

Parent Handbook

2019-2020



Liberty Eagle
ACADEMY
—★—

TABLE OF CONTENTS

SCHOOL OVERVIEW & PHILOSOPHY.....	3
SCHOOL CALENDAR.....	5
LIBERTY EAGLE ACADEMY CURRICULUM.....	6
LIBERTY EAGLE ACADEMY PROGRAMS.....	7
TUITION & PAYMENT SCHEDULE.....	17
ADMISSIONS & ENROLLMENT.....	18
ARRIVAL, DISMISSAL, & ATTENDANCE.....	19
COMMUNICATION.....	25
SCHOOL POLICIES & PROCEDURES.....	27
HEALTH, SAFETY, & SECURITY.....	33
STUDENT RECORDS & EVALUATION.....	38
STUDENT/PARENT CONDUCT.....	40
SPECIAL EVENTS & PROGRAMS.....	44
EMERGENCY PROCEDURES.....	46



SCHOOL OVERVIEW & PHILOSOPHY

Mission Statement

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.

History

Drs. Anna and Brent Harris founded Liberty Eagle Academy in October 2016 after struggling to find the right childcare place for their then two children. They had a vision for a childcare setting that had structure, yet also free play. Montessori appeared to be the best option, but was found to be restrictive in many instances. By finding Liberty Eagle Academy, they also founded the concept of Modern Montessori which is a blend of traditional Montessori with traditional teaching methods. This allowed the child from infancy up through adulthood to utilize a blend of teaching methods that best suited them in different stages and fields. The first location opened in March 2017 and now will be opening a campus in Fall of 2019 tailored for infants through 7th grade.

School Governance

Liberty Eagle Academy, LLC is a for-profit organization owned by Drs. Anna & Brent Harris. They meet with a committee of appointed members monthly to quarterly to discuss ideas, curriculum, human resources, school events, and any issues that may arise. These members will represent someone from the staff, administration, PTO, and community. Minutes are held from each meeting and available for review.

Accreditation

Liberty Eagle Academy is certified by Bright from the Start Daycare program as well as accredited with quality from GAC through 6th grade. We anticipate to be accredited through 8th grade by Fall 2020 and to be accredited by Modern Montessori Association by Fall 2021.

Philosophy

Liberty Eagle Academy provides a quality Montessori Education within a Judeo-Christian moral framework. We encourage and celebrate leadership, independent thought, curiosity, problem solving, creativity, and mutual respect for others, including those we do not agree with. In addition to fostering independence, teachers will guide children to work well with others and adapt to different situations, helping build the foundation for success every parent desires.

Nondiscrimination Policy

Liberty Eagle Academy values, welcomes, and celebrates a diverse population. The school treats all employees and applicants for employment without unlawful discrimination as to race, creed, color, national origin, age, or marital status in all employment decisions.



Service Detail: Liberty Eagle Academy**Street Address:** 800 Cedar Street, Carrollton, GA 30117***Postal Address:** 714 Cedar Street Carrollton, GA 30117**Phone:** 770-744-3870**Fax:** 770-744-3870**Email:** learn@LibertyEagleAcademy.com**Webpage:** www.LibertyEagleAcademy.com**Registration:** Liberty Eagle Academy, LLC 2016**Funding:** Self funded**Operating Times:**

Liberty Eagle Academy is open from 7:00 am to 6:00 pm Monday through Friday for 37-38 weeks per school year. We follow the school calendar for the Carrollton City School system. The center is closed for spring break, fall/winter breaks, and following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, the day after Thanksgiving, and Christmas. We will occasionally be closed due to cases of inclement weather.

School calendar is accessible online at www.LibertyEagleAcademy.com and is subject to change (see calendar on webpage for most updated version). Class is also on break during June and July; Summer Camp is offered for additional charge during this time. Summer Camp information is distributed at the beginning of each year and deadline for sign up is by May 1st of that school year. There is a week off in February to make up inclement weather days, if needed.

*location is currently at 108 Park Place Way with plans to move to 800 Cedar Street during 2019-20 school year



Liberty Eagle Academy

2019 - 2020 School Calendar [updated 1/21/2019]*

*subject to change, please see website for most up-to-date calendar

August '19							September '19							October '19						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
	29	30	31	1	2	3	1	2	3	4	5	6	7			1	2	3	4	5
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
25	26	27	28	29	30	31	29	30						27	28	29	30	31		

November '19							December '19							January '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6	7				1	2	3	4
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30	31	

February '20							March '20							April '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
						1	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
14	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

May '20							June '20							July '20						
Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S	Su	M	Tu	W	Th	F	S
					1	2	1	2	3	4	5	6				1	2	3	4	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

At Liberty Eagle Academy, we follow Carrollton City Schools calendar.

Monessori Academic Year:

First Day of School: August 1
Last Day of School: May 22

Teacher In-Service Days
(no school for children)

School Breaks & Holidays [no school]:

Labor Day: September 2
Fall Break: October 7-11
Thanksgiving Break: November 25-29
Holiday Break: December 23 - January 1
Winter Break: February 17-21
Spring Break: April 6-10

Summer Camps: June 1 - July 24

*Winter Break (February 17-21): Possible inclement Weather Make-Up Days, if needed.



LIBERTY EAGLE ACADEMY CURRICULUM

Modern Montessori

Lead Teachers are encouraged to blend Montessori methods with traditional teaching methods in order to find what works best for their students. Each student may need a blend of different methods dependent on the subject area and/or milestone. We have a Montessori Curriculum Scope & Sequence list reviewed by the Administration as well as certified teachers that is prepared for each of your children. These are used for following the pace of your child and to assist knowing the child's strengths and weaknesses and how to improve and strengthen them.

Reading

We strongly believe in the value of reading at Liberty Eagle Academy, including from infant class all the way up. In the Infant room, we read at minimum 20 minutes daily. Having the infants hear words and vocabulary is of utmost importance! The Toddler and Primary students also need to be read to frequently and also receive our recommended minimum of 20 minutes daily. Elementary students have a reading program within their class and will at times visit the other communities to read a story.

American Sign Language

Our children from Infant stage through Primary are taught sign language for basic signs including food, water, hurt, help, please, etc. This is especially helpful in the Infant & Toddler communities in which they can communicate their needs if they have a hard time verbalizing.

Practical Life Skills/Conflict and Resolution

At Liberty Eagle Academy, we start implementing life skills and conflict resolution as young as in the Infant Community. This includes cleaning up after oneself and getting along well with others. As children age, they also learn sewing, carpentry, etc. Toddlers are using screwdrivers and learning how to set the table so when they complete the Primary community, they will have mastered many of these life skills. We encourage our staff to reach out into the community to bring in visitors to teach about life skills and community as well.

STEAM

Science, technology, engineering, art, and math are incorporated in materials that infants through primary children can choose to work with. This continues in the Elementary program including robotics, coding, circuitry, alternative energy sources (including solar power), and AI. Typically, the abstract concepts are discussed alongside a hands-on project.

Elementary Curriculum

This is monitored by the Georgia Accreditation Commission who visits annually to every three years to review our curriculum. We cover at least common core standards and expand on such using Montessori methods as well as allowing children to grow beyond their 'current grade level' in whichever areas they excel.



LIBERTY EAGLE ACADEMY PROGRAMS

We currently have one Infant classroom, one Toddler classroom, and one Primary classroom at the location we started in 2016. During this school year, we will be growing into two Infant classrooms, two Toddler classrooms, and two Primary classrooms at the 800 Cedar St Campus. By 2019-20, we anticipate on having three Infant classrooms, three Toddler classrooms, two Primary classrooms, and a possible half-day Primary classroom.

Our Elementary program is also growing with goal from serving Kindergarten through 6th grade to Kindergarten through 8th grade by school year 2020-21. We are going through GAC process of adding 7th grade this school year.

Our ratios in all of our classrooms reflect that of AMI based ratios during our Montessori work cycles. During nap time and recess, we use state ratios to allow for staff to take lunch breaks. Of course, if more help is needed than the state standard during nap time or recess, it will be utilized.

INFANT COMMUNITY

6 weeks – 17.9 months

TODDLER COMMUNITY

18 months – 2.9 years

PRIMARY COMMUNITY

3 years – 6 years

LOWER ELEMENTARY COMMUNITY

6 years – 9 years

UPPER ELEMENTARY COMMUNITY

9 years – 12 years

Montessori is a developmental program. The child's chronological age does not automatically determine program placement. Placement and changes are recommended and decided collaboratively between LEA Faculty and Parents.



INFANTS & YOUNG TODDLERS (6 wks –17.9 months)

About This Community

Infants and early Toddlers have a safe space to grow and learn in our spacious room (>800 square feet) with inner room boundaries to separate different play and rest areas. We use age appropriate toys and Montessori materials that get your hatchling thinking and moving outside the box. We use cause-and-effect toys, soft block building, songs, and story time to allow your child to learn at their pace as they become more advanced and mobile. Materials adapt to challenge your little ones as they progress and achieve their milestones. Your little one's milestones are tracked throughout the school year and reviewed at conferences held twice per school year. Our goals are to provide your child with the following during this experience:

- Social Development/Positive Interaction
- Gross Motor Skills
- Music & Movement
- Exposure to Language & Wide Vocabulary
- Introduction to Patterns, Numbers, Colors, & Shapes

We have a dedicated area for you to come feed your infant if you choose to do so. A daily report is available for you at the end of the day with information of feeding, diapering, and napping habits. We do not use the cry out method at our facility; each hatchling is tended to and is not allowed to cry for sustained periods of time. Our Montessori work cycle ratio is 1:4. During nap time or free play, the ratio is 1:6.



Infant & Early Toddler Daily Schedule
6 weeks – 18 months

7:00am-8:15am	Early Stay- Infant Early Stay Room; Free Play
8:15am -8:30am	Arrival/Good Morning Group Time
8:30am-9:45am	Montessori Individual Works* (arts/crafts, fine motor/large motor skills, cognitive learning, music). Some early toddlers may take a nap at 9am. Infants are on own napping and feeding schedule.
9:45am-10:00am	Snack Time (self feeding, keeping food in bowl, keep cup and bowl on table, learn signs ‘more’ and ‘all done’)
10:00am-11:00am	Nap Time (for those that have a morning nap) and Outdoor Play - older children not needing nap will go outside for outdoor exploration; infants taken outside in stroller or wagon for walk around the play yard
11:00am-11:30am	Lunch; scraping time to follow for those ready to learn clean-up
11:30am	Half Day Infants/Early Toddlers Depart
11:45am-12:00pm	Food prep (some of the older early toddlers can help participate by handing TA the utensils, napkins, plates etc as she sets the table)
12:00pm	Mid-day nap; earlier nappers go outdoors for 1 to 1.5 hours prior to their afternoon nap
2:00pm-2:30pm	Collaborative group activities (sing song with teacher and assistant, sing ‘abc song’ count numbers together while showing on hands, etc) There will be group reading as well (TA or Teacher reads books)
2:30pm-3:00pm	Afternoon snack- Grain/vegetable
3:00-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (free play and exploration in infant/toddler room; late stay snack will be at 4pm, then TA may take infants/early toddlers in wagon or stroller outside; there may be some additional outdoor exploration at that time)



TODDLER PROGRAM (18 mo-2.9 years)

About this Community

Your Toddler will be building an integral foundation to learn independence. More interactive play amongst fellow children occurs and toddlers learn peace/conflict resolution as well as building on prior curriculum from their Infant class. We continue to monitor your child's progress using our blend of GELDS and Montessori Curriculum/Scope milestones. Some of the skills that are fostered during this time period include:

- Social development
- Gross and fine motor skills
- Language and phonics
- Music and movement
- Respect for self, others, and environment

The small group Montessori experience allows your Toddler to be in a simple, calm, deliberately prepared environment. Our open room has distinct areas where children learn concentration, order, logical sequencing, and practical life skills. Toward the end of his or her Toddler phase, he/she will be encouraged to use the toilet.



