

Parent Handbook 2021-2022



July 2021

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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 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 the Cedar Street Campus opened the 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. Our goal is to include representatives from the staff, the Administration, PTO, and community. Minutes are held from each meeting and are available for review.

Accreditation

Liberty Eagle Academy is certified by *Bright from the Start* Daycare program and is accredited with quality from GAC through 7th grade. The school anticipates being accredited through 8th grade in Fall 2020 and to be accredited by the *Modern Montessori Association* by Fall 2021.

Philosophy

Liberty Eagle Academy will provide 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 with whom we do not agree. In addition to fostering independence, teachers will guide children to work well with others, to be adaptable thereby building a foundation for future success.

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 school 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.

The school calendar is accessible online at www.LibertyEagleacademy.com. The school takes a break during June and July. Summer Camp is offered for an additional charge during this time. Summer Camp information is distributed at the beginning of each year and the deadline for sign up is May 1st of that school year. The school takes a break in February (if needed) to make up days out school due to inclement weather days.

*Childcare is available for most holiday breaks for an additional fee or as part of our 12-month program. Operating hours for childcare breaks are 8:00 am to 4:00 pm. Early Stay and Late Stay are not available during Childcare Breaks or Summer Camp.





Liberty Eagle Academy

2021-2022 School Calendar [updated March 2021]

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

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

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

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

At Liberty Eagle Academy, we strive to follow the local school system calendars as close as possible and this calendar is subject to change. See our website for the most up to date calendar.

| Montessori Academic Year: | School Breaks (Childcare Plan): |
|---|--|
| First Day of School | Fall Break: October 11-15 |
| Last Day of School (Half-Day 11:30am) | Thanksgiving Break: November 22-24 |
| School Holiday (No School for Students and Staff)/Teacher In-Service Days | Christmas Break: December 20-23, 27-31 |
| School Breaks (Childcare Plan Available; No School for 10-Month Programs) | Winter Break: February 21-25 |
| Summer Camps | Spring Break: April 4-8 |
| Thanksgiving Picnic (Half-Day 11:30am) | *Childcare is available for these dates only for an additional fee or as part of 12-Month Tuition Program. |
| | **Winter Break (February 21-25): Possible Inclement Weather Make-Up Days |

Summer Camps:

Session I: May 31-June 10
Session III: June 27-July 8

Session II: June 13-June 24
Session IV: July 11-July 22



Modern Montessori

Lead Teachers blend Montessori and traditional instructional methods to help students find academic success across all subject areas and/or milestones. Our Administration and certified teachers work collaboratively to design and refine the Montessori Curriculum Scope & Sequence. Teachers implement individualized instruction based on various evaluations and assessments.

Reading

We promote a strong reading system. Our infants develop language and vocabulary as they hear quality literature. Our teachers read to infants minimally 30 minutes each day. Teachers read to our toddler and primary students throughout the day including moments leading up to nap time and circle/group time.

American Sign Language

Our students learn basic American Sign Language starting in the Infant community. These basic signs allow them to non-verbally communicate their needs for food, water, hurt, help, please, etc.

Practical Life Skills/Conflict and Resolution

Conflict is inevitable. Learning to resolve conflict is a learned skill. We teach essential life skills - including conflict resolution - starting with the Infant Community. Practical Life Skills (PLS) include learning to clean up after oneself and getting along well with others. As children mature, they engage in various hands-on PLS activities, i.e., sewing, carpentry, etc. Our staff seeks to incorporate our local community in learning to reinforce life skills and community engagement.

STEAM

Science, Technology, Engineering, Art, and Mathematics (STEAM) are incorporated into age-appropriate instruction for all ages. Elementary students may be introduced to basic robotics, coding, circuitry, alternative energy sources (including solar power), and AI (Summer Camp 2020). Students learn abstract concepts through didactic instruction and Socratic learning as students engage in a hands-on project.

Elementary Curriculum

The Georgia Accreditation Commission (GAC) monitors our certification with the State of Georgia. The GAC visits at least once every three years to review our curriculum. We instruct our students by using a blended pedagogy that incorporates Montessori methods and Georgia State Standards.

As part of their educational journey, elementary students are taught to positively interact with younger communities by reading and mentoring them.

According to the US Department of Education, private schools must provide a basic academic educational program that includes reading, language arts, mathematics, social studies, and science (U.S. Department of Education; O.C.GA §20-2-690(b)(4), d). The GAC requires each school to administer a nationally standardized testing program every three years. At Liberty, we offer an annual standardized test to students in grades 3 and u



LIBERTY EAGLE ACADEMY PROGRAMS

Liberty Eagle Academy serves students in Kindergarten through 8th grade. We maintain two separate classrooms for each of the Infant, Toddler, and Primary communities with minimally one certified teacher and one assistant in each classroom.

Our elementary and middle school communities are served via two adjoining classrooms. Our students are instructed by two certified full-time teachers. We supplement instruction by including one half-time teacher (with 25 years Montessori experience), a part-time staff assistant, and one or more volunteer teacher assistants.

TEACHER-STUDENT RATIOS

Our teacher-to-student ratios during Montessori work cycles are aligned with the Association Montessori Internationale (AMI) guidelines for instruction. Our teacher-to-student ratios during nap time and recess are aligned with the State of Georgia guidelines. This design allows each staff person a 30-minute lunch break. We remain flexible with implementing state guidelines to best assist our student's needs. Ratios may be adjusted for a short period during times of student matriculation but will not surpass the State of Georgia guidelines.

INFANT COMMUNITY

6 weeks – 17.9 months

TODDLER COMMUNITY

18 months – 2.9 years

PRIMARY COMMUNITY

3 years – 5.9 years

LOWER ELEMENTARY COMMUNITY

6 years – 8.9 years

UPPER ELEMENTARY COMMUNITY

9 years – 11.9 years

MIDDLE SCHOOL COMMUNITY

12 years – 14 years

Modern Montessori™ is designed as a developmental learning program. Each child's holistic development is unique and is determined by his or her academic, emotional, and psycho-social maturation. A child's placement is not automatically determined by the chronological age. Placement and changes in placement are based upon recommendation and are determined collaboratively between the teacher(s), administrators, and the child's parents.



INFANTS & YOUNG TODDLERS (6 weeks –17.9 months)

About This Community

Infants and young Toddlers learn and grow in a spacious room with more than 800 square feet with boundaries separating the play and rest areas. We engage our infants with age-appropriate toys and Montessori manipulatives. This design helps to activate the child's creativity and thinking. The Montessori hands-on manipulatives include cause-and-effect toys and soft block building. Teachers engage our infants and young toddlers by singing and storytelling.

