



**Preschool (K3, K4, K5)  
Parent and Student Handbook  
2022-2023**

## Preschool Parent and Student Handbook Table of Contents

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This handbook sets forth the guidelines and policies that serve as the basis for the educational community at David Emanuel Academy. It is important to set forth the policies and procedures which are most important and necessary. Since the Administration cannot foresee every situation, we reserve the right to add or modify policies contained herein with reasonable allowance for communication to parents.

## **David Emanuel Academy Preschool Parent and Student Handbook**

Welcome to David Emanuel Academy Preschool! Our preschool program is under the guidance of SAIS accreditation.

This is the preschool specific Parent and Student Handbook. For complete school guidelines, please refer to the *David Emanuel Academy Parent and Student Handbook*.

### **Nondiscrimination Statement**

Pursuant to the mission and philosophy of our school, DEA welcomes qualified students of either gender and of any race, color, religion, creed, disability, and national or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of gender, race, color, religion, creed, disability, or national/ethnic origin in administration of its educational policies, financial aid programs, or athletic and other school-administered programs.

As an independent school which does not provide comprehensive educational services such as special education or vocational training, the school reserves the right to deny admission or dismiss any student at any time when it determines that it cannot adequately serve the child.

### **Mission**

The mission of David Emanuel Academy is to provide K3-12th grade students with an exceptional education under the guidance of Christian principles. Our school will develop ambitious individuals of strong character who are servant leaders and possess a biblical worldview.

### **Curriculum**

The DEA preschool is proud to offer the Christian-based ABeka curriculum. ABeka is streamlined throughout all grades of David Emanuel Academy.

### **Enrollment/Admission Requirements**

Acceptance depends on availability of spots in each grade and age/birthday of child. It is the guardian's responsibility to keep all forms updated with current data (see required forms below). Guardians must abide by the Tuition Schedule and Enrollment Agreement contracted between the family and David Emanuel Academy's business office.

### **Required Documentation**

It is the guardian's responsibility to turn in the following **by September 1st**:

1. Birth Certificate
2. Immunization Records - Form 3231
3. Student Information Sheet
4. Emergency Medical Form
5. Certification of Ear, Eye, and Dental Exam
6. DEA Parent and Student Handbook signature sheet

Several of these items are mandatory and checked by the Health Department.

### **Attendance Policy**

Regular daily attendance is a vital asset to your child's academic success. In order to fulfill curriculum requirements, students should be present and **on time** each day. Tardiness is interference in critical learning time for all ages and discouraged.

*Please note the **Preschool ends its calendar year the same day as Kindergarten Graduation.** (see DEA's Academic Calendar)*

### **Personal Property at School**

DEA recommends that no personal property be brought from home other than items needed in a normal school day. Items that should not be brought include, but are not limited to: toys, radios, cell phones, knives or anything that could be considered a weapon. The school is not responsible for lost property. Your teacher may provide opportunities to bring items from home on special occasions. You will be notified of these opportunities.

### **Transportation**

Bus Route to and from DEA:

Transportation is available to preschool students. Guardians must drop child(ren) off at disclosed route location. If a guardian is not at the location for pick up, the bus driver will attempt to contact parent and remain with child(ren) until guardian arrives or other instructions are given. Please let teacher know your plan/changes for transportation through a note or phone call to the main office. Do NOT let child(ren) communicate this message. Students are asked to observe the same rules on the bus as they do in the classroom. Denial of bus privileges can result from inappropriate behavior on the bus. Please refer to the Bus Transportation sheet enclosed in the DEA enrollment packet or transportation section of the *Parent and Student Handbook* for further details.

Field Trips:

A permission slip must be signed for a child to be taken off campus. Permission slips must be returned before the day of the field trip. When a DEA bus is provided for a field trip, we require the children to ride the bus to the destination. Guardians are always encouraged to attend field trips. If a guardian attends, we offer the opportunity for the child(ren) to leave with the guardian. The child must be signed out for the child to leave with the guardian and the teacher must be notified of the guardian's intentions on the field trip permission form.

### **Morning Arrival Procedure**

Lower school students that arrive prior to 7:50 am should report to the cafeteria (early arrival begins in the cafeteria at 7:30). Students will be escorted to their classroom by a staff member at 7:50 am. If you drop your child off after 7:50, please make sure to sign your child in for the day (in the classroom or hallway). If you arrive after 8:05, please sign in through the front office. All bus-riding children will be escorted to their classroom upon arrival.

### **Afternoon Dismissal Procedure**

When school lets out for the day, please go to the front entry gate to pick up and sign your child out. All bus-riding children will be escorted to the bus. If you need to check your child out early for the day, please sign them out through the front office (where they will be dismissed). If your child is riding home with a friend, we will need a written note from home. Children will be released only to names provided on their Student Information Sheet.

**Dress Code**

David Emanuel Academy does follow a detailed dress code/uniform policy. For complete details, please refer to the *Parent and Student Handbook*.

K-3, K-4, and K-5 children are encouraged to wear closed-toe tennis shoes.

**Secured Doors**

The gate will remain secure during the school day for the security and safety of our children, teachers, and staff. We encourage and welcome families to be a part of the DEA experience. Please check in at the main office/entrance upon arrival on campus and receive a visitor's badge.

**Fees**

Tuition- (See *Schedule of Tuition and Fees* for David Emanuel Academy)

Lunch-

\$4.00/day - hot meal OR \$3.75/day sack lunch- includes milk or chocolate milk

\$1.00 - extra drink

You may pay for lunch daily, weekly, monthly, or yearly. But, all cafeteria services are pre-pay only. Please send pre-paid money to DEA's Main Office. You may check your Sycamore account for updated account balance information.

