locker Items	34
Personal Items from Home	34
Lost & Found	34
Clothing Policies	34-35
Diapering Procedures	35
Toilet Training Procedures	36
School Communication Information	37
Parent-Teacher Communication	38
Support Services	38
School Events	39-41
Community-Specific Events	42
Privacy Policies	43
Surveillance Camera Policy	43



## **MISSION STATEMENT**

Our mission at Liberty Eagle Academy is to empower the creative, self-reliant leader in every child.

## **VISION STATEMENT**

Liberty Eagle Academy will become the premier preparatory education program in West Georgia.

## **GENERAL PHILOSOPHY**

Liberty Eagle Academy strives to provide a quality, multi-faceted Montessori education. We encourage and celebrate leadership, independent thought, curiosity, problem solving, creativity, and a mutual respect for others. In addition to fostering independence, teachers guide children to embrace challenges, adapt to different situations, and work well with others. These life skills create the foundation for children's success that reaches far beyond their formal education.

## **AGES CURRENTLY SERVED**

Infants & Young Toddlers: 6 weeks through 18 months

Toddlers: 18 months through 3 years

Primary: 3 years through 6 years

Elementary: 6 years through 12 years

Future Plans: Adolescent & College Preparatory: 13 years through 18 years



## SCHOOL HISTORY

At its core, Liberty Eagle Academy began as a dream. A Carrollton family [pictured on this page] desired to expand the local education opportunities to include a place where children's unique abilities and independence were treasured. After much consideration, Drs. Anna and Brent Harris decided to open a modern Montessori school to make this dream a reality.



Our mission is to empower the creative, self-reliant leader in every child. To accomplish this mission, Liberty Eagle Academy melds the established Montessori pedagogy while incorporating modern concepts like STEM [Science, Technology, Engineering, and Mathematics]. This approach to creating an environment in which children are excited to learn, having been given the time and skills to persevere through difficulties, creates the foundation from which we base our vision. Our vision is that Liberty Eagle Academy will become the premier preparatory education program in West Georgia.



## **INFANTS & YOUNG TODDLERS: 6 WEEKS THROUGH 18 MONTHS**

Infants and young toddlers have a safe space to grow and learn in the environment prepared for our youngest children. We use age-appropriate Montessori materials that foster curiosity and promote play-based learning. By offering a wide variety of lessons, children can select whichever lesson piques his/her interest. As your child becomes more mobile, he/she is able to select lessons independently as well as explore items more thoroughly. Many materials in this environment adapt to challenge your child as he/she progresses through the multitude of milestones that occur in infancy. Our goals are to guide your child in the following areas during this precious time of development:

- Social development through positive interactions
- Basic American Sign Language [ASL] to enable self-expression
- Verbal language attainment through use of expansive vocabulary
- Gross motor skill development
- Self-feeding and early table manners
- Appreciation of the natural world through outdoor exploration
- Music and rhythm activities to guide coordination
- Introduction to colors, shapes, numbers, and patterns

In the Infant/Young Toddler environment, parents provide the Lead Teacher with updated Feeding Plans, adding in changes to infants'/toddlers' schedules as they grow. The Lead Teacher will provide you with a Daily Hatchling Report that details the specifics relating to your child's feeding, diapering, and napping habits of that day. Additional information may also be included as needed.

In each Infant/Young Toddler room, we have a dedicated area where you may feed your infant if you wish to do so.



# INFANT & YOUNG TODDLER DAILY SCHEDULE

Below is a general outline of a day in our Infant/Young Toddler community for children ranging from 6 weeks up to 18 months. Due to the varying needs of children, this schedule is not set in stone, and will be adapted as needed. As in any Montessori environment, we strive constantly to "follow the child."

7:00–8:00am Early Stay: Children whom arrive early are welcome to bring breakfast and begin their classroom exploration early.

8:00–8:15am Arrival: Infants and Young Toddlers should be brought to their classroom by their parent.

8:15–9:45am Work Cycle: Children are free to explore the prepared environment, where they may choose among a variety of works: magnet boards, sensory bags/bottles, musical instruments, object permanence works, among many others. Some infants will also take a morning nap during this time.

9:45am Morning Snack: Children's hands are washed, and they sit around the low table [or in low chairs] and self-feed themselves snack.

10:00–11:30am Work Cycle: Depending on the weather and on individual capabilities, children continue exploring indoors and outdoors.

11:30am Lunch: Our youngest infants are fed on demand, but our older children sit together and have a healthful hot lunch together.

12:00–2:00pm Nap Time: The nap music starts, and our older toddlers gravitate towards their floor-level cots. After a bit of rocking, back-patting, and soothing, they are soon asleep,

2:00–3:00pm Group Time: Children are permitted to sleep as long as they need to. If they wake up early, they participate in songs, stories, and crafts. They may also go on another wagon ride during this time.

3:00–3:15pm Dismissal: Infants and Young Toddlers should be picked up from their classroom.

3:15–6:00pm Late Stay: Infants and Young Toddlers will continue their indoor and outdoor explorations following a snack.



## **TODDLERS: 18 MONTHS THROUGH 3 YEARS**

Toddlers love our small community filled with toddler-sized furniture and lessons. The prepared Toddler environment provides children with a calm, orderly space that encourages discovery. There are a variety of lessons encompassing concepts such as practical life skills, logical sequencing, creative skills, musical exploration, vocabulary attainment, matching objects, and counting objects. Our goals are to guide children in the following areas during their time in our class:

- Social development through observing and participating in peer interactions and grace & courtesy lessons
- Basic American Sign Language [ASL] to help reduce frustration when toddlers are unable to find the words to say
- Verbal language attainment through vocabulary lessons with language picture cards and small objects, as well as through practicing "using our words"
- Gross motor skill development
- Fine motor skill development through use of the Practical Life lessons
- Self-serving, scraping one's plate, and using table manners at meals
- Appreciation of the natural world through outdoor exploration
- Music and movement activities to guide coordination skills
- Introduction to colors, shapes, numbers, patterns, and letter sounds

In the Toddler environment, the Lead Teacher will send home daily Eaglet Reports that provide an overview of the child's day, including eating habits, napping habits, and emotional/behavioral details, as well as any additional information. Lead Teachers will also send home a note detailing items needed for your child's cubby as needed.



# TODDLER DAILY SCHEDULE

Below is a general outline of a day in our Toddler community for children ranging from about 18 months up to about 3 years. This schedule is not set in stone, and it will be adapted as needed to accommodate daily variances. As in any Montessori environment, we strive constantly to "follow the child."

- 7:00–8:00am Early Stay: Toddlers whom arrive at school by 7:45am may bring a healthy breakfast with them to eat in Early Stay.
- 8:00–8:15am Arrival: Toddlers will be walked to their classroom with the assistant whom helps them out of their vehicle during Car Line.
- 8:15–10:00am Work Cycle: Toddlers are able to choose any of the lovely works in the prepared environment. There are a variety of lessons spanning areas of interest such as language, practical life, fine and gross motor skills, sequencing, music, art, and sensory refinement.
- 9:00am Morning Snack: Snack [typically a fruit and grain are offered] is available for children to serve themselves during the Work Cycle.
- 10:00–10:30am Group Time: During group, Toddlers sing songs, talk about the weather and calendar, and do movement activities.
- 10:30–11:45am Outdoor Play: Our Toddlers pull on their boots and are free to explore the outdoor environment. In case of inclement weather, our Toddlers play inside their classroom or in the Indoor Play Area.
- 11:45am Lunch: We encourage everyone to try everything, and we serve the fruit as a dessert after they have eaten the meal. Toddlers then scrape their plates, put their dishes in the sink, and get ready for nap.
- 12:30–2:30pm Nap Time: We put on the nap music, close the curtains, and then begin the process of patting and soothing children to sleep.
- 2:30–3:00pm Outdoor Play: Toddlers are permitted to sleep as long as they need to. If they wake up early, they may play outside until Dismissal.
- 3:00–3:15pm Dismissal: Toddlers will be walked to their parent and fastened by the Assistant helping in Car Line.
- 3:15–6:00pm Late Stay: Toddlers have a snack and then enjoy indoor and outdoor play until they are picked up.