Each child develops at his or her own pace. The Modern Montessori practices help each child progress and achieve age-appropriate milestones. Each child's progress is individually recorded as he or she learns specific milestones. Teachers share each child's progress with the parents via a series of progress reports throughout the school year. These reports are also reviewed at conferences that are held each semester.

Each child will be guided in the following areas:

- Social/Emotional Development
 - Positively interacting with others
- Gross Motor Skills Development
 - Movement and Dance
- Fine Arts
 - Music and Art
- Academic Learning
 - Language Arts
 - Language and Vocabulary
 - Mathematics
 - Patterns, Shapes and Numbers
 - Colors

We provide an infant nursing area for your use.

Teachers care for each infant and avoid letting an infant cry for sustained periods of time.

Parents receive a daily activity report of your child's feeding, diapering, and napping habits.

Our teacher-to-student ratio during Montessori work cycles are aligned with the Association Montessori Internationale (AMI) guidelines for instruction. Our teacher-to-student ratios during the Montessori work cycle ratio is 1:4.

Our teacher-to-student ratios during nap time and recess are aligned with the State of Georgia guidelines. Our teacher-to-student ratio during nap time or free play 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, or music. Some early toddlers may take a nap at 9am. Infants are on their own napping and feeding schedules. |
| 9:45am-10:00am | Snack Time Self-feeding, keeping food in bowl, keep cup and bowl on table, and learning signs <i>more</i> and <i>all done</i> . |
| 10:00am-11:00am | Nap Time/Outdoor Play Nap time is for those who take a morning nap. Outdoor Play is for older children who do not nap. Outside exploration Infants visit the playground (in stroller or wagon) |
| 11:00am-11:30am | Lunch (Eating/Cleaning) |
| 11:30am | Half-Day Infants/Early Toddlers Depart |
| 11:45am-12:00pm | Food Prep/Mid-Day Nap Older toddlers may help hand eating utensils, napkins, plates to Teaching assistant while she sets the table Mid-day nap |
| 2:00pm-230pm | Collaborative Group Activities Singing, counting numbers using hands or other activities Group Reading (Teachers read to children) |
| 2:30pm-3:00pm | Afternoon snack (Grain/Vegetable) |
| 3:00-3:15pm | Full-Day Students Depart |
| 3:15pm-6:00pm | Late Stay (Free play/exploration in infant/toddler room. Snacks provided at 4pm. TA may take the infants and early toddlers outside in wagon or stroller outside.) |



TODDLER PROGRAM (18 mo-2.9 years)

About this Community

Our toddlers learn independence as they interactively play with other children. They learn the process of peaceful conflict resolution.

The toddler curriculum extends the skills the children learned in the Infant class. Teachers use a blend of GELDS and Montessori Curriculum/Scope milestones to monitor each child's progress. 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 learn in a developmentally appropriate learning environment. simple, calm, deliberately prepared environment. Our open room environment is uniquely designed for young learners to readily concentrate. The pedagogical design fosters order, logical sequencing, and the development of practical life skills. Toddlers learn to toilet as they near the end of the toddler program.



Toddler Class Daily Schedule (18 months – 2.9 years)

| | |
|-----------------|--|
| 7:00am-8:15am | Early Stay (Free play, working puzzles, Assistant reads books) |
| 8:15am -8:45am | Arrival/Group Time |
| 8:30am-10:00am | Montessori Individual Works (Part I) Arts/crafts, fine motor/large motor skills, cognitive learning, or music. |
| 9:45am-10:00am | Snack Time Self-feeding, keeping food in bowl, keep cup and bowl on table, and learning signs <i>more</i> and <i>all done</i> . |
| 10:00am-10:30am | Circle Time Large group learning (Days of the week, letters, singing, reading) |
| 10:30am-11:45am | Outdoor Exploration (Small/Large group play, science/nature, large muscle activities. Indoor physical play based on the weather) |
| 11:30am | Half-Day Students/Infants/Early Toddlers Depart Lunch (Food preparation/Setting table/Eating/Cleaning) |
| 11:45am-12:30pm | Lunch Older toddlers may help hand eating utensils, napkins, plates to teaching assistant while she sets the table |
| 12:30-2:00 | Nap Time |
| 2:00pm-2:30pm | Chores (practice personal care, sweep, clean windows, wash hands, use soap, put on shoes on after nap, fine/gross motor skills) Science & Nature/Outdoor Play (as each child wakes from nap) |
| 2:30pm-3:00pm | Montessori Individual Works Part II (large/small motor, art, music, cognitive, language, reading, crafts) Afternoon snack (Grain/Vegetable) |
| 3:00-3:15pm | Full-Day Students Depart |
| 3:15pm-6:00pm | Late Stay Snack at 3:15pm Late Stay (free play/exploration in infant/toddler room) Infants and Toddlers go outside via wagon or stroller Late Stay (outdoor or indoor play dependent on weather) Small/Large group play (pull wagons, kick ball) Work puzzles and read after snack (inside) |



PRIMARY PROGRAM (3 years – 5.9 years)

Our primary curriculum is designed to foster increasing independence and self-learning. Students learn as they work independently and in small groups. We provide dedicated indoor and outdoor areas of study.

The classroom is intentionally designed to help primary students focus on learning practical life skills, sensory and motor skills, mathematics, language, reading, geography, science, cultural studies, music, and art.

The curriculum uniquely leads primary students in the following areas:

- 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

Our Modern Montessori TM approach seeks to *follow the child* while providing differentiated instruction that is based on the individual's interests and pace of learning.

Each child will be guided by the teacher to explore and discover the world while simultaneously focusing on specific learning tasks. This dual focus fosters holistic development and academic learning. After completing the Primary Class, the child will be prepared for the challenges in the next academic level. In the Lower Elementary Program, the child will build upon the foundational knowledge that he or she gained in the Primary Program.



Primary Class Daily Schedule
3 years-5.9 years

| | |
|-----------------|---|
| 7:00am-8:15am | Early Stay (indoor play location) Activities include coloring, reading, puzzles, and free play |
| 8:15am-8:45am | Arrival/Group |
| 8:45am-10:30am | Montessori Individual Works (Large/small motor, art, music, cognitive learning, language & literacy, geography, reading words on own, crafts, handwriting) |
| 10:30am-11:30am | Circle Time Group learning (Teacher-directed lesson) |
| 11:30-11:45 | Half-Day Students Depart Food prep (students will set table by themselves, forks/plates/cups, they pour drinks into cups, place food on plates themselves) |
| 11:45am-12:30pm | Lunch |
| 12:30pm-1:30pm | Nap or Rest |
| 1:30pm-3:00pm | Outside Play - dependent on weather (Tricycles, water/sand stations, gardening, science/ nature exploration) Indoor physical play until all students are awake from nap |
| 3:00pm-3:15pm | Full-Day Students Depart Late Stay (Snack is at 3:15pm, outdoor or indoor play depending on the weather, and small group/large group play. Riding tricycles, playing on swings, play with ball, working puzzles and reading) |



LOWER ELEMENTARY (6 years – 8.9 years)

Our Lower Elementary program includes children in first to third 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. This multi-age community is direct by a certified teacher acting as a guide. The curriculum includes reading, language arts, mathematics, social studies and science. Students will be introduced to various subjects that may include physics, zoology, and botany.