Toddler Class Daily Schedule
18 month – 2.9 years

7:00am-8:15am	Early Stay- Indoor play (free play, puzzles, TA reading books)
8:15am-8:45am	Arrival/Group Time
8:45am-10:00am	Montessori Individual Works Part I (arts/crafts, fine motor/large motor skills, cognitive learning, music)
10:00am-10:30am	Circle Time: large group learning (day of week, letters, song, teacher may read book to class)
10:30am-11:45am	Outdoor Exploration (small & large group play, science and nature, large muscle activities) (Indoor Physical Play dependent on weather)
11:30am	Half Day Students Depart/Food Prep (students practice setting table)
11:45am-12:30pm	Lunch (practicing using utensils and drinking from a cup)
12:30pm – 2:00pm	Nap time
2:00pm-2:30pm	Chores (practice personal care, sweep floor, clean windows, washing hands, using soap, putting shoes on after nap time, fine/gross motor skills) and additional Outdoor Play (Science/Nature; usually will do Outdoor play as individual kids wake from nap until all wake up, then inside to practice chores)
2:30pm-3:00pm	Montessori Individual Works Part II (large/small motor, art, music, cognitive, language, reading, crafts)
3:00pm-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (outdoor play or indoor play dependent on weather; small group/large group play; we will pull wagons, kick balls outside; after snack we will stay inside and do puzzles and read); Late Stay Snack will be at 315pm.



PRIMARY PROGRAM (3 years – 6 years)

In this Community

Our primary program and curriculum include continuing to foster independence and self-learning. Children work as individuals and in small groups while investigating dedicated indoor and outdoor areas of study. The classroom has specific areas of focus for practical life skills, sensory and motor skills, mathematics, language, reading, geography, science, cultural studies, music, and art. The skills that will come with this curriculum include:

- Further develop problem-solving skills
- Encourage self-discipline, self-confidence, and self-esteem
- Enhance fine motor skills
- Encourage respect for others, self, and environment
- Develop a strong foundation in mathematics and language

The goal is to provide specialized education for children based on their interests and individual pace. Each child is encouraged to explore their world and to focus on tasks because this fosters development and learning. After completion of the Primary Class, the child will be prepared for Lower Elementary where he/she will continue to expand upon their knowledge base.



Primary Class Daily Schedule
3 years-6 years

7:00am-8:15am	Early Stay (located at indoor play area: coloring, reading, puzzles, free play)
8:15am-8:45am	Arrival/Group
8:45am-10:30am	Montessori Individual Works (large/small motor, art, music, cognitive, language & literacy, geography, reading words on own, crafts, handwriting)
10:30am-11:30am	Circle Time – Group learning (teacher will have a directed lesson to introduce the themes of the different stations/seasons)
11:30am	Half Day Students Depart/Food prep (students will set table by themselves, forks/plates/cups; they pour drinks into cups and put food on plates themselves)
11:45am-12:30pm	Lunch
12:30pm-1:30pm	Nap or Rest
1:30pm-3:00pm	Outside Play (tricycles, water/sand stations, gardening, science/nature exploration) (Indoor physical play dependent on weather until all students are awake from nap)
3:00pm-3:15pm	Full Day Students Depart
3:15pm-6:00pm	Late Stay (includes: snack is at 3:15pm, outdoor play or indoor play dependent on weather, and small group/large group play. We will practice using tricycles, swings, play with balls; we will do puzzles and read.)



LOWER ELEMENTARY (6 years – 9 years)

In this Community

Our Lower Elementary program includes children in 1st to 3rd grade who are becoming more social and begin to gain the ability to think abstractly. Goals in this class include sparking the drive to learn and creativity as well as allowing socialization between the children. Children learn to work independently and with each other. The multi-age grouping (6 yrs to 9 yrs) provides a community of support. The class is directed with a certified teacher acting as a guide. Curriculum includes: Grammar, Mechanics, Mathematics, Geometry, History, Geography, Physics, Zoology, and Botany.

Classrooms feature: Montessori materials and activities, natural light, outdoor work with garden areas, and assigned jobs with a sense of ownership within the classroom environment. Children learn to make plans and set priorities and become more self motivated enjoying the discovery and interaction that the Montessori works provide. Life skills are also introduced including carpentry, entrepreneurship, and home economics.

UPPER ELEMENTARY (9 years – 12 years)

In this Community

Our Upper Elementary program includes children in 4th to 6th grade who are becoming adolescents. Acquisition of knowledge adds a level of thoughtfulness by inspiring children to think and question the world around them. There is a stronger transition to more abstract thinking relying heavily on books and other resource materials. Individuals are encouraged to start learning to develop connections to the community and larger, more abstract world. They develop a stronger sense of responsibility and connection to community deepens.

Practical life activities include managing a school-based business that serves as a school fundraiser. They learn to voice opinions, suggest improvements, problem solve, and appreciate others. Technology is introduced at this stage to be used with written text. Curriculum continues to include as well as add the following subjects: Advanced Grammar/Language, Business, Mechanics, Mathematics, Geometry, History, Geography, Physics, Zoology, Keyboarding, Foreign Language, and Botany.

Classrooms feature: Montessori materials and activities, natural light, outdoor work with garden areas, and overall an environment that fosters more independence and responsibility. There is increasing access to technology to utilize for different projects and to research. Standardized test questions become part of work activities to prepare children for College and other levels of higher education.



Elementary Class Daily Schedule
6 years-12 years

7:00am-8:15am	Early Stay (located at indoor play area: coloring, reading, puzzles, free play)
8:15am-8:45am	Arrival/Group time
8:45am-9:30am	Group learning (teacher will have a directed lesson to introduce the themes of the different stations)
9:30am – 11:30am	Montessori Work Cycle I (grammar, art, music, cognitive, history, mathematics, language & literacy, geography, reading, crafts, science).
11:45am-12:30pm	Lunch
12:30pm-2:00pm	Outside Play (water/sand stations, playground, team sports, gardening, science/nature exploration)
2:00pm-3:00pm	Montessori Work Cycle II
3:00pm-3:15pm	Full Day Students Depart

Of note, there is currently no Late Stay Program offered for 6-12 years; however, there are extracurricular activities available.

Junior Beta Club

Our Elementary program participates in the Junior Beta Club throughout the school year. This entails many volunteer opportunities such as helping clean the environment, spending time with senior citizens, and donating food or school supplies. The children enjoy giving back whether it be with work, time, or relationships.

Chess Club

This school year, we have initiated our chess club due to the interest in chess throughout the Elementary program. This includes learning the basics of chess to more complicated strategies. We have timed games as well as untimed games and welcome visitors from the community to teach their techniques/strategies as well.



TUITION & PAYMENT SCHEDULE

Tuition

School tuition can be paid in full or in two separate biannual installments. Otherwise, all fees are to be paid monthly in advance (first month's payment is due prior to beginning first day of class). The monthly payment will be due on the first school day of the month. An invoice is issued by SmartCare each month. Each monthly payment for school tuition is the total tuition divided by the number of months in the school year.

If payment has not been received within 7 days after the due date, then a notice will be issued. Late payment fee of at least \$25 may be applied.

Tuition prices are listed under 'tuition;' the cost of these fees will be reviewed every school year, and the Directress will approve any possible changes.

If a child is to begin the school year after it has begun, the Directress will prorate the pricing. If a child would like to enter the early stay or late stay program after the school year starts, this may also be prorated by the Directress but requires at least five business days and a signed contract by Directress and Parent prior to taking effect.

If there are sibling(s) attending Liberty Eagle Academy as well, there is a multiple child enrollment discount of 5% each child's school tuition (does not include early/late stay). There is no sibling discount for Summer camp or other childcare breaks.

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

If a child is withdrawn from the school during the school year, there is at minimum of \$1,000.00 fee owed by the parents to account for the school holding the spot for that child for the entirety of the school year up to remaining tuition owed. Advance notice is appreciated (30 days written communication of date to be withdrawing) and amount owed will be discussed with Directress. There is a withdrawal form available to fill out at the front office.

Invoicing

Parents will receive an invoice through SmartCare, whether by email or by their SmartCare App. This can be paid through the SmartCare App using ACH direct transfer or a credit card (there are fees associated with credit card payments that are added to your invoice if you choose this method). You can also choose to write us a check (made out to Liberty Eagle Academy) and give to front office by Invoice's due date.



School Breaks

Base school tuition does **NOT** include Summer camp. Montessori school follows the City of Carrollton school calendar as far as breaks and holidays are concerned (including inclement weather). Liberty Eagle Academy offers Summer Camp for additional cost.

Inclement Weather

LEA may close on days where severe weather warrants such action (including snow, ice, etc). Any closures will be communicated to parents via email, SmartCare, and school Facebook page, etc. Dependent on Carrollton City calendar (which LEA follows), one or more inclement weather days will be made up during the February week break.

Tuition for '19-'20 School Year

Hours: M-F 7:00am - 6:00pm

We are open January - December excluding holidays and breaks (see school calendar)

Infant - Primary Full Day	8:15am – 3:00pm	\$7800
Elementary Full Day	8:15am – 3:00pm	\$8500

Half Day* 8:15am – 11:30am \$5100
*(Limited spots for Half day in Infant-Primary Classes)

Early Stay*	7:00am – 8:15am	\$600/school year
Late Stay*	3:15pm – 6:00pm	\$1200/school year

*(Early & Late Stay: \$25 per day drop-in, respectively per availability)

Summer Camp 2020

Childcare Available for Summer Break June 1st to July 24th 2020

\$400/session (2 weeks)	8:15am-3:00pm	
Early Stay	7:00-8:15am	\$30/wk
Late Stay	3:15pm-6:00pm	\$60/wk

*If begin during '19-'20 school year, tuition is pro-rated.

Closed Dates: See calendar for holidays and breaks. Facility may also be closed due to inclement weather or for other reasons; parents will be notified of such closures.

Scholarship Opportunities

For our 4 year old children and older, there is a GASSO scholarship that he/she may be eligible for. This can cover almost the entirety of the tuition but funds typically run out by August 1st (most scholarships granted prior to the school year starting). If you are interested in this



scholarship opportunity, we recommend you go ahead and fill out the paperwork as soon as possible (after enrollment) or when administration notifies you of deadline. The scholarship paperwork is available at the front office in Building #1 (upper mezzanine). It is based on point system with points awarded for items including income, history of Montessori education, seniority at school, siblings at school, and family being involved in volunteering at the school, etc.

If not eligible for GASSO, we have volunteer scholarship opportunities for 3-4 families (changes dependent on funds raised each school year using Liberty Ball & Red, White, Blueberry 5K proceeds). Families interested in this are to fill out paperwork as well anytime during the school year. If approved, tuition is discounted with volunteer work done monthly (lawn care, assisting with basic handyman items, volunteering at events, etc).

ADMISSIONS & ENROLLMENT

Nondiscrimination

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

Enrollment

For each child, the following process must occur prior to enrollment:

- Contact us at learn@libertyeagleacademy.com or call 770-744-3870 to schedule a tour of the facility.
- During the school visit, information including enrollment paperwork will be given for your review.
- If parent decides to enroll child(ren), and there is a spot available, a non-refundable \$250 deposit is paid.
- After deposit is made, a ‘Meet and Greet’ will be scheduled for your child(ren) to meet his/her teacher. During this time, you may drop off additional paperwork including the completed enrollment form(s)/tuition form(s). During this time, parent will be oriented to class, what to bring to class, etc.
- A Phase-In Process (applicable only for Late Infants through Primary students) may commence following first month’s payment. Parent will have SmartCare information/keycard for drop off, etc prior to this time.
- It is the parent’s responsibility to update LEA with needed information to the center including but not limited to: address change, new allergies, change in authorization for pick up, etc.