## PRIMARY: 3 YEARS THROUGH 6 YEARS

Our Primary children thrive in our carefully prepared environment of lessons aimed to guide their development of fine and gross motor skills, independence, creativity, practical life skills, sensory refinement, logical sequencing, as well as providing a sturdy foundation in language and mathematics. We strive to aid our Primary children in attaining the following skills:

- Refinement of fine motor skills through the use of Practical Life and Sensorial lessons
- Social skills development through participating in Grace & Courtesy lessons and practicing the use of expressive language
- Encourage respect and care for self, others, and environment
- Foster self-discipline and self-confidence
- Continued and expanded use of American Sign Language [ASL] to help increase communication skills
- Verbal language attainment through vocabulary lessons with 3-part language cards and small objects
- Written language
- Development of a strong mathematical foundation through the use of hands-on manipulatives progressing from concrete practice to abstraction of mathematical concepts
- Self-serving, scraping one's plate, and use of table manners at meals
- Appreciation of the natural world through outdoor exploration
- Music and movement activities to guide coordination skills

In the Primary community, the Lead Teacher will always communicate with parents if something unusual for your child occurred (for example, if a child who always naps was unable to fall asleep at nap time). Lead Teachers will also send home a note detailing items needed for the child's cubby.



## PRIMARY DAILY SCHEDULE

This is a general outline of a day in our Primary community for children ranging from 3 years old up to about 6 years old. This schedule is not set in stone, and it will be adapted as needed to accommodate daily variances. As in any Montessori environment, we strive constantly to "follow the child."

7:00–8:00am Early Stay: Primary children whom arrive by 7:45am may bring a healthy breakfast to eat in Early Stay.

8:00–8:15am Arrival: Children will be walked to their classroom with the Assistant whom helps them out of their vehicle during Car Line.

8:15–10:30am Work Cycle: Children are free to choose any of the beautiful works in the prepared environment that they have been shown a lesson on. There are a variety of lessons in: Practical Life, Language, Math, Art, Sensory Refinement, Music, Geography, among other subjects.

Morning Snack: Snack is available for children to serve themselves during the Morning Work Cycle. Children will be offered a snack containing a fruit and grain provided by the Family of the Week.

10:30–11:00am Group Time: During group, we sing a variety of songs, talk about the weather, do our calendar activity, and practice controlling our bodies and voices to take part in the group activities.

11:00am–12:00pm Outdoor Play: Our Primary children love to play and explore our outdoor environment. If the weather is inclement, we may venture over to the Indoor Play Area or play inside the classroom.

12:00pm Lunch: We encourage everyone to try everything, and we serve the fruit as dessert. Afterwards, Primary children assist with clean up.

12:45–3:00pm Nap Time/Afternoon Work Cycle: We put on the nap music, close the curtains, and then begin the process of patting and soothing children to sleep. Primary children who do not nap, or wake up early from nap, may choose independent lessons to work on.

3:00–3:15pm Dismissal: Primary children will be walked to their vehicle by the Assistant helping in Car Line.

3:15–6:00pm Late Stay: Primary children enjoy a snack and then enjoy indoor and outdoor play.



## **ELEMENTARY: 6 YEARS THROUGH 12 YEARS**

Our Elementary children are enthusiastic and driven to learn in our fascinating, multi-faceted environment with innumerable lessons. The multitude of lessons aims to capture their interests which encourages further exploration and research. In Elementary, lesson plans are individualized for each child; this individualization fosters optimal learning in the following subject areas:

- Encourage respect and care for self, others, and environment
- Foster self-discipline and self-confidence
- Continuation/expansion upon American Sign Language [ASL], as well as introduction to basic Spanish, French, and/or Italian
- Verbal language attainment through vocabulary lessons with 3-part language cards and small objects
- Written language skill development utilizing spelling work, language study, and practice writing
- Excitement to continue advancing reading comprehension skills
- Continuation of the mathematical progression through the use of both hands-on manipulatives and lessons designed to aid in the successful abstraction of mathematical concepts
- Entrepreneurship skill development, including brainstorming, research and development, marketing, and budgeting
- Creative expression--a multitude of activities are available including: a variety of visual arts material, music activities, creative writing, and other lessons fostering creativity

In the Elementary community, the Lead Teacher will always communicate with parents if something unusual for your student occurred (for example, if your very active child only wanted to sit while outside on the Playground). Lead Teachers will also send home a note detailing items needed for your student's locker.



## ELEMENTARY DAILY SCHEDULE

This is a general outline of a day in our Elementary community for students ranging from 6 years old up to about 12 years old. This schedule is not set in stone, and it will be adapted as needed to accommodate daily variances. As in any Montessori environment, we strive constantly to "follow the child."

7:00–8:00am Early Stay: Students whom arrive by 7:45am may bring a healthy breakfast to eat in Early Stay.

8:00–8:15am Arrival: Please sign your student in at the front desk and walk them to the gate of our room.

8:15–11:45am Morning Work Cycle: At 8:15am, there is a Pre-Communication Meeting to structure the day. Following this important meeting, we perform a few sequences of yoga to focus our bodies and minds for the day ahead. Students are then free to choose among lessons in: Practical Life, Sensory Refinement, Art, Music, Language, Math, Geography, Science, and other subject matter. Children are frequently presented new lessons, and as they progress through the Elementary curriculum, lessons increase in complexity.

Morning Snack: Snack is available for children to serve themselves during the Morning Work Cycle.

11:45–12:15pm Lunch: We encourage students to try all foods, and serve fresh fruit as a dessert. Students set up for and clean up after Lunch.

12:15–12:45pm Outside Exploration: Elementary children often have other opportunities to work outdoors during the Morning Work Cycle; this is a specific chunk of time for free play with friends and an opportunity to explore our outdoor environments.

12:45–3:00pm: Afternoon Work Cycle We continue our studies and have daily and weekly scheduled activities like Journaling, Writing to Pen Pals, Independent Reading, Reading Aloud, Science Experiments, among other academic and creative pursuits.

3:00–3:15pm Dismissal: Students will be picked up from our classroom.

3:15–6:00pm Late Stay: Elementary students will often play outside, as well as indoors after enjoying a healthful snack around 3:30pm.



## **EARLY STAY**

Early Stay is offered for families who need an earlier Arrival time. For Early Stay, children may arrive between 7:00am and 8:00am. Parents of infants should carry them to the Infant/Young Toddler room where Infant Early Stay is held, while parents of older children should escort them to the classroom where Early Stay is held. Children may then have breakfast, or select books and/or puzzles to work on while they are in Early Stay.

If parents want to send in breakfast for their children, children must arrive prior to 7:45am so they have time to eat their breakfast prior to being walked to class. Please send in a healthful breakfast that is low in sugar. High protein, whole grain breakfasts provide children with the nutrition for healthy brain development as well as physical wellness. Non-disposable dishes/cups/etc. should be labeled with the child's name so they can be sure to be returned at the end of the day.

## **LATE STAY**

Late stay is available for families that require a later Dismissal time. During Late Stay, children are offered a healthful snack and plenty of outdoor play time. Children also regularly have indoor play time and participate in activities like crafts, songs, and various Montessori works.