Montessori works aid each child's learning. The indoor learning environment accentuates the natural light. Outdoor learning may include gardening and exploring in nature. Project-based learning challenges each student to plan and prioritize while engaging in unique hands-on projects like carpentry, entrepreneurship, and home economics.

UPPER ELEMENTARY (9 years – 11.9 years)

Our Upper Elementary program includes fourth to sixth grade students who are maturing into adolescence. Knowledge acquisition is forged through a process of age-appropriate cognitive challenges as each individual student transitions from concrete learning to more abstract thinking. Students develop a reliance on various learning resources and formulate new knowledge in a Constructivistic pedagogy. Individuals begin to develop deeper connections to the collective community and broader more complex world.

Students develop more mature practical life skills as they grow in age and academic understanding. Upper elementary students learn to voice opinions, problem solve, and make predictions. Teachers use technology to teach keyboarding, research skills, and for other specific objectives. Students may be introduced to subjects that include business, mechanics, physics, zoology, botany and foreign language.

Montessori works aid each child's learning. The indoor learning environment accentuates the natural light. Outdoor learning may include gardening and exploring in nature. Project-based learning challenges each student to plan and prioritize while engaging in unique hands-on projects like carpentry, entrepreneurship, and home economics.

The Georgia Accreditation Commission requires private schools to administer a standardized test every three years. Our teachers administer an annual standardized test in grades three and up. The student who take the standardized test view it as a learning opportunity. Students are not provided a test grade. Only the teachers and parents are provided the test results. The test results are used solely for evaluation and as a guide for differentiated instruction.



Elementary Class Daily Schedule 6 years-11.9 years

Monday, Tuesday, Thursday, Friday

| | |
|-------------|----------------------|
| 8:00-8:15 | Arrival |
| 8:30-11:30 | Morning Work Cycle |
| 8:15-8:45 | Morning Meeting |
| 8:45-9:30 | Workstations |
| 10:15-10:30 | Snack Prep |
| 10:30-11:15 | Workstations |
| 11:15-12:00 | Workstations |
| 12:00-12:30 | Lunch |
| 12:30-1:00 | Play outside |
| 1:00-3:00 | Afternoon Work Cycle |
| 1:00-1:15 | Reading aloud |
| 1:15-1:45 | Science/History |
| 1:45-2:30 | Grammar/Writing |
| 2:30-3:00 | Jobs/Pack up |

Elementary - Wednesday

| | |
|---------------|--------------------------|
| 8:00-8:15 | Arrival |
| 8:30-11:30 | Morning Work Cycle |
| 8:15-8:30 | Morning Meeting |
| 8:30-11:30 | Practical Life |
| 11:30-12:00 | Read Aloud/Literature |
| 12:00-12:30 | Lunch |
| 12:30-1:00 | Play outside |
| 1:00-3:00 | Afternoon Work Cycle |
| 1:00-1:45 | Geography |
| 1:45-2:30 | Reader's Theater |
| 2:30-3:00 | Jobs/Pack up |
| 3:00pm-3:15pm | Full-Day Students Depart |



Late Stay

The Elementary Late Stay Program is subject to demand. Liberty Eagle Academy reserves the right to merge Elementary and Primary Late Stay programs based on the demand.

Junior Beta Club

Our Elementary students participate in the Junior Beta Club throughout the school year. Students are provided opportunities to volunteer opportunities by helping to clean the environment, spending time with senior citizens, and donating food and/or school supplies. The children enjoy giving back by serving others.

TUITION/FEEES

Tuition

Tuition and fees are stated at <https://libertyeagleacademy.com/admissions/tuition-fees/>

The administration sets the annual tuition rate and reserves the right to approve necessary changes in tuition. The base 10-month school tuition does **not** include Summer camp fees or Childcare Breaks - including holidays and inclement weather. A one-time annual \$30 supply fee will be issued at the beginning of each school calendar year per child. Tuition payments made in full for the entire school year are non-refundable.

School tuition/fees may be paid in one of three ways:

1. Full annual payment
2. Two separate bi-annual payments
3. Monthly payments
 - a. The first month's payment is due before the first day of school.
 - b. The monthly payment will be due on the first school day of the month.
 - c. All fees must be paid one month in advance.
 - d. An invoice is issued by SmartCare each month.
 - e. Each monthly payment is the total tuition divided by ten.

Late Payment

Payments are considered late if they are received seven (7) days after the due date. The parent will receive a late notice and will be assessed a \$25 fee. In full payment is not made, the administration will notify the parent of a breach in contract and the student will no longer receive instruction.

Proration

Tuition/Late Stay Fees for students who begin school *after* the first day of school will be prorated.

Late Stay Fees

Parents and the administration must sign a joint contract five (5) business days prior to a child attending either the early or late stay program. Fees may be prorated if a child enters the early or late stay program *after* the first day of school.

Multiple Child Enrollment

Parents who enroll more than one child can receive a 5% tuition discount for the youngest child's school tuition. The discount does not apply to early/late stay fees or lunch plan. Those are separate



fees.

Multiple child discounts are not available for Summer camp or other childcare breaks separately. GaSSO or Volunteer Scholarship recipients are not eligible. Please see Administration for more information.

Hardship

If parents experience a financial crisis that affects their ability to meet the payment schedule, please contact the Headmaster to discuss options.

Withdrawal

1. Complete the withdrawal form (available in the office).
2. Provide a (30) thirty-day advanced written notice where possible.
3. Make full tuition payment for the remainder of the school year at the time of withdrawal.

The Administration will assess a minimum of \$1,000.00 fine for early termination from the parents and up to the total remaining tuition that is owed. Hardship withdrawals are considered on a case-by-case basis and at the discretion of Administration. Tuition payments made in full for the entire school year are non-refundable. However, a credit will be issued for the remaining amount that is available for use upon return for up to one year after the withdrawal date and pending spot availability.

Invoicing

The school will email an invoice through SmartCare or via the SmartCare App.

