



Due West  
Academy  
Fine Arts & Child Learning Center

# Parent Handbook

Revised 06/2020

Welcome to Due West Academy Fine Arts & Child Learning Center. We understand the importance of your decision to entrust us with the care and education of your child. We are a developmental learning center that strives to stimulate and nurture your child. In any group care setting, good policies are an important part of maintaining proper health and safety. DWA's policies are the result of our effort to ensure strict compliance with state licensing regulations. This Parent Handbook outlines some basic policies that help us to better care for your child. It is understood that by enrolling your child in our center, you agree to abide by our policies and procedures.

## **Our Philosophy & Curriculum**

Children learn best by doing, and our philosophy is to use a developmental "hands-on" approach built around weekly or monthly themes. During each week we address all areas of development: Social, Emotional, Physical (gross and fine motor), Cognitive and Language Development. Lesson plans are prepared weekly and posted in or outside of each classroom. There is a balance between teacher-directed and child-initiated activities.

Our Curriculum infuses the efforts of the GELDS but also allows for diversity in the classroom. Children will explore, challenge, and create with our approach to learning. Ages 25 months-Preschool participate in daily classroom activities as well as some beneficial extracurricular. We offer Soccer, Dance, Tumble Bus and Music for a nominal fee. We are a non-discriminating organization and infuse cultural differences in our classroom.

DWA uses the GELDS program with our youngest students, 6 weeks-24 months. This is a program that is research based and developmentally appropriate. Using this framework, our teachers are able to teach in the ways that best match the way in which we know young children develop and learn. Our teachers are well versed in basic sign language and begin teaching our students at 6 weeks.

## **Enrollment**

DWA accepts children ages 6 weeks through GA Pre-K without regard to race, religion, color, or national origin. All children are accepted on a two week trial basis. At this point it is decided if our school is the appropriate setting for your child.

All paperwork must be returned to the front office prior to your child's start date, including; completed medical and emergency information, signed tuition agreement, up to date immunization record from 3231, allergy action plan, infant feeding plan and safe sleep practice policy. Please note that each line must be filled out.

We offer part-time enrollment as a benefit to our parents. Please understand that your child may miss out on some activities, crafts, and holiday parties, if they are scheduled on a day that your child does not attend. The teachers strive to rotate the days, so the child gets to participate in various activities.

To enroll your child prior to the date of care needed we require a non-refundable registration fee and the first week's tuition. This payment will be applied to the first week your child attends. To continue to hold your child spot we require nonrefundable recurring payments of \$50.00. Recurring payments are nonrefundable and are not credited towards your account for later services rendered.

Due West Academy keeps all student files for three years after the child withdraws. After this time, Due West Academy is no longer liable for any child's records.

We require a two week notice in writing when withdrawing your student. Once a child is withdrawn from DWA it is the director's discretion for re-enrollment.

## **Pre- K Enrollment**

DWA is allotted 44 GA Pre-K spots each year. All students that are 4 years old on or before Sept. 1st will be eligible for the Pre- K Lottery program. If more than 44 enrolled students are age eligible, we will look at the start date of each child and accept the earliest enrolled 44 students. The remaining students will go on a wait list. If DWA does not have 44 age eligible students, we will accept applications from July to December the previous school year and fill any spots on a first come basis by the end of February. Families that had other children previously attend our GA Pre K program will take priority after currently enrolled students and before non DWA families. Families that are referred from current DWA families will take priority after currently enrolled students and after families that had other children previously attend our GA Pre K program but before non DWA families. We do take into consideration parent request for classroom placement and if at all possible to accommodate we will do so. If multiple children from a single family are being enrolled we will take into consideration parent request for classroom placement and if at all possible to accommodate we will do so.

## **Arrivals & Dismissals**

We are open Monday through Friday from 6:30am to 6:30pm. Children enrolled in our GA Pre-K programs should arrive no earlier than 7:50am and no later than 8:10am. GA Pre K students should be picked up no earlier than 2:30pm and no later than 2:45pm, unless enrolled in our before school and/or after school program. Children enrolled in our GA Pre-K program that are not enrolled in our BSP or ASP program that arrive before 7:50am or stay later than 2:45pm will be charged a daily rate, payable upon pick up.