## **EARLY AND LATE STAY DROP-INS**

Early and Late Stay are offered as options in the Tuition Contract for families who will regularly require these services. For families that only occasionally need Early and/or Late Stay, advance notice may be given to the Directress to secure your child's space and be assessed a one-time fee. Fees are noted in the Tuition & Fees document, accessible on our website or through the Front Office.



## **NONDISCRIMINATION STATEMENT**

Our policy is to accept any student who meets the criteria for enrollment if space is available; there is to be no discrimination based on culture, religion, or race. It is our policy at Liberty Eagle Academy to treat every child with respect. Neither children nor their families will be treated differently based on culture, religion, or race.

## **ADMISSIONS PROCESS**

- Visit the school for a Tour. Appointments for Tours can be made through the main office. Parents are encouraged to schedule a Class Observation as well.
- Meet with Directress whom will issue an Application for Enrollment--once this is completed, you will receive an Enrollment Packet [usually at time of Tour].
- Return Enrollment Packet with \$250 Application Fee. If there are no current openings, you may elect to be placed on the Waiting List [see below].
- Set up a Meet & Greet Interview with child's teacher.
- Upon Provisional Acceptance, the Directress will provide you with a Welcome Packet containing program-specific documents.
- Return program-specific documents from Welcome Packet, an unexpired Immunization Form 3231 [or an affidavit of religious objection to immunization/DPH Form 2208], and any necessary EpiPen/allergy documentation from your child's pediatrician [if applicable].
- Choose payment method [cash, check, or ACH direct deposit] and make first month's payment based on Total Tuition from Student Enrollment Contract [Tuition may be pro-rated for children who start in the middle of the school year.] For more details on payments, see subsequent Payment section.
- Schedule Phase-In

## **WAITING LIST**

Families on the Waiting List will be contacted as soon as a space is available, so please be mindful of phone number changes and inform the school accordingly. Upon the school offering admission, families have two weeks to accept or decline, during which parents should submit the \$250 nonrefundable Application Fee along with a signed Tuition Contract to secure their child's spot in the program.



## **MEET & GREETs**

Meet and Greets are a great opportunity for parents and their child[ren] to meet the Lead Teacher and Assistant of the program they are applying for. During this meeting, the Lead Teacher or Assistant is trying to bond with and guide the child away from the parent[s] to explore the work in the classroom. While the Lead Teacher [or Assistant] bonds with the child, the Assistant [or Lead Teacher] will ask the parent[s] a few questions about the child's home life and habits. Meet and greets typically last about 15-20 minutes.

## **PROVISIONAL ACCEPTANCE**

All new children are issued provisional acceptance based on the understanding that if, at any point, the program does not meet the child's needs, Liberty Eagle and the parents will explore alternatives together. The decision to revoke acceptance is one that is typically made within the first three months of enrollment.

## **PHASE-IN**

The phase-in process typically applies to our Toddlers and Primary, though we recommend all new families make arrangements to be available [or have a family member available] to pick up early in case their child is not ready to stay a full day in the new environment. For families with children entering our Elementary, Middle Grades, or College Preparatory programs, phase-in processes will be handled on a case-by-case basis. Each child is different, and the phase-in process will be tailored accordingly.

On the child's first day, we often ask the parent to bring their child to the classroom and then wait in the lobby area. After about 15-30 minutes, the child's teacher will update the parent on how the child adapted. If the child adapts well to the new environment, he/she may stay the whole day. If the child becomes distraught/inconsolable for a length of time, the teacher may contact the parents at any point during the day to recommend an earlier pick-up time to reduce the child's stress.



## **CANCELLATION OF CARE**

Cancellation of care situations are handled on a case-by-case basis. Because each of our communities follows a school year schedule, tuition secures the child's position in the class for the entirety of the year; therefore, remittance of the remainder of tuition for the school year is typically expected. Special circumstances will be considered by the Directress and Owners.

## **ENROLLMENT FORMS**

The following documents must be present in each child's file:

- Completed Enrollment Packet for current school year
- Emergency Medical Treatment Consent form
- Authorized Release list of people allowed to pick child up from school
- Authorization to Dispense External Preparations form
- Acceptance of Policies and Procedures
- Tuition Contract for current school year
- Safe Sleep Practices Policy [for children 6 weeks-5 years of age]
- Georgia Immunization Form 3231 [or notarized Affidavit of Religious Objection to Immunization [DPH Form 2208]]
- Allergy paperwork [if applicable]
- Infant Feeding Plan [if applicable]

## **REQUIREMENT TO UPDATE ENROLLMENT FORMS**

Parents are responsible for providing the school with updated Enrollment Forms if the information provided should change mid-school year. This requirement extends to the Authorized Release form, where parents fill in the names and phone numbers of people allowed to pick up their children. It is the parents' responsibility to regularly update this form throughout the school year if necessary. Children will only be released to people on this list, and photo identification may be necessary if the staff is unfamiliar with the person picking up. Upon pick up, the parent [or caregiver picking the child up that day] must sign the child out and record time of departure.



## **PAYMENT**

School tuition may be paid with cash, check, or by ACH direct deposit. Tuition can be paid in monthly installments, biannual installments, or in full. If paid in two biannual installments, a discount of 1.5% will be applied to the total. If paid in full, a discount of 2.5% will be applied.

If you elect to pay monthly, an invoice will be issued each month and payment is due on the first day of the month. Reminder notices may or may not be issued if payment has not been received prior to the due date. If a payment has not been made within 7 days after the due date, a notice may be issued and a Late Fee of \$25 may be applied.

Current tuition prices are listed in the Appendix of this Handbook, on the school website, or may be requested from the Directress. If a child is to begin school after the school year has begun, the Directress will prorate tuition. If a child is to begin regularly attending the Early and/or After Care program[s], this may also be prorated by the Directress following a minimum of five business days notice as well as a signed contract prior to taking effect. Tuition prices will be reviewed annually, and the Directress will issue notice of any changes in a formal email to parents well in advance of the subsequent school year.

If there are sibling[s] attending Liberty Eagle Academy, a discount of 5% will be applied towards the second [and subsequent] children's tuition for the Montessori program. This discount does not apply to Early or After Care programs. This discount also does not extend to childcare breaks or Summer Camp.

If parents are experiencing financial difficulties anytime during the school year relating to the tuition payment schedule, it is their responsibility to contact the Directress. In the event of failure to pay tuition and/or fees, parents will be notified that care will cease if payment is not made in full.

## **RETURNED CHECKS**

A \$35 fee will be charged for all returned checks. A Late Fee of \$25 may also be assessed depending upon the date tuition payment is remitted.



## **ARRIVAL & DISMISSAL PROCEDURES**

During Arrival and Dismissal, teachers are quite busy attending to the children's needs. Their primary focus is the safety of the children; this often precludes lengthy conversations with parents. When parents need to speak with their child's teacher, they may send in notes or forms in their child's backpack, or they may email concerns to the teacher directly. Phone conversations and/or conferences may be scheduled outside of regular school hours [typically, before or after school works best]. Urgent messages should be called into the Administrative Office, whereupon the message will be routed accordingly.

### **CELL PHONE POLICY**

Cell phone use is prohibited during Arrival and Dismissal. This is a measure that needs to be taken to ascertain the safety of children and staff walking among vehicles. Occasionally, the staff member releasing your child to your care may need to briefly speak with you, and cell phone use eliminates that opportunity. We appreciate your cooperation in this matter.

### **ARRIVAL**

Arrival is from 8:00–8:15am [or between 7:00am–8:00am for children enrolled in Early Stay]. Children are expected to arrive at school on time. Late arrivals are disruptive to the work cycle, and they also negatively affect the child's transition into the school day. The parent [or caregiver] is responsible for signing in the child upon Arrival. For Early Stay Arrival, children should be signed in and escorted to Early Stay.