Touring Facility

Initially, parents interested in learning more about Liberty Eagle Academy drop in or call to schedule a time to tour the campus. Typically the best time to tour is during the Montessori work



cycle (usually around 9am-1030am). Of course, we love showing off our school and talking about Modern Montessori anytime of the day, and we are flexible with giving tours. Tours are to come to Building #1 front entrance; if no-one is available at the door, please call the school front office at 770-744-3870 to be let in the front door (door code needed to enter magnetic door for security measures). From there, you will get to visit each building's upper mezzanine area to view the classes below through the viewing windows. These tours are best done without children, but again we are flexible!

Meet & Greet

Once you have decided to enroll your child(ren) at our facility, the next scheduled visit is for your child(ren) to meet his/her new Lead Teacher and classroom. This is typically done in the afternoon following the class day (dismissal time) where the Lead Teacher can have one-on-one time with your child. This is a time to not only get to know your little one, but also to measure any separation anxiety as well which helps us figure out the best 'Phase In' process for you. Not every child is the same! During this visit, we will have the parent in the upper mezzanine area viewing from the upper window or seated comfortably in a corner (not to interact with the child during the visit). Prior to completion, the Lead Teacher will discuss with the parent(s) what to bring to the classroom and more about his/her classroom community.

Phase In Process

This phase in process is typically only applicable for older Infants through Primary Students (8 months – 6 years). We recommend having the option to have the child 'visit' on their first day, just in case they are not ready for fully transitioning into their new environment for the entire school day.

During this visit, we will have the child in the classroom and the parent in the lobby/office area or upper mezzanine area for 30 minutes. If the child adapts well, he/she can remain in the class the rest of the day. Each child is different and the phase in process will be tailored to each child. At the 'Meet and Greet,' the teacher may note the separation anxiety at that time and come up with the best 'Phase In Process' for you and your child.

Items for Child to Bring for Cubby

Each teacher will give you a list of required items to bring per class. This is discussed at the 'Meet and Greet' or Parent Orientation prior to the school year's start. Infants have a dedicated crib and crib sheet provided by our facility. Crib sheets are sent home weekly. If infant is older (12 mo+) and sleeps on a cot, their cot sheet and blanket will be sent home weekly (Friday), for laundering. If soiled prior to Friday, it will be sent home sooner. Infants are not allowed to sleep with a blanket or any other device/product in the crib (see Sleep Policy). If your infant requires swaddling, a physician note will be needed.

Toddlers will also have a dedicated cot and cot sheet. You may also provide a nap-time blanket. Cot sheet and nap-time blanket will be sent home weekly (Friday), for laundering. If soiled prior



to Friday, it will be sent home sooner. We have extra cot sheets and blankets until you return the sheet and blanket.

For Infants and Toddlers, provide the following prior to or on the first day of school: Diapers, Wipes, Diaper Ointment, two full sets of clothes, water bottle, and a coat, hat, and mittens when weather gets chilly. Please be sure to label **all items** with your child's name. Toddlers will also need a nap-time blanket, 3 pairs of underwear (if potty training), and an extra pair of shoes and socks.

For Primary, Lower Elementary, and Upper Elementary Students, provide a water bottle, and at minimum: two pairs of underwear, two sets of clothes, a coat, hat, and mittens when weather gets chilly, and an extra pair of shoes and socks. Please be sure to label **all items** with your child's name. Also, see 'Clothing' section of this handbook for more details.

If you would like, you can bring sunscreen and/or bug spray for students. Authorization for use of these topical sprays/lotions must be documented in the enrollment paperwork. Please remember to label items for their cubby.

Summer Camp 2019 (Starts Week of June 1, 2020)

Summer Camp is offered each year; there are two week sessions available and denoted on Summer Camp Enrollment paperwork. This is posted typically by early Spring and all requested Summer Camp sessions/paperwork should be submitted by the posted deadline (typically end of April) to guarantee a spot. Spots are first reserved for children attending or considering enrolling in Liberty Eagle Academy.

Re-Enrollment in Following School Year

To guarantee a spot in your child's class next school year, a deposit must be made by the posted deadline (information regarding this is emailed to enrolled parents at the beginning of the year), typically beginning of March. The deposit is applied toward your child's tuition for the following school year, but if not enrolled (withdrawn after deposit made/spot saved), the deposit is not refunded.

ARRIVAL, DISMISSAL, & ATTENDANCE

Arrival (8:00-8:15am)

When arriving, parents can drop off their child in carline or walk the child into the Building #1's front entrance to sign their child in at the front office. When dropping off in carline, the child is walked into Building #1 with a staff member. When the child is brought to Building #1, he/she is taken into the early/late stay room with belongings; this room is the first room on the left when entering. The child is ensured to be checked in by the staff member if parent does not do so in carline or at front entrance (attendance taken upon arrival by early stay staff member as children arrive).



If it is prior to 815am and the child is enrolled in the early stay program (7am-815am), the parent will bring the child into Building #1 and sign him/her in at front office. The parent will drop him/her off to the early stay 'indoor play' area that is just left of the front entrance (if toddler or older). The staff member(s) are located in the indoor play area and will receive the child and his/her belongings. If the child has breakfast to eat at the school, we request that he/she arrive prior to 745am to allow at least 15 minutes to eat. Children will eat their breakfast at the indoor play area in the dining section.

Infants that are in early stay program are dropped off at Building #1's first classroom on the right (Infant room) after signing in their child(ren). If breakfast is brought, they will eat it in the dining area within the Infant room.

Children who are not in the early stay program are not to enter the building until drop off which is between 800 am and 815 am. If they do, and they are not in the early stay program, they will be placed in the indoor play area with staff, and the parent may be charged a fee of \$25. If this becomes a problem, the Directress will speak with the parent to come up with a better solution (which includes adding the child into the early stay program).

Tardiness (arriving after 8:20am regularly)

At 8:20am or later, you must park your car and sign your child in Building #1. Either the front office staff or you will walk your child to the classroom. Make sure that the teacher acknowledges your child's late arrival. Please try to do this without disrupting the class. This is also not a time for a conversation with the teacher. Your child may NOT walk alone to class.

When your child has excessive or habitual tardiness:

- It sends the message that your child's work day (school) is not a priority to you.
- It denies your child the valuable lesson of personal responsibility and punctuality.
- It impacts your child's future work ethic.
- If tardiness is excessive, a parent/teacher conference will be scheduled.

Excessive tardiness is defined as tardiness that impacts your child's and/or the classroom community. This is up to the discretion of the school. Liberty Eagle Academy keeps attendance records; it could be a grounds for quality improvement plan/exit plan.

Dismissal (3:00-3:15pm)

Parents will either pick up children in carline or enter the front entrance of Building #1 to sign out their child at the office on attendance sheet. Toddlers and Primary students will be in the early stay/late stay room in Building #1 by 3:00pm to facilitate pick up. The carline staff member will contact Building #1 to inform them of the student's parent being there to pick him/her up (via two way radio). A staff member will escort the child from the class with his/her belongings to the front office of Building #1 where he/she is handed off to the parent (and signed out). Infants will be located in their respective Infant classrooms in Building #1 during this time.



After 3:15pm, late stay Infants will be brought to the Infant Class #1 (first room on right in Building #1).

Elementary students are to be picked up at Building #3 (next to parking lot). Staff will sign out elementary student as they depart with authorized caregiver.

Half-Day Programs start at 815am and finish at 1130am. The Half Day Students are to be picked up from 1130am. If not picked up by 1145am, the student will stay in class until the Parent or Guardian picks him/her up; parent will be charged a late fee of up to \$70 per child.

Full-Day Programs start at 815am and finish at 300pm. Pick up time is from 300pm – 315pm. If not picked up by 330pm, the child will be in the ‘late stay’ area dedicated for his/her age group (outdoor play or indoor play area) until the parent arrives. A fee of \$25 will be applied to the account of the parent.

Authorized Persons

Children shall ONLY be released from the center to those individuals whose names are on file with the center. If a teacher or staff member is not familiar with the person picking up a child, he/she will ask the individual to show identification before the child can be released. Please let anyone that might pick up your child know that they will be asked to show a picture ID so they are prepared and not offended. We care as much about the safety of your child as you do. Please note that children will not be released to anyone who appears to be under the influence of drugs and/or alcohol.

This policy is strictly enforced for the safety of your own child. Although you may list additional authorized persons to pick up your child on the Application for Admission, we would appreciate knowing if someone other than the parents will be picking up your child. Please inform the front desk by calling the school.

Early Stay

If the child is in the early stay program, they may arrive for early stay from the hours of 700am-815am. During this time the parent is to enter the key code at the front entrance to enter Building #1. The parent will take their child to the front open indoor play area (first room on left) where the early stay staff member is monitoring the children.

If the child is to eat breakfast at the school (brought from home), he/she is also taken into the indoor play area to be overseen by staff member during dining. The child must arrive by 7:45 am to allow time for eating breakfast and cleaning up prior to class. After the child completes breakfast, they play quietly in the indoor play area until school starts.

If the child is an infant, he/she will be taken directly to the early stay infant room (first room on right) where an infant room staff member is located. The parent will sign in the child or infant using keycard or code with front desk kiosk (or early stay member will sign in the parent).



There is currently no early stay program for Elementary students; they are to arrive in Building #3 where their teacher will log their attendance upon arrival.

If a child unexpectedly shows up for early stay, meaning prior to 815am, (and is not in the early stay program), there will be at minimum a \$25 fee.

Late Stay

If a child is in the late stay program, they are picked up anytime from 315pm-600pm. This program includes free play and an afternoon snack. When the parent or authorized caretaker picks up the child or infant, the late stay staff member checks them out using Google Chrome tablet at the late stay classroom.

If the parent notifies the Directress of the child needing late stay for a particular day, and there is a space available for that child on that day, the charge for late stay for that particular day is \$25 per child. The parent should notify the need for late stay day at least 24 business hours prior to the date requested (notify Friday during business hours prior to Monday needing late stay).

If a child is not in the late stay program and/or the Directress is not notified of the child needing to be in late stay 24 hours ahead of time, there is up to \$75 fee for unexpected late stay position (staying after 315pm). If this happens on multiple occasions, the parent contract will be reviewed with the parent with possible termination of the child's enrollment.

Child Absences

Please notify the staff if your child will be absent and include the reason for the absence. It is for the child's benefit to be in class on a daily basis for consistency. Frequent tardies, frequently removing the child in the middle of school day and/or having several absences is not in the best interest of the child for our program. There is no refund for child absences.

If the child has been injured or seriously sick, we will need an excuse allowing the child to return to resume normal activities. If your child has a scheduled doctor appointment for well check, etc, please try to make after lunch or after school. Morning appointments take the child away from their work cycle.

When your student has excessive absences:

- It will impact your child's education.
- It sends the message that your child's work day (school) is not a priority to you.
- It makes forming friendships difficult.
- It denies your child opportunities for community building and social opportunities that cannot be recreated.

If absenteeism is excessive, a parent/teacher conference will be scheduled. Excessive absences are defined as absences that impact your child and or the classroom community.



Early Pick Up (prior to 250pm)

All children must be signed out of Building #1 by entering building to do so. If there is no-one there to assist you, please call 770-744-3870. Please let us know ahead of time if you plan on an early pick up so as to assist in smooth and timely delivery of your child.

Returning Child to School

Again, advance notice is appreciated if you are returning from an appointment, etc to school. Please bring child to Building. #1 to sign them back in. Either someone from the front office will escort your child back to class, or if no-one is available, you may return them directly to their class. Toddler and Primary Students may not return after 1130am (this is in the middle of nap time) unless they have a doctor's note. Parents must make sure that the teacher acknowledges the child's return in the classroom if they are escorting the child back to class. When returning a child to class, please do so without disruption and conversing with teacher during class time.