Payments may be made as follows:

1. **SmartCare App.** The SC App will accept either an ACH direct transfer or a credit card.
2. **Check.** If you choose to pay by check, make the check payable to Liberty Eagle Academy. Place payment in an envelope and leave it with an administrator in the front office by the due date.
3. **Credit Card.** If you pay by credit card, associated credit card payment fees will be added to your invoice.

SCHOOL CALENDAR

Breaks

- Liberty Eagle Academy follows the City of Carrollton school calendar.
- Base school tuition excludes Summer camp or Childcare Breaks as far as breaks and holidays are concerned (including inclement weather).
- Liberty Eagle Academy offers most Holiday Childcare Breaks and Summer Camp for additional cost unless you are enrolled in the 12-month program.
- See school calendar for Childcare Break and Summer Camp schedule.

Inclement Weather

LEA may close on days where severe weather (ice, snow, etc.) warrants such action). The school will communicate any closures to parents via email, SmartCare, and school Facebook page.

One or more inclement weather days will be made up during the February week break based on the Carrollton City calendar.



Tuition for 2020-2021 School Year

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

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

Infant, Toddler, and Primary 10-Month Program

| | |
|---|----------------------------------|
| Full Day Base Tuition [8:00am- 3:00pm]..... | \$7200 (\$720/mo) |
| Lunch..... | \$750 |
| Early Stay [7:00- 8:00am]..... | \$600 or \$20/day drop-in |
| Late Stay (3:15-6:00pm) | \$900 or \$25/day drop-in |

Infant, Toddler, and Primary 12-Month Program

(includes Childcare Breaks & Summer Camps)

| | |
|---|---------------------------|
| Full-Day Base Tuition [8:00am- 3:00pm]..... | \$9420 or \$785/mo |
| Lunch..... | \$850 |
| Early Stay [7:00- 8:00am]..... | \$600 or \$20/day drop-in |
| Late Stay [3:15-6:00pm]..... | \$900 or \$25/day drop-in |

Lower & Upper Elementary 10-Month Program

| | |
|---|---------------------------|
| Full-Day Base Tuition [8:00am- 3:00pm]..... | \$8500 (\$850/mo) |
| Lunch..... | \$750 |
| Early Stay [7:00- 8:00am]..... | \$600 or \$20/day drop-in |
| Late Stay [3:15-6:00pm]..... | \$900 or \$25/day drop-in |

Extra-Curricular Activities..... \$40/mo per activity

Childcare Break Program (traditional school is not in session)

| | |
|-------------------------------|----------|
| Full-Day [8:00am-4:00pm]..... | \$200/wk |
| Lunch..... | \$20/wk |

Summer Camps

| | |
|--------------------------------|---------------|
| Full-Day..... | \$400/session |
| Half-Day [8:00am-11:30am]..... | \$300/session |
| Lunch | \$40/session |
| Late Stay..... | \$150/session |

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



Scholarship Opportunities

Your child may be eligible to receive a GASSO or APOGEE scholarship. Students who are 4-years old or older may apply. These scholarships cover most of the tuition cost, but these funds typically run out by August 1st. Most scholarships are granted prior to the start of school. If you are interested in this scholarship opportunity, fill out the paperwork as soon as possible following enrollment or when the Administration notifies you of the deadline. The scholarship paperwork is available at the office in Building #1. Scholarships are based on a point system where points are awarded based on income, history of Montessori education, seniority at school, siblings at school, and family being involved in volunteering at the school. If a student is not eligible for GASSO, we have volunteer scholarship opportunities for a few families. Fundraisers that support our scholarships changes are the Liberty Ball and the Red, White, Blueberry 5K. Interested families should complete the paperwork anytime during the school year. If approved, tuition is discounted with volunteer work being done as needed (lawn care, assisting with basic handyman items, volunteering at events, etc.). Discounts are determined on a case by case basis and at the sole discretion of Liberty Eagle Academy.

ADMISSIONS & ENROLLMENT

Nondiscrimination

Our policy is to accept any student meeting criteria for enrollment if space is available. We do not discriminate based on culture, religion, or race. At Liberty Eagle Academy we treat each child and their families respectfully and do not show bias based on one's 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, you will receive enrollment paperwork for your review.
- If a parent decides to enroll child(ren), and space is available, parents must make a non-refundable \$250 application fee.
- Once the application fee is turned in, we will schedule a “meet and greet” for your child(ren) to meet his/her teacher. During this time, you may drop off the completed enrollment form(s) and tuition form(s). During this time, parent will be oriented to class, what to bring to class, etc.
- We will begin a Phase-In process (applicable only for Late Infants through Primary students) following first month's payment. Parents will receive a SmartCare information/ keycard for drop off.
- Parents should update the school with new information, i.e., address change, new allergies, change in authorization for pick up, etc.

Touring Facility

Initially, parents interested in learning more about Liberty Eagle Academy can call to schedule a time to tour the campus. The best time to tour is during the Montessori work cycle (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.



When you arrive, come to Building #1 front entrance. Please call the school front office at 770-744-3870 or ring the doorbell above the keypad and someone will greet you and enter the door code for you. We will escort you through each building's upper mezzanine area where you may 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 schedule 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. This helps us to determine the best Phase In process for your child. We understand that each child is unique! During this visit, you will be able to see your child from the mezzanine, but you won't interact with your child during the visit. Before you leave, the Lead Teacher will discuss with the parent(s) what to bring to the classroom and specifics about the learning community.

Phase-In Process

This phase-in process is typically only applicable for older Infants through Primary Students (8 months – 6 years). We recommend that 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 will remain in the lobby or upper mezzanine area for approximately 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 and work on the best phase-in process for you and your child.

Items Needed for Class

During the Meet and Greet or Parent Orientation held prior to the start of school, each teacher will provide you with a list of required items for your child to bring to class.

Infants have a dedicated crib/crib sheet or cot/cot sheet provided by our facility. 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 have a dedicated cot and cot sheet. We have extra cot sheets and blankets available in case it is soiled. You may want to provide a nap-time 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
- Coat, hat, and mittens when weather gets chilly.
- Please be sure to label all items with your child's name.



Toddlers will also need:

- 1 nap-time blanket
- 3 pairs of underwear (if potty training)
- 1 extra pair of socks/shoes

For Primary, Lower Elementary, and Upper Elementary Students, provide:

- 1 water bottle
- two pairs of underwear
- two sets of clothes
- Coat, hat, and mittens when weather gets
- 1 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.
- Optional: sunscreen and/or bug spray for students. Authorization for use of these topical sprays/lotions must be documented in the enrollment paperwork.



Summer Camp

Summer Camp is offered each year in four sets of two-week sessions. See the website to download available Summer Camp Enrollment paperwork. We typically post information by early Spring. All 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 for your child in the upcoming school year, parent must make a deposit by the posted deadline which is typically at the beginning of March. We email this information to parents of enrolled students at the beginning of the year. The deposit is applied toward your child's tuition for the following school year.