Children should arrive before 10:00am, so as to not interfere with lunch and nap. Children with excused tardies [perhaps due to a doctor or dentist appointment] may arrive later, but should not arrive past 11:00am. Arrivals may not occur after 11:00am due to the disruption it causes for the rest of the children. Similarly, children in our Infant, Toddler, or Primary programs who are picked up after 11:30am may not return for the remainder of the school day or for Late Stay.



## **DISMISSAL**

Dismissal is from 3:00–3:15pm [or by 6:00pm for those children in Late Stay]. Children are expected to be picked up on time. Late pick ups occurring after 3:15pm will incur a fee of up to \$50, but more importantly, late pick ups often create anxiety in the child in addition to possibly creating unsafe student/teacher ratios. If parents wish to procure a spot for their child to drop into Late Stay, at least 24 hours notice should be given to insure proper staffing is arranged, and a fee of \$25 will be assessed per child. Children may not stay for Late Stay without advance notice.

For children remaining at school past 6:00pm, a \$20 fee will be assessed for each 15 minute increment [this is rounded up, so for someone arriving at 6:17, the fee would be \$40]. If more than an hour passes [beyond 6:00pm] and staff is unable to make contact with the parents or anyone on the child's Authorized Release form, then staff is required by law to contact Social Services to pick up the child for safekeeping.

## **ABSENCE & TARDY POLICY**

Parents should give advance notice whenever possible if their child will be absent, tardy, or leave early. Please inform your child's teacher in advance about anticipated extended absences as well. Excessive tardies, absences, and/or frequently removing the child in the middle of the school day is not in the best interest of children enrolled in our programs. There is no reimbursement to compensate for absences.

Tardy children in Infant, Toddler, and Primary programs will be escorted to class by administrative staff so other children do not become upset by seeing someone else's parent.



## **NUTRITION**

### **INFANT-SPECIFIC**

Young infants are fed bottles of supplied breast milk and/or prepared formula that are labeled with the child's name and current date. Parents are responsible for providing a daily supply of prepared bottles. Bottles are kept in the refrigerator and can be warmed with a bottle warmer prior to feeding. Lead Teachers will note the amount infants consume at each feeding, and bottles will be rinsed. Parents are responsible for sanitizing bottles and sippy cups.

Infants will be fed on demand, or according to the timing of the Infant Feeding Plan completed [and regularly updated] by parents. Infants that eat baby food should be provided with enough baby food, labeled with their name and date, each day if parents choose to supply their infant's meals instead of participating in catered lunches. Lead Teachers and Assistants will aid in feeding infants who are unable to feed themselves and assist older infants with self-feeding as needed.

Mothers may elect to breastfeed their child during school hours in the Breastfeeding Room attached to the Infant classroom. No prior notice is required, but keeping the Infant Lead Teacher informed of anticipated arrival times for breastfeeding is advised such that they do not feed the infant shortly before the mother's arrival.

## **BREAKFAST**

If children in Early Stay bring breakfast to school, they must arrive by 7:45am in order to have time to finish their breakfast prior to going to class. Children should have healthful, nutritious breakfasts in order to promote optimal development, and therefore we request parents send in healthy breakfasts. Donuts, pastries, chocolate, and other sweets are not permitted during Early Stay.



## **LUNCH**

A healthy, hot lunch is catered by our licensed caterer, Janine Lewis, each day to Full Day students. Lunch is served around 11:45am. Monthly lunch menus are emailed to parents, and each lunch includes: protein, carbohydrate, vegetables, 2% milk [or dairy-free alternative], and fruit for dessert. A past menu is included for perusal in the Appendix. If a family elects to provide their child's lunch, this lunch should consist of similarly nutritious food. See Appendix for further USDA Meal guidelines.

## **SPECIAL DIETARY NEEDS**

For children with allergies or other dietary needs, please meet with the Directress to discuss how the catered lunch can be adapted. Liberty Eagle Academy strives to prevent any child's accidental ingestion of an allergen/restricted food, but the school cannot guarantee with absolute certainty that a child will never accidentally ingest an allergen or restricted food. Janine Lewis, our caterer, is willing and able to accommodate a variety of dietary restrictions. Please keep communication open with Lead Teachers about allergies and sensitivities so they can help protect your child from accidental exposure in any way possible.

## **SNACK & FAMILY OF THE WEEK**

With the exception of our Infant program, each classroom will create a snack schedule rotating through the families in the classroom. Each family will take turns as our "Family of the Week"--the Lead Teacher will supply a short list of requested healthy items to be consumed for morning and afternoon snacks. Based on licensing criteria, we cannot have peanuts, peanut butter, or anything containing peanuts on our campus. Please check all labels to ensure they are peanut-free. Please also send in all original packaging for any processed foods so Lead Teachers may check the ingredients for allergens affecting any children.

For children with allergies/dietary restrictions, some families may be asked by their Lead Teacher to occasionally send in a stock of spare snack for their child to have on days when the rest of the children are having something they cannot have.



## **NAP & REST TIME**

We follow established Safe Sleep Practices [see a copy of the form in the Appendix, if desired]. In our Infant rooms, many of the youngest infants sleep on demand. Older infants and young toddlers may adhere to a sleep schedule the parents suggest, typically necessitating one afternoon nap or a combination of a morning and afternoon nap during the day. In our Toddler rooms, children are permitted to nap in the afternoon for as long as they need, up to 2 hours. In our Primary rooms, children under the age of 5 are given time to nap following lunch for up to 2 hours. For children in the Toddler and Primary rooms who are unable to nap, a period of quiet rest is advised.

The school provides infants with a crib designated for their child's use, and a crib sheet. Napping children who sleep on floor cots will be provided with a cot and a cot sheet; parents are asked to send in a blanket for their child to use at naptime. Parents may also send in a small pillow [about 12"x12"] for children sleeping on floor cots [blankets and pillows are not permitted for use in cribs]. The Lead Teacher will send the sheet [and blanket and pillow] home at the end of each week to be laundered and returned the following Monday; if the sheet/blanket is soiled prior to the end of the week, it will be sent home earlier. Spare sheets and blankets are available for occasional use for families whom have forgotten to return theirs to school.

## **NAP TIME ROUTINE**

For Naptime, each community has its own routine. Typically, lights are dimmed or turned off, curtains are closed, sound machines and/or naptime music is started, and teachers assist children with getting ready for nap. Teachers pat backs and soothe children to sleep. Older children may choose not to sleep and instead use this as a time for rest.



## **SLEEP NEEDS BASED ON CHILD'S AGE**

The recommended total sleep amounts by age are listed below—this total includes nap[s] as well as night sleep. Consistent bedtimes, and bedtime routines can help with this! Proper sleep fosters brain and physical development, as well as helping their emotional regulation.

0-3 months: 14-17 total hours recommended

4-11 months: 12-15 total hours recommended

1-2 years: 11-14 total hours recommended

3-5 years: 10-13 total hours recommended

6 years: 9-11 hours recommended

At school, Toddler and Primary children have naptime from about 1pm-3pm. Some children nap for about an hour, while others manage to sleep for about 2 hours. The recommendation of total hours of sleep combines naps and night sleep. Consistent bedtimes and bedtime routines can help with this! Most of the Toddler and Primary children who attend our school should probably be getting to sleep around 7pm-8pm [for 6 year olds: 8pm-9pm bedtime] if they wake up at 7am to get to school.



## **PERMISSION FOR ACCESS**

Custodial parents/guardians always have permission to access childcare and educational areas of Liberty Eagle's campus while their child is in attendance. Custodial parents/guardians should always check in at the front desk to sign their child out prior to leaving the campus.