Late Pick Up

Children not picked up by 315pm (who are not in late stay program) will be charged a late fee up to \$50 per child. If office is given advanced notice and there is availability for Late Stay for the child or children, the Parent can pay a one-time fee of \$25 per child to keep their children in Late Stay for that particular day. Children not picked up by 600 pm will stay at the Academy with one of the staff members that will have to stay after-hours until Parent, Guardian, or preapproved individual picks up the child. We charge \$15 per child every 15-minute interval that the parent arrives after closing (this is rounded up to the next 15 minute interval – 16 minutes late will be charged \$30 late fee). If more than one hour passes and the school cannot contact parent or anyone listed on child's emergency release form, the law requires that we contact Social Services, who will then pick the child up for safekeeping.

ExtraCurricular Activities

During the school year, there will be opportunities for you to sign your child up for after school activities. This includes yoga, art camp, and after school chess/scrabble club. There is also interest in seasonal sports including cross country, flag football, and soccer for our older students. We will inform you of the times, dates, and pricing of these activities. Extracurricular activities are held weekly and to be purchased in a set of sessions, usually 6 weeks (we do not make up a missed session for child's illness/vacation/etc). The cost for 6 week session of weekly after school program/extracurricular activity is typically \$60 to \$90 (if already enrolled in late stay) or \$180 to \$210 (if not enrolled in late stay program).



Extracurricular Activity	Enrolled in Late Stay	Not Enrolled in Late Stay
Art Camp (Wednesdays 4pm-5pm)*	\$90 (\$15/session)	\$180 (\$30/session)
Yoga (Tuesdays or Thursdays 4pm-5pm)*	\$60 (\$10/session)	\$180 (\$30/session)

*times subject to change based on availability and age groups signed up

The activity is typically 60 minutes long and held from 4pm - 5pm. The school will charge the activity (typically \$10-15 per session) along with a \$15-25 fee for after school program (IF your child is not already enrolled in late stay), as your child will be at LEA from dismissal (3-3:15p) until 4pm at Late Stay having snack and engaged in free play prior to extracurricular activity. Following the extracurricular activity, they will be returned to late stay until pick up (prior to 6:00pm) for additional free play activities.

COMMUNICATION

Confidential Information

Student information is kept confidential in files at front office in Building #1. Personal information is not given to marketing or advertisement agencies. Class rosters with emails and phone numbers will only be given if the parent gives permission for their personal information to be on the roster.

Parent Communications

At times, the Lead Teacher may want to talk with you in person about your child, whether it be a work they accomplished, a cute behavior, change in their mood, or their progress, etc, as discussing this in person has much more meaning than in written communication. If talking in person is not possible, the Lead Teacher may try to email or to call you on the phone after school hours.

We do not allow our staff to text or call parents during the school day for non emergent discussions. Certainly, if there is an emergency necessitating a call during school hours, we assure you, this will be done. You are always welcome to call the front desk anytime during the school day at 770-744-3870.

Each Community will have different ways of communicating daily needs or daily progress of your child. Infant rooms will have a written daily report for informing of diapering, feeding, and needs (diapers, formula, etc). Toddler and Primary rooms have written forms when soiled clothing needs to be replaced and/or to inform of snack week. There are monthly newsletters emailed for each class.



If your child has signs of illness, or generalized not feeling well, Lead Teacher will call parent(s). This includes any injury that causes the child distress, any head injury (whether serious or not), and/or if use of a limb, joint, or finger is compromised. Parent is notified of the event, and is asked to pick up the child. Your child will be in Building #1 with Front Office staff awaiting your arrival.

If a student has a communicable disease, an email will be sent to those parents whose children have been in contact with the child (same classroom, and at times multiple classrooms) with a description of the disease and its symptoms. This allows you to be on the lookout for similar symptoms.

Again, staff is NOT allowed to text parents throughout the school day or following school day's completion (after hours). Conversations with parents should be through Liberty Eagle Academy email, in person, and phone calls. If more detailed conversations or dialogue is needed by a parent, a conference or quick meeting should be requested and arranged at the school with the Lead Teacher.

Technology Use

Personal cell phone use is discouraged by parents during arrival/dismissal, especially in the carline. We also have a 'no cell phone' policy for our teachers during the day (they need to be focused on the students, so if there is any question/concern of non emergent nature that you'd like to discuss during the day, call the front office).

If you email the school or Lead Teacher, please allow at least one to two business days to hear a reply. Our staff is responsible for checking their work email at least once a day. If you do not get a timely response, please contact our front office.

Pictures are taken occasionally of the children in action during the day. They are typically shared through SmartCare App with you to enjoy at your leisure (you will have a notification on your SmartCare App). You may also check the school FaceBook page for pictures of the different communities and students. If you do not want your child's picture on the school FaceBook page, please notify the front desk and sign the paperwork to waive this. Our staff is discouraged from accepting parents as 'friends' on FaceBook and other social media outlets. It would help if you would refrain from requesting to be a friend with your child's Lead Teacher or other staff members.

Parent Teacher Organization (PTO)

Parents meet monthly to every other month to discuss volunteer opportunities at Liberty Eagle Academy's special events. There are also needs with helping classrooms prepare for certain in class events (egg hunts, winter program decorations, etc). It is encouraged to attend at least the first two PTO meetings of the school year, so you can learn more about the PTO. These meetings are typically held after school in Building #1 or #2. The PTO also participates in events



for fundraising for the Liberty Fund (a Non-Profit to raise scholarship money). These events include our annual Blueberry run and Liberty Ball.

Classroom Parent

Within the first month, we encourage you to seek being a ‘Classroom Parent’ if you would like to volunteer. As this role, you would be the ‘go to’ person when your child’s class has volunteer needs or basic materials/assistance needed for special events. In order to be the Classroom Parent, we strongly encourage participation in PTO. This will aide in gathering the resources and networking you need for your classroom needs! Communication with your classroom will be with other parents via email (if they allow their email to be shared) or in person. Communication with your Lead Teacher should be had by either email, in person, or on phone (no texting).

Babysitting

We recognize that many of you would need someone to occasionally watch your child(ren) at home and ask one of our employees to babysit. It is our policy, however, that our staff not perform these services for a child who is in their class. There is always the possibility that another parent will have the perception that our staff member’s ability to be objective and fair has been compromised.

Newsletters

A monthly newsletter is sent out by each classroom. The purpose of this is to update parents about the happenings of the class for the past month and what is to come in the new month. This not only includes lessons/curriculum, but upcoming birthdays and events. The newsletter is sent to your email.

SCHOOL POLICIES & PROCEDURES

Family Access & Visitors

Caretakers will communicate with parents/guardians in a positive manner that encourages the parent-child relationship. Confidentiality will be of utmost importance with regards to family issues and personal lives. The parents are able to access all Academy’s areas used by the child including the child’s classroom, indoor play area, and outside play area. Parents may visit or bring other relatives to visit the academy; convenient times will be scheduled with the Directress. All visitors are required to sign in the visitor’s book that is located at the main office; visitors are restricted to public areas. Visitors are to make appointments prior to arrival by calling facility or emailing learn@libertyeagleacademy.com so as to be cleared prior to arrival.

Items Supplied by Parents

Parents are required to provide the following items for each child enrolled:

Diapers and wipes, if needed

Breast milk or formula in bottle labeled with child’s name & date.

Extra change of clothing (see below regarding clothing) labeled with child’s name



Other items may be requested on an as-needed basis.

While we love to see our children share, we discourage children from bringing items from home to share. Toys and items brought from home to the center are at risk of breakage and/or loss. The center cannot assume responsibility in the case of breakage or loss. We will provide ample supplies/toys for all children.

All personal belongings should be marked with your child's name. Any personal belongings that cannot be identified will be placed in a Lost and Found box. If no one claims any of the items at the end of each school year, they will be discarded or donated to Goodwill Industries.

In the children's backpacks or diaper bags, please do not put medicines, small objects, or other dangerous items in the bags as they may be kept within reach of children.

Clothing

Due to the nature of the children's activities, clothing should not restrict your child's movement, nor should it be clothing that you would not want to be damaged in any way. We ask that any and all clothing be brought to school be labeled. Every child must have a full change of clothing, including underwear, if appropriate, and socks in a plastic bag labeled.

During the cooler months, children must be properly dressed for outside play at some point during the day. Every child goes outside, weather permitting. Fresh air is essential to the growth and development of every child. We may, of course, shorten the time outside during weather extremes. Children should wear appropriate protective clothing taking the season into account. Each month, all unclaimed, unlabeled clothing will be placed in our clothing and shoe donation bin.

Please refrain from putting any necklaces, ropes, strings, or pacifier clips on your child. This is not allowed from the state, and it also causes a choking risk.

Clothing in Toddler and Primary Communities

Please keep in mind that button up pants or button up shirts or one-piece outfits (jumpsuits, etc), although cute, inhibit your child's ability to learn to undress themselves (especially if needing to quickly make it to the toilet). We also do not allow the following footwear: light up shoes, dress up shoes with heels, or other shoes that are deemed unsafe. We encourage the use of rubber-soled, closed-toe shoes that strap with velcro.

Croc-like rubber shoes may be used but typically only for indoor use. If your child's teacher recommends these, then outdoor shoes must be provided (rain boots or closed-toe shoes). Your child's toddler teacher will discuss other appropriate clothing choices as your child progresses in their toilet learning.



Lunch

Lunch is provided daily by our licensed catering service, Sous Chef. Current menu will be posted at lobby/office area. Each meal provides a protein, bread, vegetable, and fruit (or protein, two vegetables, and bread). Milk (almond or soy milk as substitute for lactose intolerant) is provided for lunch,. Water is provided throughout the day. There is a sample menu in the appendix. Lunch is served to all Full Day Students (after departure of Half Day Students). Elementary students are to bring their own lunch; please follow USDA guidelines. This is reviewed with Elementary parents at orientation.

Sample Weekly Menu

	Mon	Tues	Wed	Thu	Fri
AM SNACK	Veggie Sticks, Applesauce, Water	Cantaloupe Slices, Veggie Sticks, Water	Mini-Croissants, Cream Cheese, Water	Applesauce, Wheat-thins, Water	Mini Bagels, Cream Cheese, Water
LUNCH	Chicken Noodle Soup w/ Carrots, Dinner Roll, Mandarin Oranges, Milk	Quinoa Beef Burrito Bowl, Avocado, Sour Cream, Fruit Salad, Dinner Roll, Milk	Sweet & Sour Chicken, Sweet Peas, Dinner Roll, Mandarin Oranges, Milk	Chicken/Cheese Sliders, Cucumber Slices, Dinner Roll, Bananas, Milk	Turkey Taco Bar, Lettuce, Tomato, Sour Cream, Fruit Salad, Dinner Roll, Milk

Special Dietary Needs

If your child has special dietary needs due to allergies, other medical considerations, religious beliefs, we will do our best to accommodate them. We encourage you to provide a stock of acceptable snacks that we can give your child when we are in doubt of a group snack's suitability. This is a good idea in cases where identification of problem food can be difficult, such as wheat gluten for individuals with celiac disease, and where the consequences of accidental ingestion are serious.

Please work with your child's teacher to communicate these needs and coordinate appropriate snacks as needed. Please see *Food Intolerance Policy* for more information regarding additional charges for catering and read through our health, safety section regarding *Food Allergies and Allergy Action Plans*.

Feeding Procedure for Infants and Toddlers

Infants are fed formula or breast milk from bottles that are labeled with their name and current date. Bottles are kept in refrigerator and can be warmed by running the bottle under warm water. Left over milk in bottles is given back to the parent at the end of the day. The parent will return the bottles, cleaned and with fresh formula or breast milk for each feeding for the following day (with new label containing child's name and date). Infants are fed according to the written daily



feeding plan provided by the parent. Infants that are eating baby food will be fed the provided sealed, labeled (name and current day) food.