If a child is not enrolled/withdrawn after deposit made, the deposit will not be refunded.

ARRIVAL, DISMISSAL, & ATTENDANCE

Arrival (8:00-8:15am)

When arriving, parents can drop off their child in the car line or walk the child into the Building #1's front entrance to sign their child in at the front office. When dropping off in car line, the child is walked to their appropriate early/late stay classroom with a staff member. The staff member will sign your child in if the parent does not do so in car line or at front entrance. Attendance is taken upon arrival by early stay staff member as the children arrive.

If a child arrives before 8:00 am, he/she will participate in the early stay program (7:00-8:00 am).

- Parents of infants will bring the child inside Building #, after signing him/her in take the infant to the first room on the right. Infants can eat in the dining area in the Infant classroom.
- Parents of toddlers and primary students should be drop students off at Building #2.
 - Parents should sign-in their child at the front office or the Building #2 kiosk.
 - The parent will drop him/her off to the early stay classroom.
 - The staff member(s) will be in the early stay rooms to welcome the child and his/her belongings.
 - If the child needs to eat breakfast at school, arrive prior to 7:45am to allow at least 15 minutes to eat.
 - Children will eat their breakfast in the early stay room in the dining section.

Only Early Stay Program children enter the building prior to 8:00 am. Early arrivers will be placed in the early stay room with staff and the parent may be charged a fee of \$25.

Tardiness (arriving after 8:20am regularly)

If a student arrives after 8:20am or later:

- The parent must park your car and sign-in your child in Building #1.
- The parent should not walk the child to class before checking in at front office.
- A staff member will escort your child to his/her classroom.



When your child is habitually tardy, it:

- Sends the message that your child's school/workday is not a high priority to you.
- Denies your child the opportunity to be personally responsible and punctual.
- Impacts your child's future work ethic.
- Requires the school to hold a parent/teacher conference regarding tardiness.

Excessive Tardiness

Excessive tardiness negatively impacts the quality of instruction provided to your child's and other students in the learning community. Liberty Eagle Academy keeps attendance records. Excessive tardiness could require the administration to implement a quality improvement or exit plan.

Child Absences

Children between their 6th and 16th birthdays are required by law to be enrolled in a public, private or homeschool program according to the Georgia Compulsory Attendance Law 20-2-690.1. Children with more than 5 days of unexcused absences during a school calendar year are considered truant. Liberty Eagle Academy is required to report any child with habitual unexcused absences in our school-age programs. Examples of excused/unexcused absences and penalties associated with violation of the Georgia Compulsory Attendance Law can be found on the Georgia Board of Education [website](#).

The child benefits most by regularly attending school. Although it is probable that a child will miss a portion of a day at school or days from school, we expect every child to participate at the highest level. Please notify the school when your child will be absent and provide the reason for the absence. The school does not reimburse tuition for days that a child is absent from school.

Scheduling Absences:

- If the child has been injured or seriously sick, you should provide an excuse and state that the child may resume normal activities.
- Try to schedule doctor appointments after lunch or after school where possible. This allows the child to participate in the essential morning work cycle.

When your student has excessive absences:

- It will impact your child's education.
- It sends the message that your child's workday (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.

Dismissal (3:00-3:15pm)

School ends at 3:00. Pick-up Options are:

- Parents can either pick up children in car line (3:00-3:15pm)



- Parents of infants should park and walk to Building #1 and sign out their child with the SmartCare kiosk. Infants will remain in their respective Infant classrooms in Building #1.
- After 3:15pm, late stay Infants will be brought to the Infant Class # in Building #1.
- Parents of toddler or primary students should park/walk to Building #2 and sign out their child using the SmartCare kiosk.
- Toddlers and Primary students will gather in the early stay/late stay rooms in Building #2 by 3:00 pm to facilitate pick up. The car line staff member will inform staff in Building #1 that the student's parent is there to pick him/ her up.
- A staff member will escort the child from the class with his/her belongings to the parent (and signed out).
- Elementary students are to be picked up at Building #2. Authorized staff will sign-out elementary student as they depart.

Half-Day Programs

Half-Day students start at 8:15am and finish at 11:30am. The Half-Day students are to be picked up by 11:30am. If students are not picked up by 11:45am, he/she will stay in class until the parent or arrives. Parents will be charged a late fee (up to \$70 per child) for consistent tardiness. Due to high enrollment demand Half-Day Programs may not always be available and are offered at the discretion of Liberty Eagle Academy. For information on availability please contact Administration.

Full-Day Programs

Full-Day students start at 8:15am and finish at 3:00pm. Pick up time is from 3:00pm – 3:15pm. Students who are not picked up by 3:30 pm will be in the age-appropriate late stay area (outdoor or indoor play area) until the parent arrives. A fee of \$25 late fee will be applied to the parent's account.

Authorized Persons

Children shall ONLY be released from the school to those individuals whose names are on file with the school. 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 I.D. so they are prepared and will not be offended by this request. We care deeply about the safety of your child. 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. When an authorized person – rather than the parent – will pick up your child, please call the school administration prior to pick-up to notify them.

Early Stay

Early stay students may arrive anytime between 7:00am and 8:15am. During this time the parent should enter the assigned key code to enter a building and walk him/her to the appropriate early stay room. A staff member will be there to monitor the children.

Infants should be taken to Infant #1 located in the first room on the right in Building #1.
Toddlers/primary should be taken to the first room on left in Building #2.

If the child is to eat breakfast at the school (brought from home), he/she must arrive by 7:45 am



to allow time for eating breakfast. After breakfast, the child should 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 #1 (Lower Elementary) or Building #2 (Upper Elementary) where their teacher will log their attendance upon arrival.

If a child unexpectedly shows up for early stay, meaning prior to 8:00 am, (and is not in the early stay program), there will be at minimum a \$25 fee.

Late Stay

Children who participate in the late stay program may be picked up between 3:15pm and 6:00pm. Children in the late stay program may participate in free play and are provided an afternoon snack.

Parents must sign-out each child out using the Smartcare Kiosk or the provided tablet.

If space is available for a child to participate in late stay, parents will be charged \$25 per child per day. Parents should notify the school 24 business hours prior to the date requested. If a student needs to participate in late stay on Monday, the parent should notify the school on Friday.

Lack of Notification

If a child is not signed up to participate in the late stay program, or the administration is not notified of the child needing to be in late stay 24 hours ahead of time, the parents will be charged up to \$75 fee for the unexpected late stay (after 3:15pm).