## **VISITORS & OBSERVERS**

All visitors are required to sign in at the front desk upon arriving at our campus. Generally, we ask that visitors give advance notice of intentions to visit so we may help them select an opportune time for observing our children at work. Visitors will be escorted on tours of the campus, and directed to classrooms for Observations if desired.

Observing in a Montessori classroom is a special opportunity for adults to peek into the Montessori work cycle. Typically, the front office will supply the adult with a form that details the responsibilities of the Observer, and the teacher will guide the adult to a seat. Observers should refrain from engaging in long conversations or activities with the children. Teachers often are preoccupied with the children during the day, and they may not have time to discuss much with Observers at the end of their Observation. Please note any questions or observations you would like to discuss; these may be addressed with the Directress or the Lead Teacher at a later date.

In the event that parents [or other family members] wish to visit the campus for either a tour or to volunteer their time to share a special skill, cultural story, reading a book, leading a craft, or otherwise volunteering their time, they will be escorted to the child's classroom where the Lead Teacher will guide them from there.



## **SAFETY POLICIES & PROCEDURES**

### **EMERGENCY DRILLS**

Emergency plans are posted on the bulletin board near the entrance, as well as in each classroom. Drills are performed routinely throughout the school year to prepare for emergency events such as: fire, tornado, lock down, etc.

### **SEVERE WEATHER THREAT**

In the event of a severe weather threat, early dismissal, delayed arrival, or school cancellation may be necessary for the safety of the children and staff. If this is the case, parents will be notified via email with instructions. If children are at school and the weather necessitates an early closing, parents will be emailed, texted, then notified via individual phone calls to ensure they have arranged early pick-up for their child[ren].

### **SCHOOL DELAYS & CLOSINGS**

Liberty Eagle follows the Carrollton City School System in regards to closing or delaying school due to weather. The Directress will make every effort to email parents notifications of the delay or closure as soon as it has been announced. Tuition will not be refunded for school delays and/or closures, and school delays/closings will typically not be made up at a later date.

### **ADDITIONAL OPERATIONAL INFORMATION**

For further details of our operations, the following are posted in our front office: license, copy of rules, a communicable disease chart, statement of parental access, names of people in charge, current lunch menu, emergency plans, and a statement for visitors.



## **EMERGENCY PROCEDURES**

Smoke detectors, fire pulls, and fire extinguishers are located in each area of the school. All are regularly inspected and replaced as necessary. In the event the building must be evacuated, the staff member noticing the emergency will pull the fire alarm, 911 will be called to notify emergency responders, teachers will check spots in the classrooms where children may be hiding, and the children will be evacuated to a predetermined safe location. Once outside, teachers will take attendance and report missing, extra, and/or injured children to the Directress, administer first aid as needed, contain the children to their assigned space, and wait for additional instructions and/or emergency responders to arrive. In the event that a child or children require emergency care or services, emergency health care professionals will be directed to the child/ren in need.

Further details for each emergency scenario are outlined in our Emergency Policies and Procedures. Emergency Policies and Procedures are also available for parent viewing in our facility, and each classroom has a copy for staff use. Parents will be contacted any time there is an emergency evacuation using the emergency contact information kept in the first aid bag.

## **REQUIRED REPORTERS**

In addition to ensuring the children's safety while at school, our staff is also required to report suspected cases of child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.



# **GENERAL HEALTH & ILLNESS POLICIES**

## **ILLNESS POLICY**

It is in everyone's best interest that sick children stay home. At Liberty Eagle, we strive to maintain a healthy, safe environment for optimal learning. Therefore, parents will be notified to pick up their child when the child displays symptoms of a communicable disease. Parents will be contacted by phone and asked to arrange immediate pick-up of their child if any of the following symptoms are present: temporal fever of 100.4 or higher, vomiting, diarrhea that cannot be contained within underwear/diaper, pink eye, green mucus, sore throat, skin rash [other than those explained by diaper rash, heat rash, and/or eczema], or other escalated symptom of communicable illness. Additionally, children should be well enough to participate in school activities because children requiring constant one-on-one attention detract from teachers' ability to provide quality care to the entire group. Excessive fussiness, crying, lethargy, and/or refusal to play or eat are common indications that a child is unwell, and Lead Teachers may contact you to pick up your child if those symptoms are present, especially if they are in addition to the symptoms of contagious illness denoted above. The child may then be removed from their class and escorted to wait in the office until they are picked up.

Children may return to school based on the following guidelines for common contagious illnesses OR with a pediatrician's note approving readmission to school stating that the afore-mentioned symptoms are not related to contagious illness.

- Chicken Pox [Varicella]: Children may return once lesions have fully dried and scabbed over, or per the recommendation of their physician.
- Cold sores [Herpes Simplex]: Children may return once lesions have scabbed over and drooling is controlled.
- Diarrhea: Children may return following 24 hours free from liquid stool, AND once they have had firmer stool. Children with diarrhea that cannot be contained by a diaper or underwear will be sent home.



- **Fever:** Children may return once they have been fever-free for 24 hours without medication assistance [because though Children's Tylenol may bring down a fever, it does not reduce the potentially contagious nature of the child's illness].
- **Flu [Influenza]:** Children may return 5 days after onset of symptoms, providing your child is fever-free [without medication] and feeling well.
- **Hand, Foot, Mouth Disease [Coxsackie Virus]:** Children may return once they have been fever-free for 24 hours without medication assistance AND once they are well enough to participate in school activities. Please provide a doctor's note upon your child's return to school.
- **Head Lice [Pediculosis]:** Children may return once head lice have been treated and no nits are present in the child's hair.
- **Pink Eye [Conjunctivitis]:** Children may return once treatment has begun. Please provide a doctor's note upon your child's return to school.
- **Ringworm [Tinea]:** Children may return once treatment has begun, with care taken to ensure that lesions are kept covered.
- **Slapped Cheek Syndrome [Fifth Disease]:** Children may return once they have been fever-free for 24 hours without medication assistance. This illness tends to be contagious for the duration of the fever, regardless the presence of rash on cheeks.
- **Stomach Virus [Gastroenteritis]:** Children may return once they have been free of fever [without medication assistance], vomiting, and/or diarrhea for 24 hours, AND their appetite is back to normal.
- **Strep Throat [Streptococcal Pharyngitis]:** Children may return once child's fever has abated for 24 hours [without medication] AND child has been on antibiotics for 24 hours.
- **Vomiting:** Children may return to school after they have made it 24 hours without vomiting.
- **Whooping Cough [Pertussis]:** Children may return after 5 days of antibiotic treatments OR following 3 weeks of the onset of the cough [if no antibiotic treatment is begun].



\*Please note this is not a comprehensive list of communicable illnesses. There is a copy of the Georgia Department of Health's Common Infectious Illnesses posted for your perusal in the Front Office. Online versions of this chart may be found at [www.choa.org/schoolhealth](http://www.choa.org/schoolhealth)

Please notify the Directress when your child is diagnosed with a contagious illness and/or is kept home with symptoms indicating contagious illness; parents in the classroom are notified via email if there is a significant number of children absent due to contagious illness.

Liberty Eagle is required to report any suspected case of notifiable communicable disease to the Carroll County Health Department. The school will also inform parents via email if their children were exposed to a communicable disease.

## **MINOR INJURY POLICY**

In cases of minor injury, teachers will notify parent by the end of the day and complete an Accident/Incident Report detailing the event, first aid, and time of day. The form will be initialed by the Directress and signed by the parent; originals will be kept in the child's file and copies will be sent home the day of the incident.