Snacks

The children enjoy a morning and late stay snack each day. For Toddlers through Elementary Students, there is a ‘Snack Family of the Week.’ When it is time, the parent will be given a large reusable bag with a food list on the last day of the week (usually Friday) suggesting foods and quantities needed for the class. The snack family will bring the snacks the following school day in the morning.

****Of note, BFS does not allow children 4 years and younger to eat whole grapes, popcorn, cherries, or cherry tomatoes due to choking hazard. At Liberty Eagle Academy, all grapes should be cut in quarters using our grape cutter. We also do not allow precut cantaloupe or other precut melon (honeydew/watermelon) as there is a HIGH risk of Salmonella poisoning if not ingested within in 24-48 hours from the date it was cut. If you bring melon for snack, please do so in the whole form.***

Each class has a recommended list of snacks which often includes, but are not limited to:

Bananas	leave peel on
Melons	whole
Oranges	leave peel on
Clementines	leave peel on
Cheese	low fat, string cheese individual packages
Crackers	prefer whole grain (ritz, cheez-its, wheat thins)
Rice cakes	prefer brown rice
Bagels	prefer whole wheat
Muffins	prefer low sugar
Yogurt	low fat; avoid high sugar content
Blackberries	berries in pint size at grocery store
Blueberries	berries in pint size at grocery store
Raspberries	berries in pint size at grocery store
Veggie Stix	plain or flavored
Mixed fruit	in individual containers (no grapes if infant or toddler class)

Based on licensing criteria, we cannot have any snacks or foods with peanuts or peanut butter in them. Depending on other allergies of fellow classmates, snack list specific to class may vary and request to avoid specific snacks.

We recommend those children with food allergies, especially with severe anaphylaxis, bring their own snack.



Outside Play

We encourage playing outside; for us, it is an extension of the classroom. All children, including infants, benefit from being outdoors. We recommend parents bring a coat, mittens, and a hat for chilly days and to even consider keeping a labeled coat and hat in your child's cubby. All students go outside to explore and play during the school day if weather permits. Toddlers and Infants have a dedicated outdoor area that is separate from the Primary and Elementary students' outdoor environment. Each class has their own exit to their separate outdoor play areas. Late stay often times will be outdoors as well.

Extreme cold, heat, wind, or rain, snow or sleet may at times prevent outside play. If this is the case, the indoor play area will be used for physical activity.

Sunscreen and Bug Spray

A parent can apply sunscreen prior to arriving to school. A second application may be applied if requested by parent (provides sunscreen and has signed form allowing application) and documented in child's chart. The same applies to any bug spray. These will be kept in the child's cubby. If your child is in Late Stay, we especially ask you to consider this.

Diapering Procedures for Infants and Toddlers

All employees who diaper undergo training and periodic assessment of diapering practices. Diaper changing is done on surfaces that are non-porous and dedicated to diaper changing. Prior to changing diapers, proper hand hygiene is performed and all necessary items are taken to the changing area (if not already at the changing station). During diaper changing, wipes and diapers provided by the parent will be used. If diaper cream is to be applied (supplied by parent), non-porous non-latex gloves will be worn to apply this. Soiled diaper will be deposited in a specific airtight container that is specific for soiled diapers.

Any soiled clothes will be put in a hands-free plastic bag and returned to parent for laundering. Any soiled crib sheets or nap blankets will also be put in a plastic bag for laundering. The child's hands are washed with soap and water following the diaper change. The diaper-changing surface is then disinfected. The child is returned to an area of play or rest while the caretaker washes his/her hands. Our diaper changing area is not near a feeding area. The caretaker never leaves the child during the diaper-changing process. For more information of this policy, this is posted in our building.

Toilet Training Procedures for Toddlers

A calm easygoing approach to toilet training is used. Caregivers learn the words the child's family uses for body parts, urine, and bowel movements to be consistent. Caregivers also learn what the child is doing at home that signals toilet time. It is important to help children recognize when they are urinating or are about to have a bowel movement. They must be aware of what they are doing before they can do anything about it. It is important that children are dressed in elastic banded pants that are easy to pull down and back up. When a child is giving signs of



having to use the toilet or tells caretaker they have to use the toilet, the child is taken into the bathroom to help undress and be seated on the toilet. Caretaker sits by the child for a few minutes. After this time, the child is helped with the rest of the routine and praise is given. The child is not forced to sit on the toilet against their will or for long periods of time. We aim to not set up a power struggle or negative feeling toward toilet training. Occasional accidents are normal. The child is cleaned and changed immediately.

For the toilet training child, extra underwear and bottoms (at least 2-3 pairs of each) is requested to keep in his/her cubby. If underwear is heavily soiled with fecal matter, we will dispose of as much fecal matter as possible in the toilet prior to bagging it for its return home. You may request for in such scenarios for us to discard of the underwear if you do not want it returned.

Nap & Rest Time

There is a set nap period time of 1.5-2.0 hours required by state licensing for preschoolers. Napping mats/cots and sheets are provided. Toddlers and Primary students must bring a blanket from home. The blanket and bedding will be sent home each Friday for laundering. This may be sent sooner if soiled. This is not applicable to our Elementary students. If an older child (usually 4-5 years age) is not napping, he/she will participate in a quiet activity (they will not be forced to nap).

Safe Sleep Policy

All childcare providers at Liberty Eagle Academy will follow safe sleep recommendations for infants to reduce the risk of Sudden Infant Death Syndrome (SIDS), Sudden Unexpected Infant Death (SUID), and the spread of contagious diseases:

1. Infants will always be put to sleep on their backs.
2. Infants will be placed on a firm mattress, with a fitted crib sheet, in a crib that meets the Consumer Product Safety Commission safety standards.
3. No toys, soft objects, stuffed animals, pillows, bumper pads, blankets, positioning devices or extra bedding will be in the crib or draped over the side of the crib.
4. Sleeping areas will be ventilated and at a temperature that is comfortable for a lightly clothed adult. Infants will not be dressed in more than one extra layer than an adult.
5. If additional warmth is needed, a one-piece blanket sleeper or sleep sack may be used.
6. The infant's head will remain uncovered for sleep. Bibs and hoods will be removed.
7. Sleeping infants will be actively observed by sight and sound.
8. Infants will not be allowed to sleep on a couch, chair cushion, bed, pillow, or in a car seat, swing or bouncy chair. If an infant falls asleep any place other than a crib, the infant will be moved to a crib right away.
9. An infant who arrives asleep in a car seat will be moved to a crib.
10. Infants will not share cribs, and cribs will be spaced 3 feet apart.
11. Infants may be offered a pacifier for sleep, if provided by the parent.
12. Pacifiers will not be attached by a string to the infant's clothing and will not be reinserted if they fall out after the infant is asleep.



13. When able to roll back and forth from back to front, the infant will be put to sleep on his back and allowed to assume a preferred sleep position.
14. In the rare case of a medical condition requiring a sleep position other than on the back, the parent must provide a signed waiver from the infant's physician.
15. Our childcare program is a smoke-free environment.

Guidance & Discipline Techniques

A Montessori approach to discipline consists of a delicate balance between freedom and discipline. Like any part of Montessori education, it requires respect for the child. Instead of giving a child an ultimatum or open choice, we give them a limited choice. For instance, when you are about to clean your child for the night, don't ask him/her if he wants a bath. Instead asks if he wants a shower or a bath. Either choice results in the end behavior/result wanted, and the child had the independence and respect to make a choice. In our classrooms, we have a dedicated area for a child to calm down. If he/she gets frustrated with a task or has a conflict, we take them to a quiet, calming area until they have regained their composure.

Student Technology

Children cannot have cell phones or other personal electronics on their person during school hours. This includes ear buds, iPads, and phones. Only computers at school will be used by Students (not personal ones brought from home). Children are not to be surfing the internet ruthlessly during school hours. Students are to stay on task when at school computer including keyboarding, research, or testing.

HEALTH, SAFETY, & SECURITY

Child Illness & Injury Policy

Parents will be notified if their child has an illness, injury, or symptoms of a communicable disease (such as strep throat, influenza, RSV, pink eye, cold sore, ear infection, common cold, most sore throats, bronchitis, bronchiolitis, croup, and pneumonia; there is a chart in our facility with these listed).

If your child has a fever of 101 degrees Fahrenheit (oral) or 100.5 degrees (temporal) AND has a symptom of sore throat and/or diarrhea and/or vomiting and/or other contagious symptom, a staff member will notify you, and your child will remain isolated in the office away from the other children. If he/she has a communicable disease, the Directress will email the parents of the school that a child in specified classroom had specified illness (not naming the child); a letter may also be posted on the front entrance and each at each classroom.

If your child has a fever with NO other associated symptoms (and not greater than 101.0F oral/ 100.5 temporal), a staff member will notify you (there may be cases of a low grade fever for teething and special circumstances including airway atelectasis in children with tumors, etc). However, if he/she has a fever AND appears to be distressed, lethargic, or upset, a staff member will notify you to pick up your child.



If your child has bloody stools, and/or two or more loose bowel movements within 4 hours, you will be notified to pick up your child. He/she may return the following day if bowel movements are no longer loose. If fever is associated with loose stools, you may return after being 24 hour fever free (without the aide of an antipyretic such as Tylenol); bowel movements should be normal as well. If your child has loose stools and is in distress, he/she will be sent home to return the following day only when bowel movements are normal.

If your child vomits two or more times, you will be notified to pick up your child. If your child vomits one time, and has no other signs of distress nor fever, you will be notified, but we will watch him/her closely for a second episode in which he/she MUST be picked up. There are many instances when a child may vomit after a car ride to school, after running too fast/playing too hard after lunch/snack, or falling on their stomach, which would not be contagious. If a child is sent home after vomiting two times, he/she cannot return until 24 hours after the last episode of vomiting. If a child is sent home with a fever AND vomiting, the child cannot return until 24 hours after fever is normal (without aide of antipyretic such as Tylenol) AND no more vomiting.

If your child has a sore throat and a fever, you will be notified to pick up your child. He/she cannot return until fever free for 24 hours (without aide of antipyretic such as Tylenol).

If your child is in distress and cannot be consoled, you will be notified as well. This could be an indication that the child is feeling unwell even though he/she may not have a fever or contagious symptom. He/she may also just be having a bad day.

If your child is having difficult time breathing, wheezing, with or without productive cough, you will be notified.

In regard to return for other contagious illnesses the following should be resolved prior to your child's return:

For cold sores, lesions should be scabbed over and drooling controlled.

For pink eye, the child's return is permitted per recommendation of their physician.

For the flu, the child must not return until 5 days after the first sign of flu symptoms (typically the day prior or day of diagnosis).

For croup, the child must have a physician note saying he/she may return.

For Hand-Foot-And-Mouth Disease, blisters on rash must be healed (no fluid filled blisters) and fever free for 24 hours (without Tylenol or other antipyretic). Often times a note from physician will be needed to clear student for safe return as this disease is very contagious.



If there has been an injury (minor cut or scratch), insect sting, several ant bites, human bite, fall causing distress/bruise/or head trauma an incident report will be immediately filed and given to parent when he/she arrives. A copy of this report will be placed in the student file.

If the injury is a result from a head injury, any limping or swelling of joint, or if the child is inconsolable following a minor injury, the parent will be notified by phone to check on and/or pick up their child. An incident report will be filled out for all and any injuries/ bug bites/stings.