Recurring late stay visits without prior notification could require possible termination of the child's enrollment.

Extracurricular Activities

Extracurricular activities are available for the child. These activities occur between 3:15-4:00pm. Specific fees will be applied for each activity.

Students who participate in Yoga will need special items that must be provided by the parent. Upon registering for an activity, you will be notified of any necessary items required for that activity. Age limits may apply. Pickup for extracurricular activities is from 4:00-4:15pm. If you arrive after 4:15pm, a late fee of up to but not exceeding \$100 may be charged.

Liberty Eagle Academy reserves the right to cancel or postpone an activity at any time. In the case of a teacher absence or emergency where the activity cannot be conducted, child(ren) will be escorted to the appropriate late stay area until pickup at no extra charge.



The school does not provide make-up days or reimburse fees if a child is absent from an activity.

Early Pick Up (prior to 2:50pm)

All children must be signed out from Building #1. Please call 770-744-3870 to let our staff know that your child will be leaving early.

Returning Child to School

When returning from an appointment, parents should bring the child to Building. #1 and sign him or her in. A staff member will escort your child back to class.

Toddler and Primary Students

Toddler and Primary Students may not return after 11:30 am without a doctor's note. A staff member will escort your child to class when he/she returns to school.

Late Pick Up

Children who are not picked up by 3:15pm will be assigned to the Late Stay program. Parents of students who do not regularly participate in the late stay program will be charged a late fee up to \$50 per child.

When parents provide advanced notice and availability exists in the Late Stay program, a one-time \$25 fee per child will be assessed for keeping a child in Late Stay on that specific day.

Children who are not picked up by 6:00 pm:

- Will remain with one of the staff members until the child is picked up.
- Will be charged \$15 per child for every 15-minute interval that the parent arrives after 6:00. Fees are rounded up to the next 15- minute interval. (For example, 16 minutes late will be charged \$30 late fee).
- If a child is not picked up after 7:00 and the parent or anyone listed on child's emergency release form cannot be reached, Social Services will then pick the child up for safekeeping as required by law.

COMMUNICATION

Confidential Information

Student information is kept confidential in files at the office in Building #1. Personal information is not given to marketing or advertisement agencies. A parent's email/phone number will appear on a class roster only if the parent gives permission for it to be shared with others.

Parent Communications

Lead Teachers want to share important information about your child with you! Our teachers will communicate with you in one of three ways:

1. in person
2. by email
3. phone call after school

Our staff is not allowed to text or call parents during the school day. In the case of an emergency,



the administration will contact you immediately. Parent may contact the school during working hours at (770) 744-3870.

Each community communicates your child's progress in specific ways.

- Parents of infant receive a daily written daily report regarding diapering, feeding, and needs.
- Parents of toddlers and primary students receive written communications (soiled clothing that needs to be replaced/information about snack week).
- Parents receive a monthly newsletter by email.
- Parents of toddlers and elementary students can view daily progress via the child's Communication Folder. Folders should be returned the following day.

Generalized Sickness

If your child shows signs of illness or is generally not feeling well, an administrative staff person will contact the parent. If a child becomes distressed due an injury (head injury or bodily injury), the administration will call the parent immediately and request that the child be picked up from school. Parents should pick up the child from Building #1 where our staff will await 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.

Conversations with parents should be through Liberty Eagle Academy email, in person, and/or 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 car line. We also have a "no cell phone" policy for our teachers during the day so that they are focused on the students. Call the office if you have questions or concern of a non-emergent nature that you'd like to discuss during the day.

If you email the school or Lead Teacher, please allow at least one to two business days to receive a reply. Our staff checks work email at least once a day. If you do not get a timely response, please contact the school office.

We occasionally take photos of our children and share them through SmartCare App and our Facebook page for you to enjoy. 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 helps our staff when parents avoid making friend requests.



Parent Teacher Organization (PTO)

Parents meet monthly to every other month to discuss volunteer opportunities at Liberty Eagle Academy's special events. Volunteers are needed in the classrooms to help prepare for class events, i.e., egg hunt and winter program decorations. The first two PTO meetings help parents learn important details about upcoming activities like the annual Blueberry run, Liberty Ball, and the Liberty Fund - a non-profit scholarship entity for students.

Classroom Parent

Become a classroom parent within the first month! Serve as a volunteer and help the class prepare for special events. Enjoy networking with other parent volunteers. Communicate with other parents via email and your child's Lead Teacher by email, in person, or on phone. Please refrain from texting the teacher.

Babysitting

We recognize that many of you need occasional childcare at home. Our policy strongly discourages our staff from caring for a child who is in their class. This helps other parents perceive that our staff is objective and fair and does not compromise show partiality to one child over another child.

Newsletters

Teachers email parents a monthly newsletter from each classroom to update parents about classroom happenings over the past month and upcoming happenings in the following month. The newsletter includes lessons/curriculum, upcoming birthdays, and events.

SCHOOL POLICIES & PROCEDURES

Family Access & Visitors

Caretakers will communicate with parents/guardians in a positive manner that encourages the parent-child relationship. Family and personal matters are kept confidential. These matters are of utmost importance to us.

Parents have access to all areas of that school where your child learns, i.e., including the child's classroom, indoor play area, and outside play area. Parents may visit or bring other relatives to visit the academy. Please schedule visits through the office staff. Visitors should make appointments prior to arrival by calling the school or emailing learn@libertyeagleacademy.com. All visitors must sign the visitor's book in the main office. Visitors are restricted to public areas. Video surveillance is not available to the public due to the safety and privacy of each individual child.

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 or keep during the day. Toys and items brought from home to the school are at risk of breakage and/or loss. The school cannot assume responsibility or liability for broken or lost items. Liberty Eagle Academy has a zero toys policy. No toys, baby dolls, stuffed animals, jewelry, games, etc. are allowed from home in our classrooms. Do not bring items of high value, either monetary or sentimental to school. We will provide ample supplies/toys for all children. Parents assume the risk of loss or damage by sending items to school. One blanket and one pillow may be brought for use during nap time.

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.

Please do not put medicines, small objects, or other dangerous items in the backpacks or diaper bags because they may be kept within reach of children.

Gifts

We appreciate donations that parents make to the school as an act of kindness. Supplies purchased or donated for the classroom remain property of Liberty Eagle Academy.

Clothing

A child's clothing should not restrict his/her movement. Avoid wearing clothing that you would not want to be damaged in any way. Every child must have a full change of clothing, including underwear, if appropriate, and socks in a plastic bag labeled. Label all clothing.

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

Button up clothing inhibits a child's ability to learn to undress themselves especially when toileting. We encourage the use of rubber- soled, closed-toe shoes that strap with Velcro.