## **MAJOR INJURY & HEAD INJURY POLICY**

Parents are notified immediately when the incident involves a head injury [of any severity], joint swelling, limping or avoidance of using a limb, or if a child is inconsolable following the injury. In these cases, parents may be advised to pick up their child immediately. An Accident/Incident Report will be completed prior to the parents' arrival to pick up their child.



## **MEDICATION ADMINISTRATION POLICY**

For children requiring a regular daily dose of medication during the day, parents must submit a Medication Authorization Form as well as a Medication Order from completed by the child's physician. Prior to enrollment [or following the submission of these forms mid-year], the Directress will set up a meeting with the parents to discuss the child's needs and complete a care plan for the child while attending school.

For children requiring a dose of medication during school hours, parents must complete a Medication Authorization Form, found in the front office. Parents are strongly recommended to administer medication at home, but in times when medication needs to be administered at school, parents must submit the medication in an original bottle with the completed Medication Authorization form. All medications must be kept in the Directress' office. Teachers and staff are not allowed to hold, keep, or administer non-emergency student medication. For prescription medication that needs to be administered at school, medication must be provided in the original prescription container with the label detailing the child's name and dosage attached [extra medication bottles may be requested at the pharmacy where the prescription was filled] as well as a completed Medication Authorization Form. Daily, the parent must deliver the prescription bottle containing only the amount of medication needed for that day. The medication should be given directly to the Directress, whom will keep it in a locked drawer until it is time to administer to the child. The Directress will call the Assistant Teacher to escort the child to and from the office when it is time for their medication, and then note the time the medication was administered on the Medication Authorization form. The bottle should be returned to the parent at Dismissal.

If there are any noticeable adverse reactions to the medication, the Directress will contact the parents immediately. If the child begins to display systemic symptoms, the Directress will dial 911. An Accident/Incident Report will be completed detailing the event, and the child's file will be updated to reflect new allergies or adverse reactions.



## **MEDICATION FOR ASTHMA & ALLERGIES**

[including inhalers, nebulizers, and epinephrine autoinjectors/EpiPens]

If your child has asthma or life-threatening allergies, it is essential Liberty Eagle has all the information and medication before a situation occurs. If your child has ever needed asthma medication or has been prescribed an epinephrine autoinjector, please do the following prior to your child attending Liberty Eagle:

Submit a copy of your child's Allergy Emergency Plan/Asthma Action Plan OR ask your child's physician to complete a Medication Order form with the same information.

Lastly, meet with the Directress to discuss your child's needs and develop a care plan while in school.

## **EMERGENCY MEDICAL CARE**

In cases of emergency, a staff member trained in CPR and first aid will assess the situation, assign someone to dial 911, and begin performing CPR or administering first aid as needed under the guidance of the 911 operator.

Children will be taken by ambulance to Tanner Medical Center [705 Dixie Street, Carrollton, Georgia 30117] for emergency medical care unless the parent specifies another location in the Enrollment Packet. In the case of an emergency, 911 will be called and the child will be transported by ambulance with the Directress. The parents will be notified by phone immediately after calling 911.



## **IMMUNIZATION RECORD POLICY**

As per state licensing criteria, Liberty Eagle requires a current copy of each child's Georgia Immunization Form 3231. This form can be obtained through your pediatrician's office, and may be emailed to [Learn@LibertyEagleAcademy.com](mailto:Learn@LibertyEagleAcademy.com), faxed to 770.744.3870, or brought in person to the school. If the form expires during the school year, the Directress will notify the parents of the need to update the form. Children may be excluded from school if their immunization form has been expired for more than thirty days.

If a family elects not to maintain an updated immunization record, the parent must provide an unexpired Form 3231 with Medical Exemption noted where appropriate. For cases of religious objection, the parent must provide a signed and notarized Affidavit of Religious Objection to Immunization [DPH Form 2208].

## **MEDICAL EXEMPTION/RELIGIOUS OBJECTION TO IMMUNIZATION ILLNESS EXCLUSION POLICY**

Children whom have a medical exemption or religious objection to immunization may be excluded from school during times of contagious illness outbreak of any preventative disease the Department of Public Health [DPH] requires children to be immunized against.

## **NOTIFICATION OF THE DEPARTMENT OF PUBLIC HEALTH**

The Department of Public Health requires Liberty Eagle to notify them of confirmed diagnoses of: mumps, tuberculosis, whooping cough, E. coli, salmonella, Shigella, giardia, hepatitis A, chickenpox, measles, German measles, and meningitis, as well as any influenza-associated deaths. If any child has been diagnosed with one of these communicable diseases, the Directress will also notify the parent body via email [the child/family would remain unnamed, like in this example: "A child in Toddler 2 has been diagnosed with chickenpox. This is a communicable disease, and we have taken measures to thoroughly disinfect this classroom and the school. If your child has symptoms of chickenpox, please keep them home and inform the Directress."]



## **STAFF HEALTH & SAFETY POLICIES**

Staff are required to maintain Bright from the Start training relating to health and safety, CPR & First Aid certifications, and to follow Bright from the Start guidelines on maintaining a safe environment at Liberty Eagle.

Staff also regularly participate in training and review sessions on health and safety practices.

If a staff member contracts a contagious illness or has symptoms thereof [fever, vomiting, diarrhea, etc.], one of Liberty Eagle Academy's substitutes will be called to fill in for them. Staff members with symptoms of contagious illness may not return until symptoms have abated for 24 hours.

## **FLU SHOTS**

Staff at Liberty Eagle Academy are encouraged to get annual flu shots as a measure to help minimize the risks of passing influenza viruses to babies or children whose immune systems are still developing. Flu shots are offered free of charge to all staff members prior to the beginning of flu season.



## **CALENDAR**

Please refer to our calendar on our website, as it is the most up-to-date. Calendars for the school year are also distributed along with Enrollment and Re-Enrollment packets prior to the start of school in August. Our Montessori academic year mostly mirrors the Carrollton City School System calendar. Optional childcare is offered at an additional cost during Fall Break, Winter Break, Spring Break, and Summer Camp.

## **CHILDCARE BREAKS**

Childcare breaks refer to the weeks outside of the Montessori academic year. These include: Fall/Thanksgiving Break [one week], Winter Break [two weeks], Spring Break [one week], and Summer Camp [approximately eight weeks]. The cost for childcare during these weeks is listed along with our Tuition & Fees on our website and may also be requested from the Directress. Childcare weeks must be reserved in advance by submitting a nonrefundable \$50 fee [to be applied to the childcare week] per session by the date set by the Directress. Childcare weeks and Summer Camp sessions may be canceled if too few children are signed up to attend. Parents whom have signed up will be notified and refunded if they have submitted a deposit for those weeks.

The childcare provided during these breaks consists of play-based learning, outdoor play, and a variety of themed activities. During these childcare breaks, parents may be required to provide their child[ren] with nutritious snacks and a healthful sack lunch [milk will be provided by the school].



## **OUTDOOR PLAY**

At Liberty Eagle, children are encouraged to play and explore the beautiful outdoor environment. All children, including infants, benefit from being outside. Each program has an age-appropriate outdoor environment, and children from different programs play separately. All programs at Liberty Eagle have daily outdoor time scheduled, weather permitting. Late stay often spends a significant amount of time outside as well. Parents are encouraged to dress their children in clothes that children can comfortably play in, with the knowledge that the children may get them wet, muddy, or otherwise dirty. For all children, Liberty Eagle asks parents to send in a pair of close-toed, designated outside shoes; rain boots are a popular choice due to their ease of sliding on and off.

Parents are also encouraged to send in a coat, hat, and mittens to be kept at school for chilly weather.

In cases of inclement weather, children will be given time to play indoors.