Nit & Lice Check

Each month the Lead Teachers will perform a routine Nit and Lice check on all children. If nits or lice are found, the child will be sent to the front office. Directress will contact parent to pick up child who can return when lice and nit free. The child's blanket, sheet, and other clothing used for day (hats/coat/etc) will be sent home with him/her in a bag for laundering. The children in the classroom will move to another room while the floater or other staff member vacuums the floors/pillows, and cleans the room. Once cleaned, the students can return. We will inform parents by email that there was a case of lice at the school and request their diligence for checking their children as well. Name of person with the case will not be publicized.

Daily Medication

If your child needs a daily dose of medication during school hours, please do following:

- Complete attached Parent Permission Form
- Ask your child's physician to complete the attached Medication Order form, or submit their own form with the same information
- Meet with the Directress to discuss your child's needs and develop a care plan while in school.

Medication Administration & Recording

We recommend student medication be administered at home. However, at times, it is necessary for medication to be given during school hours. By law, the Academy is required to have written orders from the student's physician and written permission from the student's parent to administer the prescription medication to child. It **MUST** be in its original prescription container with the label attached (may need to ask for an extra bottle at the pharmacy).

All medication must be kept in the Directress' office in Building 1. Teachers and staff are not allowed to hold, keep, or administer non-emergency student medication. The parent will have to deliver the medication needed for that day in a bottle (with prescription label) each day. Only the amount of medicine needed for that day can be on hand for that day. The parent will hand the medication bottle to the Directress who will keep it in our office locked in a drawer. The medication form that the parent fills out will have the time of medication delivery (preferably right after lunch at 1230pm if a daily medication). It will be the Directress' role to take note of the time and at appropriate time to call for the Teacher Assistant (TA) to walk the child to the office for medication dose. After medication is administered, the TA will escort the child back to



the class. The same staff member each day will be assigned to deliver the medicine. The bottle will be returned to the parent when he/she picks up the child.

If there is a noticeable adverse reaction to a medication, the Directress will contact the parent or emergency contact immediately. If the child begins to develop systemic symptoms, the Directress will dial 911. An incident report will be filed under student to describe the medication and adverse reaction, timing of adverse reaction; the child's information will be updated in our file regarding any new allergies or adverse reactions.

Medication for Asthma & Allergies (inhalers, nebulizers, and Epipens)

If your child has asthma or life threatening allergies, it is essential that we have all information and medication before it is needed. If your child has ever needed an asthma medication or been prescribed an Epipen, do the following:

- Complete attached Parent Permission Form
- Submit a copy of your child's Allergy Emergency Plan/Asthma Action Plan or ask your child's physician to complete the attached Medication Order form, or submit their own form with the same information
- Meet with the Directress to discuss your child's needs and develop a care plan while in school.
- We will need a copy of a doctor's note with the allergies for which the Epipen is indicated.

Allergy Action Plan

Allergies are common amongst children including food and/or topical. Also, children can develop new allergies. These allergies could include bug bites, insect stings, ingestion, or touch of offending agent. All known allergies are input into SmartCare for the staff member in charge of the class that day to review (if different from the Lead Teacher). There is also an Allergy Action Plan form filled out for each child with an allergy that requires specific instructions/medications to follow. **ALL CHILDREN WITH SEVERE ALLERGIES SHOULD HAVE AN INCIDENT REPORT FILED IF THEY TOUCH OR INGEST ALLERGEN REGARDLESS IF THEY HAVE AN IMMEDIATE REACTION OR NOT. DIRECTRESS MUST BE IMMEDIATELY NOTIFIED.** The Allergy Action Plan will ensue once the child encounters the allergen whether ingestion or touch. **DO NOT EVER BE AFRAID TO CALL 911.** It is better to be safe than sorry.

Child encounters Allergen—> Directress notified (she notes the time and writes down) —> Directress notifies parent(s) (how far away are they?)—> Staff member takes picture of child and notes symptoms (also take pic of insect bite or touched area); they also follow AA Plan by administering antihistamine or Epipen as directed—> Directress will be in the classroom with Epipen in hand at that time also watching child until parent arrives (Staff member can attend to other children as needed as Directress assists with child)—> 911 may be called at that time, if



needed by Directress or Staff member. Incident report is filed for child with description of events. **IF CHILD IS STRUGGLING TO BREATHE, WE CALL 911 IMMEDIATELY AND ADMINISTER EPIPEN.**

Food Intolerance

Some children have food intolerances; this is a reaction by the gastrointestinal system (not immune system) and is not life threatening. By eating some food items, children can get bloating, GI upset, and/or loose stools. Food intolerances do not cause anaphylaxis. Those parents that have children with food intolerances will be asked to fill out a 'Food Intolerance Form' and may either elect to bring their child's own lunch (following our peanut free policy and USDA guidelines) or pay an extra \$100/month for catered lunch to ensure elimination of food sensitivities from their catered lunch (this is how much extra it costs us).

If a child does ingest a food intolerant item, the Directress will let you know and staff will monitor the child for discomfort/distress the rest of the day. An incident report will be filed.

Emergency Medical Care

Children will be taken by ambulance to Tanner Medical Center 705 Dixie Street, Carrollton, Georgia 30117 for emergency medical care unless parent specifies other location in Application Form. In setting of an emergency, 911 will be called and child will be transported by ambulance. The parent will be notified by phone immediately after calling 911.

Protection of Children

We want our children to be in a safe, healthy environment. In the event of a **severe weather threat**, there may be the need for early departure, delayed arrival, or cancelled school day (ex. snow storm bringing inclement weather). If this is the case, parents will be notified by email with instructions. Emergency drills will be done routinely throughout the year to account for any events such as a fire, tornado, or any problems necessitating removal from the premises.

For any reason to evacuate the building, 911 will be called to notify emergency responders, an alarm will be sounded, staff will check assigned locations where students may not hear alarm, all students will be evacuated to safety location along with staff to designated areas. When outside the building we take attendance and report missing, extra, or injured students to building administration, render first aid as needed, continue to contain and maintain students, wait for additional instructions, and wait for emergency responders to arrive.

Further details are outlined in each scenario in appendix under Emergency Policies; these are also posted in our facility for staff and parent viewing. They include specific emergency plans for fire, severe weather, tornado, and physical plant problems. It is of note parents will be contacted by phone any time there is an emergency evacuation.



In addition to protecting your children from fires and weather hazards, we are required to report any suspected case of child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

Building Security

Each building has a magnetic door with a door code needed to enter. The door code for each parent is unique. To exit the building, there is a button to push near the door to disengage the magnet. This automatically is disengaged in cases of fire, etc.

Additional Information/Posted Notices

If you would like further details of our operations, the following is posted at our facility in our office: license, copy of rules, review of our most recent evaluation report, a communicable disease chart, statement of parental access, names of persons in charge, current menu, emergency plans for severe weather and fire, and statement for visitors.

CHILD RECORDS & EVALUATION

Children's Files

Following items are to be in each file: Enrollment Form, Tuition Agreement, Emergency Medical Authorization, Tuition Contract, Vaccination form (or affidavit against vaccine as applicable), and Progress Reports. Other forms that will be added as applicable: Infant Feeding Plan (copy is also kept in child's assigned room), Sleep Policy, Authorization for Medication, Incident/Injury Reports, and Improvement Plans.

All records are kept in Building #1's upper mezzanine office. If there are any changes to address, name change, different or new authorized adults to pick up child, etc, please let front office know immediately. Paperwork will need to be filled out to reflect any changes (and be signed by parent/guardian); this includes changes in the Infant Feeding Plan.

Elementary student records are kept in a fire proof safe/cabinet as per GAC regulations. These are located in Building #1.

Children Schedule & Contract Changes

Any changes to a child's daily schedule requested by parents that will affect the financial status of their account, should be approved by the Directress so any necessary changes can be made to the child's account. This includes adding early/late stay, extracurricular activities, Summer Camp sessions, etc. Also, any changes to the child's allergies and/or food intolerances must be communicated to the Directress with appropriate forms filled out (Allergy Action Plan and/or Food Intolerance Form). A doctor's note must also be added to the file regarding update of the child's allergies.



SmartCare

We use SmartCare system for tracking staff and child attendance, invoicing, and records. This is also a system we use to communicate with you when we do not want to bother you in the middle of your day. This could be a cute picture or comment of your child. This is accessible on your phone if you download the app. Attendance is done by logging your child in with your key fob or SmartCare code on the front desk kiosk (or mobile Google Chrome tablet). SmartCare is NOT used for documenting diapering, toileting, feeding, etc. Teachers still use pen and paper for this as we want to limit screen time around the children during the day! If you have any questions about the SmartCare system, feel free to ask the front office or email us.

Vaccination Policy

We need a current copy of each child's received vaccinations that is signed by your Pediatrician within 30 days of enrollment; this is easily obtained by the Pediatrician's office or can be faxed to our office at 770-744-3870. This can also be emailed to learn@libertyeagleacademy.com. If parent elects not to have child vaccinated or alternative schedule with expired date, a written explanation from the Pediatrician with a signed affidavit against such immunizations must be given to Directress. **Children without a current immunization form (or medical/religious exemption on file) will not be allowed to remain in the program after the 30-day grace period. This is Georgia state law.**

If there is an outbreak of an illness within the county or neighboring counties that can be prevented by vaccination (i.e. measles, mumps, etc) and if a child is eligible for vaccination but does not receive it, owners may request withdrawal from school until time period after outbreak ceases in order to protect children that are not eligible for vaccination (infants) and other children. If the child does receive the vaccine, he/she will have to wait 2-4 weeks following vaccine administration (to build up immunity) prior to readmission.

Parent Conferences/Reports

Teachers are responsible for keeping up with the Montessori Milestone records as applicable (Infant through Primary). These records are accessible throughout the school year to monitor your child's progress in achieving milestones. It also helps Teachers determine when they have reached a point where we would start considering them the 'leader' of the class and be working on slowly transitioning them to the next class level.

Conferences are scheduled at least twice a year (Teachers will let you know the time frames for scheduling). A copy of progress report will be given to parents and original is to be kept in the office.

Transition into Next Community

We follow the pace of the child, and when a child is showing signs of readiness, we need to be mindful of that window. By evaluating the child on a continuous basis, we can better know the



child's pace, what works he/she is lacking/needing, and know when the child has reached 75-100% of the milestones for his class.

We are mindful of allowing him/her to be a leader in his/her class for a period of time (as described above) without hindering the neurodevelopment of learning advanced emotional/social skills and motor/fine skills, etc.

A parent-teacher conference may be held to inform the parent of the progress and how the child has successfully completed 75-100% of milestones for their current class. The parent can be informed that the child will be visiting the next classroom in a certain time period (determined by teacher and administration) with likelihood of moving up soon.

The teacher in next class up will be informed of the potential child and will meet with the current teacher and administrator to devise a plan and timeline for that particular child. After observing the child in the new class for a few days, the child will begin to integrate with the new class fully, so as not to confuse the child. Once the child has a successful complete day in his/her new class, the new teacher will have a parent-teacher meeting set up to meet the parent to discuss the new classroom needs/goals for the child.

If the child is not quite ready for the transition (as judged by the receiving Lead Teacher), the child will continue to stay at their current community acting as a leader. Another trial to visit the next level community will be initiated in a month.

STUDENT & PARENT CONDUCT, IMPROVEMENT PLANS, & EXIT STRATEGY

Respectful Behaviors

To encourage a positive atmosphere, our expectation is to treat each other with grace and courtesy. Each student should work to:

- Be honest. Admit to errors and mistakes.
- Be helpful and caring.
- Treat fellow students with the respect and dignity as you would want to be treated.
- Use appropriate language.
- Show responsibility for your work and behavior.
- Think before you act.
- Respect people and property.
- Make healthy choices.
- Respect parents and teachers.
- Take pride in your school.
- Choose to do what is legally, morally, and ethically, right.

Intolerable Behaviors

The following behaviors will not be tolerated and will result in exclusion or suspension from school.