The following footwear is not allowed: light up shoes, dress up shoes with heels, or other shoes that are deemed unsafe.

Croc-like rubber shoes may be used but typically only for indoor use. Your child's teacher will likely recommend that you provide outdoor shoes, i.e., 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 a licensed catering service for those students who are enrolled in our



Lunch Program. Current menu will be posted at lobby/office area. Each meal provides a protein, bread, vegetable, and fruit (or protein, two vegetables, and bread) and milk. Almond or soymilk can be provided by the parent for those children who are lactose intolerant. Water is provided throughout the day. See the sample menu in the appendix. Lunch is served to all Full-Day Students (after departure of Half Day Students).

Elementary students should bring their own lunch. Parents should follow the USDA guidelines as presented to parents at orientation. If a child is not enrolled in the Lunch Program and the parent fails to provide a lunch, the school will provide him/her a meal at an extra charge of up to \$15 per child.

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 | Quinoa Beef Burrito Bowl, Avocado, Sour Cream, Fruit Salad, | Sweet & Sour Chicken, Sweet Peas, Dinner Roll, Mandarin Oranges, Milk | Chicken/Cheese Sliders, Cucumber Slices, Dinner Roll, Bananas, | Turkey Taco Bar, Lettuce, Tomato, Sour Cream, Fruit Salad, Dinner |

Special Dietary Needs

We will do our best to provide your child a special diet due to allergies, other medical considerations, or religious beliefs. We encourage you to provide a suitable 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 to coordinate appropriate snacks as needed. Please 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 who are eating baby food will be fed the provided sealed, labeled (name and current day) food.

Snacks

The children enjoy a snack twice each day. For all classrooms there is a "Snack Family of the Week"



that is essential to daily classroom needs. When it is time, the parent will be given a food list on the last day of the week (usually Friday) informing foods and quantities needed for the class. The snack family will bring the snacks the following school day in the morning (prior to 9am). If you do not provide weekly snack, bring food items that are not nutritionally acceptable or bring less than the amount requested, the food will be returned to you and a fee of \$100 assessed to replace the food provided. You must follow the Snack List that is provided by your child's teacher.

****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) due to 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, peanut butter, or cashew in them. The snack list may vary from class to class depending on other allergies of fellow classmates.

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

Outside Play

All children benefit from outdoor play. We encourage playing outside as an extension of the classroom. We recommend parents bring a coat, mittens, and a hat for chilly days and to 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 students often play outside.



Outside play is determined by the weather. During extreme cold, heat, wind, or rain, snow or sleet students will play inside.

Sunscreen and Repellent

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

Diapering Procedures for Infants and Toddlers

All employees who diaper children must undergo training and periodic assessment of diapering practices. Diaper changing is done on surfaces that are non-porous and dedicated to diaper changing. Staff use proper hand hygiene before changing a diaper. All necessary items are taken to the changing area (if not already at the changing station) before changing a diaper. During diaper changing, wipes and diapers provided by the parent will be used. Non-porous non-latex gloves are worn when applying diaper cream (supplied by the parent). Soiled diapers 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. 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

Our staff uses a calm, easy-going approach to toilet training. 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 unaware 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 gives signs or states the need to toilet, the child is taken into the bathroom to help undress him/her and is seated on the toilet. Caretaker sits by the child, helps with the rest of the routine and praises the child when finished. The child is not forced to sit on the toilet against his/her 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. When that happens, the child is cleaned and changed immediately.

Parents should provide extra underwear and bottoms (at least 2-3 pairs of each) for the toilet training child 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. Let the staff know if you wish to discard the underwear.

Nap & Rest Time

Preschool students nap for 1.5-2.0 hours as required by the state licensing. Napping mats/cots and sheets are provided. Toddlers and Primary students must bring a blanket from home. One pillow



may be brought if desired. The blanket 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 but 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.

We follow these guidelines:

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 goes to sleep in 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. 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.
13. 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.
14. Our childcare program is a smoke-free environment.

Guidance & Discipline Techniques

Our Montessori approach to discipline implements a delicate balance between freedom and discipline while showing respect for the child. A child is given a limited choice of options rather than providing him/her an ultimatum or open choice. This helps the child to become independent. A child may choose to visit a calming area when he/she gets frustrated with a task or has a conflict until he/she has regained 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. Students may only use school computers while at school. Children are not to be surfing the internet needlessly 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, Administration 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 aid 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 returning to school 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. Administration 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:

1. Complete attached Parent Permission Form
2. Ask your child's physician to complete the attached Medication Order form, or submit their own form with the same information
3. Meet with Administration 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 medications must be kept in the Administration 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 Administration 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 Administration's 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, Administration will contact the parent or emergency contact immediately. If the child begins to develop systemic symptoms, Administration 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:

1. Complete attached Parent Permission Form
2. 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
3. Meet with Administration to discuss your child's needs and develop a care plan while in school.
4. 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 among 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. ADMINISTRATION 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 → Administration notified (notes the time and writes down)
 → Administration 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 → Administration 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 Administration assists with child) → 911 may be called at that time, if needed by Administration 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 intolerance does not cause anaphylaxis. Those parents that have children with a food intolerance will be asked to fill out a 'Food Intolerance Form' and may elect to bring their child's lunch (following our peanut/cashew free policy and USDA guidelines).

If a child does ingest a food intolerant item, Administration will notify you 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 canceled school day (for example, a snowstorm bringing inclement weather). If this is the case, parents will be notified by email and social media 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.

If for any reason there is need to evacuate the building, 911 will be called, an alarm will sound, and staff will check assigned locations where students may not hear alarm. All students will be evacuated to safe 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.

PUBLIC HEALTH EMERGENCY PLAN

In the event of a public health emergency, Liberty Eagle Academy will use the following guidelines:

Monitoring [No Confirmed Cases]

- School will remain open and will follow normal operations.
- School will increase health awareness (local, state, and federal agencies) and will follow most up-to-date CDC and BFTS guidelines.
- School will communicate with parents via email and social media to provide preventative health information.
- Teachers will communicate community learning plans.
- School will train/review Outbreak Protocol with staff.
- School may postpone or cancel extracurricular activities and events.

Limiting [Confirmed Cases]

- School will remain open but will limit inside access to non-school personnel.
- Parents will be notified of an extended health outbreak.
- School will increase health awareness (local, state, and federal agencies) and will follow most up-to-date CDC and BFTS guidelines.
- Operating hours may be adjusted. Early Stay and Late Stay may be canceled.
- All extracurricular activities and events will be postponed or canceled.
- An Outbreak Protocol will be enforced. Staff will follow specialized cleaning procedures throughout the day. Staff will wear masks for arrival and dismissal.
- School will monitor students and staff for symptoms of illness throughout the day.
- Each individual will undergo a temperature check prior to entering any building.
- Parents will meet staff at the door for drop off and pick up, unless they are the parent of an infant who needs to breastfeed.
- Catering will be suspended. Parents will provide lunch for their child(ren).
- Class sizes will be limited to 10 - including students, teachers, and assistants.
- Parents may be asked to provide a doctor's note for children with cough/allergies/etc.