Our non-GA Pre K families may arrive no earlier than 6:30am and no later than 9:00am. Our instructional day starts promptly at 8:00am. This is to ensure there is no disruption to the class. Children must be picked up no later than 6:30pm. Parents who fail to pick up by 6:30pm will be charged \$20.00 for the first minute and then \$1.00 per minute payable to the staff on duty at the time of pick up. Children not picked up by 7:00pm will be turned over to Cobb County Sheriff's office. State regulation requires that children be escorted into and out of the building by a parent/guardian or authorized adult.

Each parent/guardian and authorized person for each student at Due West Academy is issued a code to gain entry into the school. Each child must be signed in and signed out using the check in computer in the front lobby. In the interest of safety please do not open the door for any other families. **DO NOT OPEN THE DOOR FOR ANYONE.** All visitors must show proper photo identification to gain entry to the school and sign in with the front office. It is **mandatory** that children are clocked in and out daily for us to know who is present during an emergency.

Messages concerning your child should be hand written by the parent or emailed to the director and your child's teacher.

**NO CHILD** is dismissed from school to an unauthorized person. If someone is to pick up your child you must notify the office in writing (red card), by email or by phone prior to his release (this includes persons on emergency contact sheet). Even if a person is listed on your child's pick up list, we need confirmation from either parent stating that this is an authorized pick-up. This person will be required to show proper identification.

## **Drivers are requested to drive slowly through the parking lot.**

**Late Arrival:** If you arrive after 8:05am when GA PRE K carpool has concluded, park in a regular parking space and walk your child to their classroom. Please do not park under the covered canopy, we use this area for carpool and deliveries, it needs to stay clear from traffic.

### **Closings**

**Weather:** If it becomes necessary to close the school due to inclement weather, we will announce the closing on Facebook and send out an email. We follow Cobb County Schools schedule for inclement weather, if they are closed, so are we. **No refunds will be given.**

**Holidays:** Due West Academy will be closed on the following days:

**Memorial Day, July 4th, Labor Day, Thanksgiving Day, the Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.** Note: If a holiday should fall during the weekend, we will celebrate them on Friday or Monday. There must be at least 15 children attending during holiday breaks for DWA to remain open. Pre-K will follow closely to Cobb County schools schedules. Due West Academy School schedule will be provided. Please watch for signs and updates posted on our front door, Facebook page, and website for additional closings. **No refunds will be given due to school closings.**

**Vacations:** During the school year (August - May) non GA Pre K parents may choose a 2 week period to take vacations, with a written two week notice. During the vacation period, the first week will be FREE the second week only half the regular weekly tuition will be charged. Additional missed days will not be refunded. Late fees apply.

GA Pre-K families do not receive vacation days. However, GA Pre K families will not be charged for the week long breaks if your child does not attend. All other weekly tuition will be charged. Additional missed days will not be refunded. Late fees apply.

**NOTE:** Due West Academy reserves the right to alter the operating hours or closures as needed. Individuals are encouraged to check the website and Facebook, Instagram and Remind App for any updates. **NO credits will be given for any closures.**

## **Annual Registration Fee**

There is an annual enrollment fee for our non-Pre-K families of \$75 per child or \$125 per family that is due every year on August 1st. If you enrolled after January 1st and paid an enrollment fee you will be exempt for that year.

## **Tuition and Payment Policies**

1. All children accepted into our program are expected to continue the full school year. We cannot accept short-term enrollments. However, if you find it necessary to withdraw your child please give us a two week written notice so we can place another child. You will be responsible for the two weeks' fees after notification.
2. The annual registration fee is non-refundable. This guarantees a place reserved for your child.
3. Monthly tuition is due on the 1st of every month. This must be paid no later than 6:30pm on the 5th day of that month. If the 5th falls on a weekend, tuition is due the Friday prior. Monthly tuition received after that time will be charged a \$50.00 late fee. Payment can be made with Visa, Mastercard, cash or check.
4. Weekly tuition must be paid the Friday prior to your child attending. If tuition is not received by that Monday an additional \$15.00 late fee will be charged. Payment can be made Visa, Mastercard, cash, or check.
5. Returned checks are subject to a \$35.00 returned check fee and must be repaid in cash. If we receive two returned checks that account must then always be paid in cash.
6. Any children confirmed by parent(s) to attend during holiday breaks that does not show up will be charged regular tuition rates in addition to a \$30.00 cancellation fee. A week notice is MANDATORY if schedule changes occur to avoid any charges.
7. **A two-week delinquent account will justify immediate dismissal.**

**We offer Tuition Express auto pay, online payment options as well as pay at check in computer for no additional cost. Please email or see the front desk for more information.**

Tuition and other fees are to be paid in full without deduction for absences of any duration or for any cause, and without substitution of other days of attendance as "make up" days. Please understand that this is because of staffing and other operational costs.