- Any action or threat of an action that could jeopardize the safety and well-being of others.
- Any criminal behavior
- Unacceptable physical contact or sexual harassment.
- Possession of a weapon
- Possession of illegal drugs
- Use of vulgar language
- Bullying and/or endangering staff or other students

Harassment Policy

Liberty Eagle Academy believes everyone should be treated with grace and courtesy. Students and employees have the right to function in an environment free of harassment. Examples of harassment include but not limited to:

- Acts of physical violence against students, employees, their families, and/or property.
- Derogatory comments and/or discriminatory actions against students, employees, their families. These acts may include but not limited to: gossiping, swearing, name-calling, threats, and wrongful allegations.
- Any unwanted, unwelcome sexual advance or sexual oriented behavior made by a person who knows, or who ought reasonably to know that such attention is unwanted
- Any other behavior/acts, which intimidate or threaten a person in such a way as to deny the individual his/her dignity and respect and results in a feeling of powerlessness.

Inappropriate Language

Liberty Eagle Academy defines inappropriate language as racial slurs, profanity, and any other language that is meant to degrade, taunt, bully, or slander another individual. Should inappropriate language be used, consequences in Exit Strategy will be employed. Depending on the severity of the offense, the Directress may determine that another consequence is appropriate that may include, but not limited to suspension from the school.

Public Displays of Affection

Inappropriate hugging, handholding, kissing, and other similar physical contact is not permitted.

Biting Policy

Children sometimes bite other children. Although not all children bite, biting is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child.



Biting may occur for any of the following reasons:

- Teething – Older infants are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.
- Sensory Exploration – Older infants are very good at using all of their senses to learn about the world. The “oral mode”, an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
- Cause and Effect – Older infants are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response. Often, the response is dramatic: there is a lot of noise and attention from adults.
- Self-Assertion: - This is probably the most common reason older infants bite. It is a way to express frustration when they do not yet have the language skills to do so.

Liberty Eagle Academy staff take action to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect and offering toddlers options and alternatives to reduce frustrations.

When a child is bitten, that child is immediately comforted and the bite is washed with anti-bacterial soap and band aid applied if skin is broken. The biter is told very firmly and in a strong voice that “It is not okay to bite. Biting hurts very much.” If possible, the teacher will try to encourage the child that was bitten to use her/his words to express their feelings to the biter. The biter is then redirected to another area of the classroom with neither positive nor negative attention given.

If several biting incidents occur within one day, the child’s parents will be called and the parent will have to pick up the child from school. The child will be permitted to return the next day.

Should biting incidents continue for a prolonged amount of time, the school will arrange for meeting(s) with the family, the classroom teachers and the Administration. These meetings will involve reviewing all documentation, Incident Reports, internal classroom logs, conversations between school and home, etc.

Just as each child is different, each biting episode is also different. Every effort is made to support the child and their family as well as balance the needs of the other children in the community. While no child is ever excluded permanently from our program because of biting alone, we do reserve the right to require a child to change environments or leave the school for whatever time is agreed upon until this phase has passed.

Bullying Policy

We encourage children to include others in play and other group activities. We cannot force another child to play with another. It is however unacceptable for another child to bully another child by calling names, being condescending, spreading rumors/gossip on social media and/or



verbally/written, etc. If this occurs, the teacher will sit down with the children to address the issue and help come up with a solution. If there is no improvement, there may need to be implementation of a quality improvement plan and if no improvement, possible exit plan of the bullying child.

Improvement Plan and/or Exit Strategy

If a child has become disruptive and harmful to others, the Lead Teacher will inform the Directress. The Lead Teacher may have a conversation with the parent about the behavior and come up with ways to try to improve or rectify the behavior. Depending on the severity and/or repeated pattern, a conference may be set up with the parent and Directress with or without the Lead Teacher present. We will come up with an improvement plan at school and home for the child; there will be a date for reassessment. If there is no improvement at the time of reassessment, another meeting will take place with the Parent, Directress, and/or Lead Teacher. We may recommend additional One-on-One teaching, which would incur additional tuition to cover the added expense.

A decision will be made in the best interests of the child and other children if they are being negatively impacted. This may include immediate termination of the child's enrollment at the Academy depending on the severity of the behavior, and if this is the case, refund of remaining time (prorated tuition) may be given to parents based on Directress' discretion. If there is harm or criminal activity performed by any child, parent, or staff member, there will be immediate termination without any improvement plan. Proper law enforcement will be notified if needed.

Liberty Eagle Academy also reserves the right to give notice of termination of enrollment under the following conditions:

- Tuition payments are two months behind and no payment plan has been arranged.
- Lack of follow through on special arrangements for payment.
- Failure to adhere to policies and procedures as communicated in the parent handbook.
- The program is unable to meet the developmental needs of the child.
- Consistent behavioral problems that result from failure to obtain requested child guidance evaluation(s).
- The child's behavior threatens the health and safety of himself or herself, the other children, or staff of the center.
- The parent or guardian exhibits behavior which is detrimental to the health and well-being of the children and staff in a classroom or negatively interferes with the normal functioning of the classroom.
- Parental disputes between divorced parents/guardians that become administratively disruptive to the center.

If the center requests the withdrawal of the child within 30 days, parents are responsible for one month's tuition, whether the child participates or not. Liberty Eagle Academy reserves the right to request immediate withdrawal if there is a threat to the health and safety of those in the center.



Cancellation of Care

Cancellation of care by a family is handled on a case-by-case basis. Because our class is on a school year schedule and payment is for the school year position taken for that class, refund is typically not given; the remainder of any unpaid school year tuition will be expected.

Special circumstances of a family wishing to withdraw from the school will be considered. A conference or phone call with the Directress can be scheduled with our office regarding this by emailing learn@libertyeagleacademy.com or by calling our office to schedule such communications. There is a minimum \$1000 cancellation fee.

SPECIAL EVENTS & PROGRAMS

Sponsored Religious and Cultural Activities

Liberty Eagle Academy is a Montessori Education based on Judeo-Christian values. We will learn about and appreciate different cultures and religions throughout the year. We recognize Valentine's Day, Easter, Mother's Day, Father's Day, July 4th, Halloween, Veteran's Day, Thanksgiving, Christmas, and New Year's. We reserve the right to celebrate any and all of these occasions (along with others not listed) at our facility with the class. Any holidays that are days off with no childcare alternative, does not affect the price of that childcare week (the tuition is the same despite having no childcare one day for Christmas).

School Events

Each year we host several fund raising events for scholarship monies and school supplies. Our **Red, White, Blueberry 5K/Tot Trot** is held every June or July on Camp Liberty Eagle (aka Muscadine Creek Farms) where families can enjoy hiking/running/walking the trail or just come to pick blueberries.

We also have an annual **Liberty Ball** that is a fun time for the parents to dress up and go out to dine and dance. During this event, there is a silent auction to raise money for the school.

During the school year, we also have fun events AT the school which currently has included our annual **Fall Festival, Thanksgiving Picnic, Winter Program, and End of the Year Picnic.**

Birthdays

Your Lead Teacher will give you specific instructions regarding Birthday celebration, if you would like the class to celebrate your child's special day. The teacher will give instructions regarding bringing in enough fun snacks for the class to enjoy that day.

Show and Tell Day

We will occasionally have a curriculum in the class that will call for a 'Show and Tell Day.' This is typically for the Primary and Lower Elementary classes. Lead Teacher will send more information regarding this to you if your child would like to participate.



Bring a Parent to School

Occasionally, we may have special occasions, where a parent is invited to spend lunchtime or another part of the day with their child. We believe this is important to involve the parent in some of the festivities and celebrations that the child experiences. When this occurs, the parent is to sign him or herself in during the visit and sign out following the visit (in visitor log with name, date, and initials).

Parent Education

We strive to have an open house at least every 3-4 months during the year to allow the community to meet the staff, visit the school, and view the school materials/curriculum. We encourage parents to come visit us during this time. We also would like to host a few late afternoons and possibly early evenings for enrolled parents as well as prospective ones to bring their children to demonstrate (those children enrolled) a few of the Montessori works to their parents or to others. The staff member can discuss a few of the works and demonstrate their use and goals of the classroom for that age group.

Parent Observations

Observations are scheduled by the front office. Our campus is open to parents that would like to observe; each family may observe once a 'semester' (Summer/Fall and Winter/Spring) in your child's community or another similar age group without your child. This observation will be either in the classroom or from the upper mezzanine using viewing window for up to a 20 minute period of time so as not to disturb the class environment. If your child is having a hard time with you being there, it may be better to leave sooner. Observations are for no more than 2 family members at a time (and only adults). Allow for time to come to the Front Office in Building #1 prior to the observation. Be prompt, if you are late, you will be asked to reschedule.

The following is etiquette regarding observing a class during the day:

Turn your cell phone OFF.

No food or beverages.

Do not take photographs or video.

Enter the classroom quietly and remove your shoes.

Remain seated in the chair provided for you (if in classroom or upper mezzanine).

Refrain from touching any materials in the classroom including work of your own child.

Some children may try to engage you in conversation. Simply tell them, in a quiet voice, that you are here to watch them work. Also, please refrain from asking the children questions.

Unless the teacher initiates conversation with you, please do not ask them questions at this time. You may always schedule a time to talk with your child's classroom teacher or the Directress, following your observation.

What to expect from an observation:

You should be natural with your child but not have long conversations with him/her. Remember that you are here to observe. The children have been told you have come to see them work. If they hang around you, tell them, just once, that you want to see them do their work.



- Be prepared for anything that might happen from your child. Don't be disappointed if your child seems to be less than themselves. It is very exciting to have a Mom or Dad come to school, so your presence will undoubtedly make some difference in their normal routine.
- Remember that you are looking in for a very short time on a very long developmental process. Your child will be doing things today they might not have done a week ago and might not work on again for another week. Each child is different and each child works at their own pace.
- When you are ready to leave, go to your child and say, "I have to go now. I will see you after school. Good-bye." Then go to the door and close it behind you quietly.

EMERGENCY POLICIES

Fire

- 1) Directress will pull the fire alarm if alarm has not gone off.
- 2) He/she will call 911. He/she will inform all staff by two-way radio to proceed with evacuation as per fire emergency procedures. Directress will then walk outside to front driveway of Building #1 (where he/she is housed) to make sure emergency vehicles can see entrance of childcare facility. He/she will take two-way radio and cell phone with them as well as employee attendance roster.
- 3) Each lead teacher will grab the mobile first aid kit and gather students to take them outside through class door that goes directly outside. He/she will walk outside to lead/escort the students to location outside that is at least 400 yards from the door (predetermined place). It is important to stay low to ground to avoid smoke inhalation.
- 4) The TA will stay at the door exit to ensure all students exit the door. He/she will check places in classroom that child may be hiding including bathroom. He/she will have attendance roster and two-way radio. After last student departs, TA will trail behind the line of children (who are encouraged to walk in a single file line). He/she will then take attendance roster of children. He/she will communicate to the Directress that all students have been accounted for after taking attendance.
- 5) Once safely evacuated, teacher will make sure no one is hurt and in need of any first aid attention. If any serious inhalation issue or other injury, teacher will notify the Directress by two-way radio to notify EMS; she will inform of their location.
- 6) Upon arrival of fire department, the Directress or designee shall establish contact with senior fire department official and coordinate subsequent activities with him/her.
- 7) All staff members and children should be accounted for and safe. Directress will communicate to each class via Teacher or TA by two-way radio to ensure all attendance rosters are used to account for all children and to make sure all staff are accounted for. Directress will contact parents to inform of evacuation once everyone is safely evacuated.
- 8) If the fire is small, any of the facility's fire extinguishers may be used to put it out, if staff member has received proper training. Although there should be no hesitation regarding use of fire extinguishers, the fighting of any fire by staff members should only be taken if there is no imminent danger. Of note, if smoke is yellow, there may be toxic fumes and evacuation should ensue immediately as listed above. If smoke is gray with brown wisps, it may be an electrical fire; the area should be evacuated immediately. If smoke is gray-black which is indicative of a primary fire.