Snack- Children will have snack time each afternoon. Snacks must be sent from home.

Bus Route - (optional) There is a \$75 one time Transportation Maintenance Fee per family. The fee for morning and afternoon bus pick up and drop off is \$100/month/family. If you wish to only have the morning pick up or the afternoon drop off the fee is \$50/month/family.

**Illness**

If your child is sick, please keep him/her at home. This pertains to fever, coughing, head lice, nausea, rashes from known/unknown causes or of contagious nature (ex. Impetigo), diarrhea, sore throat, or any other contagious symptom. Students must remain at home for a minimum of 24 hours after the last episode in the following cases:

1. Elevated temperature of 100 degrees or higher
2. Vomiting
3. Diarrhea

A child will not be allowed on campus or to remain on campus if the child has the equivalent of one hundred (100) degrees or higher temperature. If your child gets sick while at school, we will call guardians via telephone to come and pick him/her up. Your child will be placed in the front office to prevent infecting others.

**Injury**

In the event of a minor injury (no professional medical attention needed) or a major injury (professional medical attention needed) you will be notified immediately via telephone. Please make sure to have insurance portion of the Student Information Sheet filled out for emergencies. In the event of minor injury, personnel will use the first aid kit available in each classroom. In the event of a major injury, the child will be transported by his/her guardian, indicated emergency contact, or ambulance only to the nearest medical facility.

### **Communicable Disease**

In the event that your child, or any area of campus, has been exposed to a communicable disease (Chicken Pox, Head lice, Strep, Pink Eye, etc.) you will be notified immediately. If the event has occurred in your child's class, a sign will be posted outside the door of the classroom and a letter will be sent home if applicable.

### **Medications**

1. All medications should be brought to school by the guardian and presented to the teacher.
2. Over-the-counter (OTC) medications may be distributed to student with guardian's written permission.
3. Prescription medications may be distributed to student with guardian's written permission. Guardian must come by classroom and fill out the Medication Authorization Form. If this form is not filled out completely, the medication will not be given. This form is critical in documenting drug facts, dosages, and adverse reactions. Prescription medications cannot be given for more than two weeks without a written note from the physician.

### **Toileting**

All children who enroll in our K3, K4, and K5 program must be fully potty trained. If a child is having accidents daily, they are not fully potty trained. Wearing pull ups or diapers is not considered potty trained. We do understand that even potty trained children will occasionally have toileting accidents. Accidents are not common incidents and should happen infrequently. When an accident occurs, the teacher will help the child to change clothes while encouraging independence from the child. Your child will be given many opportunities to use the bathroom throughout the day. A teacher will assist as needed but the children are encouraged to complete the process independently. Please avoid sending children in belts or clothing with snaps or straps which can cause frustration when developing these skills.

### **Biting**

Biting at David Emanuel Academy is considered a serious offense, as hygiene is compromised. Our procedure is as follows:

- 1st offense – The child who bites will be quickly removed from the situation, while one teacher comforts the child who has been bitten and attends to cleaning the bite. Both sets of parents will be notified of the incident.
- 2nd offense – The child's parents will be asked to keep their child at home for a full week after the incident.
- 3rd offense – The child will be removed from the program for the remainder of the school year.

### **Behavior Management/ Discipline**

Young children are still in the process of learning what behaviors are appropriate and inappropriate. Children are expected to treat classmates, adults, and school property with respect and consideration. Our preschool has classroom rules and procedures that are developmentally appropriate. Each child is expected to follow these rules. Our faculty will utilize re-direction and discussion as a method of discipline with children. If time-out is used, it will be used age-appropriately for no more than one minute per age of child.

When rules are continuously neglected, the child will meet with an available administrator and the parent will be contacted. The administrative team reserves the right to dismiss a student with no warning for destructive or extremely harmful behavior that threatens the safety or well-being of the

school community. Every situation presents a unique set of circumstances and behaviors, which will be considered on a case by case basis to ensure the best interest of the student.

### **Lunch/Snack**

Lunches are served daily in the cafeteria. This is optional and available for purchase (see lunch fees). Lunch choices (hot lunch meal or sack lunch meal) are nutritious and well-balanced and includes a milk. A menu is sent home at the beginning of each month. Our time in the cafeteria is limited. Please consider sending non-microwavable food items. It is encouraged that lunches brought from home be nutritious and well-balanced. Please have your child's name on the lunch box or bag. Containers should be clearly labeled to keep home-prepared lunches from being swapped.

Your child will need to bring a snack from home each day. This should consist of one drink and one individual-sized, healthy snack item. Your child's drink and snack must be kept in his bookbag until the allowed time for snack. Students are encouraged to bring a water bottle each day labeled with name.

### **Emergency Procedures**

Please see David Emanuel Academy's Emergency Crisis Procedures manual posted on the bulletin board in the hallway.

### **Reporting**

All personnel are required to report any suspected child abuse, neglect, exploitation or deprivation to the Department of Family and Children Services.

### **Enrichment Activities**

Preschool students will be exposed to several extra enrichment opportunities. These could include, but are not limited to: chapel, music, art, STEAM activities, Day of Thanks, White Christmas, Grandparents' Day, holiday parties, birthday parties, and physical education.



## Notice of Exemption

I acknowledge that I have been informed that this program is not a licensed child care facility. I also understand this program is not required to be licensed by the Georgia Department of Early Care and Learning, and this program is exempt from state licensure requirements. David Emanuel Academy is accredited by the Southern Association of Independent Schools (SAIS).

Please sign and return this sheet to the school.

\_\_\_\_\_  
Student(s) Name(s) (List any K3, K4, or K5 Student)

\_\_\_\_\_  
Parent Signature

Date: \_\_\_\_\_