If a confirmed COVID-19 case exists in the school but the infection is not widespread:

- Temporary closure of the affected classroom for thorough cleaning.
- Students and staff in prolonged exposure to an infected person may be asked to quarantine until cleared by a doctor.
- Classrooms in the same building but not in direct contact with an infected person may be moved to another building until sanitizing is complete.

Return to School Policy

- Parents will be notified via e-mail if a student or teacher in their child's class has tested positive.
- School will follow CDC guidelines when positive student/staff member may return to school.
- Per the CDC: A staff member or student who has tested positive, or is displaying symptoms of COVID-19, may return to work/school under the following guidelines:
 - 3 days with no fever (unmedicated)
 - Respiratory symptoms have improved (e.g. cough, shortness of breath) **and**
 - 10 days since symptoms first appeared
- In addition to the CDC guidelines, the school will require clearance from a doctor stating the child or employee is safe to return to work/school.

If the school remains open and parent chooses to keep child(ren) at home due to a public health emergency, a minimum tuition payment of \$250/month must be paid in order to keep child(ren)'s spot available. Depending on demand, this offer is subject to change at the discretion of Administration.

*If a student or staff member has an immediate family member or close contact that tests positive for COVID-19, the school may require a doctor's note to return.

CHILD RECORDS & EVALUATION

Children's Files

The 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)
- 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 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 records are located in Building #1.



Children's 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 Administration 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 Administration 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 tag 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 Administration. **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 and these dates will be documented in your Communication Folder). 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, Administration may determine that another consequence is appropriate that may include, but not limited to suspension from the school.

Public Displays of Affection

Inappropriate hugging, hand holding, 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 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 Administration. 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 Administration 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, Administration, 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 Administration's 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 school.
- 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 school.
- Harassment or continued exhibition of detrimental behavior of a parent or guardian towards Administration, Owners, or Staff.
- Parent or guardians seeking legal or law enforcement action against the school, staff, owners, or other families enrolled with or without good cause.

If the school 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 school.

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 Administration can be scheduled without 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 at 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**. During certain celebratory days, such as Thanksgiving Picnic, parent's coming to eat with their child(ren) must sign them out prior to retrieving them for the picnic. They will be considered "checked out" for the day and cannot return to their classroom unless prior authorization has been given from Administration. This is to avoid any confusion as to who's care the child is in.

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. This is for the privacy of other students in class.
- 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 Administration, following your observation.

What to expect from a classroom 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. Administration 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. Administration will then walk outside to front driveway of
3. 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.
4. 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.
5. 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 Administration that all students have been accounted for after taking attendance.
6. 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 Administration by two-way radio to notify EMS; she will inform of their location.
7. Upon arrival of fire department, Administration or designee shall establish contact with senior fire department official and coordinate subsequent activities with him/her.
8. All staff members and children should be accounted for and safe. Administration 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. Administration will contact parents to inform of evacuation once everyone is safely evacuated.
9. 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.

The infants and early toddlers will be evacuated with a portable play yard or emergency crib. 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, Administration will have NOAA weather radio with warning alert and battery backup; Administration will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.

1. Administration 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. Administration 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. Administration 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 or crib 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. Administration may evacuate to this location. Administration will have the weather radio, flashlight, two-way radio, cell phone, and staff roster with them.

Severe Thunderstorm

1. Administration will have NOAA weather radio with warning alert and battery backup.
2. Administration will periodically check Weather Channel for further notices and timing of warnings/watches of severe weather.
3. Administration 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. Administration 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. Administration 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 Administration.
2. Administration will make sure parent signed child into school that day and did not sign out the child to depart early.
3. Administration will use two-way radio to notify all staff.
4. Administration 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, Administration 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. Administration 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 Administration by two-way radio.
3. Administration 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. Administration 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, Administration, 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, Administration 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 Administration.



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. Administration 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. Administration will notify parents and caretakers by email regarding lockdown and will notify them when the lockdown expires.
6. Once Administration 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 Administration.
2. Administration will contact the Owners at 770-841-3736 or 404-796-5898.
3. Administration 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, parents will be notified of location of children, depending on which building on campus or if located at adjacent neighboring building. School will be canceled until the problem is rectified. If this is the case, Administration will email the parents when the school reopens.

Loss of Water

1. When there is a loss of water, the staff member will contact Administration.
2. Administration 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 Administration will dispense as needed to class (communication via two-way radio).
4. Administration 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 canceled until the problem is rectified. If this is the case, Administration will email the parents when the school reopens.



Loss of Electricity

1. Liberty Eagle Academy has two flashlights in each room. The spare batteries are located at front office of Building #1.
2. Children will be told to stay seated by the Teacher so as to not injure themselves tripping or falling.
3. The Teacher Assistant will grab the two flashlights in the room and hand one of them to the Teacher.
4. Administration will call Georgia Power (Phone: 1-888-655-5888)
5. Administration will also contact the Owners at 770-841-3736 or 404-796-5898.
6. If a child has to go to the bathroom during power outage, Teacher will stay with class while
7. TA assists the child with the flashlight. The same goes for other needs of children.
8. If the power outage will not be expeditiously corrected, Administration 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. Parents will be notified of location of children, depending on which building on campus or if located at adjacent neighboring building.
9. 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 Administration who will contact all staff through two- way radio to assess the situation.
2. Administration may initiate evacuation of the affected building. He/she will then call 911 to contact the Fire Station.
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 yards from the building or to an appropriate area of another building (if limited to only one building).
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 two-way radio 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. Administration 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 Administration 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. 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 Administration.

8. School will be canceled until the problem is rectified. If this is the case, Administration 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 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.



**Liberty Eagle Academy
Parent Volunteer Agreement Form**

I _____, am committed to volunteering at Liberty Eagle Academy in the _____ classroom(s) for _____ hours per week. I understand that my duties will include the following, but are subject to change based on the needs of the classroom:

| Task | Classroom |
|------|-----------|
| | |
| | |
| | |

I acknowledge the importance of confidentiality, and have watched the FERPA video (studentprivacy.ed.gov/training/school-volunteer-and-ferpa). I agree to all policies and procedures stated in the handbook.

Signature _____ Date _____

Classroom teacher _____ Date _____

Administrator _____ Date _____