*Of note, the infants and early toddlers will be evacuated with a portable play yard. There is an envelope with the attendance roster and emergency contact information for each child in the infant/early toddler room. In this case, the Teacher and TA will assist getting all of the children in the portable play yard and push this according to evacuation plan to the safe area outside.

Bright from the Start will be contacted within 24 hours regarding the fire at 404-656-5957.

LEA Facility Fire Extinguishers are located: one in each classroom, and one at least 75 feet apart from another; this is posted in facility on fire evacuation map.

Tornado

In the event of a Tornado watch, the Directress will have NOAA weather radio with warning alert and battery backup; the Directress will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.

- 1) The Directress will notify the staff of the tornado watch via 2 way radio and have them be on alert for implementation of an emergency (no outdoor play at this time).
- 2) Teacher Assistants will get their flashlights, two-way radio, attendance roster, and mobile first aid pack ready.
- 3) The Directress will have staff attendance roster, two-way radio, bull horn, cell phone, and NOAA weather radio on hand. He/she will have local weather station on computer for up to date alerts as well.

In the event of a Tornado warning:

- 1) The Directress will turn on the emergency alarm or bullhorn alarm and notify staff by two-way radio to immediately relocate the children according to severe weather emergency plan to inner closets (also storm shelters based on concrete structure of ceiling and walls).
- 2) Teacher Assistant will grab flashlights, two-way radio, attendance roster, and mobile first aid pack (placed in a mobile backpack to carry for evacuation purposes).
- 3) Teacher and Teacher Assistant will lead the children into their closet via evacuation route for tornado from the classroom. Teacher will lead the children while Teacher Assistant will trail behind to ensure that no child is left behind.
- 4) Once in the closet, the children will be directed to get on their knees with their hands held behind their neck facing the wall.

For the infant/early toddler room, the teacher and TA will place infants and early toddlers in mobile play yard and move them into their closet (also a storm shelter) next to the office. The TA will have a mobile first aid kit, two-way radio, and attendance roster. The Teacher will grab an extra crib mattress to use if needed for placing over the play yard to avoid damage to children from any flying debris. The Assistant Directress may evacuate to this location. The Directress will have the weather radio, flashlight, two-way radio, cell phone, and staff roster with them.

Severe Thunderstorm

- 1) Directress will have NOAA weather radio with warning alert and battery backup.



- 2) Directress will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.
- 3) Directress will notify the staff of the watch and have them be on alert for implementation of any emergency by two-way radio.
- 4) The supervising staff of the children (Teacher and TA) will instruct the children not to play near windows or glass doors and there will be no outdoor play at this time. The children will not play with any electronics, computers, or toys that are plugged in.
- 5) Directress will inform teachers to get flashlights, two-way radio, and attendance roster ready in case of loss of power and/or need to follow tornado watch/warning policy.
- 6) The Directress will have a bullhorn to use if electrical system is not working to communicate or use a loud siren to indicate tornado emergency, if needed.

Loss of Child

- 1) If a child is noted to be missing, the Teacher (or staff member in charge of supervising the child) will contact Directress.
- 2) Directress will make sure parent signed child into school that day and did not sign out the child to depart early.
- 3) Directress will use two-way radio to notify all staff.
- 4) Directress will lock or guard front entrance and contact all staff with 2 way radio with name of child and to inform staff in each building to lock entrances/exits.
- 5) Staff will look in their rooms for the child missing.
- 6) The Teachers will each stay in their classroom to mind the other children and guard outside door while the Teacher Assistants will each look through their room in corners, bathrooms, behind structures within room (calling out the name of the missing child).
- 7) If child is still not located, one TA will go outside and check the outdoor play areas with their two-way radio in hand; a second TA or staff member will check the indoor play area, all bathrooms in building, office, and hallway.
- 8) If the child is still not located, the Directress will contact 911 with the description of the child and location of school for the emergency vehicles to slowly approach looking for child in case they have breached the premises.
- 9) Directress will contact the parent or emergency contact.
- 10) Once the child has been located, the person will notify by two-way radio to rest of the staff and the TAs will return to their classes. The child will then return to his/her class or depart with the parent if he/she is distraught. An incident report will be made on file of the negligent staff member that did not appropriately supervise the child that got lost. Bright from the Start will be contacted within 24 hours regarding the incident at 404-656-5957.

Serious Injury/Death of Child

- 1) If indicated, staff member will begin CPR; a call out for help will be made.
- 2) Other staff member in room will contact Directress by two-way radio.
- 3) Directress will call 911; he/she will contact other staff members to get another person with CPR certification to act as back up for doing CPR (to take turns) if indicated.



- 4) Directress will call parent or emergency contact of child. Once ambulance arrives, child will be taken to hospital.
- 5) Bright from the Start will be contacted within 24 hours regarding the incident at 404-656-5957. An incident report will be made for the staff that was supervising; there will be a meeting with the Directress, Assistant Directress, and any staff members involved in witnessing the injury and resuscitation. Immediate termination may be made of any staff that may have caused death by negligence or violation of policies and procedures. Suspension of any staff may occur without pay, until office staff can determine if any negligence or violations may have occurred.

Active Shooter in Area/Lock Down

- 1) If there is an active shooter in the area, the Directress will immediately lock front entrance and notify all the staff by two-way radio who will be informed to lock all doors in building. Designated TA in each building will be in charge of locking the front and rear entry/exit way of their building; the Teachers in each room will be in charge of locking exits to outdoor play area within their room. 911 will be called by Directress.
- 2) All children will be brought indoors away from windows and into the room closet (also a storm shelter and safe house) with door securely locked from inside.
- 3) Teacher Assistant will take attendance to make sure each student is accounted for.
- 4) The Directress will make sure all staff are accounted for and indoors. She will take residence in the neighboring infant class safe house (closet) with the infants in portable crib and door locked from inside.
- 5) The Directress will notify parents and caretakers by email regarding lockdown and will notify them when the lockdown expires.
- 6) Once the Directress is notified that lockdown is expired, he/she will email parents and caretakers and notify staff by two-way radio. Children will stay indoors the rest of the day regardless.

Loss of Heating/Cooling

- 1) Teacher Assistant or other staff member that notices loss of heat or cooling will contact the Directress.
- 2) Directress will contact the Owners at 770-841-3736 or 404-796-5898.
- 3) The Directress will contact the installer of the system and/or the company that services the HVAC system.
- 4) There are electric fans that are located in the office that can be used for cooling if needed. These will be given to each class for use. The Teachers may open the doors and/or windows to the outside to allow for cooling as well.
- 5) There are blankets in office for use if heating is needed. These will be given to each class for use. The Teacher Assistant will also put the children's additional outer garments on (clothes, hats, gloves) if needed, which will be in each child's cubby.
- 6) If the heating/cooling loss is not improved expeditiously, the parents will be contacted to pick up their children early. The children in the affected building will be relocated to another building with intact heating/cooling. If none of the three buildings on the campus are safe for evacuation,



the children will be walked over to the owners' adjacent building adjoining the campus (our school caterer, Sous Chef, located in this building). Parents will be notified of location of children, depending on which building on campus or if located at adjacent neighboring building. School will be cancelled until the problem is rectified. If this is the case, the Assistant Directress or Directress will email the parents when the school reopens.

Loss of Water

- 1) When there is a loss of water, the staff member will contact the Directress.
- 2) Directress will assess situation, and contact Owners at 770-841-3736 or 404-796-5898.
- 3) An emergency supply of water is located in the office. This water should be used sparingly, and only for emergency. If needed, the Teacher Assistants will request this and Directress will dispense as needed to class (communication via two-way radio).
- 4) The Directress will contact the City of Carrollton Water company (only if loss of water is neither the result of a general power failure nor the result of an internal plumbing problem) by phone 770-832-1277.
- 5) If the water loss is not improved expeditiously, the parents will be contacted to pick up their children early. School will be cancelled until the problem is rectified. If this is the case, the Assistant Directress or Directress will email the parents when the school reopens.

Loss of Electricity

Liberty Eagle Academy has two flashlights in each room. The spare batteries are located at front office of Building #1.

- 1) Children will be told to stay seated by the Teacher so as to not injure themselves tripping or falling.
- 2) The Teacher Assistant will grab the two flashlights in the room and hand one of them to the Teacher.
- 3) The Directress will call Georgia Power (Phone: 1-888-655-5888)
- 4) Directress will also contact the Owners at 770-841-3736 or 404-796-5898.
- 5) If a child has to go to the bathroom during power outage, Teacher will stay with class while TA assists the child with the flashlight. The same goes for other needs of children.
- 6) If the power outage will not be expeditiously corrected, the Directress will decide whether to close the school early and contact the parents. The children will be moved to one of the three buildings with intact electricity until then. If none of the three buildings has electricity, the children could be walked over to the owners' adjacent building adjoining the campus (our school caterer, 4UCatering located in this building). Parents will be notified of location of children, depending on which building on campus or if located at adjacent neighboring building.
- 7) A battery operated radio is located at front office and may be used to monitor weather conditions, etc.

Structural Damage

- 1) If there is threat of integrity to the structure of one or more of the buildings at the school, the staff member that notices this will notify the Directress who will contact all staff through two-way radio to assess the situation.



- 2) Directress may initiate evacuation of the affected building. He/she will then call 911 to contact the Fire Station. The Assistant Directress will also notify the Directress.
- 3) Meanwhile, the Teachers will be gathering the students as well as grabbing the mobile first aid kit to head out the emergency evacuation route to a dedicated outside area 400 yd from the building or to the late stay and multi-purpose areas of Building #1 (if limited to only one building that is not Building #1).
- 4) The Teacher Assistant will stay in the classroom to help the students outside following one another in single file line to follow the Teacher.
- 5) The TA will grab the walkie-talkie and attendance roster on the way out to follow the last student in line. Prior to departing the room, he/she will make sure there are no students in the bathroom. Once they arrive to the evacuation spot outside, the TA will check attendance roster.
- 6) The Directress will have the employee attendance roster when he/she departs along with two-way radio for communication. He/She will stand at least 400 yd from the front of building at front entrance to direct Fire Truck when they arrive. He/she will use two-way radio to account for all staff and all students (to ensure TAs have checked their student rosters) to confirm they have all evacuated.
- 7) If the structure is deemed unsafe for use, then the Directress will contact the parents for them to pick up their children. If none of the three buildings on the campus are safe for evacuation, the children will be walked over to the owners' adjacent building adjoining the campus (our school caterer, Sous Chef, located in this building). Parents will be notified of location of children, depending on which building on campus or if located at adjacent neighboring building. Bright from the Start will be contacted within 24 hours regarding the structural damage at 404-656-5957. An incident report will be made for the staff that was supervising; there will be a meeting with the staff and the Directress.
- 8) School will be cancelled until the problem is rectified. If this is the case, the Assistant Directress or Directress will email the parents when the school reopens (after discussion with Bright from Start).

Reporting Suspected Child Abuse

If there is concern that a child is being abused, share your suspicions with the Administration. If there is evidence that there is child abuse, it is mandatory by GA state law to report such.

A local protection agency in this case will need to be contacted. If a child is in immediate danger, the employee is to contact the local police or call 911. Any questions about reporting can be answered by calling the National Child Abuse Hotline (1-800-4ACHILD).

When giving a report, be prepared to give as much specific information as possible including following: child's name, age, address, parent's name and address, names and ages of other children in household, names of others who may be involved in suspected abuse, child's present location, a specific description of the injury or condition observed, dates and times when first noticed injury/condition, when child first reported something happened, name of suspected



person(s) responsible for abuse, any actions taken so far, reporter's name and relationship to child.