## **SUNSCREEN & INSECT REPELLENT**

Parents are encouraged to apply sunscreen prior to Arrival. Parents may also choose to provide sunscreen and insect repellent [labeled with the child's name] for the Lead Teacher to apply a second application prior to outdoor time. Parents of children enrolled in Late Stay may also send in a second bottle of sunscreen and/or insect repellent [also labeled with the child's name] to be used during Late Stay. Parents elect to give Liberty Eagle staff consent to apply sunscreen and/or insect repellent in the Enrollment Packet, as well as by sending in sunscreen and/or insect repellent for use on their child. Lead Teachers will send home a note requesting an additional bottle upon a bottle's expiration or completion.



## **CUBBY [OR LOCKER] ITEMS**

Each Lead Teacher will provide parents with a short list of items your child will keep in their cubby [or locker, for older children] prior to the beginning of the school year. All items sent into school should be labeled with your child's name or initials. Unlabeled items may end up in Lost & Found.

## **PERSONAL ITEMS FROM HOME**

Please refrain from sending in personal items from home, unless it is a specified Show and Tell day. Toys, stuffed animals, trinkets, books, and other similar items can be distracting to children and their friends, especially in the Toddler and Primary communities.

## **LOST & FOUND**

**Unlabeled items may end up in the Lost and Found basket in the front office. If your child is missing something, please check the basket. Periodically, contents from the Lost and Found basket will be donated. To prevent lost or missing items, please label your child's belongings.**

## **CLOTHING**

Liberty Eagle recognizes the importance of facilitating children's development of independence. For this reason, young children in our Toddler and Primary programs should wear elastic-waisted bottoms because of the ease in which the child can independently pull them down [and up]. Children in our Toddler program should not wear onesies, as this inhibits their development of independence in dressing and undressing themselves. Lead Teachers may send home clothing that children have grown out of, as well as clothing that is too difficult for the child to put on/take off independently.



## **WEATHER-APPROPRIATE CLOTHING**

At Liberty Eagle, we try to play outside every day, weather permitting. Please send weather-appropriate clothing to school with this in mind. Children need a warm coat, a hat, and mittens for cold weather. For hot weather, you may also send in a hat they can wear outside. Please send children in clothing that they can wear while working in the classroom and play in on the playground—clothes may get dirty! At Liberty Eagle, we believe that getting dirty can be part of the learning process.

## **SOILED CLOTHING**

We encourage explorative play outdoors in many types of weather, and many young children have bathroom accidents—both of these can lead to soiled laundry. Soiled laundry [including clothes, napping sheet, and/or blanket] will be placed in a grocery bag to be sent home for parents to launder. Children are assisted in this process, and after removal of soiled items, and teacher-guided clean-up, both the child and teacher wash their hands.

## **DIAPERING**

All staff involved in the care of infants and toddlers undergo training and periodic assessment of diapering practices. Diaper changing is done on non-porous surfaces that are dedicated to diapering, and diaper changing areas are not near feeding areas. Prior to changing a diaper, staff is required to clean their hands and gather all necessary items to change the diaper. The staff member then puts on latex-free gloves, and guides the child to the diapering area. For diapering, staff will use wipes, diapers, and diaper cream [as needed] that the parents supply. Soiled diapers, wipes, and gloves will be disposed of in a specified container, and then the staff member will help the child wash his/her hands and wash their own hands. The diapering area is then disinfected. For more information, our diapering policies are posted in each Infant and Toddler room, as well as in the Front Office.



## **TOILET TRAINING PROCEDURES**

A calm approach to toilet training is used by all staff. Your child's teachers will ask for information about the language your family uses in reference to body parts, urine, and bowel movements in effort to maintain consistency. Please communicate with your child's teachers signs specific to your child that indicate they need to use the bathroom, as well as any other additional information relating to toilet training.

The first step in toilet training is to guide the child's awareness to their bodily functions. The child must recognize their bodily signals and actions prior to beginning to gain control over them. At Liberty Eagle, toddler teachers bring awareness to this while the child is still in diapers. Toddler teachers also build children's interest in toilet training by encouraging children to sit on the toilet after their diaper has been removed.

Another very important aspect of toilet training necessitates dressing your child in clothes that aid in their success. Young children should wear elastic-waisted bottoms because of the ease in which the child can independently pull them down [and up]. Children in our Toddler program should not wear onesies as they inhibit their independence in dressing and undressing themselves. Additionally, children should come to school wearing either diapers or underwear; Pull-Ups are not permitted as they do not facilitate the child's success in potty-training.

Lastly, during the toilet training process, teachers guide children to attempt to use the toilet at regular intervals throughout the day [as well as any other time the child gives signs indicating they may need to use the toilet]. Teachers do not leave toilet training children unattended in the bathroom, and they praise the child's efforts and successes. Children are never forced against their will to sit on the toilet, nor must they sit for a long period of time or 'until something happens', as those methods can create negative feelings and/or set up an undesirable power struggle.

Above all, we recognize the importance of positive reinforcement. Accidents are normal, and in our Toddler and Primary communities, children assist with cleaning themselves up according to their ability. Children whom have more frequent accidents may require more clothing to be kept at school.



## **SCHOOL COMMUNICATION**

**PHONE: 770.744.3870**

Parents should always call the school phone number with any urgent concerns, needs, and/or information. Calling the school phone number is the most reliable way to make sure the information is received quickly, as Lead Teachers are not always available to receive phone calls or respond to texts/emails to their personal phones.

**EMAIL: LEARN@LIBERTYEAGLEACADEMY.COM**

Liberty Eagle will periodically email reminders, notices, event fliers, and other information to the whole parent body. Parents may also reach the school at any time via email. Lead Teachers are assigned their own email addresses, and check their email account each weekday—Parents are encouraged to email their child's Lead Teacher with any questions and/or concerns.

## **MEETINGS WITH THE DIRECTRESS**

To schedule a meeting with the Directress, please email or call the school to set up an appointment.

## **DAILY REPORTS**

For our Infant and Toddler communities, Lead Teachers complete daily reports to communicate details about each child's day. Please check these reports daily and email the Lead Teacher with any concerns. These reports may also include notes about items needed for your child's cubby.

## **MONTHLY NEWSLETTERS**

Lead Teachers create and email monthly newsletters at the beginning of each month in the Montessori academic school year [August through May]. Newsletters typically contain the current and subsequent months from the school calendar, upcoming event dates and information, details on the theme of the month, and any relevant news to your child's community.



## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are held bi-annually, in late fall and late spring. Both parents are strongly encouraged to attend both parent-teacher conferences, and alternative dates and times may be suggested if the selected date of conferences does not work for a family. Additional conferences may be scheduled throughout the year as requested and/or needed. Observation forms and/or a progress report will be used to document the child's progress and communicate the skills learned in the elapsed time period. Parents may receive a copy of the progress report following attendance at the conference; progress reports will also be placed into the student's file.

## **PARENT-TEACHER COMMUNICATION**

Lead Teachers create and email monthly newsletters at the beginning of each month in the Montessori academic school year [August through May]. Newsletters typically contain the current and subsequent months from the school calendar, upcoming event dates and information, details on the theme of the month, and any relevant news to your child's community.

## **SUPPORT SERVICES & RECOMMENDATIONS FOR EVALUATION**

Please contact the Directress for a list of support services. The Directress and the Lead Teachers may occasionally recommend children be evaluated for speech, physical, and/or developmental concerns.



## **SCHOOL EVENTS**

Liberty Eagle strives to provide parents with as much advance notice as possible for the upcoming school events that take place throughout the year. Most special school events will take place following the end of the school day, around 3pm. For the school events that take place during the school day, parents may be required to take their children home with them following the event. Children in our Infant, Toddler, and Primary programs are more likely to become inconsolably upset if they see their parent mid-day and are not able to leave with them. For children in older communities, Liberty Eagle may allow parents to use their discretion in the case of mid-day events.