## **Illnesses & Medications**

State regulations require us to maintain current immunization records of each child within 30 days of enrollment.

For the protection of all children, your child should be kept at home if they show any of the following symptoms:

- A temperature at or above 100.4 degrees
- A temperature within the last 24 hours ( NO MEDS GIVEN )
- Diarrhea or vomiting
- A rash
- Nasal discharge or discharging eyes or ears
- Excessive drooling
- Persistent cough

Parents should exercise every caution and keep their child at home should other unusual symptoms occur. If a child becomes ill during the day, he will be placed in the office and the parents will be required to pick up the child up **within one hour**. Please make plans now for a backup person to pick up your sick child if you are temporarily unavailable.

Your child must be excluded from the center until they are without symptoms for a full 24 hours (without the aid of medication). Please be respectful to all other children and parents when considering bringing your child to school when they are sick. No refunds will be given due to sick days.

We cannot allow children to stay inside during playtime unless we have a written doctor's excuse. Supervision is provided on the playground.

**Medications:** If your child must have medications at school please follow these guidelines:

1. Medication must be in its original packaging and be age appropriate. Some over the counter medications (OTC) cannot be given to children under the age of 2. (For example: Tylenol and Infant Tylenol cannot be administered to children under 2 years old). Please read the label on the medication to ensure it is age appropriate, if it is not, it will not be given. The bottle must be clearly labeled with the child's first and last name. Prescription medications must have the prescription number and doctor's name.
2. Medication must be handed to the child's teacher along with a current medicine sheet. Please let the teacher know if medications must be refrigerated.
3. The medicine sheet must be filled out with the dosage. Medicine will only be administered designated times. **"AS NEEDED"**- is **not** an applicable time, medicine will not be administered if time is not specified.

## **Clothing & Toys**

**Clothing:** Because of the wide range of activities, please have your child wear washable, comfortable clothing. Elastic waist pants without belts are recommended for the children. Children should wear properly fitting, flat, soft, soft-soled shoes (NO high heeled shoes, flip flops, slide on crocs or cowboy boots). Overalls and bodysuits are very difficult for the children to get in and out of when going to the bathroom. Please be sure that your child's clothing is easy for him/her to take on and off without much assistance. This will give your child a positive feeling of taking care of his/her own needs and prevent accidents.

All children must have at least one set of weather appropriate clothing clearly labeled with your child's name at school at all times. Children under 3 years should have more than one set of clothing. If your child has an accident and does not have a change of clothes **YOU WILL BE CALLED TO BRING YOUR CHILD A CHANGE OF CLOTHES.**

**ALL CLOTHING SHOULD BE CLEARLY LABELED WITH YOUR CHILD'S FIRST AND LAST NAME OR INITIALS.**

**Toys:** Please have your child leave toys at home. Most classrooms have shown and tell day and the items brought in must be of an educational value. If you have any questions about an item, please speak to your child's teacher.

## **Food, Rest, and Supplies**

**Meals:** Due West Academy will meet the nutritional needs of the child for the part of the day which he spends at the center by providing a well-balanced morning snack, lunch and an afternoon snack. If the child is bottle fed, the parent will provide the center a sufficient number of bottles of formula to feed the child. **ALL BOTTLES MUST BE CLEARLY LABELED WITH CHILD'S FIRST AND LAST NAME AND CURRENT DAY'S DATE.** No bottle may be left overnight.

Breakfast will be provided for a charge of \$1.50/day, this is not included in tuition fees. Breakfast will be served until 7:45a.m. for those wishing to eat at school. Due West Academy is required by Bright From the Start to follow certain nutritional guidelines. Menus are posted monthly and must be followed. If your child's meals need to be supplemented a note from your child's doctor must be on file in the front office. Any breakfast brought from home must be finished in the car before entering Due West Academy.

**Milk Guidelines:** If your child is allergic to milk products, a doctor's note must be in their file. The parent must supply a supplement. If the parent prefers organic or soy products, they can write a note for the child's file and supply the supplemental milk product.

**Rest:** We require a nap or rest period during the day for preschool age children. After 20 minutes, quiet activities shall be provided for non-nappers. Children may bring a small blanket for rest time. Please no pillows or soft toys.

**Supplies:** Parents of Infant and Toddlers are required to supply all diapers and wipes. You will be informed in writing when their supply needs to be replenished. Each classroom teacher will provide parents with a supply list at the beginning of each school year.

## **Emergency Procedures**

All staff is trained in CPR and First Aid. Due West Academy staff is trained in emergency operations procedures in all areas of emergency situations according to the guidelines of Georgia Emergency Management Agency. Parents may review these procedures at the front office.

Monthly fire/severe weather drills are conducted each month with the children so they know the evaluation procedures.

**Injuries:** If your child receives a mild scrape or bump the teacher will fill out an Accident/Incident Report. The form gives time, location, and nature of the injury and will be given to the parent the day of the injury. Parents must sign it when they arrive and leave a copy with the school for your child's file.

## **Discipline Policies**

Ground rules are set up by and for the class and are expected to be followed for the social cohesion of the entire group. The aim of the method is self-discipline through purposeful activities. The idea is to like what you do, but not to do, as you like. When the rights of an individual within the environment are infringed upon, positive steps for correction are made. If these steps for correction do not help and the child is harming the other children within the class, the parent will be called and asked to pick up the child from school immediately. We are a nonviolent school. No humiliating statements are used in behavior correction.

**Incident Reports:** If at any time during the day a child has a behavioral incident the teacher will fill out an Accident/Incident Report. This form gives time, location and nature of the incident. Parents must sign this form when they arrive either at the end of the day or when they are called to pick up child.



## **Parent Involvement**

Parent involvement is expected at Due West Academy. It is the responsibility of the parents to keep the staff at Due West Academy advised of any significant changes as the changes occur in the information that you (the parent) provided at the time of enrollment concerning phone numbers, work location, emergency contacts, family physician and authorized person to pick up your child.

Folders and/or e-mails go home each Friday containing all of your child's work for the week, classroom newsletters, and school information. It is the parent's responsibility to read these notices.

In choosing Due West Academy for your child's first educational experience you have already shown an interest in participating in your child's educational experience. There are many opportunities for parent involvement, including the Due West Academy Parent's Committee. The D.W.A.P.C. host family events, parent meetings, fundraisers, and help with several additional committees. If you are interested in helping or have a question you can contact them at [dwaparentcommittee@duewestacademy.com](mailto:dwaparentcommittee@duewestacademy.com).

## **School Website, Facebook and Student Directory**

The school website address is: [www.duwestacademy.com](http://www.duwestacademy.com). Our website has the school calendar, student directory, lunch menu, and other information to keep our parents up to date. The student directory is only accessible to our current DWA parents and is password protected. The directory is a great tool for parents for birthday parties, play groups and sitter exchanges. We expect parents to use the directory with respect. The directory will include the student's name, parent's name, email address and phone number. The school's website and Facebook page will include information on the school and photos of children actively working in the classroom. We also like to submit photos to the local newspaper. Please indicate on the registration paperwork if you authorize Due West Academy to use your child's photo and/or include your child in the school directory.



Marietta, GA 30064  
Phone: 770-590-0364  
Fax: 770-590-7714

**I have read and agreed to comply with all rules and regulations listed in Due West Academy's Parent Handbook.**

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

**Note:** It is the responsibility of the parent/guardian(s) to keep Due West Academy informed of any changes in home phone numbers, home address, work phone numbers, work address and emergency contacts updated.

\*All changes must be submitted in writing.

**Entering the Center**

State regulation deems that Due West Academy may not allow a child to enter or leave the center without an adult escort, I, \_\_\_\_\_, agree to escort \_\_\_\_\_ upon entering and leaving Due West Academy.  
(Child's Name)

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

**Please circle the selection below and sign.**

I DO/ I DO NOT give my child permission to participate in the water activities at Due West Academy.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

I DO/I DO NOT give my child permission to participate in bounce house activities.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

I DO/ I DO NOT give my child permission to watch PG movies.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

**Please circle the selection below and sign.**

I DO/ I DO NOT authorize Due West Academy to include my child in the student directory.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date

I DO/ I DO NOT authorize Due West Academy to include my child's picture on the school's website, Facebook, Instagram, in local newspapers, flyers, online advertisements and ads, etc.

\_\_\_\_\_  
Parent/ Guardian Signature

\_\_\_\_\_  
Date