Parents are encouraged to participate throughout the year—parent involvement fosters community growth! In addition to attending school events, there are also opportunities for involvement directly in classrooms. These opportunities vary based on the child's age, but typically, Lead Teachers welcome chaperones on outings and in-class parent presentations [perhaps relating to a certain holiday/tradition, culture, musical instrument/talent, seasonal craft, etc.]. Please reach out to your child's Lead Teacher to discuss the details of these opportunities.

## **OPEN HOUSES**

These are scheduled throughout the year, particularly in Spring and Summer. Everyone is welcome to attend! Open House is a great time for enrolled families to show interested friends the school their child loves.

## **PARENT ORIENTATION**

This typically is scheduled a week or two weeks prior to the beginning of the school year. During Parent Orientation, parents meet the Lead Teacher and Assistant Teacher and ask any questions about the upcoming school year. Parent Orientation is often the time that Lead Teachers distribute Supply Lists and provide an overview of school policies and procedures.



## **PARENT & GRANDPARENTS' DAYS**

Throughout the school year, there may be opportunities for parents, grandparents, or other close family members to visit in Toddler, Primary, and beyond. During these visits, children may be encouraged to show parents/family members lessons they are working on.

## **PEACE DAY**

September 21st is the International Day of Peace. Dr. Maria Montessori acknowledged that children grow up in imperfect worlds, and in effort to prepare children to address real-world problems, she emphasized peace education. Peace education guides children to become global citizens whom care for others and are prepared with conflict resolution skills.

Each community at Liberty Eagle Academy promotes peace and peace education in ways the children understand, and Peace Day is one of the many ways we bring focus to these concepts. For this event, each community tends to do its own activity during school hours.

## **FALL FESTIVAL**

Our Fall Festival is typically held on the last Friday in October. This event typically begins at 3pm, and Late Stay is canceled for the day. At the Fall Festival, families and children are encouraged to wear costumes, eat Fall and/or Halloween themed snacks, and participate in Fall/Halloween themed activities. Siblings and family members whom do not attend Liberty Eagle are encouraged to attend as well!

## **THANKSGIVING PICNIC**

The Thanksgiving Picnic is scheduled for the Friday prior to Thanksgiving. The Picnic begins around 11am so all families may participate without interfering with afternoon naptime, and families are expected to take children home following the picnic. This is a great opportunity for community building, and most families enjoy the opportunity to meet their children's school friends and connect with other parents, as well as the teachers.



## **WINTER SHOW**

The Winter Show is scheduled for the Friday afternoon prior to Winter Break beginning [consequently, Late Stay is canceled for this day]. For the Winter Show, each community performs 1-2 songs/presentations relating either to the Winter season or to any of the cultural holidays occurring around this time of year. Children rehearse for this event in the weeks leading up to the Show, and parents are invited to assist in costume and/or prop creation. Depending on the space this event is held in, families may receive a limited number of tickets for attendance.

## **EARTH DAY**

April 22nd is Earth Day! At Liberty Eagle, we recognize the importance of taking care of our environment. Earth Day, and the month leading up to it, is a time where many of the communities emphasize and elaborate on these concepts. For this event, each community tends to do its own activity during school hours.

## **END OF YEAR EVENT**

The End of Year Event takes place on the last day of school, beginning around 11am so all families may participate without interfering with afternoon naptime, and families are expected to take children home following the picnic. This event typically is a picnic where families have the opportunity to spend one last day together prior to parting ways for Summer. For families whom ordered a yearbook, those may also be distributed at this event.

## **RED, WHITE, & BLUEBERRY 5K, TOT TROT, & BLUEBERRY PICK**

Our annual 5K trail run and Tot Trot take place at Camp Liberty Eagle in Franklin, GA on the last Saturday in June. This event is held as a fundraiser for Liberty Eagle Academy's scholarship fund and is open to public participation. Participants may run or walk the beautiful trail 5k, pick buckets of blueberries, or both. Children love to run in the Tot Trot and then re-fuel with fresh blueberries!



# COMMUNITY-SPECIFIC EVENTS THROUGHOUT THE YEAR

## SHOW & TELL

Show and Tell days are encouraged throughout the year in Primary and older communities. Each Lead Teacher from those communities will provide more guidelines and specific dates for these special days. In general, the guidelines disallow children from bringing in living creatures, edible items, and toys. Please direct further questions to your child's Lead Teacher as specifics regarding Show and Tell tend to vary by community.

## BIRTHDAY CELEBRATIONS

Each community will provide parents with guidelines specific to birthday celebrations in their class. As a whole, Liberty Eagle Academy strives to provide nutritious food for children enrolled in its programs; this extends to birthday celebrations, and Lead Teachers often ask for healthful treats [like mini muffins or fruits] to be provided in lieu of cupcakes or candy. Birthday celebrations often include a "Walking Around the Sun" celebration, viewing of photos of the child's life, and singing.

## HOLIDAY CELEBRATIONS

Liberty Eagle Academy teaches and celebrates a variety of holidays from various religions and cultures throughout the year. As a Montessori school, cultural studies is incorporated into each level's curriculum as developmentally appropriate. Primary and older communities encourage parents and family members to come in to talk about a specific cultural celebration.

## OUTINGS/FIELD TRIPS

In the event of a Field Trip, Liberty Eagle Academy will send out permission slips to the parents. Currently, field trips are planned only for children in Elementary and above [aged 6 years old and older].



## **CHILD & FAMILY PRIVACY**

At Liberty Eagle, our staff values the privacy of all enrolled families. For each classroom, a Class List is distributed to all families with children in that classroom. Class Lists contain each child's name and birthday as well as their parents' names, phone numbers, and email addresses. The purpose of distributing Class Lists is for parent convenience in setting up play dates, issuing invitations, and providing parents with the means to contact one another. If you do not want your family included on the Class List, it is your responsibility to inform the Directress.

## **STAFF PRIVACY**

Liberty Eagle Academy also respects the privacy of its staff. Teachers are permitted to give out their personal phone numbers, but they are not required to. The administrative staff will not release staff's personal information, like personal phone numbers or home addresses, for any reason. If you need to convey an urgent message to your child's teacher, please call the school during the day. Messages will be delivered to the teacher—if you are calling in reference to an emergency, please inform the person answering the phone of the urgency.

## **SURVEILLANCE CAMERA PRIVACY POLICY**

Liberty Eagle's campus is equipped with a video surveillance system to ensure the safety of all children, staff, and visitors. With the exception of restrooms and areas specified for dressing, video surveillance may be recording activity at any time. Because Liberty Eagle values the privacy of all children, parents, and staff, viewing of surveillance footage is strictly for internal review. Security cameras provide peace of mind to parents and staff alike, as they are a proven crime deterrent. They also enable the Directress to monitor the campus, staff, and classrooms in effort to provide feedback on staff performance and interactions.

Only the Directress and Owners are allowed to view footage; parents may submit a request for footage to be reviewed if they have concerns about specific incidents/events. Parents consent to their child[ren] being recorded on video surveillance in the Enrollment Packet.



## **TEACHER PLANNING DAYS**

Teacher planning days are necessary for lesson planning, creation, and rotation, while also providing time for continued professional development. Deep cleaning tasks that cannot be performed with the children in the room are also undertaken on these days. These days occur just before and just after the Montessori academic year, as well as throughout the school year. Teacher planning days are essential to providing the quality Montessori education Liberty Eagle is known for. Currently, Liberty Eagle does not offer childcare on these days.

